



# **EMERGENCY AND SAFETY BLOCK CAPTAINS' GUIDELINES**



**BOARD OF DIRECTORS ↔ BLOCK CAPTAINS ↔ RESIDENTS**

# RIVERWIND BLOCK CAPTAINS' GUIDELINES

## DEFINITIONS

<b>BC</b>	Block Captain – volunteers who work with the Board of Directors and the community in times of emergency.
<b>BOD</b>	Riverwind Homeowners Board of Directors consists of seven Riverwind elected residents.
<b>ESOP</b>	<u>Emergency and Safety Operations Plan</u> . A set of procedures to deal with emergencies affecting multiple residents in Riverwind. This does not replace emergency personnel's instructions.
<b>ESOT</b>	<u>Emergency and Safety Operations Team</u> – consists of the Board of Directors, Emergency and Safety Operations Group members, and Block Captains. At all times, the ESOT will follow orders from emergency personnel.

## PURPOSE OF BLOCK CAPTAINS

The purpose of the BC is to assist the BOD before, during, and/or after a declared emergency in Riverwind.

## MOBILIZING THE BLOCK CAPTAINS

If the President or, if not available, the Vice President or another designee declares an emergency in Riverwind, the Block Captains will be mobilized.

An emergency can be declared before the actual emergency and can continue until the emergency has fully passed.

Each BC will be assigned to a Board Member.

## WHAT IS AN EMERGENCY?

An emergency in Riverwind is defined as an event that affects multiple or all homes or residents in the neighborhood. Examples are flooding, tornados, power outages during extreme temperatures, fires, pandemics, etc.

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## **DUTIES OF BLOCK CAPTAINS**

The main duty of the BC is facilitating communication.

Communicating with an assigned group of homes (approximately 10 homes, subject to change) and the BOD.

Communicating can be done in person, by phone, by text, or other available means.

The BC is instrumental in disseminating information and facts regarding the emergency situation as well as answering questions.

The BC can be asked to hand out flyers, trash bags, or other items.

The BC will inform their assigned Director concerning residents who may need extra help in case of evacuation or loss of power.

Where possible, the BC will note which residents have left the neighborhood during the emergency.

The BC will report to their assigned Director for instructions and will relay resident needs and concerns.

## **TIME COMMITMENT**

This is not a weekly or monthly duty. You will only be mobilized when an emergency is declared.

There may be a meeting to discuss the emergency in advance.

An orientation will be required twice a year.

A BC will visit their assigned residents once or twice a day most days, or as needed during the emergency. Also, visits could include before and after the emergency.

An after-action meeting for your feedback may be requested.

## **SAFETY**

At no time is the BC to put themselves in danger.

## **REQUIREMENTS TO BE A BLOCK CAPTAIN**

The BC must be a resident of Riverwind.

A BC must be mobile enough to travel the assigned area.

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## WHAT TO EXPECT

Communicate with assigned Director.

Door to door communication with your assigned neighbors. This could include handing out flyers, trash bags, or other items.

Dispel rumors.

Identify those with special needs in case of evacuation or power loss.

Maintain notes/log of issues.

## WHAT IS NOT YOUR RESPONSIBILITY

As a BC, it is **not** your job to do the following:

- Deliver supplies (water, food, etc.).

- Evaluate the health of a resident.

- Clear debris and trash.

- Evacuate a residence.

As a neighbor, you are free to assist as needed, but these are not BC duties.

## SUPPLIES PROVIDED TO THE ESOT

Safety Vests to be worn when performing BC duties.

Flyers to deliver to the residents.

Other items may be provided, to be determined on a case-by-case basis.