

Immediately Following a Disaster Block Team Roles		
Key Roles	Day of disaster	Longer term
Incident Commander (IC)	<ul style="list-style-type: none"> Dispatch Safety & Wellness teams (buddy system) Set up IC base and communications with emergency responders (9-1-1 or Ham radio channels). Report any critical incidents via 9-1-1 or Ham radio Address local injury or damage situations as possible. 	
Communications	Send, receive, and document radio or other communications to / from your block IC	
Scribe	Collect <i>Incident Report Forms</i> and record incidents, actions, and updates on Incident Status Board poster	
First Aid Team	<ul style="list-style-type: none"> Set up First Aid station Gather medical supplies Aid injured Maintain treatment log Report status to Scribe 	<ul style="list-style-type: none"> With IC manage food, water, shelter needs and distribution Report updates to Scribe
Safety Team	<ul style="list-style-type: none"> Check neighborhood for physical hazards (small fires, gas, water, downed lines) document and respond as possible. Use <i>Incident Report Forms</i>, give them to Scribe. Use buddy system in teams of two or more. 	<ul style="list-style-type: none"> Continue regular Safety patrols; checking fire, gas, water. Once block is stabilized, gather resources to share as needed: <ul style="list-style-type: none"> Food, water Fire extinguishers, flashlights, batteries, tools, Camping gear, blankets Continue regular Wellbeing checks. Continue providing updates to Scribe.
Wellbeing Team	<ul style="list-style-type: none"> Check on the wellbeing of neighbors (people and pets) in need of any care. Use <i>Incident Report Forms</i> to document, and provide to Scribe. Use buddy system in teams of two or more. 	



Emergency Response Quick Start Guide

Steps to take after a disaster strikes

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Burlingame Neighborhood Network

Steps to take following an Emergency

Step 1

Your Family

Immediate First Steps

Evacuate if you feel unsafe
Deliver urgent first aid

Address hazards

Extinguish any fires
If you smell gas, turn it off
If you see water leaking, turn it off

Prepare

Put on necessary protective gear: shoes, heavy clothes, mask, goggles, gloves
If you don't have water, fill containers from taps
Gather personal supplies

Communicate

Put an **OK** or **Need Help** sign on door or front window
As able, inform loved ones of your status

Our Neighborhood meeting spot to set up an Incident Command base is:

Step 2

Your Block

- Meet at your block meeting spot and set up base station (use Drill Kit or block Cache)
- Begin Team Roles (see chart on reverse side)
- Work with neighbors and assign people to team roles
- Gather neighborhood supplies

Roles:

Incident Commander - Overall block leader. Deploys teams, manages base and determines what gets escalated to the Community Command Post (CCP)

Communications Lead - Receives, sends, and documents radio/walkie-talkie communications within the neighborhood, and with the Community Command Post (CCP)

Scribe - Records all block incidents identified and actions taken on the large Incident Status Board

First Aid Team - Sets up and operates First Aid station

Safety Team - Identifies and responds to hazards, i.e. fire, water, gas, downed power lines

Wellbeing Team - Checks welfare of neighbors, house-by-house, i.e. children alone, those needing assistance