



***BLOCK CAPTAIN
HANDBOOK***

WASATCH COUNTY EMERGENCY MANAGEMENT

VERSION: September 2011

BLOCK CAPTAIN HANDBOOK

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INTRODUCTION

Thank you for accepting an assignment to serve your neighborhood and community as a Block Captain. This handbook contains detailed instructions as to the role of the Block Captain and many safety issues and tips that you as the Block Captain can follow.

The handbook is written to be a guide (Part I), training tool (Part II), and source of forms (Part III) for Block Captains and Assistant Block Captains in Wasatch County, Utah area. When the words Block Captain(s) or the letters BC are used, throughout the rest of the handbook, read them to include Assistant Block Captains.

IMPORTANT: Only act to the level of training you receive in this handbook or from any additional professional training that you may have received; **attempting something above and beyond that training may nullify protection under Utah's Good Samaritan Act.** The information found in the following pages has been written specifically for Block Captains but can be adapted for general use and neighborhood safety.

PART I -- DUTIES

SECTION 1 Block Captain Roles and Duties

Role of the Block Captain:

The role of a Block Captain is to act as the information gatherer for a specific location (Block of homes) and to report findings to Civic and/or Church leaders during an emergency.

Duties of the Block Captain (the doing part)

The Block Captain has three time periods that define the duties: Before, During, and Following an emergency.

Before Phase: (Preparation)

Before a community emergency occurs the Block Captain's role is to visit each family in the Block, gather information about each family and pass on information about Wasatch County's disaster response plan (Personal Emergency Preparedness Booklet) The task also involves becoming familiar with the physical area of the Block. Visit each family:

- Discuss Wasatch County's Personal Emergency Preparedness Booklet.
- Give the family ideas on what to include in a family disaster plan and encourage them to make one and practice it.
- Fill out Form 1 and give copies of the filled out forms to the Lead BC (neighborhood CERT council representative).
- Invite the family to take CERT training and join in the community disaster response effort.
- Fill out the top part of Form 2 for each family to allow a faster response during an emergency.

Walk around each house as well as the block. Observe and note the location of gas meters, water main connections, electrical meters, fire hydrants, large trees, types of building construction, any other things that could become hazards or useful in an emergency.

During Phase: (Action)

During a community emergency, Block Captains are the on-the-ground observers and information gatherers.

- First turn on your two-way radio (if you have one) and take care of yourself and family. Make sure that they are safe and secure.
- As soon as you hear IC Command communications come on the air report in that your radio is on and you are responding to your block assignment. Be sure to use your call sign so that IC Command can keep track of all Block Captains who are responding.
- Second go outside and quickly get an overview of the whole Block. Think about time of day and week, special needs in families, hazards (gas, fire, water).
- Systematically walk your block (right hand or left hand circuit) to avoid missing a house. **Remember**, you have to check each house and only have time to do some quick first aid before moving on.
- Quickly fill out Form 2 at each house. Use this as a checklist to make sure that nothing is overlooked. Be sure to account for each family member. Circle those missing on the form.
- Flag each house so that the flag is easily visible from the road if it is not already flagged (Red for injured, Green for all okay)
- If you smell gas at a house, turn it off at the meter. **REMEMBER THE GAS COMPANY HAS TO TURN THE GAS BACK ON SO ONLY TURN GAS OFF IF ABSOLUTELY NECESSARY.**

When you have completed checking each house/family, report the information to IC Command on your radio or in person (if you do not have a radio)

- Confirm the IC command received your report
- Request CERT response if needed
- Return to the Red flagged houses and do first aid, if you are trained, starting with the most critical first.
- Direct and assist CERT team(s) as they arrive at your Block

If your Block is safe and secure, report this and go to IC Post for further assignment. As time permits and if there is damage to houses in your Block then complete Form 4 Property Assessment for each damaged house in your Block. Turn this into IC Command.

Following Phase: (Assessment and follow-up)

After a community emergency the Block Captain role is to visit each family, find out their needs, and pass this information on to Civic and/or Church leaders.

- Visit each family in the Block and re-assess their needs
- Ask for and record feedback on how the emergency response could be improved
- Update Forms 1 and 2 for the next emergency.
- Forward all information to the Lead Block Captain who will compile it and send it to Civic and/or Church leaders for follow-up and training.

SECTION 2 Family Emergency Response Instructions

A copy of the Family Disaster Response information should be given to each family during the visit from the Block Captain.

Family Emergency Response

To facilitate the County Disaster plan, all residences (families), with the assistance of block captains, will post their condition after a disaster by placing a colored flag or sheet on their house in a place that is easily visible from the street. If the family does not have a colored flag or sheet, then one member should watch for the BC to come by after a disaster and give the BC a short report on your family situation. **Assist the BC to do it quickly.** CERT teams will be dispatched to the places with the most critical needs first.

Green – “All is well!”

Red – “Immediate help or critical care is needed.”

If all of your family is safe but the house is not, then take your family and 72 hour kits to the Incident Command Post for further instructions.

SECTION 3 Block Captain Check List

The initial task of a Block Captain is to quickly size up the situation on the assigned block, gather information, and promptly report the information to the Incident Command Post. If your block is relatively safe with no red category injuries then let other BC’s with more pressing needs report on the radio first.

BLOCK CAPTAIN INITIAL ASSESSMENT CHECK LIST

Remember this needs to be done swiftly and completely. The timeliness of your report will save lives.

1. As you leave your house think about time of day/week and special needs for your block families. Then take a look around at the whole block for an overview while looking for hazards.

- A. Time (of day, week) – Think about who might be home depending on time & day
- B. Special Needs – children, elderly, physically or mentally challenged
- C. Hazards –
 - Do you smell gas?
 - Do you hear or see water flowing?
 - Do you hear or see a fire?

2. Systematically walk your block (right hand or left hand circuit) to avoid missing a house.
 - A. If a house has a “Green” flag showing, note it and move on.
 - B. If no flag is showing go to the house and assess the situation without entering. Flag the house appropriately. Fill out Form 2
 - C. If you smell gas at any house, turn the gas off at the meter and note it on Form 2.
 - D. If a person is at the house, quickly obtain the information, fill out Form 2, flag the house and move on.

3. Report the information from your size-up to IC Command.
 - A. Report to IC Command and confirm that they received your report.
 - B. Request CERT response if needed.
 - C. Go back to the Red flagged houses and do first aid if it is safe to enter the house.
 - D. Direct CERT Teams to the locations that they are most needed.
 - E. Go back to the “Green” flagged houses and fill out Form 2 to find out who is not home and accounted for.
 - F. Report again to IC Command on who is not accounted for in your block.
 - G. If your Block is safe, then go to IC Post for further assignment.

SECTION 4 Suggested Equipment

These items are suggested for a Block Captain to have readily available in the event of an emergency.

- Block Captain Handbook with blank forms (pen or pencil)
- Colored Flagging (green, red)
- First Aid Kit
- Flash Light
- Adjustable Wrench or Large Pair of Pliers
- FRS or GMRS Radio on the frequency assigned to your Neighborhood

SECTION 5 Communication Plan

If phones, both land lines and cell, are working, then they will be used for communication up and down between the commands.

Wasatch County has 800 MHZ radios for emergency situations. These radios may be picked up at (signed out from)_____.

Ham or Amateur Radio Operators are secondary means of communicating from the Incident Command Post (**ICP**-CERT group) to Area Command (**AC**-Fireman or Law Enforcement at assigned areas) to the **EOC** (County), Church Authority’s and Red Cross. Only rarely will a ham operator accompany a block captain or CERT, they will usually be assigned to a higher level command function.

If you are a block captain or CERT and do not have a radio, then communication between you and the IC command will need to be done by runners.

Call signs for Tactical Radios

Incident Command Centers when activated:

Insert your areas command centers and call signs here.

Depending on the emergency and the amount of devastation, the primary command centers will be setup first and the secondary command centers will be used if needed.

As soon as a command center is activated, the command communications group will put out a radio call to inform block captains and CERTs that the command center is activated and that they can start communicating.

Block Captain and CERT tactical call signs are needed to quickly identify the parties on the radio.

Insert your Block Captain and CERT team call signs here.

CERT tactical call signs – CERT teams will be assigned call signs when they report to an ICP and are given an assignment.

This first CERT team to respond in each area starts with the first number for their area and calls in to Command stating who they are, number of people, and ask for an assignment. The second CERT team in the same area takes the second number and so on. If you cross into or are assigned to another area, continue to use your own area call sign.

Examples:

To call command, listen, wait for any other stations to complete their exchange, key the radio mike, wait ½ second, speak with the radio slightly to the side of your face and say the tactical call sign of the group that you want to contact (once or twice), say the word “this is” and then your tactical call sign. This allows the group or person that you are calling to hear their call sign and pay attention so that they hear who is calling them.

If you are Lake Creek Block Captain 1 calling the command center at the East Stake Center it would be like this:

“Wasatch County command this is Lake Creek 1.”

Wasatch County command will then come back with “Lake Creek 1 Wasatch County command, go ahead”

Then you would state your message, wait for a response and when done sign off by saying “Lake Creek 1 clear”. This lets others know that they can then get on the radio and make their call.

PART II -- TRAINING

SECTION 6 TRAINING INFORMATION

The Training packet is divided into sections that discuss the following topics:

- A Call To Action
- Home Building Inspection
- Fire Suppression
- Search & Triage
- Disaster Medical
- Document & Report
- Conclusion

Before the Disaster Strikes

Any preparations conducted prior to a disaster will greatly enhance the response capabilities of all Block Captains and even each resident. Block Captains should meet at least once a year with all members of the block and discuss any preparedness strategies as well as specific neighborhood plans. All members of the block should be aware of the disaster response plan and agree to be a part of it. Hopefully all will take part in this program, but do not act on your own accord; you must have the consent of each homeowner prior to acting as a Block Captain on their property. Another purpose of this annual meeting is for the Block Captain to learn and review vital information about all family members, for example name, age, occupation, and work location.

Also, take time before a disaster to identify any special needs of the members of your block and anything else that they would like you to know that could become important after a disaster. For example, do you have a neighbor that needs oxygen, and if so, what would you do in the event that power was lost. Knowing any special needs and having contingency plans will enable you to better assist you neighbors in their time of need. You may also wish to discuss any special skills and equipment that neighbors may have, that could be used in the event of a disaster. Knowing that a neighbor has a chain saw and is willing to use it to clear fallen trees (as well as any other tool or skill) will enable neighbors to help neighbors. Use the Block Skills Sheet at the end of this packet to document this information.

Walk through a disaster

An earthquake is one type of event that could affect the entire County, with the possibility of considerable damage. Your help as a Block Captain would certainly be needed after such a disaster. The following discussion is meant to be a walk-through of a disaster so that you have a better idea of how a response may be.

After you feel an earthquake, your first response is to care for those in your home. After your family members have been evaluated and found to be stable, only then are you ready and able to respond to the other homes on your block. You will want to follow the same procedures and safety tips that you will find in this packet on your own home, just as you would on your neighbors' homes.

After inspecting your home and learning that all are well in your family, you would then go out and mark your home with a green flag, placed in a visible place on the lawn. If you or someone in your family is injured mark your home with a red flag. You then look quickly over the other homes on your block and see, for example, that three other homes have already marked their homes with flags, two green and one red. You proceed in a left or right hand search pattern depending on which houses are already marked, so that you can quickly check the unmarked houses without missing any. Include the marked houses in your search so that you know and can report on the status of all families. Make sure that each home is safe to enter, and then proceed to check on the residents. As you go through each home, you document who is injured and note the status of their injuries; who isn't at home and where they could be (at work, school, grocery store, etc); and any major damage to infrastructure or building in your block (broken gas or water line, downed or exposed power lines, damaged roads, etc).

Once you have visited each home and determined the status of all residents, you then send the information to IC Command. IC Command will gather reports from as many Block Captains that are assigned in the area and will pass the information to the Area Command.

As you check on homes, you may have neighbors that have been seriously injured in the disaster. You will initially spend a few moments with them and then have an available neighbor stay with them as you continue to check the other homes. Once each resident at home has been checked, homes have been marked and reports passed to IC Command, you will then stay with the injured residents in your block and provide for their needs until a CERT team arrives to take over treatment and transport to a professional care facility or to a designated IC Medical area.

Again, this was a quick walk-through of how a neighborhood disaster response could be. Each of the following sections will go into more specific detail about each aspect of the Block Captain's responsibilities.

Home Building Inspection

There are several factors that you must assess before you enter a building that has recently been through a natural disaster. All of the factors listed below point to a potential unsafe environment, meaning that you should not enter the building because of the possibility of partial or total collapse. Many of these factors discussed are easy to see, especially if they are severe, but others are subtle and may require an extra detailed look. The first and foremost responsibility of a Block Captain is to be safe. If you become trapped, wounded or fatally injured, you will not be of value to the other residents that may need your assistance.

Never enter a building alone. Always have a partner so that someone knows where you are if you happen to get trapped or injured.

Don't Enter The Building If...

There are obvious signs that can be seen from the exterior of a home or other building that should act as a red flag to any Block Captain. If you see any of the following factors, do not enter the home. Instead, for your safety, utilize another method to determine if anyone is inside.

Roof Sagging – A sagging roof indicates major damage to that portion of the roof. The damage could possibly be accompanied by a damaged support wall or beam. A sagging roof could easily fall on an unsuspecting victim in the event of an aftershock, or during further settling that can occur for some time after an incident.

Large cracks in sections of the structure – Large cracks in concrete structures are a sign of significant damage and such homes should not be entered (figure 1.). However, be aware that it is possible for the frame of a home to shift and bend during seismic activity and not sustain heavy damage. If that occurs, light damage could be seen as a hairline crack and the siding, trim or other surface will return to their normal position. However, if this same home does sustain heavy damage, the exterior cracks will be much larger, sometimes several inches to several feet.



Figure 1: Cracks in a masonry are a sign of danger.



Figure 2: Notice the entire wall near the chimney is out of plumb.

Brick or masonry chimney leaning towards the structure – This poses a potential hazard because the chimney could come crashing down on the home. The chimney could just be a façade, but be cautious of falling brick! (figure 2.)

Exterior walls leaning out of plumb – Look at figures 2 and 3 to get a better idea of how a building may look. Even though it is still standing, the building has suffered major damage to its structure and should not be entered. A building leaning out of plumb could easily collapse with the slightest further movement.



Figure 3: Leaning porch after an earthquake



Figure 4: Natural gas shut-off valve located adjacent to the meter.

Natural gas odor – Natural gas can be detected by its smell. As you go around a home to determine whether or not it is safe to enter, check the gas meter for any leaks. As you approach the meter, try to determine whether or not you can smell gas in the area. If you do, shut off the turn-off valve immediately. Otherwise, check each of the joints of the pipes and the meter, smelling around each one to verify that the integrity of the seal has not been broken. If gas is not detected, leave the meter on; the gas supply should only be turned off if an immediate threat or concern exists. If gas is detected, turn the valve to the off position—perpendicular to the pipe. (figure 4.)

If there is a gas leak, consider turning off the main electrical disconnect to the home as well. This may save you and others inside of the home from the threat of an explosion. This disconnect can usually be found near the electrical meter. It may be easier to turn off all of the circuit breakers in electrical panel for the house. This will turn off all electrical power to the home. If a gas leak is detected, do not enter the home until the gas has dissipated. Any spark created by you, another person, or an object has the potential to create a dangerous explosion.

Broken or loose electrical wires – Broken or loose electrical wires may be a sign of major damage to the foundation or structural integrity of the home. It may be wise to shut off the power supply to the home. If you see this sign, look closely for the other signs described in this section to be sure that the structure is safe to enter.



Figure 5: The weight of this tree could cause this part of the home to fall

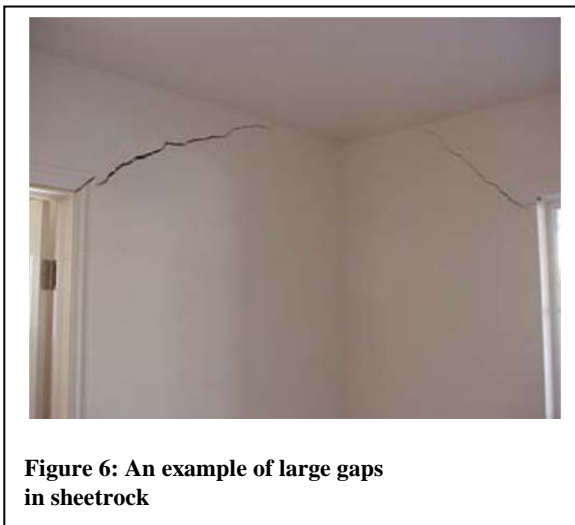
Dangerous trees – After a seismic event or high winds, trees may become uprooted or become very weak and begin to fall. Be aware of large trees that are close to the home. If they are leaning towards the home or are even situated on the structure, that part of the home may be unsafe to enter. (figure 5.)

Popping or cracking noise – A distinct popping or cracking noise is a sign that the frame of the home is in motion. Get away from the home and keep others away because it may collapse or experience considerable settling.

Broken glass above entry point – Broken glass above the entry point could easily fall as you try to enter the home. Vibrations from opening the door or bumping a wall, or further settling or even aftershock could cause the glass to fall on you or other personnel. Try to locate another entry point that will provide a safer way to enter the home. You could try to eliminate the threat of the broken glass if that is the only way into the home. Knock the glass down and then be careful as you go in and out of the home.

Once Inside The Structure... Never enter a home by without another person as backup.

Once you have determined that it is safe to enter a home, constantly look for further signs of damage to the home as well as other safety concerns. Remember, you, the rescuer, are the most important person and must always be careful not to become trapped, injured or otherwise unable to render assistance. Also, always be aware of where you are inside of the home and the dangers that exist. Remember, if an earthquake has occurred, aftershocks can follow and have the potential to be as strong as the initial quake. Bookshelves, cabinets, wall hangings, light fixtures, and other objects can fall or be thrown, injuring an unsuspecting victim.



Large open cracks – In a home built of a wooden frame, sheetrock can crack under movement but will go back together leaving only the appearance of a hairline crack in the wall. If the sheetrock does not return to its normal position and you see a large gap between the two pieces of sheetrock, there may be serious structural problems. (figure 6.)

Be aware of natural gas or other gas smells – You have already checked the gas meter outside, but be aware of gas smells inside of the home. The meter and pipes outside of the home may not have sustained any damage during the disaster, but the pipes and fittings inside the home may be damaged, loose, or broken, and gas may be leaking inside of the home. If that is the case, exit the home as quickly as possible, and turn of the gas valve as described earlier. After the valve has been safely shut-off and the main electrical disconnect is turned off, you may re-enter the home once the gas has dissipated.

Sagging beams across openings – Usually the doorframe is one of the strongest areas of a home due to the header above the door. If any area of the door opening is sagging, **DO NOT ENTER** that area. That is a very unstable, damaged area of the home and any other major movements that

occur could cause that area of the home to collapse. Also look at the ceiling of each room you enter. If any part of the ceiling is sagging, leave the room; any major movements could cause the ceiling to collapse.



Figure 7: Notice the middle stud is deformed in an "S" shape.

Deformed studs in open bearing walls –

This will be something you will only see in an unfinished basement. Normally studs are straight and not deformed, but after significant movement and damage, the studs may actually begin to bow and deform. If you see deformed studs, the home is not safe and you should evacuate all residents and stay out of the home. (Figure 7.)

Fire Suppression

A fire requires four things to ignite and then to spread: fuel, heat, oxygen, and a chemical reaction. (figure 8.) Without any one of these elements a fire cannot exist and will begin to die or be immediately put out. Fire extinguishers or the agents used in fire suppression remove one or more of these elements. One of the most important things you must remember if you happen upon a fire is that you are not a firefighter. Be very, very careful. Fires can double in size every minute, which means that a small manageable fire could engulf an entire room in a matter of minutes. With a typical fire extinguisher, you can put out a fire that is the size of a 55-gallon drum. Any larger than that and the fire is quickly becoming too large and the fumes and smoke can quickly overcome an unprotected rescuer.

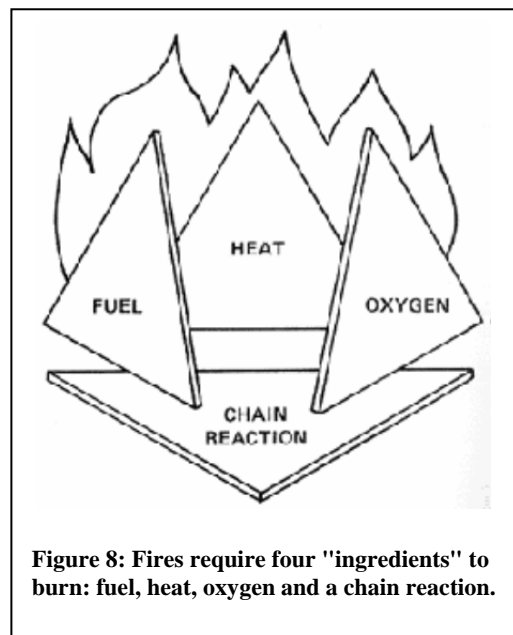


Figure 8: Fires require four "ingredients" to burn: fuel, heat, oxygen and a chain reaction.

Fire Type

There are four types of fires and five types of fire extinguishers; use extreme caution that you use the right extinguisher for the type of fire. Using the wrong agent could cause more damage by spreading the fire rather than putting the fire out. The following paragraphs will discuss the four classes of fires and the agents that should be used to extinguish each type of fire.

Class A – Class A fires burn ordinary solid materials such as paper, cloth, wood and plastics. Some examples of a Class A fire are a simple trash can fire, camp fire, or even most house fires. Fire extinguishers used to put out this type of fire will have one of three agents: water, foam or dry chemical. The water agent removes the heat from the fire; the foam agent removes both the air and the heat from the fire; and the dry chemical breaks the chemical reaction of fire.

Class A fire extinguishers are denoted by the triangle symbol.



Class B fire extinguishers are denoted by the square symbol.



Class B – Class B fires burn flammable liquids such as oils, gasoline, kitchen grease, combustible liquids, and paints. The actual liquid does not catch on fire because oxygen cannot penetrate deep enough into the liquid; therefore, the vapors of the liquid are actually burning and not the liquid itself. Class B fires are extinguished by foam, Carbon Dioxide (CO₂) or dry chemical. The foam and CO₂ agents remove the oxygen from the fire, suffocating the flames. The dry chemical breaks the chemical reaction of fire.

Class C – Class C fires burn electrical equipment such as wiring, fuse boxes, motors or appliances. A Class C fire is only considered as a Class C while it is energized; removing the electrical source will make the fire safer for you to fight. Class C fires are extinguished by CO₂ or dry chemical. The CO₂ agent removes the oxygen and the dry chemical breaks the chemical reaction of fire.

Class C fire extinguishers are denoted by the circle symbol.



Class D fire extinguishers are denoted by the star symbol:



Class D – Class D fires burn combustible metals such as aluminum, magnesium and titanium. Class D fires are extinguished by special agents that usually remove the oxygen. It is unlikely that you would ever encounter a Class D fire, and if you did, do not try to fight it, evacuate the area and notify professional responders. If no one is available, the structure will just burn to the ground; you are not properly trained and qualified to fight a class D fire.

How to Extinguish Small Fires

With the information provided in this packet, you should not consider yourself able to fight all types of fires listed above. In fact, the only types of fire you should try to extinguish are classes A and B if you have the correct extinguisher. In the right environment, having all the needed elements, a small fire can quickly grow consuming a room and filling large areas with dangerous smoke.

Before attempting to put out a fire, have a buddy, or back up with another extinguisher go in with you. Test both extinguishers before entering the building. This buddy can be an extra set of eyes as you get closer to the small fire. Plus, the buddy would be able to help you if something were to happen. There are four steps that you should follow when you attempt to put out a fire. They can easily be remembered by the acronym ‘PASS’: Pull, Aim Squeeze, and Sweep.

Pull – The first step is to pull the pin. Most fire extinguishers come with a safety pin in the handle that prevents accidental discharge of the agent. You must first pull this pin before anything else. Let your buddy know that you have pulled the pin and that you are going in, closer to the fire. Your buddy will proceed close and behind you. Stay a safe distance from the fire, no closer than 3 feet.

Aim – In order to safely put out the fire, aim the extinguisher at the base of the fire. If you don’t, the fire could increase or flare up.

Squeeze – After you have aimed at the base of the fire, squeeze the handle on the extinguisher to discharge the agent. Do not be afraid, fire extinguishers do not kick.



Figure 9: Be sure to aim at the base of the fire and sweep, otherwise...

Sweep – Sweep the extinguisher back and forth across the entire base of the fire until the fire has successfully been put out. When you no longer see any flames, release the handle and wait about 15 seconds. This will allow you to be sure that fire is out. If there are any remnants of the fire, they will have flared up again in that time. If the flames kick up again, follow the same steps as described above until you are sure the fire is out.

Search & Triage

The term Triage comes from the French word “to sort” and is literally a sorting of the injured. If the extent of damage is great, you may need to quickly assess all residents in your block. The principle of triage is to stabilize someone so that they will live long enough for more help to arrive. You can achieve this goal by stabilizing the “Killers ABC’s.” As a Block Captain your first responsibility is in your own home; make sure that all residents in your home are well, accounted for and that your home is safe. If it is not, evacuate those in your home according to

your family plan. Having checked your home, you should then proceed to check on all neighbors and each residence on your block to determine their status and whereabouts. Only after you have checked all victims, can you accurately commit resources according to priorities.

Rapid Assessment

The goal of the rapid assessment is to spend about 1 minute (initially) with each victim to stabilize the “Killer ABC’s”: Airway, Bleeding and Circulation. Start the assessment at the head and proceed down the body to the feet; follow a consistent pattern will ensure that you completely check each victim.

Airway – As you approach each victim, announce your presence and what you are doing. If you get a response, they are breathing and you don’t need to check their airway any further. If you do not get a response, tilt head back to open airway and place your ear close to the victim’s mouth. With your ear by their mouth, listen for breathing, look at their chest to see if it rises and falls, and feel for abdominal movement with your hands. If the victim is not breathing, use a neighbor to begin CPR and breathing assistance. As difficult as it may be for you to leave that person, you must continue checking the other homes to be sure to that there aren’t others in a similar situation. After you have checked all other homes, you can dedicate your time those that are seriously injured.

Bleeding – As you inspect a victim, you will most likely notice any major bleeding. To be sure, you can check the arms, chest, ribs, stomach, pelvis, legs, and feet by swiping your hands across the body part. If you find any major bleeding, wrap it with a bandage, apply direct pressure and/or elevate the wound.

Circulation – After the body has suffered significant trauma, a natural response is to conserve all blood for vital organs – this causes shock. Consequently, you need to check each victim for symptoms of shock.

As you check for shock, look for three symptoms: (1) rapid, shallow breathing; (2) cold, pale skin (capillary refill time greater than 2 seconds), and (3) failure to respond to simple commands. Treating a victim for shock is a simple, yet life-saving tactic. Follow the 3 steps listed below:

1. Lay the victim on their back and elevate the feet 6-10 inches.
2. Maintain their body temperature by covering them with a blanket or coat (be sure that the ground they are on is a desirable temperature as well).
3. Avoid rough or excessive handling.

By following these three, simple steps, you can save the life of someone who could have otherwise died of shock.

Flagging

Each home should prepare, before a disaster, a set of two flags: Green, and Red. The green flag signals that all the residents in the home are well. The red flag signals to all that someone in the home has sustained minor or major injuries and requires help immediately.

Immediately following a disaster, residents should be trained by their Block Captain to assess each person in the home as well as the structure itself. After they complete this assessment, they should flag their home according to their needs. Residents should place the flag on their lawn, in

plain sight for anyone that may pass by in response (i.e. the Block Captains, CERT Teams, professional responders, or even neighbors). Block Captains should follow the same process on their own home before going to any other home.

Block Captains should then proceed from their home to check on the neighbors in the block. Do this systematically (left hand or right hand search) or you will miss a house. Remember that life is more important than property; if you go to a home and no one is there, do not continue assessing the home until all other homes have been checked and all victims have been triaged and reported.

As a Block Captain, you need to check all homes before you commit your time to any one victim or situation. This may be difficult to do because you may want to stay with someone to provide comfort and care. You must remember that you have a responsibility to everyone in the block. You can, however, “recruit” fellow neighbors to stay with someone that is injured or to secure a home from anyone trying to go inside because of extensive damage.

Disaster Medical

For further disaster medical training, the Wasatch County recommends that all Block Captains receive basic First-Aid Training from the American Red Cross. Further training as a First Responder or CERT would be beneficial.

Document & Report

This is the final step in the initial disaster response. Although it is the last step, it is one of the most important. As a County, we will rely on your reports to help us determine our priorities for response as well our needs from other State and Federal agencies. Reports should be communicated up the chain of command as quickly and accurately as possible.

Documentation

Documentation is a critical element of disaster response that can easily be forgotten or skipped because it is seen as a nuisance. To the contrary, documentation will save you from duplicating efforts. It will also help you to remember important facts and ensure continued accuracy as reports are passed from person to person.

Use the various forms in the appendix of this packet as aids in disaster preparation and response.

FORM 1 - Family Information and Resource Assessment Form. Use this form to record information on each family.

FORM 2 - Block Captains Initial Response Form. Use this form during the disaster to record information about the impact on each family. Also who is injured and who is not at the house.

FORM 3 - Medical Form. Use this form as needed to start the documentation on each person who needs medical treatment.

FORM 4 - Property Assessment Form. Use this form to document each house in your Block. This will inform relief and insurance response teams about the needs of each family.

Report

Once you have gathered critical information from your neighbors, you will then pass it on to IC Command (during the emergency) and Lead Captain (neighborhood CERT council representative) following an emergency. Once again, critical information includes: victims and injuries, missing persons and possible locations, and major structural damage. IC Command will compile reports from all the Block Captains in the neighborhood and will then make a complete report and give it to Area Command. Each Area Command will then take all the reports and give them to the County Emergency Operations Center (EOC). Area Command will have telephone and radio communication with the EOC.

Conclusion

Wasatch County has experienced tremendous growth over the past decades. The County has remained semi-rural as development continues. The use of Block Captains has been used throughout the County for many years, the coordination of Block Captains, CERT teams, IC Commands, and Area Commands with Wasatch County is new. We recognize the value of having many hands all over the community that will look out for their neighbors and inform the County of their needs. Professional responders will not be able to respond everywhere immediately following a disaster; in fact, County resources will most likely be overwhelmed if the event occurred County-wide. Know that all residents of Wasatch County will be greatly served by your efforts. The opportunity to prepare is now. Wasatch County encourages every citizen to individually, by families, and by neighborhoods prepare for emergencies that may put you and your loved ones at risk. Deliberate preparation will allow you to successfully protect yourself, your family, and neighbors. In an emergency, city and county personnel may be unable to meet the needs of individuals and families. Therefore, emergency preparedness is everyone's responsibility.

PART III -- APPENDIX

PART A.

Example forms filled out from situation description

FORM 1 Family Information and Resource Assessment

FORM 2 Block Captains Initial Response Form

FORM 3 Medical Form

FORM 4 Property Assessment Form

Example of Form 1

FORM 1 *Family Information and Resource Assessment*
Block # 3 Household Identification Form

NAME James Jones Doe

ADDRESS 1234 Any Drive, Heber City, UT

Number currently residing at residence 5

Are you willing to house another family in an emergency? yes no

List any special needs any member of your household may have during an emergency (oxygen, wheelchair, blind, deaf, life supporting medication, insulin, etc.) None

Children Under 12 (Information used only in providing comfort and care if separated from parents)

Name (goes by) 1. Lucy Favorite activity or toy Stuffed Bear
2. Jordan Favorite activity or toy Spiderman
3. _____ Favorite activity or toy _____

During an emergency check which **ITEMS** you would be willing to share:

<input type="checkbox"/> Generator	<input type="checkbox"/> Electrical Tools
<input type="checkbox"/> Chain Saw	<input type="checkbox"/> Extra number of Tents
<input type="checkbox"/> Front End Loader /Backhoe Hoe	<input type="checkbox"/> Extra # of Sleeping Bags
<input type="checkbox"/> Tractor	<input type="checkbox"/> Ham Radio
<input type="checkbox"/> Heavy Duty Truck	<input type="checkbox"/> Alternate Heat Source & Fuel
<input type="checkbox"/> Winch	<input type="checkbox"/> Alternate Lighting & Fuel
<input type="checkbox"/> Cutting & Welding Equipment	<input type="checkbox"/> Alternative Fuel Stoves & Fuel
<input type="checkbox"/> Utility Trailer	<input checked="" type="checkbox"/> Dutch Ovens
<input checked="" type="checkbox"/> Wet/Dry Vacs	<input type="checkbox"/> Large Cooking Pots
<input type="checkbox"/> Sump Pump	<input type="checkbox"/> Medical Equipment & Supplies
<input type="checkbox"/> Snow blower	<input type="checkbox"/> Large Electric Fan
<input type="checkbox"/> Carpentry Tools	
<input type="checkbox"/> Plumbing Tools	

During an emergency, designate what **SKILLS** you would be willing to provide: **M**=Male [has skill], **F**=Female [has skill], **B**=Both [have skill]

<input type="checkbox"/> CERT Trained	<input type="checkbox"/> Electrical Skills
<input type="checkbox"/> Physician	<input checked="" type="checkbox"/> Carpentry Skills
<input type="checkbox"/> Nurse	<input type="checkbox"/> Heavy Equipment Operator
<input type="checkbox"/> E.M.T.	<input type="checkbox"/> Sanitation Experience
<input checked="" type="checkbox"/> First Aid Training	<input checked="" type="checkbox"/> Military Experience
<input type="checkbox"/> Health Care Experience	<input type="checkbox"/> Law Enforcement
<input type="checkbox"/> Ham Radio Skills	<input type="checkbox"/> Restaurant Skills
<input type="checkbox"/> Mental Health Experience	<input type="checkbox"/> Mass Feeding Experience
<input checked="" type="checkbox"/> Child Care Skills	<input type="checkbox"/> Mechanic
<input type="checkbox"/> Building Contractor	<input type="checkbox"/> Financial Counseling
<input type="checkbox"/> Building Inspector	<input type="checkbox"/> Insurance Expertise
<input type="checkbox"/> Plumbing Skills	<input type="checkbox"/> Other (Explain)

Food Supplies 1 week 1 month 2 months 3 month 6 month 1 year
Water Storage none 3 days 1 week 1 month month

Example of Form 2

FORM 2 *Block Captain's Initial Response*

(This is the first thing the Block Captain fills out in an actual emergency.
Keep one per household for use during an emergency)

PRELIMINARY DAMAGE ASSESSMENT REPORT

Need to circle those not at the house during disaster

Family Name: Doe , James Jones & Brenda Lynn _Date:1/14/09_Time:6:00 a.m./p.m

Address: 1234 Any Drive, Heber City, UT

Occupants: number 5 names: James, Brenda, James Jr., Lucy, Jordan

Any with special needs: yes/no: If yes, name(s): _____, _____, _____

Injured: at this location: yes/no

If yes, # Immediate need: 2 Delayed need: 1 Deceased: _____

Transported? yes/no: if yes, where? _____

Comments: 35 year old Female broken arm, 2 year old boy head injury possible concussion, 5 year old girl minor cuts and abrasians

Damage to Structure: Habitable **Minor** Major Destroyed

Entered structure? **yes**/no (Do **not** enter if major damage)

If you entered, why?: Called in by family

Nature of damage/Comments: Minor cracks in walls, book cases and other tall furniture overturned, cabinet contents on floor.

Utilities: Gas: **On** Off Water: **On** Off Electricity: **On** Off

Comments: _____

Fire: Yes **No:** If yes, Size? Location of fire? Threatening other structures?

Comments: _____

Example of Form 3

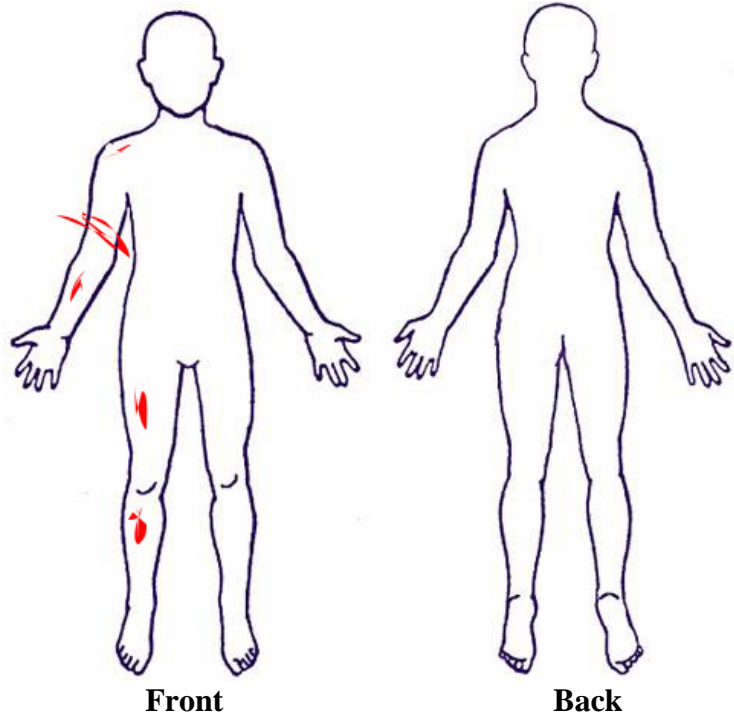
FORM 3

MEDICAL FORM

Name Brenda Lynn Doe Time 0600 hrs
Adult Child
Problem area: Airway Bleeding Shock

Mark injured areas on diagrams.

Time <u>0630</u>
Pulse <u>83</u> BP <u>90/40</u>
Respiration <u>Rapid/shallow</u>
Time <u>0650</u>
Pulse <u>81</u> BP <u>95/50</u>
Respiration <u>Rapid</u>
Time _____
Pulse _____ BP _____
Respiration _____
Time _____
Pulse _____ BP _____
Respiration _____
Time _____
Pulse _____ BP _____
Respiration _____



Time 0610 CERT Team 36
Pulse 84 BP _____ Respiration rapid/shallow Cap Refill 2 sec Pupils _____
Transfer to Medical Unit – Time 0614

Medical Unit Data

Victim received at Medical unit – Time 0620 Date 1/14/09
Pulse 84 BP 90/40 Respiration rapid/shallow Cap Refill 2 sec Pupils normal
Chief Complaint : Cold and nauseous

Head to Toe Inspection: Simple fracture upper right arm. Trauma to right shoulder, upper right arm, right thigh, and right calf. Surface bleeding to these areas. Swelling around upper right arm break.

Treatment: Splinted right arm. Cleaned and bandaged trauma areas. Treated for shock.

Transfer to Hospital: Heber Valley Medical Center
Pulse 80 BP 100/60 Respiration above normal Cap Refill 1 sec Pupils normal
Date 1/14/09 Time 0700 Who Transported Joe Bill in SUV Lic # 801 LMP

Example copy of Form 4

FORM 4 *PROPERTY ASSESSMENT*

PRIORITY: **Urgent** **Needs attention soon** **Minor**

Is the structure safe: **Yes** No Is the area safe: **Yes** No

Date: _____01/20/09_____ Time: _____10:00 a.m._____

Home owners name: _____Doe , James Jones & Brenda Lynn_____

Address: _____**1234 Any Drive, Heber City, UT**_____

Phone number: Home ____435-654-1234_____ Cell ____none_____

Is home habitable: _____Yes_____

Does owner plan to continue to live there: **Yes** No

If No where will they relocate:

Contact name at new location _____
Address on new location _____
Phone number of new location _____

DANGEROUS CONDITIONS

____ Power lines ____ Gas lines ____ Fires
____ Downed trees ____ Sunken ground ____ Access impairment

HUMANITARIAN NEEDS

____ Food needs ____ Hygiene kits ____ Water needs
__X__ Medical needs ____ Heat needs __X__ Transportation needs

STRUCTURAL DAMAGE NEEDS

Structural damage: ____Broken windows, minor cracks in walls need to be filled and painted._____

____ Roof repair __X__ Window repair ____ Electrical repair ____ Plumbing repair
____ Furniture removal

PART B.

Blank forms

(Remove these forms and make copies for each house in your Block)

FORM 1 Family Information and Resource Assessment

FORM 2 Block Captains Initial Response Form

FORM 3 Medical Form

FORM 4 Property Assessment Form

FORM 1 *Family Information and Resource Assessment*

Block # ____ Household Identification Form

NAME _____ ADDRESS _____

Number currently residing at residence _____

Are you willing to house another family in an emergency? ____yes ____no

List any special needs any member of your household may have during an emergency (oxygen, wheelchair, blind, deaf, life supporting medication, insulin, etc.) _____

Children Under 12 (Information used only in providing comfort and care if separated from parents)

Name (goes by) 1. _____ Favorite activity or toy _____
2. _____ Favorite activity or toy _____
3. _____ Favorite activity or toy _____

During an emergency check which **ITEMS** you would be willing to share:

<input type="checkbox"/> Generator	<input type="checkbox"/> Electrical Tools
<input type="checkbox"/> Chain Saw	<input type="checkbox"/> Extra number of Tents
<input type="checkbox"/> Front End Loader /Back Hoe	<input type="checkbox"/> Extra # of Sleeping Bags
<input type="checkbox"/> Tractor	<input type="checkbox"/> Ham Radio
<input type="checkbox"/> Heavy Duty Truck	<input type="checkbox"/> Alternate Heat Source & Fuel
<input type="checkbox"/> Winch	<input type="checkbox"/> Alternate Lighting & Fuel
<input type="checkbox"/> Cutting & Welding Equipment	<input type="checkbox"/> Alternative Fuel Stoves & Fuel
<input type="checkbox"/> Utility Trailer	<input type="checkbox"/> Dutch Ovens
<input type="checkbox"/> Wet/Dry Vacs	<input type="checkbox"/> Large Cooking Pots
<input type="checkbox"/> Sump Pump	<input type="checkbox"/> Medical Equipment & Supplies
<input type="checkbox"/> Snow blower	<input type="checkbox"/> Large Electric Fan
<input type="checkbox"/> Carpentry Tools	
<input type="checkbox"/> Plumbing Tools	

During an emergency, designate what **SKILLS** you would be willing to provide:

M=Male [has skill], **F**=Female [has skill], **B**=Both [have skill]

<input type="checkbox"/> CERT Trained	<input type="checkbox"/> Electrical Skills
<input type="checkbox"/> Physician	<input type="checkbox"/> Carpentry Skills
<input type="checkbox"/> Nurse	<input type="checkbox"/> Heavy Equipment Operator
<input type="checkbox"/> E.M.T.	<input type="checkbox"/> Sanitation Experience
<input type="checkbox"/> First Aid Training	<input type="checkbox"/> Military Experience
<input type="checkbox"/> Health Care Experience	<input type="checkbox"/> Law Enforcement
<input type="checkbox"/> Ham Radio Skills	<input type="checkbox"/> Restaurant Skills
<input type="checkbox"/> Mental Health Experience	<input type="checkbox"/> Mass Feeding Experience
<input type="checkbox"/> Child Care Skills	<input type="checkbox"/> Mechanic
<input type="checkbox"/> Building Contractor	<input type="checkbox"/> Financial Counseling
<input type="checkbox"/> Building Inspector	<input type="checkbox"/> Insurance Expertise
<input type="checkbox"/> Plumbing Skills	<input type="checkbox"/> Other (Explain)

Food Supplies 1 week 1 month 2 months
 3 month 6 month 1 year
Water Storage none 3 days 1 week 1 month month

FORM 2

Block Captain's Initial Response

**(This is the first thing the Block Captain fills out in an actual emergency.
Keep one per household for use during an emergency)**

PRELIMINARY DAMAGE ASSESSMENT REPORT

Need to circle those not at the house during disaster

Family Name: _____ **Date:** _____ **Time:** _____ a.m./p.m

Address: _____

Occupants: number _____ names: _____, _____, _____, _____, _____,
_____, _____, _____

Any with special needs: yes/no; If yes, name(s): _____, _____, _____

Injured: at this location: yes/no
If yes, # Immediate need: _____ Delayed need: _____ Deceased: _____

Transported? yes/no: if yes, where? _____

Comments: _____

Damage to Structure: Habitable Minor Major Destroyed

Entered structure? yes/no (Do **not** enter if major damage)

If you entered, why?: _____

Nature of damage/Comments: _____

Utilities: Gas: On Off **Water:** On Off **Electricity:** On Off

Comments: _____

Fire: Yes No: If yes, Size? Location of fire? Threatening other structures?

Comments: _____

FORM 3

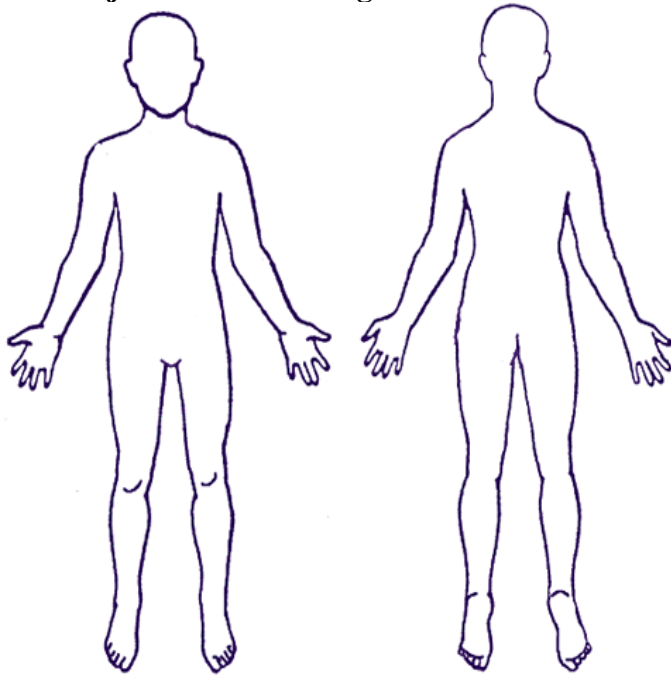
MEDICAL FORM

Name _____ Time _____

Adult _____ Child _____

Problem area: Airway _____ Bleeding _____ Shock _____

Mark injured areas on diagram:



Front

Time _____	Pulse _____	BP _____	Respiration _____
Time _____	Pulse _____	BP _____	Respiration _____
Time _____	Pulse _____	BP _____	Respiration _____
Time _____	Pulse _____	BP _____	Respiration _____
Time _____	Pulse _____	BP _____	Respiration _____

Time _____
Pulse _____ BP _____ Respiration _____ Cap Refill _____ Pupils _____
Transfer to Medical Unit – Time _____

Medical Unit Data

Victim received at Medical unit – Time _____ Date _____
Pulse _____ BP _____ Respiration _____ Cap Refill _____ Pupils _____

Chief Complaint: _____

Head to Toe Inspection: _____

Treatment: _____

Transfer to Hospital:

Pulse _____ BP _____ Respiration _____ Cap Refill _____ Pupils _____
Date _____ Time _____ Who Transported _____

FORM 4 *PROPERTY ASSESSMENT*

PRIORITY: Urgent Needs attention soon Minor

Is the structure safe: Yes No Is the area safe: Yes No

Date: _____ Time: _____

Home owners name: _____

Address: _____

Phone number: Home _____ Cell _____

Is home habitable: _____

Does owner plan to continue to live there: Yes No

If No where will they relocate:

 Contact name at new location _____

 Address on new location _____

 Phone number of new location _____

DANGEROUS CONDITIONS

____ Power lines ____ Gas lines ____ Fires

____ Downed trees ____ Sunken ground ____ Access impairment

HUMANITARIAN NEEDS

____ Food needs ____ Hygiene kits ____ Water needs

____ Medical needs ____ Heat needs ____ Transportation needs

STRUCTURAL DAMAGE NEEDS

Structural damage: _____

____ Roof repair ____ Window repair ____ Electrical repair

____ Plumbing repair ____ Furniture removal

INFORMATION SHEET
EMERGENCY NOTIFICATION

BLOCK NUMBER _____

DATE _____

Name of Occupant: _____

Age: _____

Spouse's name: _____

Age: _____

Address _____

Phone: #'s _____

Children's names and birthdates (optional) if living in this home:

Religious Affiliation _____ Ward _____ Stake _____

In case of an emergency, please contact (outside of area): _____

Address: _____

Phone #: _____

Special needs (wheelchair, oxygen, etc.) _____

Is there Any additional information that will help your block captain in the event of a disaster to help assist you and your family? _____
