



MPC Ready Block Coordinator Position Description

Overview

The block coordinator role helps to organize small neighborhoods of 8-20 households so they are socially connected and ready to assist each other following an emergency or disaster. Your efforts will help to build a stronger sense of community and connections within a neighborhood.

Having healthy relationships with our neighbors increases the quality of neighborhood life. It adds value to the neighborhood and also makes the neighborhood more desirable. Research also demonstrates that just knowing our neighbors improves outcomes during and after disasters.

Below are general guidelines, which probably won't take more than 2-3 hours per month. You also work at your own pace.

Getting Started – Phase One

- Define your “block” (typically 8-20 households)
- Visit the neighbors & collect contact information. Put this (with permission) into a neighborhood roster that you distribute to the neighbors. When you collect the information, ask if it's okay to establish an email list where you distribute the updates.
- Have a neighborhood meeting. We suggest starting with a social activity. At the meeting, help the neighbors to get acquainted and find out their interest in disaster preparedness. At this meeting, distribute the neighborhood roster and add additional details as needed.

MPC Ready block or neighborhood coordinators are prepared to provide support to those who wish to organize neighborhoods. If you wish, someone can go with you to visit your neighbors to get started and with organizing a neighborhood meeting. For more information, please contact us at contact@mpcready.org

Phase Two – Building Social Ties & Introducing Disaster Preparedness

- Know your block of residents and their basic status, (seniors, pets, children living at home, health or mobility issues)
- Meet and greet new people moving into the block and, with their permission, add them to the neighborhood roster
- Based on interest from your neighbors, help distribute disaster prep education and information to residents and invite them to training and/or drills.
- Help organize a few yearly social traditions where the neighbors can come together.

Other Responsibilities

- Help us to recruit more block coordinators in our focus area, as you are comfortable doing this activity.
- Recruit your replacement if your circumstances change in your future.
- Be a role model and disaster prep resource for your Block
- Stay informed about local government established emergency procedures

Training and Meeting Participation

- Attend periodic drills, training exercises or City emergency prep meetings
- Attend a Get Ready or Red Cross Ready class and promote this to your block
- Learn basic response skills (how to turn off the water, damage assessment, communication protocols). This can start with the Community Emergency Response Team (CERT) training or be learned in special sessions.
- When these are scheduled, attend a block coordinator two-hour training
- Attend a class on FRS (hand-held) radios and later practice communication drills
- Attend the monthly MPC Ready community meeting, as your schedule permits

Communication

- Block coordinators will be added, with permission, to a Google group dedicated to block coordinators.
- Block coordinators will develop a communication system for the households in their block.

Key Things to Do Following a Disaster

1. Be Safe and first secure your own residence and family. Check for gas leaks. Shut off water main if needed. Put HELP or OK sign up in window.
2. Dress for safety
3. Knock or call to check on neighbors identified for extra assistance in an emergency
4. Go to neighborhood gathering site. Communicate with Neighborhood Coordinator (by runner, radio, phones). Confirm status/condition of each residence in "block": health of residents, pets, buildings, gas water and power lines, any obstructions.
5. Serve as communication link to/ from your block and emergency leadership team
6. Provide information for local CERT teams, as required.
7. Direct First Responders to emergency/problems locations.