

## **Leadership Responsibilities and Duties**

### **Neighborhood Coordinator**

#### **Primary duties of Neighborhood Coordinator (NC):**

**Visit assigned neighbors (preferably in their homes).**

**Determine level of interest – politely leave those not interested alone.**

**Explain the 'Our Emergency Preparedness Plan' (OEPP) form (2 copies).**

**Provide training on how to use ivins.com website to obtain additional information.**

**Provide basic preparedness information, answer questions.**

**Follow up as needed – pickup from residents their completed OEPP form B.**

#### **Secondary duties**

**Help identify other potential NC candidates.**

**Retain OEPP form B obtained from residents and file for ready access for First Responders.**

**Become very familiar with resident responses to Emergency Resource & Skills List information.**

#### **On 'Disaster Day'**

**Do an assessment of assigned neighbors, both property and injury**

**Return completed assessment forms to Zone Leader at HUB Box**

### **Zone Leader**

#### **Primary duties of Zone Leader**

**Identify and recruit NC's**

**Train NC's in their duties**

**Assist in the creation or realignment of neighborhood boundaries within the Zone**

#### **On 'Disaster Day'**

**Supervise the HUB Box operations**

**Review assessment forms received from resident volunteers and Neighborhood Coordinators**

**Radio assessment information via walkie-talkie to Area Coordinator**

### **Area Coordinator**

#### **Primary duties of Area Coordinators**

**Identify and train Zone Leaders and NC's**

**Assist Zone Leaders with training NC's.**

**Maintain HUB Boxes in Area – check battery levels, replenish assessment forms, etc.**

#### **On 'Disaster Day'**

**Receive assessment information from Zone Leaders via walkie-talkie radio**

**Forward assessment information via police-style radio to Command Center**