

Instructions for Neighborhood Liaison

BEFORE A DISASTER

- 1. MEET with the neighbors in each of your assigned houses.**
- 2. Fill out a Neighborhood Disaster Registry form (green) with each of your neighbors. Later make a copy for yourself. Mail originals to the Throckmorton Ridge fire station.**
- 3. Emergency Supplies List (white) – Give to neighbor and review it with them.**
- 4. Check for highly visible house numbers. Easily seen numbers are vital whenever fire and police are responding to a 911 call or during disasters. Suggest they post 6” or larger numbers ASAP. If there are gates, they should be easy to open by fire and rescue people.**
- 5. Walk around the house perimeter with the neighbor. Locate the gas meter and water shut-off valves. Record their locations on the Disaster Registry form. Advise neighbors to get a gas valve wrench and attach it to the gas meter.**

IMMEDIATELY AFTER A DISASTER

- 1. Check each house for the safety of the occupants. Direct those in need of shelter to the MWPCA Clubhouse.**
- 2. Look for downed electrical lines and damaged gas lines.**
- 3. Check the condition of water and gas lines.**
- 4. Shut off gas valves *ONLY* if gas is escaping from the line.**
- 5. On the back of the grey Neighborhood Assessment form write location of downed power lines, trees, road blockages, hazardous spills.**
- 6. Deliver your Neighborhood Assessment form to your Block Captain, who will transmit the information to the Disaster Communications Center at the Throckmorton Ridge Fire Station.**

8/30/11

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IMMEDIATELY IN A WILDLAND FIRE

- 1. Make certain you and members of your household safely and quickly evacuate.**
- 2. Notify all neighbors to evacuate.**
- 3. Check each house. Direct everyone to follow main routes of travel to reach a safe area. Local firefighters and appointed volunteers will direct evacuees to safe routes.**
- 4. Inform neighbors to stay off trails. In a fire trails rapidly become engulfed in smoke, flames, and flying embers making it difficult to travel on them or know which direction to go in.**
- 5. Check for pets.**
- 6. Look for downed lines, trees, blocked streets. Record on grey Assessment form.**
- 7. While checking neighbors' homes do not block roads or paths of travel.**
- 8. On the grey Neighborhood Assessment form, record names and location of neighbors who have not evacuated or who may need help. Deliver the grey form to your designated block captain or firefighter.**

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