

# **To Do Task for Neighborhood Coordinators**

## **Implementing Emergency Communication Procedures**

### **Purpose:**

This list presents suggestions for steps to take to implement an Emergency Communications Plan for your neighborhood. This listing should be tailored for your local neighborhood conditions. The intent is to provide a starting point that you can tailor to your neighborhood specific situations.

### **What to do to get your own plan started in your neighborhood:**

1. Identify and obtain firm commitment for individual(s) to act as The Neighborhood Coordinator(s).
2. Organize a neighborhood group to develop, implement, and support your local plan.
  - A. Consider holding a neighborhood meeting or contacting each neighbor to discuss:
    1. Need for a local plan
    2. Identification of supporting individuals such as Group Leader(s) for subdivisions. There should never be more than 8 individuals in a group. More than that and the span of control is too large to be effective.
    3. Create a directory of everyone in the neighborhood – collect names, addresses, phone numbers and email addresses, radio call signs. This works well as a google doc you can share with neighbors. Sometimes one needs to be careful to reassure folks about privacy. You may wind up with a private and a redacted public version.
    4. Use the emails to create a neighborhood mailing list, using google groups or groups.io. This should be private to the neighborhood. Sometimes it's useful to allow outsiders to post to it, but with moderation.
    5. The directory can be used to create a phone tree to notify people in an emergency.
    6. Determine if GMRS Radios would be an effective method of communication in your neighborhood. Need for testing GMRS radio communications – neighbor to neighbor, neighbors to subdivision Group Leader(s), Group Leader(s) to Net Control.
    7. Locate and integrate with local Emergency Preparedness resources (i.e., SSEPO, OES, Amateur Radio Emergency Services (ARES) Emergency Coordinators (ECs), Ham radio clubs, licensed Ham radio operators who can act as Net Control, etc.)
    8. Determine equipment needs including GMRS and Ham radios, antennas, access to Ham repeaters, etc. Consider applying for SSEPO grant for radio equipment.
  - B. Develop a tailored Neighborhood Emergency Communications Plan and if possible, evacuation routes.
    1. Distribute, get feedback, revise if needed, and redistribute plan to each neighbor.
  - C. GMRS testing and implementation
    1. Test GMRS reception with each neighbor, neighbor subdivision (if needed), and Net Control designated individuals.
    2. Set up and hold regular GMRS drills (set up frequency channels).
    3. GMRS radio protocol attached.
  - D. Identify local Ham radio operators and resources
    1. Ham radio operators can be located by zip code via websites.

2. Locate local Ham radio clubs – see SSEPO Website, Ham Radio.
3. Join local Ham radio club Net Control meetings

3. Utilize existing resources. Refer to the SSEPO Website for contact information on the following:

- A. SSEPO members and Grant program.
- B. Neighborhood resources where plans have been implemented.
- C. Local Ham radio club members.
- D. CERT programs and training.
- E. Coastside Emergency Corp (CEC)
- F. Large Animal Evacuation