

NRG BLOCK CAPTAIN ROLES AND RESPONSIBILITIES

Block Captains have roles to play both before a disaster in the Preparation Phase, and in situations such as an earthquake shelter-in-place event or a Public Safety Power Shutoff. In a wildfire emergency the NRG is not activated as all efforts are focused on safe evacuation.

Block Captains are seen as neighborhood leaders/helpers and an important informational resource. Thank you!

PREPARATION PHASE

- Attend Block Captain Training
- Watch Block Captain Orientation video at <http://www.nrgmarin.org/>
- Make resident visits
 - Share info on how the NRG program can help their household in an emergency or in advance of an evacuation, distribute OK/HELP signs
 - Collect resident information sheets and provide them to NRG Steering Committee for inclusion in your neighborhood database
 - Sign up for emergency alerts at <http://alertmarin.org>, <https://www.nixle.com/>
 - Have residents register for PG&E PSPS alerts https://www.pge.com/en_US/residential/outages/alerts/alerts.page?WT.mc_id=Vanity_outagealerts
 - Identify any special needs (e.g. issues if there is a Public Safety Power Shutoff, mobility issues for evacuation)
 - Recruit volunteers--ask if a member of the NRG Steering Committee may contact them
- Attend Radio Workshop for radio training for communicating with the NRG Command Team
- Prepare personal Block Captain backpack
- Participate in NRG drills (Time Change Drills) twice a year when we change our clocks
- Additional training options: Community Emergency Response Team (CERT), First Aid for Disaster Responders (FADR)

DURING AN EMERGENCY

Shelter-in-Place Event

- Secure the safety of your own family and household (take as long as needed)
- Turn on your radio to hear what's happening. Your NRG Command Team (NRG CT) will mobilize in a major emergency. Listen for NRG CT to open the radio net
- Put on your backpack and your NRG vest
- Check in with your NRG CT by radio or runner

- Survey your assigned homes door-to-door to assess injuries and damage. **Remember, assess the scene while keeping yourself safe.** Stay clear of downed power lines, standing water, structural damage, etc. Only act within your training and skill sets
 - First, investigate the homes displaying a HELP sign or with no sign showing; check on those with OK signs later.
 - If no sign is visible, knock loudly and identify yourself. Do not enter unless you see or hear someone in need of help and you are comfortable doing so. If the HELP sign is visible but no one comes to the door, report that to NRG CT
 - Record all events on your Damage/Injury Assessment Form
- Report all injuries or hazards to NRG CT via radio or runner
 - Report urgent information immediately
 - For all other information, make one report when you have completed your survey
- Remain in your neighborhood and monitor your cluster until NRG CT demobilizes or professional authorities declare the emergency over. **After completing survey and cluster is clear, report to NRG CT to offer further help. Keep your radio on at all times.** If you must personally demobilize, try to find a fill-in and inform NRG CT

Public Safety Power Shutoff (PSPS)

- A PSPS is not considered a disaster and therefore does not call for activation of the NRG. In principle each block captain should know who in her/his cluster/block/zone could be impacted by an extended loss of power and should advise them of the need to be prepared
- NRG leadership is encouraged to promote the notion that neighbors help their neighbors and check on any power-dependent or medically challenged residents, but block captains are not expected to provide special assistance. Beyond that, NRGs are free to react to a PSPS as they think best for their particular neighborhood

Evacuation (Wildfire) Event

There are NO Block Captain duties, as personal safety is paramount

- Prepare your family to evacuate and leave immediately upon the first evacuation warning or order. If ever you feel unsafe, don't wait for an official warning, get out early via vehicle. Proceed to a Community Refuge Area (CRA) or somewhere out of the threat zone.
- If time, take Grab and Go backpacks and 10-minute list items
- If time allows and you feel safe, alert others by knocking on doors of your neediest neighbors, honking your car horn or alarm as you depart
- Evacuate as directed by authorities via alerts (Alert Marin, Nixle)
- Stay informed by radio or TV