

VILLAGES EMERGENCY PREPAREDNESS COMMITTEE

Neighbors Helping Neighbors

Area Representative Duties

1-23-22

This outline of duties is to be used during any and all emergencies.

1. After securing your own home, put up your home's OK sign.
2. Put on your name badge and, if you have them, a reflective vest and helmet. If it's dark (or will be dark soon) wear light-colored clothing.
3. Take your "tool kit" (flashlight, pencil, paper, etc.) and **report to the Aid Station**.
4. Using the *Area Damage Assessment Form* secured at the Aid Station, begin checking on the residents in your respective area of your sector.

Never endanger yourself. Use a "BUDDY SYSTEM,"
i.e., pair yourself with another individual for the safety of both in a hazardous situation.

Never enter a building alone.

5. **Knock loudly on the door of homes that do not have an OK sign displayed.** (Note: **Do not ring the doorbell.**) See if there is any information/sign that identifies whether there is a disabled person or if there are pets inside. Identify yourself and confirm the condition of all those present in their dwelling.
6. Check your area for:
 - injured people: If there is a person seriously injured, report this to Sector Chief immediately. Stay with the person until a Medical Team member/local nurse arrives and call 911. Your buddy should then obtain another buddy from Sector Chief and continue on to visit other residences. Record this information on *Area Damage Assessment Form* when able to do so.
 - fire
 - utility leaks
 - damaged buildingsRecord all pertinent information on the *Area Damage Assessment Form*. **Keep going until you have completed checking homes per the Area Damage Assessment Form.**
7. **If there are injuries, RECRUIT HELPERS to:**
 - Contact the Sector Chief for medical or emotional support.
 - **Recruit a neighbor willing to help out to stay with the injured person.**
8. Complete your round of your area.
9. Turn in the **completed** Area Damage Assessment Form to your Sector Chief!
 - Do not return to any residence until you have turned in the *Area Damage Assessment Form*.
 - Check with the Sector Chief for other actions needed.
10. After finishing your rounds, you should stay on alert at your Aid Station until you are released by a Stand Down order.