

1 **RPG Neighborhood and Floor Coordinator Responsibilities**

2 *Draft Version 3, 02/23/22 complete except for some links (yellow highlights), which will*
3 *be added before final release*

4 **1. Volunteer RPG Coordinators accept responsibilities in two areas:**

5 1.1 Preparing self and community for emergencies and disasters

6 1.2 Responding when an emergency occurs

7 1.2.1. Since a coordinator cannot be expected to be available at all times,
8 the Area or Bldg Coordinator and the Neighborhood or Floor
9 Coordinator(s) should jointly arrange for backup coordinators or
10 procedures

11 **2. Self- Preparation:** Coordinators need to prepare both themselves and, to the extent
12 possible, the residents in their area for appropriate action in case of an emergency.

13 2.1 Coordinators should meet the minimum standards of preparation outlined in
14 the Preparation Resources section. This enables them to give informed
15 advice to, and serve as a model for, residents.

16 2.2 Coordinators should have accessible supplies needed for response

17 2.2.1. vest w/ tape and writing material

18 2.2.2. radio

19 2.2.3. suitable clothing and protective gear (e.g., gloves, masks)

20 2.2.4. flash- or head-light.

21 2.3 A special category is preparation of self and local network to respond
22 effectively to resident needs. This involves collection and regularly updating
23 information about residents and households. Details are described on the
24 Local Information section

25 **3. Community Preparation:** The coordinator needs to make sure that all residents
26 are acquainted with him/her, and with recommended preparations.

27 3.1 It is important to establish recognition, credibility and trust. Wear the vest for
28 “official” visits, and make follow-up contacts at least every 6 months.

29 3.2 Coordinators should provide information, advice and encouragement for
30 residents to be prepared to survive the recommended periods of time without
31 external input or assistance. See Preparation Resources for details.

32 **4. Response:** When an emergency occurs or is imminently expected (e.g., alert or
33 warning), the Coordinator’s responsibilities are to:

34 4.1 Ensure that residents receive accurate current information and updates,

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36 4.2 Evaluate condition of people and facilities and if possible, use established
37 communication procedures to inform RVM of problems or needs.

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39 4.3 Assist residents to the extent possible.

40 **5. Incident Procedures:** The following summarizes the protocol to be followed when
41 an event has resulted in the designation of an RVM Incident Commander who has
42 activated the RPG network. Other situations, such as activation by request rather
43 than command, and self-activation, are covered in the **Response Procedures**
44 document. Since emergencies are by nature unpredictable, other approaches may
45 be used.

46 5.1 RVM will normally activate the coordinator network through use of One Call
47 Now. This will contact landlines, and any cell phones that have been
48 registered with RVM Security (coordinators should make sure their cell
49 phones are registered).

50 5.2 On receiving an activation notice, coordinators should prepare themselves,
51 and turn on and monitor their radio for net activation by the Area or Bldg
52 Coordinator.

53 5.3 Instructions and messages to deliver should be written down.

54 5.4 The coordinator then goes door-to-door, delivering the information or
55 instructions. Take time to make sure that the message is understood.

56 5.5 When it is necessary to account for residents, a unit that appears vacant
57 should be identified with a diagonal strip of blue tape on the front door, with
58 the tape marked with date, 24 hr time, and coordinator initials. If the unit is
59 known to be vacant, a second strip of tape is added to make an X.

60 5.6 Pertinent information (resident or building condition, or other problems)
61 should be recorded on forms or notepads

62 5.7 Except for life-or-death situations, the coordinator should complete the
63 assigned round of communications before diverting to any other concerns.

64 5.8 Information should be radioed back to the Area/Bldg Coordinator as
65 appropriate, and when the initial assignment has been completed.

66 5.9 Follow-ups will be carried out as instructed or as needed.

67 5.10 In the case of self activation (e.g., earthquake) when there is no notification
68 but action is clearly required, the coordinator ensures the safety of
69 self/family, turns on the radio to monitor for net activity, and proceeds to
70 carry out assigned activities without waiting for instructions.