1 **RPG Coordinator Networks Final Draft 03/06/22**

2 The Resident' Preparedness Group (RPG) has adopted the mission of assisting RVM and RVM independent living
3 residents in preparing for and responding to Emergencies and Disasters. Both of these activities -- preparation and
4 response -- require effective communication among the various components and functions of RPG and RVM, and the
5 residents.

6 Since normal communications are likely to be disrupted in an emergency, RPG has established a volunteer network of
7 coordinators who can establish personal contact with each resident in their tower floor or cottage neighborhood. These
8 Neighborhood and Floor coordinators are grouped into Cottage Areas or Tower building sectors, each of which has one or
9 more coordinators who oversee the local team and act as a communications link between it and the emergency radio
10 room and Incident Command (see Figure 1).

11 All coordinators are equipped with hand-held radios, but the network is defined geographically so that hand-carried
12 messages are feasible if necessary.

13 **Coordinator Network Structures:**
14 **Plaza –** There is one Building Coordinator and each floor has at least one Floor Coordinator.
15 **Terrace** -- One Building Coordinator
16 **Manor** -- Divided into two sectors, floors 3-6 and 7-10, with the goal of having 4 coordinators per floor with a coordinator.
17 **Cottages** -- Divided into 11 Areas and constituent neighborhoods. Each neighborhood has one or more coordinators.
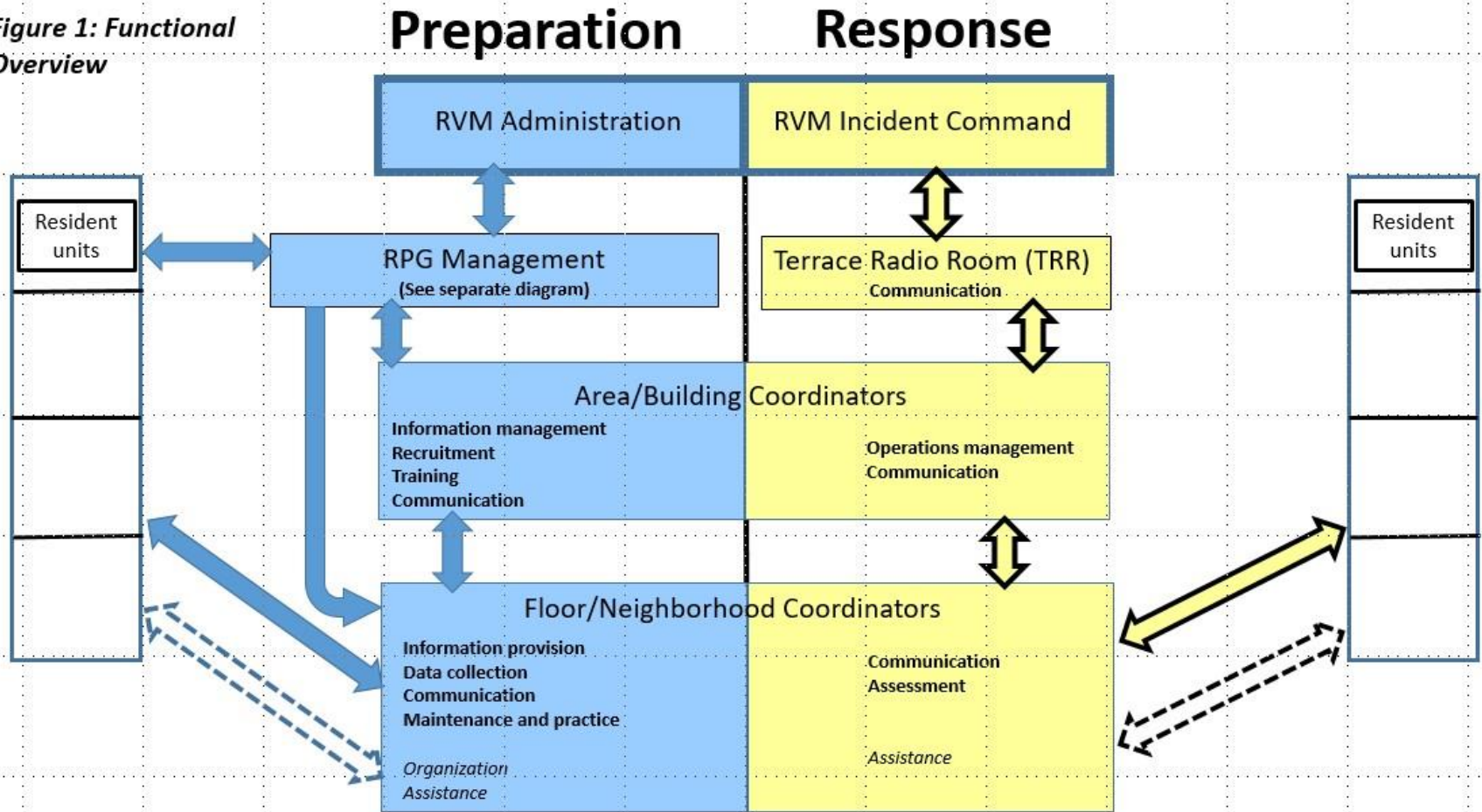18 For maps of Areas and Neighborhoods, go to North Village
19 https://thecomplement.info/wpcontent/uploads/2021/08/GrayNorth.pdf) or South Village
20 (https://thecomplement.info/wpcontent/uploads/2021/09/South-NC-v2.pdf).
21
22 The "Response" side of Figure 1 shows the structured flow of information required when a disaster or serious emergency
23 has occurred. The "Preparation" side of the figure illustrates the diversity of interactions that must take place in the course
24 of creating awareness and providing guidance and assistance to both coordinators to both volunteers and residents.

Figure 1: Functional Overview

Preparation   **Response**

RVM Administration | RVM Incident Command

Resident units

RPG Management (See separate diagram) | Terrace Radio Room (TRR) Communication

Area/Building Coordinators

Information management
Recruitment
Training
Communication

Operations management
Communication

Floor/Neighborhood Coordinators

Information provision
Data collection
Communication
Maintenance and practice

Communication
Assessment

Organization
Assistance

Assistance

Resident units

Personal interpretation of Bob Buddemeier, not necessarily RPG policy

27 The information flow schematic in Figure 1 illustrates the wide range of activities needed to include all residents and
28 sustain the organization and its functions. Figure 2 provides a partial listing of these activities of the Neighborhood and

29   Floor Coordinators. Similar lists are being developed for the Area and Building Coordinators, and for other volunteers who
30   undertake specific assignments.

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Note: under **Preparation**, most activities can be shared among teams of coordinators & assistants

Fig.2:
Activities

Preparation

Neighborhood/Floor Coordinators

New residents
Introduce self/RPG
Supply emergency response info
Provide preparation info
Collect status information (if possible)
(optional: Introduce neighbors)

Ongoing interactions
At 6 month intervals or as needed
    Review & update status
    Reinforce preparedness messages and measures
    Provide/explain new RVM or RPG information
(optional – encourage local team building)

Program Maintenance
Participate in tests/exercises/training
Stay aware of new procedures or info
Act as a visible reminder of RPG to residents
Recruit participants (e.g. backups, replacements)
(optional – extra training, e.g. CERT, 1st Aid)

Response

Neighborhood/Floor Coordinators

Readiness response
Prepare (clothing, equipment)
Log in to radio net (if appropriate)
Record instructions/message
Contact/inform residents; note problems
Report status/problems to Area/Bldg Coordinator
Repeat as needed
(optional – render assistance)

Post-event response
Ensure safety of self & partner
Prepare (clothing, equipment)
Log in to radio net (if possible)
Proceed w/injury/damage/status assessment unless or
until other instructions are received
Report to Area/Bldg Coordinator if possible
(optional – render assistance)

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