



Christmas Tree Hill (CTH) Neighborhood Response Group (NRG)  
11/05/17 Block Captain Training Meeting Minutes

Attendees\*: Cinda van Lierop\*, Mark Brooks\*, Ryan Daugherty\*, Scott Thorpe\*, Simon Peel, Anita Bock\*, Elizabeth D'Orazio\*, MJ Schramm\*, Nate Blomgren\*, Lynn Murray, Mark Levie, Jay Rasin-Waters, Soren Jensen, Rob Goldman (guest from Hidden Valley NRG), Kevin Woodall (by phone)

*Gratitude to Anita Bock who prepared and presented the slide deck for Block Captain Training.*

Highlights and discussion points include:

1. Many lessons can be learned from the Santa Rosa and Napa Valley fires, some of which can be found in the attached article.
2. Please lead by example and be sure you:
  - a) Know where your gas meter is and how to turn it off in an emergency. Offer to assist your neighbors by helping them determine where their meter is and how to shut off the valve. [You might consider giving the gift of a gas meter wrench for the holidays! Available on Amazon and priced at \$4.66 - Ready America 3333 Earthquake Survival Tool Emergency Gas Shut Off Wrench; it comes with a zip tie to attach the wrench to the meter for easy access in an emergency.]
  - b) Pack an emergency backpack with Grab & Go essentials (see the recommended list in the ER Plan). Consider taking the backpack with you when you meet with your neighbors to show them its contents. Also, feel free to bring printed copies of checklists for their reference. Suggest to neighbors that they prepare an emergency kit and keep it in a safe and accessible place outside the home (see <https://www.ready.gov/build-a-kit>). A clean trashcan (the kind on wheels preferably) makes an excellent container. Suggested items include: a 5-gallon container of clean water, an emergency bucket toilet, heavy rubber gloves, air filter mask, tarp, etc. Another container could be used to keep camping items such as non-perishable canned foods, extra pairs of shoes for each person, warm clothing, thermal blankets, a tent, sleeping bags, etc.
  - c) When visiting neighbors invite them to get involved and to volunteer if they are interested. We are actively recruiting volunteers with a medical background to form the Volunteer Medical Team. Also try to find a neighbor who is willing to serve as a back-up block captain for you when you are unavailable or out of town, so you can train them and have them manage your radio in your absence. Please notify Cinda and Anita (email: [cthnrg@gmail.com](mailto:cthnrg@gmail.com)) whenever you assign your radio to someone

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\* SC: Steering Committee Members

else for a period of time, so that we know who is responsible for your radio, if not you.

3. Important items to take with you when meeting your neighbors:
  - a) A driver's license or other photo ID that has your address on it;
  - b) A recent copy of the CTH NRG map showing all zones and blocks to leave with the resident. Be sure to clearly indicate on the map the closest pedestrian evacuation route.
  - c) A Stop Bleeding kit (one per household). (The kits were provided courtesy of the Corte Madera Community Foundation Emergency Preparedness Group);
  - d) OK/Help signs (these are still to come).
4. Radios were assigned to all attending block captains. Please be sure to review the radio etiquette information available through the following link to learn how to be clear and succinct when using the radio, as over 40 people on CTH will have radios and be communicating on the same channel.  
<https://quality2wayradios.com/store/two-way-radio-etiquette>
5. During a drill and/or an actual emergency:
  - a) ER Team members should not put themselves at risk. We are not first responders and should make this clear to our neighbors. If a first responder (police, fire or other) is present at a neighbor's home skip that home and move on to the next neighbor;
  - b) Always write everything down when doing post-incident assessments and during a drill, especially health or safety information;
  - c) When conducting post-incident assessments the homeowner (if present) should make the determination of whether or not their home is habitable or uninhabitable;
  - d) Once a drill or an actual emergency or disaster is over you should attend a Command Center debriefing to share lessons learned and to report on things that still need attention.
6. Input was gathered on the practicalities of the current map and blocks, a revised map and block captain distribution will be sent via email by 11/13/17.