Coordinator After-Disaster Protocol

For neighborhood coordinators. Take care of your own household first, then work through your roster. You are a connector, not a rescuer.

First 15 minutes: you

- ☐ Make sure your own household is safe (use Check Your Situation, Then Report In).
- ☐ Grab your roster: on your phone, or the paper copy from your go-bag.
- ☐ Put on sturdy shoes, gloves and a vest or bright shirt so neighbors can find you.
- ☐ Report your own status on the network.

Next hour: sort the roster

- ☐ Activate the check for your area in the app (or text your community coordinator).
- ☐ Mark everyone who has already reported Green, Yellow, Orange or Red.
- ☐ Everyone else is Gray (not heard from yet). These are your door-knock list.
- ☐ Red first: confirm 911 has been called. If 911 can't be reached, send trained neighbors and report up immediately.
- ☐ Then Orange, then Gray homes (start with people living alone, older adults and kids home alone), then Yellow.

Door-knock safely

- ☐ Go in pairs. Never enter a damaged building.
- ☐ Knock, call out, and look for OK or HELP cards in windows.
- ☐ No answer? Mark Gray with 'no answer' and the time, then check again later.
- ☐ Write only what you need: status, number of people, need, time.

Match help

- ☐ Pair Yellow and Orange needs with neighbors who said they can help.
- ☐ Mark homes Green once a need is resolved, and note the time.
- ☐ Report counts every hour to your community coordinator: G / Y / O / R / not heard.

Communicate

- ☐ Text, don't call. Keep messages short.
- ☐ If cell is down, use your radio plan or a runner to the meeting spot.
- ☐ On radio, use house numbers from the roster, never names or medical details.

Close out

- ☐ When every home is accounted for, report 'all clear' or the remaining needs.
- ☐ Hand off to the next coordinator if you need rest. Don't work alone for more than about 4 hours.
- ☐ Afterward, shred paper rosters or lock them away. They contain private info.

In a life-threatening emergency, call 911 first. Adapted from Ready.gov, FEMA CERT basics (ready.gov/cert) and the City of LA RYLAN program (ready.lacity.gov). Not affiliated with or endorsed by FEMA, Ready.gov or the American Red Cross. Community Preparedness Network · Free to print and share.