



Version 8.8b  
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# Block Captain Orientation Manual

April 2024

Dedicated to the Memory of Patricia Lohrey\*

Port Ludlow Emergency Management

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\*Dedication: Patricia Lohrey contributed to the Port Ludlow Emergency Management program for almost 20 years and served as the South Bay Block Captain Coordinator and community-wide trainer for hundreds of volunteers. She was the constant that was always there as everything else in the community changed. She is greatly missed.

## Manual Revision System

### Explanation

To cut down on costs this manual is now revisable. Every page in it has an effective date in the upper right-hand corner of the document. As Port Ludlow Emergency Management (PLEM), working with the Jefferson County Department of Emergency Management, improves ways to address local emergencies, the information on a page may change.

(Note: Some documents or forms that have been created in other groups with which we coordinate may contain their own document dates. Such a document may constitute a page in this manual. It is, therefore, possible that two different dates appear on a page in this document. For purposes of keeping their manual current, Block Captains should only be concerned with the upper right-hand corner of each page of this document. Please cross check that with the List of Effective Pages on page 4.)

### Updated Pages

When information in this manual is updated, the affected pages will reflect a new date, and changes to the page will be noted with a vertical bar as shown below:

Original page:

*The quick tan box jumped over the hazy dog.*

Updated page:

*The quick brown fox jumped over the lazy dog.*

A **List of Effective Pages** (page 4) has been added to assist in keeping track of revisions. When updates to this manual are made, the List of Effective Pages and the updated page(s) will be emailed to trained Block Captains. These will also be available to download from the Port Ludlow Village Council website at [PLVC.org](http://PLVC.org).

### Block Captain Responsibilities

It will be the responsibility of each Block Captain to keep their manual up to date. This will involve downloading new pages and the List of Effective Pages, printing them, punching holes in them, and adding to their binders. In addition, a review of the changed page should be made for full understanding of the new information. If there are questions, they should be emailed to the Block Captain Trainer for Port Ludlow Emergency Management.

## List of Effective Pages

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# WHY EMERGENCY MANAGEMENT?



Jefferson County is particularly susceptible to hazards that could severely affect our Community. Consider the location on the Olympic Peninsula which is:

- Riddled with geological fault lines
- Exposed to severe storms
- Covered with vast forests
- Located at the gateway of shipping lines transporting hazardous materials
- Accessible by only two roadways vulnerable to bridge failures and landslides
- Has the oldest average age population in the State

Even a pervasive power outage for an extended time might seriously challenge the average household. Preparing our families in advance for an emergency or natural disaster is just the sensible thing to do. In addition, having a communications resource to relay and receive updated information during and after a disaster is similarly important.

In the event of a widespread catastrophic event, such as those listed above, it will take some time for first responders to react to our area due to the higher density populations located nearby that will get priority.

As a Block Captain, you are the foundation to assist your family, your neighbors and your Community to be prepared and to recover from such an event.

## Block Captain Program Overview

- | The purpose of the Block Captain (BC) program is threefold: first, to educate neighbors on preparedness; second, to be a communications vehicle; and third, to facilitate self-help in the event of a disaster.

A disaster is a natural or human-made event (such as a storm, earthquake, wildfire, or explosion) that could result in one or more of the following conditions: a) causes substantial property damage and/or serious injuries to residents; b) shuts down the telephone systems (landline and cellular); c) results in extended power outage; and/or d) significantly disrupts transportation. Other emergencies such as smaller scale house fires, auto accidents, or medical crises are handled by the Fire Department through calling 911 and not through the Block Captain or Port Ludlow Emergency Management work. **(Important Note: The Block Captain program is not activated in the event of an evacuation due to wildfire.)**

### EDUCATE

- | The Block Captains develop a roster of neighbors, identifying special skills and any residents that have special needs or limitations. In addition, they distribute preparedness information which would include encouraging each residence to have their own preparedness plan; and a supply of food, water, and other essentials to subsist independently for at least **thirty (30) days**. (Note: the Emergency Preparedness Committee (EPC) of the Ludlow Maintenance Commission works to bring informative presentations about community preparedness to the residents of Port Ludlow. Information about the EPC may be found at [lmcbeachclub.org](http://lmcbeachclub.org))

### COMMUNICATIONS

An FRS/GMRS radio communication system has been established which connects over 30 separate Port Ludlow neighborhoods with the South and North Bay Communications Centers located at the Bay and Beach Clubs. Two mobile units – located at the Port Ludlow Community Church and the Port Ludlow Brokers Office - are being coordinated. In the event of a disaster, the Block Captains survey their neighborhood area and relay status and critical needs to the Communication Centers which also have Base radio stations. The Communication Centers then relay appropriate information to the Jefferson County Emergency Management Team in conjunction with the County Ham radio network. As the emergency situation evolves, these communication avenues relay status information back to the community.

### SELF-HELP

After communicating the status in their neighborhood, the Block Captains will organize uninjured neighbors to provide basic help to others who are in need. In addition, there are certified Community Emergency Response Team (CERT) members throughout the community who are trained to provide more in-depth assistance in a disaster.

## Emergency Management Team

**Port Ludlow Emergency Management (PLEM)** has overall responsibility for developing and maintaining the Port Ludlow Neighborhood Emergency Plan (NEP) in coordination with the Jefferson County Department of Emergency Management (DEM), Jefferson County Emergency Operations Center (EOC), and the Fire Chief of East Jefferson Fire and Rescue (EJFR). The Port Ludlow Emergency Management Committee Chairperson has a leadership role of the PLVC-EM.

**Neighborhood Operations Center (NOC)** (Note: This has not yet been established in Port Ludlow.) The NOC Coordinator will be responsible for staffing, training, and operation of the NOC center when this facility has been implemented at the Port Ludlow Community Church. The NOC Coordinator will maintain the Communications Plan for emergency operations. During an emergency, the NOC Coordinator will determine if Community Emergency Response Team (CERT) response is required in any area after assessment reports are received from their neighborhood Block Captains.

**Block Captain Coordinator(s)** are responsible for selecting, training, and leading the teams of North Bay and South Bay neighborhood Block Captains. In a disaster situation, they will locate to their respective Communications Centers and consolidate information to relay to the DEM.

**Block Captains** are responsible for coordinating the three emergency management functions (Education, Communications and Self Help) with the residents of their Response Area. As such, they will provide information to residents to assist in preparing for an emergency, maintain a roster of residents in their Response Area and have an FRS/GMRS radio to be a two-way communication link between residents and the Communication Centers, and manage the roles at the Neighborhood Emergency Hub when it is established, so that residents can perform self-help to respond to an emergency.

**Response Areas (RA)** are the way that Port Ludlow is divided into sections of responsibility in terms of emergency preparedness and response. A Block Captain is assigned their Response Area during Block Captain training. Their RA is usually in the area surrounding the Block Captain's home. RAs are designated by North Bay or South Bay (N/S) and a Section number that corresponds to a Port Ludlow Neighborhood name (for example, S1 is the Timberton Neighborhood in South Bay). An attempt is made to keep a Block Captain's RA at between ten and twenty homes. Since Timberton has 78 homes in their neighborhood, S1 is further divided and those areas are designated with an alphabetic suffix. Block Captains may take on responsibilities in other areas in their RA as long as they coordinate with PLEM. The terms Response Area, Block and Neighborhood are used somewhat interchangeably in this manual. They will usually denote the Block Captain's Response Area.

**Individuals** are responsible for preparing themselves and their homes as outlined in the *Think*

*Plan Do* booklet:

- Maintain a 30-day supply of food and water.
- Perform the nine *Steps Immediately Following a Disaster* (see page 29).



**Community Emergency Response Team (CERT)** The CERT program educates people about disaster preparedness for hazards that may impact their area. CERT volunteers are trained by the Department of Emergency Management (DEM) in basic response skills, such as fire safety, light search and rescue, team organization, first aid, and disaster medical operations.

**Port Ludlow Amateur Radio Personnel** will provide outside communications in coordination with Amateur Radio Emergency Service (ARES) and Radio Amateur Communications Emergency Service (RACES) groups, which are volunteers assigned by Volunteers in Emergency Radio Communications (VECOM) through the Jefferson County DEM.

**Communication Center Radio Team** volunteers will operate radios at the Communication Centers during an emergency. Under direction of the North or South Bay Coordinators, they record information from Block Captains, monitor PUD/KPTZ (91.9FM) information and relay that information as needed.

**The Fire Chief of East Jefferson Fire Rescue (EJFR)** is responsible for integrating the planning of EJFR, Jefferson County DEM, and the community with the emergency planning of Port Ludlow. The Fire Department will handle fires, provide search and rescue services, and provide emergency medical care. Emergency Medical Technicians and paramedics from EJFR are the primary resource for medical emergencies.

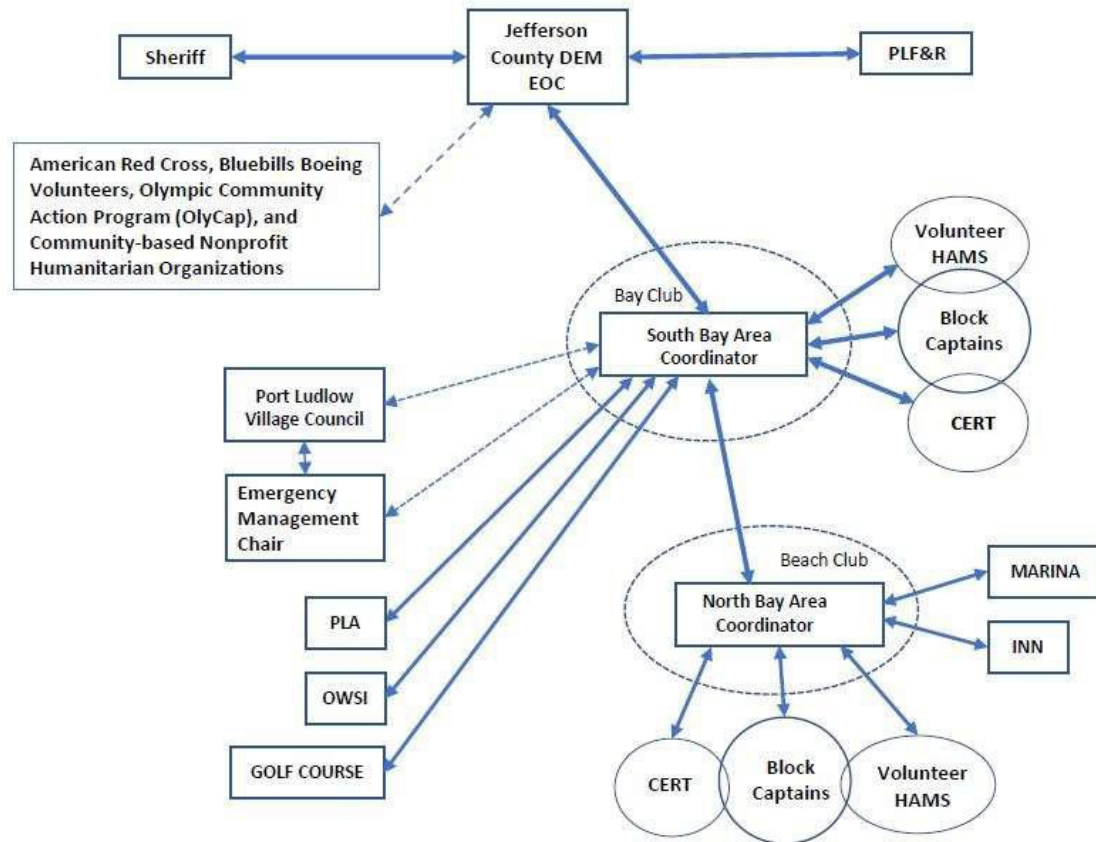
**The Jefferson County Department of Emergency Management (DEM)** is responsible for planning emergency response, managing the Nixle alert communication system (Jefferson County text/email message alerts), managing the Emergency Operations Center (EOC), and coordinating communication of the needs of Port Ludlow with the professional disaster workers from the Fire Departments and the Sheriff's office. DEM is the conduit of information to County, State and Federal government agencies.

**American Red Cross Disaster Action Team / Disability Integration Coordinator** is responsible for making the Port Ludlow emergency plan compatible with that of the Red Cross and for providing Red Cross assistance to Port Ludlow as it becomes available. When a home has been destroyed or sustained major damage, application for assistance can be made directly through the Tacoma office at 253-474-0300 or national headquarters at 800-733-2767.

**Port Ludlow Associates (PLA)** is responsible for managing Olympic Water and Sewer, The Resort at Port Ludlow, the Marina, and the Golf Course.



## Communications Flow



## Community Emergency Response Team (CERT)

CERT training covers skills that are important to know when emergency services are not available. The goal is to do the greatest good for the greatest number of victims after a disaster while protecting the rescuer from becoming a victim, too.

Jefferson County Department of Emergency Management periodically conducts CERT classes which consists of:

- Disaster Preparedness
- Fire Safety
- Disaster Medical Operations
- Light Search and Rescue

All Block Captains and individual community members are encouraged to complete the Jefferson County CERT training which is provided by individuals with formal training from the Federal Emergency Management Agency (FEMA) Emergency Management Institute EMI.

## Block Captain Activation

### Catastrophic Event

Block Captain Activation shall take place after a catastrophic event, such as earthquake or tsunami, where there is **MAJOR DAMAGE and normal communications (i.e., landline, cellphone, internet and 911) have ceased to operate or are overwhelmed.**

- a. Shelter in place and check cellphone for Nixle text messages, PUD Outage Information (map on PUD website, Facebook, Twitter) and broader area info on **KPTZ radio (91.9 FM) and KROH (91.1 FM)** until own house and occupants are safe and storm/event has subsided.
- b. Survey the neighborhood recording **Situation Report levels** and signs of major damage/road blockage/power lines down. If the event takes place at night, consider delaying the survey until daybreak for safety reasons.
- c. Check by phone or very carefully in person with neighbors with known vulnerabilities; note any HELP signs on houses or those with major damage and record for response to Communication Center roll call polls.
- d. Activate neighborhood Block Hub (if established).
- e. Arrange for assistance for any neighbors needing help, if possible.
- f. Turn on FRS/GMRS radio to **Channel 6 for South Bay** and **Channel 7 for North Bay** to respond to roll call. It is anticipated that the roll call would be three (3) hours after the event commences or at 9:00 am if the event was during the night.
- g. Coordinate turning off critical utilities (water, electric and propane).

### Inconvenient Event

If a power outage takes place, but normal communications (landline, cellphone, internet and 911) are still functioning, the situation is considered "inconvenient." Full Block Captain Activation is not required, but Limited Activation as outlined below shall take place.

- a. Check cellphone for Nixle text messages and PUD status (website, Facebook and Twitter) and broader area info from KPTZ radio (91.9 FM) and KROH (91.1 FM).
- b. Check on neighbors with known vulnerabilities and assist if safe to do so.
- c. While outage is continuing, at 9:00 am each morning, turn on FRS Radio to Channel 6, and respond to poll from Communication Center. (Note Channel 7 will not be used.)

**If the power outage lasts for over 48 hours and communications start to fail, the event then becomes Catastrophic (see above) and full Block Captain Activation should take place.**

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## Block Captain Wildfire Considerations

**Block Captain Activation does NOT take place in a wildfire situation.**

- There is not time for activation since the Block Captains need to evacuate as well as neighbors.

When a wildfire alert comes from Nixle:

- consider whether the fire is near you or moving toward you. If so, LEAVE NOW! DO NOT WAIT!
- Do not wait for directions on which way to go. Determine where the fire is and go away from it.
- There are very few options:
  - Oak Bay Road to go north
  - Paradise Bay Road to go south
  - Oak Bay Road to go south and west



### EVACUATION

**Level 1** Advisory, monitor local news/media. Prepare to evacuate should conditions worsen.

**Level 2** Dangerous conditions exist, evacuation is probable. Leave early if you need extra time due to pets, mobility issues, etc.

**Level 3** Leave now, follow instructions.

Never wait to be told to leave. If you feel threatened by smoke or a wildfire, evacuate early!

**SIGN UP FOR NIXLE ALERTS, text *jeffcodem* to 888777.**

## Be Wildfire Ready

Our local fire department, East Jefferson Fire and Rescue, has published a locally focused brochure called ***Be Wildfire Ready*** which can be accessed online at [bit.ly/wildfireready](https://bit.ly/wildfireready). It contains more detailed information, but the three critical preparation items are:

- Remove all flammable items within 5 feet of your home's edges.
- Harden your home against embers by screening exterior vents with 1/8th-inch metal mesh.
- Keep gutters clear of leaves and debris.

# Block Captain Responsibilities and Expectations

## BLOCK CAPTAINS WILL:

- 1) Before a disaster, request neighbor's cooperation in completing the voluntary Neighborhood Questionnaire. Consider asking for updates for any changes from previously completed forms.
- 2) Develop data base of neighbor information, skills, needs, and equipment.
- 3) Coordinate with other Block Captains in the Response Area to identify who covers which houses/streets.
- 4) Distribute ***Under Your Bed*** list, ***Steps Immediately Following Disaster*** and the ***Think, Plan, Do*** booklet, which contains HELP/OK signs, to each home.
- 5) Provide other periodic preparation materials to residents.
- 6) Consider identifying a Block Hub location (previously called the Neighborhood Gathering Site or Neighborhood Emergency Hub). Designate someone to be the Block Hub leader (not necessarily the Block Captain). This is not required but encouraged.
- 7) When an emergency event subsides, or, if only **Inconvenient**, check on vulnerable neighbors. If the event was **Catastrophic**, perform emergency Block Captain Activation steps (above) and communicate with Comm Center by FRS/GMRS radio.
- 8) When it is safe to do so, coordinate volunteers at the Block Hub to assist with checking on vulnerable neighbors, checking on those displaying HELP signs, communications, first aid, utility shut off and other disaster response roles including monitoring info from the County, PUD, Twitter, Facebook and KPTZ radio (91.9FM) and KROH (91.1 FM).
- 9) Keep a supply of Jefferson County *Preliminary Damage Report Form 140 – Part 1* for distribution to those neighbors who have experienced property damage.
- 10) Temporarily delegate the role of Block Captain to someone else in the event the usual Block Captain is unavailable.
- 11) Encourage neighbors to become Block Captains (more than one is advantageous), take first aid and CPR training, or become CERT trained.

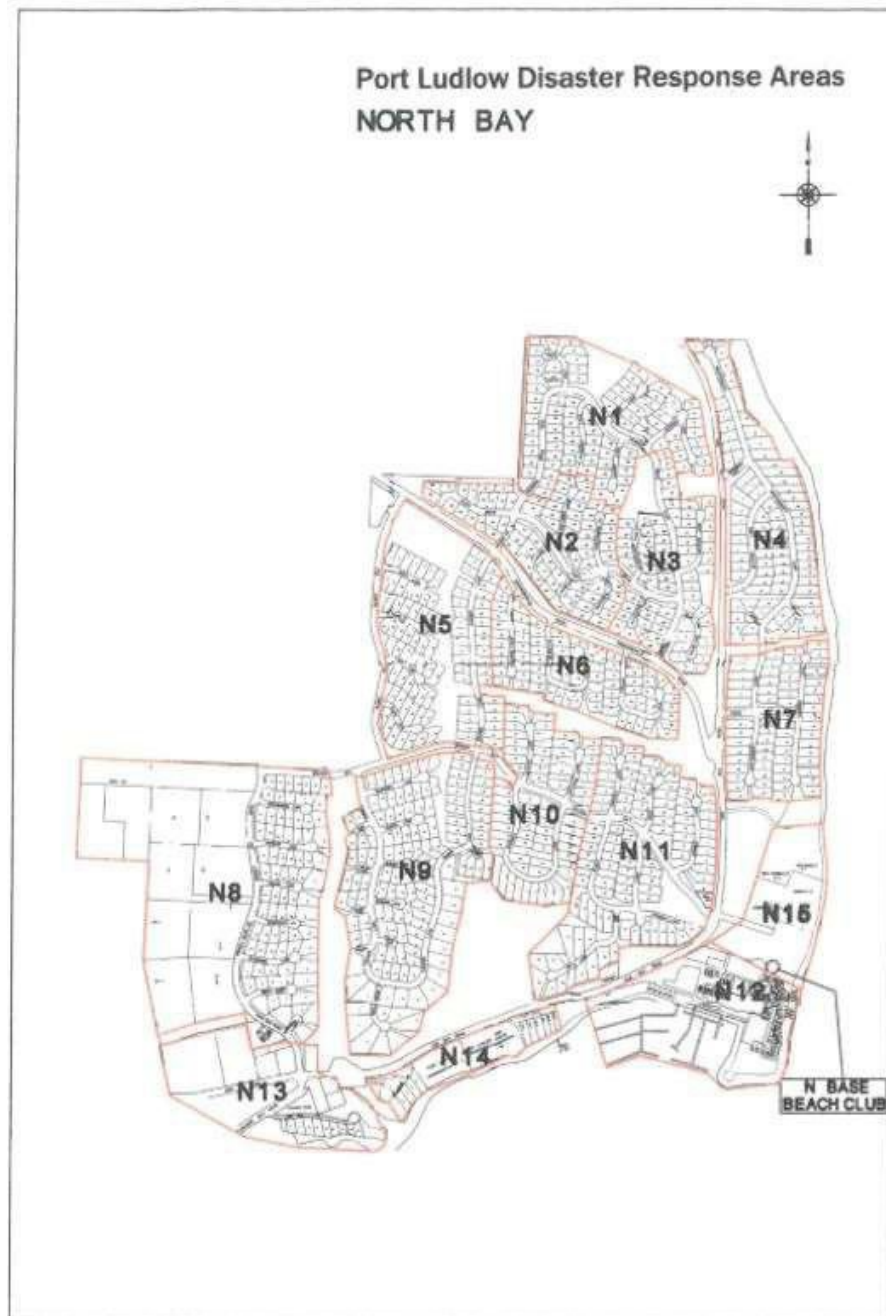
## BLOCK CAPTAINS WILL NOT:

- 1) Venture outside if it is not safe to do so (i.e., high winds, falling debris, etc.)
- 2) Provide food and water for neighbors if they have not purchased and stored their own 30-day supply.
- 3) Provide medical aid beyond the scope of expertise – not all block captains are CERT or first-aid trained, and during a disaster they will be busy coordinating others to assist in providing response measures.
- 4) Activate in a wildfire situation.

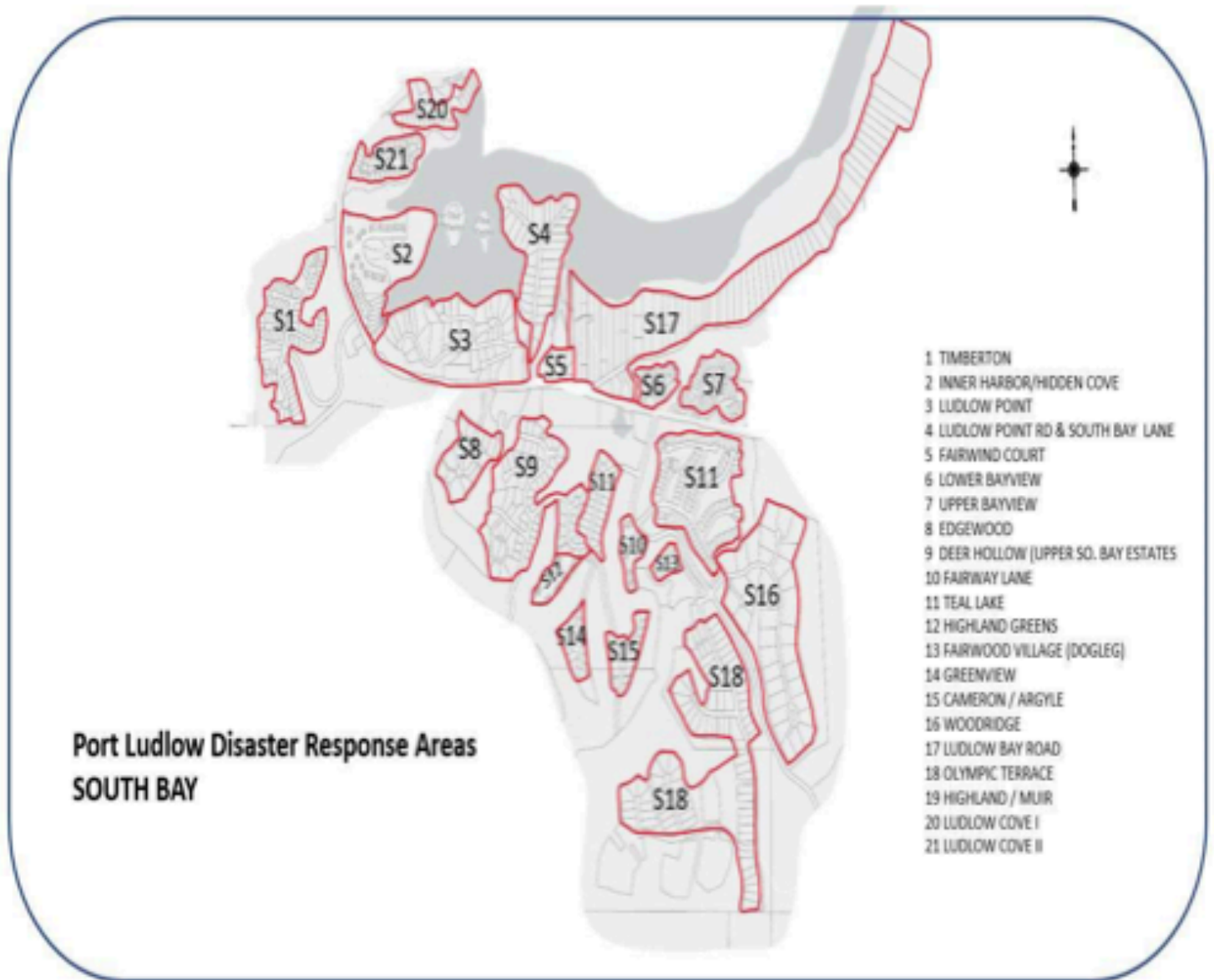
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## Port Ludlow Disaster Response Areas

The following maps show the disaster **Response Areas** for both North and South Bay. The designations S-1, N-2, etc., shall be used by Block Captains when communicating with the Communications Centers or other Block Captains.









# Neighborhood Questionnaire



## CONFIDENTIAL

### Port Ludlow Emergency Management (PLEM)

#### NEIGHBORHOOD QUESTIONNAIRE

The following information will enable your PLEM and Block Captain team to better assist you and your household in the event of a natural disaster or other widespread emergency. The information you provide is confidential for emergency management use only.

1. Name: \_\_\_\_\_ Date: \_\_\_\_\_
2. Physical Address: \_\_\_\_\_
3. Cell Phone: (1) \_\_\_\_\_ (2) \_\_\_\_\_
4. Home Phone: \_\_\_\_\_
5. Email: (1) \_\_\_\_\_ (2) \_\_\_\_\_
6. Full Time: \_\_\_\_\_ Snowbird \_\_\_\_\_

If Snowbird, alternate address, and general dates:

\_\_\_\_\_

7. Number of people in the household: Adults (18+): \_\_\_\_\_ Dependent Children: \_\_\_\_\_
8. Special Needs: \_\_\_\_\_ Pets: \_\_\_\_\_
9. Local Contact: Name: \_\_\_\_\_ Cellphone: \_\_\_\_\_
10. Out of Area Contact: Name: \_\_\_\_\_ Cellphone: \_\_\_\_\_
11. What special skills and/or background knowledge would/could you volunteer to share with our neighborhood in the event of an emergency? *Please circle all that apply.*

- |  |                           |
|--|---------------------------|
| A. Doctor – Nurse – CERT - First Aid/CPR | F. Police - Security      |
| B. Teacher – Childcare                   | G. Firefighter - EMT      |
| C. Veterinarian – Animal care            | H. Psychologist/Counselor |
| D. Search and Rescue                     | I. Other _____            |
| E. Construction – Electrician – Plumber  |                           |

12. What special equipment and/or resources do you have available in the event of a disaster? *Please circle all that apply.*

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| A. First aid – medical supplies      | G. Ham radio-FRS radio/Walkie Talkie |
| B. Walker – wheelchair-crutches-cane | H. Long ladder-crowbar-chainsaw-axe  |
| C. Cot-spare bed-tent-spare bedding  | I. RV-camper-trailer                 |
| D. Propane heater-propane stove      | J. Drone, Licensed Operator: _____   |
| E. Lantern-portable lighting         | K. Other: _____                      |
| F. Portable toilets-buckets          |                                      |

13. Do you have a propane tank? \_\_\_\_\_ If so, where is it located? \_\_\_\_\_

14. Would you be willing to serve on a neighborhood team in the event of a disaster?

\_\_\_\_ First Aid \_\_\_\_ Housing \_\_\_\_ Childcare \_\_\_\_ Pet Care \_\_\_\_ Communications \_\_\_\_ Resources Coordinator  
\_\_\_\_ Search and Rescue \_\_\_\_ Safety and Security \_\_\_\_ Other \_\_\_\_\_

Questions? Suggestions? Contact PLEM (Port Ludlow Emergency Management) at [PLEM.98365@gmail.com](mailto:PLEM.98365@gmail.com) or visit: [http://www.plvc.org/committees/emg\\_mgt](http://www.plvc.org/committees/emg_mgt)

## Neighborhood Database Examples

### Resident Information

A database can be created in an Excel spreadsheet, Google Sheet or something similar. It is important to understand that your device or program might not be available during some emergencies. Consider keeping hard copies available in a safe place.

Suggested Sheets or sections include the following:

#### Section 1 – Residents

- a. Name(s)
- b. Number of children in the home
- c. Address
- d. Phones – especially cell numbers
- e. Email address
- f. Pets
- g. Special Needs

#### Section 2 – Skills

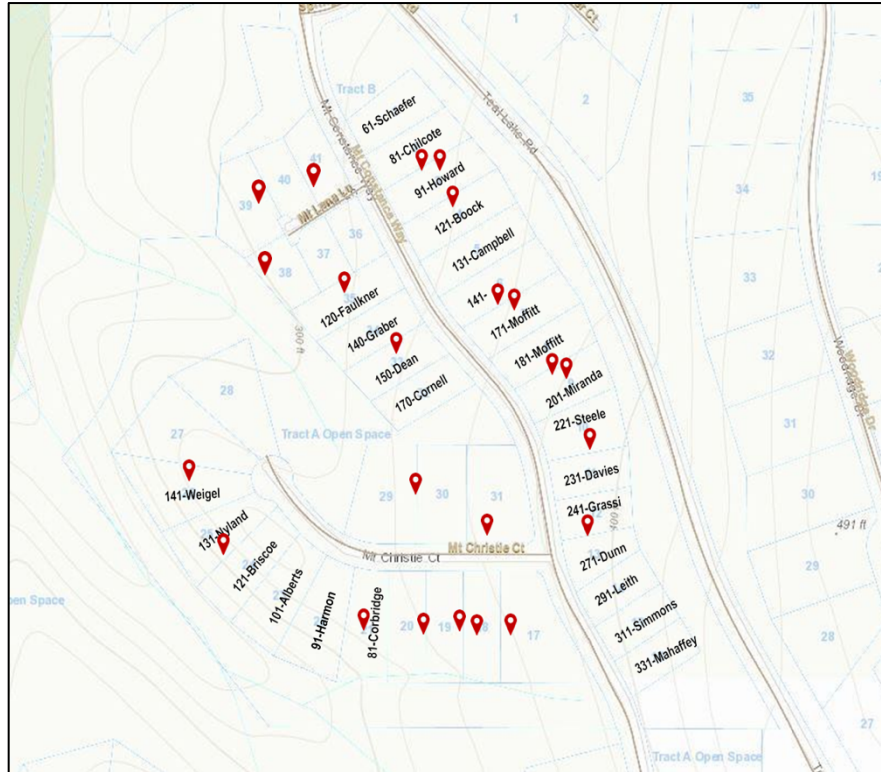
- a. Medical/nurse/dental/veterinarian/CERT
- b. First Responder – Police/fire/EMT/paramedic
- c. Construction

#### Section 3 – Equipment

- a. Construction tools
- b. First aid
- c. Camping gear

## Propane Tank Locations

One ambitious Block Captain created a sample map like this listing the locations of the propane tanks in their neighborhood.

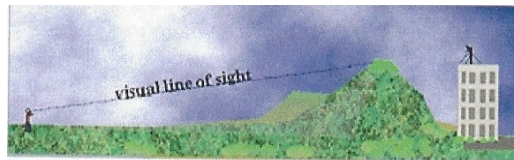


## Radio Procedures

### FRS/GMRS Radio Basics

FRS/GMRS radios have 22 possible UHF channels, although we only use numbers 3-11 in our Emergency Management program.

Clear radio reception is dependent on a "**clear line of sight**" between two or more radios. Hills, valleys, and buildings can keep your radio from reaching the intended receiver(s).



- **DO** go outside to clear area, if possible, as long as it is safe to do so.
- **DO** go to high ground if possible.
- **DO** go to a window if you can't go outside.
- **DO** hold radio with the **antenna straight up**; it greatly improves how well you're heard.
- **Only** one person should speak at a time. Otherwise, your radio will pick up multiple broadcasts causing garbled communication.
- **DO** gather your info and coordinate your thoughts before you speak.
- **DO** depress the *push-to-talk (PTT)* button & begin with your name and location followed by your message. Button turns off speaker and you cannot hear other party until you release it.
- **DO** say "**OVER**" so others know you're done, ***then release the button.***
- **DO** wait for a reply. Comm Center is often busy with other calls.
- **DO** store batteries outside the radio if they are AA or AAA type and keep a spare set of lithium-ion type.
- **DO** leave radio in charger if it has a non-replaceable battery.

- **DO NOT** use privacy codes which may have come with your purchased radio.
- **DO NOT** try to communicate through terrain (a hill or up out of a valley).
- **DO NOT** transmit personally identifying data. Transmissions are not private.

## Radios

Block Captains are provided with either FRS or GMRS radios. Although both types are line of sight, the FRS ones are lower power and do not require a license. GMRS units transmit at a higher power, can use remote antenna and require a federal license (\$70 for 10 years for everyone in the household) except when used in an emergency situation. As such, Block Captains that have limited connectivity are provided with the GMRS radios.

## Channel Assignments Within Port Ludlow

### **SOUTH BAY Areas to Bay Club Communications Center (Sierra)**

- **PRIMARY - Channel 6** to and from Block Captains
- **SECONDARY** – Channels 3-5 for communications between Block Captains (if they have prearranged assignments between other Block Captains).

### **NORTH BAY Areas to Beach Club Communications Center (November)**

- **PRIMARY – Channel 7** to and from Block Captains
- **SECONDARY** – Channels 8-11 for communications between Block Captains (if they have prearranged assignments between other Block Captains).

## Communication Centers (Comm Centers)

Beach Club Communication Center – communicates with North Bay (**November**)

Bay Club Communication Center – communicates with South Bay (**Sierra**)

Port Ludlow Brokers Office mobile unit (**Romeo**) – communicates with North Bay

Port Ludlow Community Church mobile unit (**Charlie**) – communicates with South Bay

## Radio Communication Procedures



### Wrong Way

1. Antenna pointed sideways.  
(Reduces radio range)
2. Directly in front of your mouth.
3. Too close to your mouth.

(2 and 3 cause "pops" and "wind noise" or "whistling")



### Right Way

1. Antenna straight up (vertical).
2. Slightly to the side of your mouth.
3. Small distance from your mouth.

In the event of an emergency, Comm Centers will be polling all Block Captains in **Response Area** order. We use the NATO phonetic alphabet for radio communications.

## Radio Terminology

### 1. Use NATO phonetic alphabet:

A – Alpha	E – Echo	I - India
B – Bravo	F – Foxtrot	N - November
C – Charlie	G – Golf	S - Sierra
D – Delta	H – Hotel	

2. Use **NEGATIVE** instead of No.

Use **AFFIRMATIVE** or **ROGER** instead of Yes.

Use **OVER** to indicate that you are done with your statement.

Use **OVER AND OUT** to indicate that you are finished communicating.

The designation for all of North Bay will be **November** and South Bay will be **Sierra** followed by a number and then a phonetic alphabet suffix.

Therefore, a poll from Comm Center to the South Bay S6 E Response Area would be **“Bay Club Comm Center calling Response Area Sierra Six Echo, Captain Smith, over.”**

When you are polled, push the push-to-talk (PTT) button and respond with your name and Response Area number, **“This is Jim Smith, Sierra Six Echo, reading you loud and clear, over.”**

If you are calling the Communication Center, use this procedure to commence the conversation: **“This is Jim Smith, Sierra Six Echo, calling Bay Club Comm Center, over.”**



## Radio Script

Black is Radio Operator at Comm Center.

Blue is the Block Captain.

COMM CENTER: THIS IS BAY CLUB COMM CENTER CALLING BLOCK CAPTAIN  
(Response Area) \_\_\_\_\_, (name) \_\_\_\_\_, OVER

**BC: THIS IS BLOCK CAPT (Response Area) \_\_\_\_\_, (Name) \_\_\_\_\_, OVER**

COMM CENTER: ROGER CAPT \_\_\_\_\_, WHAT IS YOUR SITUATION REPORT, OVER

**BC: THIS IS \_\_\_\_\_, MY REPORT IS A FOLLOWS:**

**LEVEL \_\_\_\_\_, \_\_\_\_\_ # INCIDENTS**

**LEVEL \_\_\_\_\_, \_\_\_\_\_ # INCIDENTS**

**LEVEL \_\_\_\_\_, \_\_\_\_\_ # INCIDENTS (if Level 4 or 5) ADDRESS \_\_\_\_\_,**

**OVER**

COMM CENTER: ROGER CAPT \_\_\_\_\_, I HEAR YOUR REPORT IS AS FOLLOWS:

LEVEL \_\_\_\_\_, \_\_\_\_\_ INCIDENTS

LEVEL \_\_\_\_\_, \_\_\_\_\_ INCIDENTS\_

LEVEL \_\_\_\_\_, \_\_\_\_\_ INCIDENTS, ADDRESS \_\_\_\_\_

YOUR REPORT HAS BEEN RECORDED, CAPT \_\_\_\_\_, OVER AND OUT.

**BC: ROGER, OVER AND OUT**

# Situation Report

## Port Ludlow Emergency Management

### Situation Report

Response Area \_\_\_\_\_ Block Captain \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Situation Level	Examples	#	Comments
0 white	No Report Unknown status	Unknown Status	
1 dark green	OK Signs or Nothing to Report	minor cuts, scrapes or bruises	
2 light green	Inconvenient	minor cuts, scrapes or bruises	
3 yellow	Challenging	some injuries needing stitches, shock, needs medications	
4 gold	Critical	multiple serious injuries	Addresses:
5 red	Catastrophic	critically injured, life threatening and fatalities	Addresses:

www.plvc.org

September 15, 2023

## Block Hub

An emergency Hub is a place where people can gather after a catastrophic disaster to safely share communications, information, and resources. These have not yet been officially established as part of the work of PL Emergency Management (PLEM). The Jefferson County Department of Emergency Management (DEM) and the Neighborhood Preparation Team (NPREP) are in the process of helping neighborhoods move forward with local Hub planning.

For now, after a disaster, Block Captains may consider designating an easily accessible spot in their immediate neighborhood that can act as the Block Hub. For example, this may be at the end of the Block Captain's driveway, or, if it is intact, inside their garage.

After securing their own homes, neighbors should go to that Block Hub as Step 7 of the ***Steps Immediately Following a Disaster*** flyer (page 23 of this manual) and begin to organize teams.

Before a disaster, neighbors may coordinate gathering some of the following supplies that are suggested by DEM for their Block Hub:

storage trunk or locker	notebooks	bike pump (if needed)
Pop up tent including 4 sidewalls	pens, pencils	50' parachute cord
2 hard hats	dry erase board or flip chart	flashlights and batteries
2 yellow reflective vests	markers or dry erase markers	Eton Hand Crank Weather Radio
4 clip boards	48 oz hand sanitizer	Rite in Rain notebooks
portable table	24 oz liquid soap	Needs and Haves lists
4 camp stools or chairs	20 N95 masks	Report Lost/Found cards
2 rolls duct tape	2 bandage shears	50-foot extension cord
2 rolls painters' removable tape	Hub loose-leaf binder with information and instructions for emergency support	4 cellphone charging blocks or car chargers

Sample Block Hub Report (to be shared with neighbors):

<input type="checkbox"/> Need <input type="checkbox"/> Have <input type="checkbox"/> Report <input type="checkbox"/> Lost <input type="checkbox"/> Found	
<b>Subject:</b>	
<b>Description:</b>	
<b>Reporting Person / Contact Name:</b>	
<b>Phone:</b>	<b>Address:</b>
<b>Date:</b>	<b>Time:</b>
<b>Message Taker / Checker Name:</b>	

We have future plans to have a PL Neighborhood Hub at the Neighborhood Operations Center (NOC) at the Port Ludlow Community Church. This would be a way to coordinate supplies that are delivered from the county in the event of a sustained loss of supplies due to disaster.

## 30-Day Supply Calendar

**EMERGENCY SUPPLIES ACQUISITION CALENDAR FOR ONE PERSON FOR 30 DAYS**

WEEK 1	WEEK 2	WEEK 3	WEEK 4
<input type="checkbox"/> Get 2 gallons of water + more for pets <input type="checkbox"/> Research types of prepared food, like canned, dried, freeze-dried, Ready to Eat Meals (MRE's), others <input type="checkbox"/> Obtain pet food for one month <input type="checkbox"/> Prepare storage areas for your supplies <input type="checkbox"/> Gather & scan important papers <input type="checkbox"/> Secure shelves, TVs, cabinets, pics, etc.	<input type="checkbox"/> Get 2 gallons of water + more for pets <input type="checkbox"/> Buy 1 weeks worth prepared meat <input type="checkbox"/> Have at least 2 flash lights and batteries <input type="checkbox"/> Batteries of all sizes <input type="checkbox"/> Waterproof bins, permanent marker <input type="checkbox"/> Start dating foods with expiration dates <input type="checkbox"/> Toilet paper, diapers, other paper products	<input type="checkbox"/> Get 2 gallons of water + more for pets <input type="checkbox"/> Buy 1 weeks worth prepared vegetables <input type="checkbox"/> Get local map, whistle, compass <input type="checkbox"/> Get small pads of paper, pencils, pens <input type="checkbox"/> Wooden matches in waterproof case <input type="checkbox"/> Hand sanitizer for a month <input type="checkbox"/> Plastic bags with ties, large and medium	<input type="checkbox"/> Get 2 gallons of water + more for pets <input type="checkbox"/> Buy 1 weeks worth of prepared fruit <input type="checkbox"/> Gather Rx meds with 30 day reserve <input type="checkbox"/> Have family plan, meeting place, out of area contacts <input type="checkbox"/> Get Zip-lock type bags – gallon, sandwich <input type="checkbox"/> Get two 5 gal. paint buckets with lids for elimination needs – 1g plastic bag in each
WEEK 5	WEEK 6	WEEK 7	WEEK 8
<input type="checkbox"/> Get 2 gallons of water + more for pets <input type="checkbox"/> Buy 1 weeks worth of prepared meat <input type="checkbox"/> Get manual can opener <input type="checkbox"/> Get toilet seats that fit the buckets <input type="checkbox"/> Pet leashes, carriers, extra ID tags, meds. <input type="checkbox"/> Tools – shovel, pry bar, hammer, screw driver, nails, etc.	<input type="checkbox"/> Get 2 gallons of water + more for pets <input type="checkbox"/> Buy 1 weeks worth of prepared vegetables <input type="checkbox"/> Peanut butter, or other nut butters <input type="checkbox"/> Peat moss or other for the 'poo' bucket <input type="checkbox"/> Duct tape, rope, roll of plastic for windows <input type="checkbox"/> No rinse soap, body wash, shampoo, toothpaste and tooth brushes, dish soap	<input type="checkbox"/> Get 2 gallons of water + more for pets <input type="checkbox"/> Buy 1 weeks worth prepared fruit <input type="checkbox"/> Baby food, formula, special foods <input type="checkbox"/> Durable cups, bowls, plates, utensils <input type="checkbox"/> Camp stove fuel, sterno cups <input type="checkbox"/> Household chlorine bleach <input type="checkbox"/> Powdered eggs	<input type="checkbox"/> Get 2 gallons of water + more for pets <input type="checkbox"/> Lo-sodium soups/meals for lunch x 30 <input type="checkbox"/> Over the counter meds (OTC) <input type="checkbox"/> Plastic lidded container for perishables <input type="checkbox"/> Sunscreen, insect repellent, lotion <input type="checkbox"/> Hydrogen peroxide, disinfectant <input type="checkbox"/> ID home escape routes, practice drill
WEEK 9	WEEK 10	WEEK 11	WEEK 12
<input type="checkbox"/> Get 2 gallons of water + more for pets <input type="checkbox"/> First Aid kit, resupply, medicine dropper, needles, tweezers, tongue depressors <input type="checkbox"/> 1 weeks worth of prepared meat <input type="checkbox"/> Baking soda, iodized salt <input type="checkbox"/> Know your neighborhood meeting place <input type="checkbox"/> ID & know how to shut off gas/water shut off valves and electrical box	<input type="checkbox"/> Get 2 gallons of water + more for pets <input type="checkbox"/> 1 weeks worth of prepared fruit <input type="checkbox"/> Powdered Milk <input type="checkbox"/> First aid manual – review, take a class <input type="checkbox"/> Paper towels, Toilet paper <input type="checkbox"/> Check emergency plans for schools <input type="checkbox"/> Roller bandages, extra 4x4" gauze pads <input type="checkbox"/> Antibacterial ointment, skin antiseptic	<input type="checkbox"/> Get 2 gallons of water + more for pets <input type="checkbox"/> Extra eyeglasses, hearing aids, batteries <input type="checkbox"/> Granola bars x 30 <input type="checkbox"/> AM/FM Radio & Batteries, sts. 91.1, 91.9 <input type="checkbox"/> Individual packets of nuts to snack on <input type="checkbox"/> Toilet Paper, other hygiene supplies <input type="checkbox"/> Cash – small bills, coins <input type="checkbox"/> Several ready to eat meals	<input type="checkbox"/> 2 Gallons of water + more for pets <input type="checkbox"/> Thermometer, petroleum jelly <input type="checkbox"/> 1 weeks worth of prepared vegetables <input type="checkbox"/> Cereal <input type="checkbox"/> Pet health records, vaccinations up to date <input type="checkbox"/> Roll up ladder & drill for 2 story homes <input type="checkbox"/> Consider giving a disc of your important documents to a trusted person out of state
WEEK 13	WEEK 14	WEEK 15	WEEK 16
<input type="checkbox"/> Get 2 gallons of water + more for pets <input type="checkbox"/> Coffee, tea, hot chocolate for a month <input type="checkbox"/> Latches/fasteners for cabinets <input type="checkbox"/> Test smoke alarms, replace batteries yearly <input type="checkbox"/> Sewing kit <input type="checkbox"/> Tent to accommodate family <input type="checkbox"/> Freeze dried butter, small bottles oils	<input type="checkbox"/> Get 2 gallons of water + more for pets <input type="checkbox"/> Juice boxes/pouches/cans <input type="checkbox"/> Comfort foods – rotate out <input type="checkbox"/> Sturdy shoes, work gloves, safety goggles <input type="checkbox"/> Hard hat, bike helmet <input type="checkbox"/> Sleeping bag <input type="checkbox"/> Camp or utility knife	<input type="checkbox"/> Get 2 gallons of water + more for pets <input type="checkbox"/> Powdered lemonade <input type="checkbox"/> Strapping for water heater, computer, TV <input type="checkbox"/> Assemble activity box – cards, games, books, puzzles <input type="checkbox"/> Disposable dust masks <input type="checkbox"/> Consider buying a small generator & fuel	<input type="checkbox"/> Get 2 gallons of water + more for pets <input type="checkbox"/> Water proof, air tight containers <input type="checkbox"/> Museum putty wall art and small items <input type="checkbox"/> Honey, sm. Packets of jam/jelly <input type="checkbox"/> Sm. Packets of mayo, ketchup, mustard <input type="checkbox"/> Freeze dried pilot crackers <input type="checkbox"/> Plastic tarp, raingear
WEEK 17	WEEK 18	WEEK 19	WEEK 20
<input type="checkbox"/> Get 2 gallons of water + more for pets <input type="checkbox"/> Isopropyl alcohol <input type="checkbox"/> Immodium, Pepto Bismol <input type="checkbox"/> Plastic sheets, plastic bedpan, urinal <input type="checkbox"/> Photocopy ID & medical info and store in sealed plastic bags <input type="checkbox"/> 1 weeks worth prepared meat <input type="checkbox"/> Freeze dried potatoes	<input type="checkbox"/> Get 2 gallons of water + more for pets <input type="checkbox"/> 1 weeks worth of prepared vegetables <input type="checkbox"/> Facial tissues <input type="checkbox"/> Dental supplies, floss, denture cream, etc. <input type="checkbox"/> Disposable hand wipes/baby wipes <input type="checkbox"/> Allergy/cold meds <input type="checkbox"/> Vitamins	<input type="checkbox"/> Get 2 gallons of water + more for pets <input type="checkbox"/> 1 weeks worth of prepared fruit <input type="checkbox"/> Toilet paper <input type="checkbox"/> Check insurance coverage <input type="checkbox"/> Practice earthquake and fire drills <input type="checkbox"/> Antacids <input type="checkbox"/> Other, your choice	<input type="checkbox"/> Get 2 gallons of water + more for pets <input type="checkbox"/> Small plastic containers with lids <input type="checkbox"/> Video or take pictures of belongings – send to out of area friends to store <input type="checkbox"/> Latex free gloves <input type="checkbox"/> Consider solar powered battery pack to charge phone, iPad, etc.

## Red Street Address Sign Replacement

This is called the **911 Address Plate** and is critical for first responders to be able to find your house. They cost \$20. Contact County Department of Community Development at 360-379-4450 to get one.





## ***Under Your Bed***



### **Port Ludlow Emergency Management (PLEM)**

# **UNDER YOUR BED**

## **In Case of a Disaster**

- 1. Hat (old bicycle helmet or hardhat) – to protect your head from falling debris**
- 2. Shoes (hiking type) – to protect your feet from broken glass**
- 3. Gloves (leather or garden) – to protect your hands from broken items**
- 4. Crowbar (or claw hammer) – to enable you to open door or window to get out**
- 5. Flashlight (batteries out so they do not corrode the flashlight)**
- 6. *Steps Immediately Following Disaster* flyer – so you do not have to think about what to do next**
- 7. OK-HELP Signs – to post on garage door or front door or window**

**9-15-2023**

## Steps Immediately Following a Disaster



### Steps Immediately Following a Disaster

(Print this document and keep it under your bed.)

#### AT HOME...

**Step 1: Check for information** (cellphone for Nixle text or email alert).

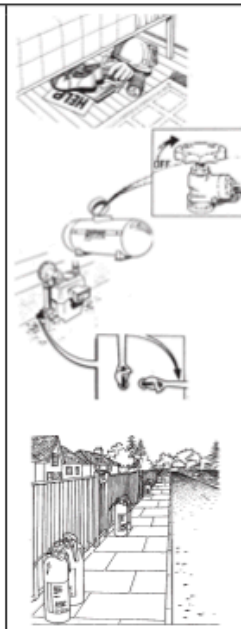
**Step 2: Protect your head, feet, and hands.** A bicycle helmet or hard hat protects from falling debris. Have sturdy shoes to protect from broken glass, along with a flashlight, crowbar, and leather gloves readily available.

**Step 3: Check the propane** at your home. Shut it off if necessary. This is one of the best ways to prevent fire.

**Step 4: Shut off the water at the house main** to trap water in your home and to keep pollutants out of possible drinking water (like that in your water heater).

**Step 5: Place the Help or OK sign** on your front door, a window or garage door. Posting the sign helps your neighbors locate those who need help first.

**Step 6: Put your fire extinguisher on the sidewalk** or where neighbors can use it.







## Steps Immediately Following a Disaster (cont.)

### WITH NEIGHBORS ...

#### Step 7: Go to the Block Hub Site, if established.

Write your Block Hub location here.

#### Step 8: Block Captain helps form Teams at the Block Hub site:

- **Team 1- Communications and Information:** Monitor Port Ludlow Comm Center, Nixle, PUD website, KPTZ radio (91.9 FM), and/or NOAA Weather Radio - and keep neighbors informed of what they learn.
- **Team 2- Check Vulnerable Neighbors:** Check on neighbors who are elderly, those with disability, or children who may be home alone.
- **Team 3- Check Utilities:** Check all utilities that need to be shut off, including propane if tanks are hissing or dislocated from their foundation.
- **Team 4 - Check OK/HELP Signs:** Check all homes with the HELP card displayed on the front door or window, or with no card showing. Be prepared to give first aid. Trust your instincts. If something feels unsafe, stay out.

**Step 9: Block Captains Only** – Survey your Response Area and report results to the Communication Center via FRS/GMRS radio by using the Situation Report.



03.12.2024

## Online Resources List

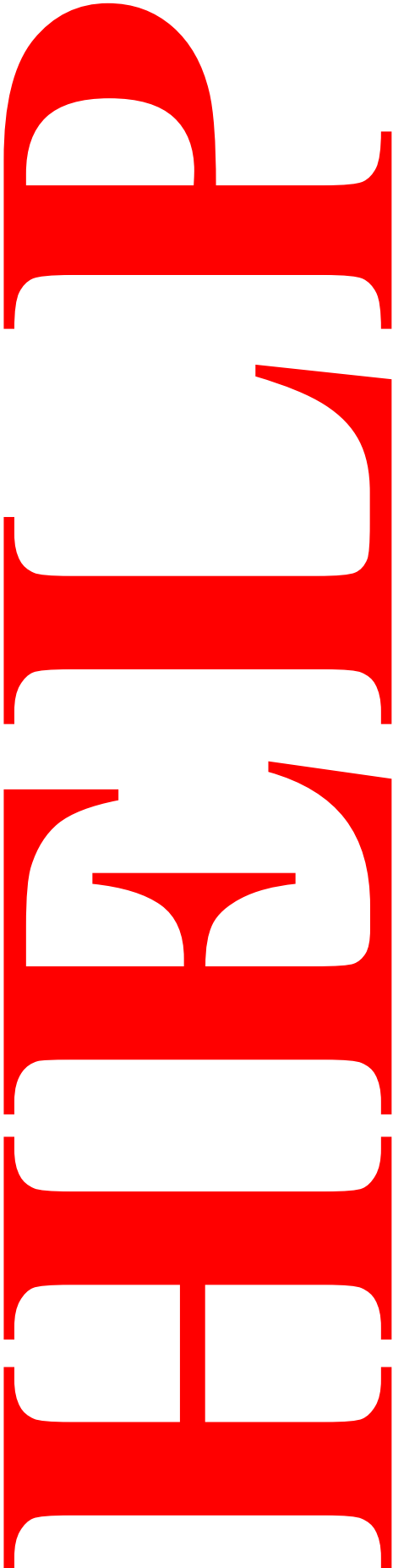
[http://plvc.org/docs/2022/PLVC\\_2022-06-10\\_Online-Resources-v6.pdf](http://plvc.org/docs/2022/PLVC_2022-06-10_Online-Resources-v6.pdf)

**BEFORE DISASTER:** Put two Band-Aids in this booklet.

**AFTER DISASTER:** Use Band-Aids to affix this sign where it is most visible from street.

Attach the appropriate sign to garage door, front door, or front window.

**OK**



## **Think, Plan, Do** pamphlet page references

1. Home Sheltering - p. 4
2. Drinking Water - p. 5
3. Utilities, Power and Generators - p. 7
4. Human Waste and Garbage - p. 9
5. Communications and Out of Area Contacts - p. 10
6. Important Documents - p.12
7. Pet, Vehicle and First Aid Kits - p.13
8. Evacuation including Grab & Go Kit - p. 14
9. Disaster Specific Preparedness – natural disasters - p. 18
10. OK-HELP Signs - p. 23
11. Medical Information Form - p. 25
12. Nixle Text Alert System - p. 26 and back cover

## **Block Captain Forms/Info** (on PL EM Website)

<http://plvc.org/p-committees.php?sec=emg>

**\*\*Nixle Text Alert System**

**\*\*Steps Immediately Following a Disaster and OK-HELP signs**

**\*\*Neighborhood Questionnaire**

**\*\*30-Day Supply Calendar**

**\*\*Under Your Bed (In Case of a Disaster)**

**Resource Listing**

**Damage Report - Form 140**

**OK-HELP color signs**

**Maps - Response Areas (North Bay and South Bay)**

## **Situation Report**

## **Be Wildfire Ready**

## **\*\* for New Resident distribution**

### **Block Captain Resources (on PLVC website)**

- Lists of Block Captains
- Block Captain Orientation Manual
- Block Captain Responsibilities and Expectations
- Block Captain Activation Criteria
- FRS/GMRS Radio Basics

## Abbreviations and Acronyms

**ARES** - Amateur Radio Emergency Service

**BC** - Block Captain

**CERT** - Community Emergency Response Team (CERT) - The Community Emergency Response Team (CERT) program offers a consistent, nationwide approach to volunteer training and organization that professional responders can rely on during a disaster situation. More information about this federal program is available here: [https://community.fema.gov/PreparednessCommunity/s/welcome-to-cert?language=en\\_US](https://community.fema.gov/PreparednessCommunity/s/welcome-to-cert?language=en_US)

**DART** - Disaster Airlift Response Team

**DEM** - Jefferson County Department of Emergency Management (DEM)

**EFJR** - East Jefferson Fire and Rescue

**EM** - Emergency Management

**EOC** - Jefferson County Emergency Operations Center

**FRS** - The Family Radio Service (FRS) is a private, two-way, short-distance voice and data communications service for facilitating family and group activities. The most common use for FRS channels is short-distance, two-way voice communications using small hand-held radios that are similar to walkie-talkies. The service is licensed-by-rule so the general public can use the devices without having to obtain a license and channel sharing is achieved through a listen-before-talk etiquette. (<https://www.fcc.gov/wireless/bureau-divisions/mobility-division/family-radio-service-frs>)

**GMRS** - The General Mobile Radio Service (GMRS) is a licensed radio service that uses channels around 462 MHz and 467 MHz. The most common use of GMRS channels is for short-distance, two-way voice communications using hand-held radios, mobile radios and repeater systems. In 2017, the FCC expanded GMRS to also allow short data messaging applications including text messaging and GPS location information. (<https://www.fcc.gov/wireless/bureau-divisions/mobility-division/general-mobile-radio-service-gmrs>)

**NATO** - North American Treaty Organization

**NB** - North Bay

**NEP** - Neighborhood Emergency Plan (Port Ludlow Neighborhood Emergency Plan (NEP))

**NOC** - Neighborhood Operations Center. This is not currently operational but will eventually be established at the Port Ludlow Community Church at 9534 Oak Bay Road.

## Block Captain Orientation

**NPREP** – Neighborhood Preparation – a group of local volunteers who share organizational responsibilities to keep the NPREP movement going. In close coordination with the Department of Emergency Management (DEM), they focus on the particular needs that arise from a sudden plunge into radically different circumstances. They do this by assisting area residents through education and by example to become self-reliant before a disaster strikes, thus enhancing resilience throughout our community as we work to recover.

**OlyCAP** - Olympic Community Action Program

**OWSI** - Olympic Water and Sewer, Inc

**PLA** - Port Ludlow Associates - The simple answer is that the PLA is the developer of Port Ludlow and is owned by three investors, two in Hong Kong and one here.

**PLEM** - Port Ludlow Emergency Management

**PTT** - Push-to-talk

**PUD** - Public Utility District. We are served by Jefferson County PUD.

**RACES** - Radio Amateur Communications Emergency Service groups, which are licensed amateur radio operators

**SB** - South Bay

**VECOM** - Volunteers in Emergency Radio Communications