

# Module One – Form A Neighborhood PREP Response Team

## What Is a Neighborhood PREP Response Team?

The **Neighborhood Response Team (NRT)** consists of volunteers within a neighborhood. The NRT serves two primary functions in the event of an emergency: Serve as the primary point of contact between the Planning Committee/Chairperson and their block/street section and coordinate specific response activities for the neighborhood, such as first aid delivery or damage assessment. It is recommended that the Planning Committee identify goals and/or objectives specific to the team’s response effort.

## Establish Leadership and Organization

As previously mentioned, the **Planning Committee** will identify the roles and the leadership structure of the NRT, based on the needs, resources and size of the neighborhood. The following roles are recommended for most neighborhoods (along with additional volunteers assigned to each):

- **Block Captain** - Oversees the communication efforts on their block or street sections. Relays information electronically, through signage or door-to-door with volunteers, as needed.
- **Branch Coordinator** - Oversees the activities of a specific branch. A branch is a group of volunteers who assist with a specific activity or function throughout a neighborhood. For example, a neighborhood might have a first aid/CPR branch, a damage assessment branch, a food/water delivery branch or a debris removal branch.



Once the NRT has been established, it is recommended that the Planning Committee create a **Neighborhood Response Team Contact Sheet** that outlines the name, role and contact information of each member of the response team. Since a disaster response requires decisiveness, the Planning Committee may wish to delegate to an NRT Leader the authority to make decisions and set priorities. It is also advisable to limit the number of volunteers who report directly to the Block Captain and Branch Coordinator(s). We recommend that the Planning Committee configure the NRT so that each leader has no more than five to seven direct reports.

## **Response Team Templates**

The following samples can be used to identify neighborhood response team members:

- Neighborhood Response Team Contact Sheet

