



## COMMUNICATIONS COORDINATOR Form (GREEN)

1. Someone who arrives early, and who does not want to walk the neighborhood, can be the Communication Coordinator. The Block Incident Commander will perform these jobs until one is designated.
2. Use the GREEN TRACKING SHEETS to track who is on the street, what tasks they are doing at what time, who is leaving the area, and what happened. Make sure you know where all people are at all times. Check in with them regularly.
3. If possible, supply the Teams walking the block with a pair of working walkie talkie (FRS) radios set to the correct channel.
4. Monitor the walkie-talkie communications and give status updates to the Block Coordinator Neighborhood Incident Commander.
5. Monitor the emergency radio for information and post notes for the neighborhood.
6. As time goes on, copy information from the reports onto the overall status board form, and send a runner to the closest fire station and/or City of Menlo Park Police Station or substation.

