

What to Do as a BPC

- 1) Attend training – NPC/BPC Program 3 modules
- 2) Determine who is your neighborhood NPC
- 3) Find a co-BPC
- 4) Get map (see Section 5 for more information)
- 5) Walk your block/map your street with your co-BPC
 - a. Find fire hydrants
 - b. Correct street and house addresses
- 6) Divide up the block with a co-BPC
- 7) Distribute “Hello Neighbor Letter” with your contact information, including
 - a. We will visit you soon
 - b. Here is who we are
- 8) Within 1 week, return with the following packet (Some NPCs do these steps at block parties):

Note: Be sure to talk to someone to explain the importance for the materials; do NOT leave on the doorstep

 - a. Family emergency plan
 - b. Emergency supplies checklist
 - c. Neighborhood Lessons Learned information sheet (see Section 3)
 - d. Help/OK handout: Explain how to use this in times of disaster so that time not wasted
 - e. Encourage everyone to sign up for AlertSCC
 - f. Let them know the role of a BPC in a disaster/emergency – do not call 911
 - g. Bring form for Skills & Equipment
 - h. Accountability: Follow-up call: call back within 2 weeks to check in and see how things are going.
- 9) Periodic message – send at Thanksgiving or when daylight savings time changes
 - a. Check on supplies & replace if outdated
 - i. Batteries
 - ii. Food
 - iii. Water
 - b. Restock any needed items
- 10) Once a year for the block: have an event/presentation