SCRL Emergency Plan
Duties of Area Response Coordinators
2017

Area Response Coordinators will coordinate and report the assessment of serious injuries and major property damage in the event of a disaster.

Before disaster strikes:

- Know the location of the Emergency Assembly Point (EAP) in your area.
- Keep the coordinator backpack in your house or another readily accessible location, and be familiar with the contents of the backpack.
- Know how to fill out the Assessment Form.

When disaster strikes:

1. Attend to any safety issues affecting your family and property.

2. Grab your backpack and proceed to the EAP.

3. Give Assessment Forms and writing utensils (from the backpack) to volunteers, and explain how to fill out the forms.

4. Send volunteers to identify injuries and damage. When possible, send volunteers in pairs. Ask volunteers to return to the EAP after completing their assessment. Volunteers should not help with property damage during the assessment.

5. Report life-threatening injuries and major property damage to the Emergency Operations Center at the Stanford Campus Recreation Association (SCRA), 875 Bowdoin Street. Convey your report in one of three ways:
   - Ask a volunteer to deliver the Assessment Forms to SCRA
   - Ask a Ham radio operator to radio the information to SCRA
   - Call SCRA at 650-813-1572.