



AREA COORDINATOR RESPONSIBILITIES

- Coordinate volunteer activities within area boundaries
- Receive training provided by the District Coordinator and the Citizen Corps Council
- Maintain and distribute an updated map of all citizens living within the area
- Promote family and individual preparedness within the area
- Divide the area into 12 to 20 functioning neighborhoods; host initial meeting with neighborhoods to help them understand their purpose; appoint and train Block Captains and assistants
- Direct Block Captains to survey citizens and prepare in advance an inventory of resources and special needs within each neighborhood; coordinate this information with the District Coordinator
- Become CERT trained and encourage, coordinate and track CERT training and team organization within the area; Layton City encourages each area to have at least 30 CERT trained citizens who can be divided into at least two teams to perform triage, emergency first aid, and rapid assessment as soon as possible after an event occurs
- Assist in emergency drills – planning and execution. Function during an emergency as guided by your District Coordinator
- Serve as a communications link between the District Coordinator and Block Captains prior to and during emergencies
- Coordinate with faith-based and other organizations active in your area
- Promote and coordinate CERT and Emergency Communications programs in your Area
- Promote and coordinate NBW presentations in your Area
- Encourage those with medical training to become part of the Medical Reserve Corps (MRC)
- Be aware of other programs that may be useful: Volunteers in Police Service (VIPS) & Fire Corps
- Serve as a resource to Block Captains. Share information on Community Resources with Block Captains

The mission of Citizen Corps is to harness the power of every individual through education, training, and volunteer service to make communities safer, stronger, and better prepared to respond to the threats of terrorism, crime, public health issues, and disasters of all kinds.

