



## Los Altos Block Action Team (BAT) Leader Position Description

Block Action Team Leaders are part of Los Altos Community Foundation's Block Action Team (BAT) Program. The purpose of the BAT Program is to organize people at the neighborhood level so they will be more resilient in the event of a disaster; work together for crime prevention; assist, when needed, the seniors living in their neighborhood; involve youth; and organize neighborhood social events.

The primary role of a BAT Leader(s) is to know the neighbors and households within his/her block and communicate information to residents.

### General Responsibilities

- ❖ Define your "block" (typically 15-50) households
- ❖ Develop and maintain a neighborhood roster
- ❖ Relay information to the households in your block
- ❖ Find others in your block who are willing to help on the different topics, such as emergency preparedness or crime prevention.
- ❖ Lead and/or assist in setting up plans in your block for disaster preparedness, crime prevention, social block parties, looking after seniors, and involving youth
- ❖ Network with other BAT leaders and have fun
- ❖ Encourage others to become BAT leaders
- ❖ Recruit your replacement as BAT leader - if your circumstances change in the future

### Preparedness Responsibilities

- ❖ Establish an emergency response plan for your BAT
- ❖ Stay informed about Community Emergency Procedures
- ❖ Attend a Personal Emergency Preparedness (PEP) class and promote it to your BAT members- 3 hour (one time, free) - sponsored by City
- ❖ Learn Response skills (how to turn off gas, damage assessment, communications protocols, etc.)

### Training and Meeting Participation

- ❖ Attend BAT Leader Training - 2 hour (one time, free) class
- ❖ Attend a Preliminary Safety Assessment Training class – 1 hour (one time, free) class
- ❖ Participate in Quarterly Inspiration Session (attendance is optional but encouraged)

### Communication

- ❖ BAT Leaders will be added to a google group dedicated to BAT Leaders
- ❖ BAT Leaders will develop a communication system for the households in their BAT

**BAT leaders must have schedules and lifestyles that would allow them to devote sufficient time to the program to prepare and involve the block members in the event of a disaster. Co-Leaders are encouraged.**

**Program communications will be delivered electronically so a computer and an email account are required. Active monitoring of email accounts is also essential.**

To find out more visit [www.losaltosbat.org](http://www.losaltosbat.org), send an email to [info@losaltosbat.org](mailto:info@losaltosbat.org) or call 650.949.5908