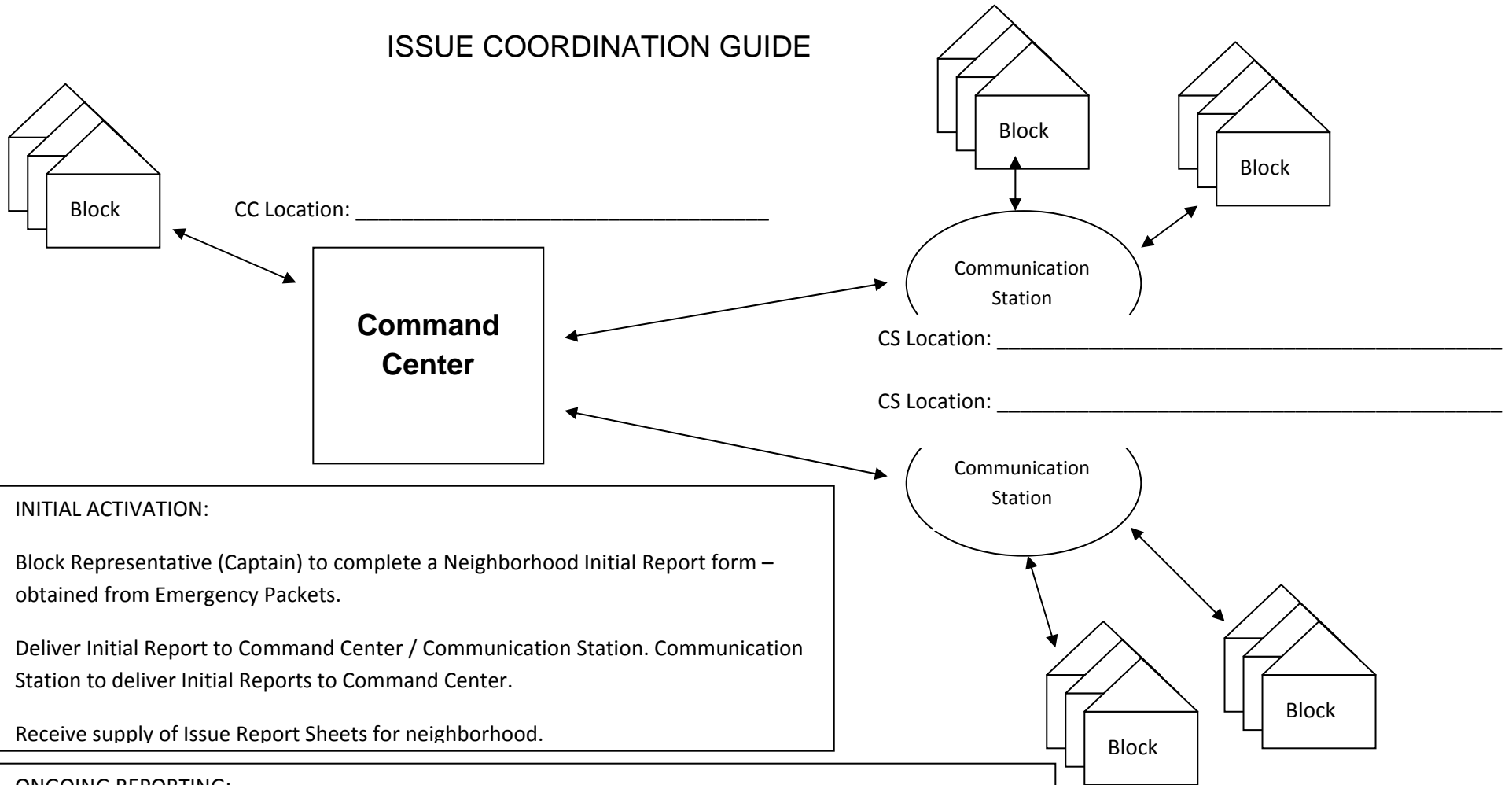


# ISSUE COORDINATION GUIDE



## INITIAL ACTIVATION:

Block Representative (Captain) to complete a Neighborhood Initial Report form – obtained from Emergency Packets.

Deliver Initial Report to Command Center / Communication Station. Communication Station to deliver Initial Reports to Command Center.

Receive supply of Issue Report Sheets for neighborhood.

## ONGOING REPORTING:

Block to complete an Issue Report Sheet for each NEW issue requiring help from the Command Center.

Deliver to Command Center/Communication Station. Communication Station to deliver reports to Command Center

(If NCR copies are made of the report forms, when help team arrives at issue location they could record followup actions on the COPY of the Issue Report Sheet and deliver the completed sheet copy to the Command Center or Communication Station.)