



Your Guide to Starting a Neighborhood Watch



WWW.SFSAFE.ORG

WELCOME TO ORGANIZING WITH SAN FRANCISCO SAFE!

We appreciate you taking the first step in getting your block(s)/building organized as a SAFE Neighborhood Watch Group.

Here is a guide to get you started. Your Public Safety Coordinator will be there as your group forms to coordinate planning, facilitate initial meetings and answer any questions. SAFE has a long standing relationship with many city departments and organizations and can help you find the resources you need to improve the quality of life where you live.

People decide to start this process for a variety of reasons and motivations.

Here are just a few:

- › A desire to make connections and get to know neighbors
- › A need to be more informed and aware of what is happening in the neighborhood
- › A desire to work directly with the Police Department and other city departments to effectively problem solve and address issues
- › A curiosity about how to access resources available in San Francisco that can support individuals and neighborhoods
- › An interest in playing an active role in the improvement of the area in which we live
- › A need to be prepared and able to respond effectively in an emergency situation – whether it is crime related or a natural disaster such as an earthquake

Whatever motivates you, SAFE is your resource and guide as you begin to organize your block. We have the tools and strategies to address most issues and enjoy the process of learning with you how to best approach a new challenge. Please use this guide as needed throughout the process.



THIS INFORMATION IS PROVIDED BY
SAN FRANCISCO SAFE INC.

WHO ARE WE?

San Francisco SAFE engages, educates, and empowers San Franciscans to build safer neighborhoods through crime prevention education and public safety services that result in stronger, more vibrant, and resilient communities.

SAFE's programs include:

- › Neighborhood watch group facilitation
- › Personal safety presentations
- › Residential and business security assessments
- › Child Safety program
- › SAFE Bikes program

SAFE believes that everyone should have access to crime and violence prevention services and information, and we are dedicated to providing innovative programming and flexibility to meet the city's changing needs.

Our staff empowers neighbors to learn how to protect themselves, their families, and their property. After creating a Neighborhood Watch group, residents feel empowered, safer and part of a community.

“Creating a Neighborhood Watch through SAFE completely altered the fabric of my neighborhood. Before SAFE connected us to our Supervisor and Police Captain, we had no voice or presence and neighbors who lived across the street did not have a relationship. Since SAFE showed us how to become a community everything has changed – we are strong and respected voice in the Excelsior, we work with all City agencies and non-profits to beautify our neighborhood and make it safer for everyone.”

Patricia De Fonte,
Ney Street Neighborhood Watch

WHAT IS A NEIGHBORHOOD WATCH?

A Neighborhood Watch is a community organization formed by residents/businesses who live/work on the same block/building. The neighbors learn how to communicate with each other as well as identify, prioritize, and address public safety concerns and quality of life issues while partnering with city agencies.

Neighborhood Watch Requirements:

1. Participation by 50% of the households

2. Communication tools:

- a. Block map
- b. Phone tree (optional)
- c. E-mail list

3. Activities:

- a. Regular meetings (mandatory)
- b. Community clean-ups (optional)
- c. Block parties (optional)
- d. Garage sales (optional)

4. Problem-solving:

- a. Addressing residential security and personal safety concerns
- b. Preventing car/break-ins
- c. Working on quality of life issues, and/or other neighborhood problems.

5. Developing an emergency preparedness plan

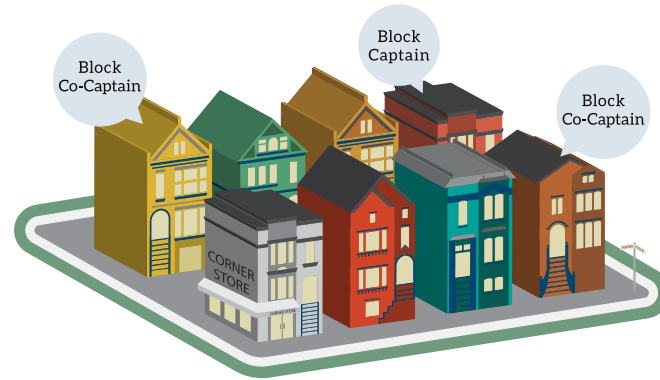
Block Captain(s):

A Block Captain serves as the point person for Neighborhood Watch organizing efforts. She/he is responsible for information, coordination, and communication to all members.

Information: Ensure that block information is current, organized and available. Distribute information regarding updates on a yearly basis. Create a Yahoo or Google email group as an additional information-sharing tool.

Coordination: Coordinate meetings and activities for your block. SAFE will assist in the first 4-5 formative meetings.

Communication: Coordinate communication within and between neighboring blocks and city representatives. Be the liaison to SAFE and city departments to communicate progress and the needs of the group.



Block Co-Captain(s):

A Co-Captain will assist the Block Captain with any duties. There must be at least one Co-Captain designated for emergency preparedness. Please note that groups that cover more than one block should have co-captains for each block.

Members:

Neighborhood Watch members attend meetings and other activities, problem-solve together, and efficiently communicate with each other, the SFPD, and city departments.

Block Map:

A block map helps you identify the layout of your block; it provides a way to observe and report criminal and suspicious activities, or to use during emergencies. The block map consists of two parts:

1. Actual map that shows who lives where (optional)
2. Simple roster with additional contact information that you feel comfortable sharing with each other (see block map questionnaire on page 14-15).

Phone Tree (Optional):

A phone tree provides a system for rapid communication to relay crime information or to respond to an emergency. Participating members can provide emergency alerts for observation by informers and witnesses. Each member is responsible for calling one or two other members to pass the word through the group during emergencies.

Email Lists:

Email lists provide a simple and easy notification and file-sharing system.



OTHER COMMUNICATION TOOLS

NEIGHBORHOOD WATCH GROUPS USE SARA PROBLEM-SOLVING MODEL

Technology is an excellent way to stay connected to your neighbors, learn about resources, and know what is happening around you. SAFE does not endorse any of these platforms, only identifies them for public safety education and neighborhood watch purposes.

Social Media Platforms

- > Facebook
- > Nextdoor
- > Twitter

Communication

- > Google groups
- > Yahoo groups
- > Text blasts
- > Doodle.com
- > Wiggio.com

Public Safety Resources

- > SFPD.gov and other SFPD district station sites
- > Parkstation.org
- > Missionstation.org
- > Taraval.org
- > Centralpolicestation.org
- > Safebikes.org
- > 511.org
- > 311.org
- > Villagedefense.com
- > Neighborland.com
- > Sfdem.org
- > Alertsf.com



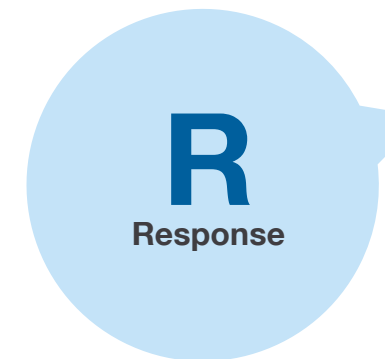
Scanning

- > Identify/Describe the Problem



Analysis

- > Collect Information
- > Determine Source of Problem
- > Identify Stakeholders/Resources



Response

- > Collaborate on Solution
- > Come up with Action Plan



Assessment

- > Evaluate Impact of Response
- > Re-plan if Necessary

NEIGHBORHOOD WATCH EMERGENCY PREPAREDNESS PLAN

Identify Leaders: Approach people with experience such as nurses, business managers, or other leaders in the community who might be interested in being an Emergency Preparedness Co-captain. Consider having as many members as possible of your area trained in NERT.

Document your block: It's important to have an accurate map of your block/building. Make sure that your map numbers for each lot (building or location) are sequential, and be sure to include relevant specifics, such as unit, floor, etc.

Find the best escape route: Take some time to look for where the best exit routes in your area are located and how accessible they are (by foot, by car, etc.). Think about possible obstacles that could prevent or make entry/exit from your area difficult. Consider where downed power lines, fallen overpasses, or felled tree branches may occur and mark these down.



Agree on a gathering space: In the event of an emergency, it's important to have a defined gathering place where you and your neighbors can reconnect and help one another. You should identify both a gathering place and care center and mark them on the map.

- › Block gathering place - command central for your block disaster plan is a place for neighbors to meet up after the disaster hits and to effectively organize and execute response activities.
- › Block care center - a safe location for those who may need extra help following a disaster (children, older adults, and people with disabilities). Injured neighbors can be brought here to receive first aid.

Plan your approach:

1. Protect yourself, your family, and your place.
2. Put on protective gear (keep it in an easy-to-reach location)
3. Shut off main valves to water and gas only if needed.
4. Retrieve the OK/Help hangers provided by NERT or SAFE and hang them on your front door or place them in a visible spot in a front window.
5. Proceed to the block gathering place.
6. Select a leader if Emergency Preparedness Co-Captain is unavailable.
7. Develop an action plan — given the circumstances and resources available to you at that time, decide what you and your neighbors want to do, how to do it, and provide a timeframe.
8. Organize into teams, 3-7 people each with a Team Leader for each team.

LAW ENFORCEMENT & NEIGHBORHOOD RESOURCE PHONE NUMBERS

NEIGHBORHOOD WATCH GROUP IS FORMED. NOW WHAT?

Law Enforcement & Neighborhood Resource Phone Numbers

- Fire, Police and Medical Emergencies**9-1-1
- Non- Emergency Police Assistance** (415) 553-0123
- File an online police report** www.sf-police.org
- Text-A-TIP:**Text 847411 (TIP 411), type “SFPD” then type your tip
- Accessing Municipal Services**3-1-1
3-1-1 is an easy-to-remember telephone number that connects customers with highly trained customer service representatives ready to help you with ALL non-emergency City and County of San Francisco government matters. They are available 24 hours a day, 7 days a week, and 365 days a year. They offer assistance in over 145 languages.
- Outside area code Dial 3-1-1**..... (415) 701-2311
- Requests are also accepted at** www.sf311.org or SF311 app.

STATION	ADDRESS	PHONE
Chief of Police	1251 3rd Street, 94158	415-553-1551
Bayview	201 Williams Street, 94124	415-671-2300
Central	766 Vallejo Street, 94133	415-315-2400
Ingleside	1 Sgt. John V. Young Lane, 94124	415-404-4000
Mission	630 Valencia Street, 94110	415-558-5400
Northern	1125 Fillmore Street, 94115	415-614-3400
Park	1899 Waller Street, 94117	415-242-3000
Richmond	461 6th Avenue, 94118	415-666-8000
Southern	1251 3rd Street, 94158	415-553-1373
Taraval	2345 24th Avenue, 94116	415-759-3100
Tenderloin	301 Eddy Street, 94102	415-345-7300

(DO NOT call stations to report crimes that are in progress)

How to stay active/motivated:

- › Continue meeting quarterly to keep in touch, to problem-solve together, and to update your communication tools. Invite (partner with) representatives from appropriate City Departments and other agencies that can help you problem-solve (see SARA model explanation – page 9).
- › Communicate with your neighbors/neighboring businesses in between meetings via e-mail, Google and Yahoo groups, Nextdoor, etc.
- › Invite your District Police Captain to your meetings at least once a year to maintain working relations with him/her and District Stations’ officers.
- › Send representatives to District Station’s monthly Police Community Relations meetings.
- › Subscribe to the Police District’s newsletter at: sf-police.org
- › Subscribe to SAFE’s newsletter at: sfSAFE.org
- › Invite your District Supervisor to one of your future meetings, maintain good working relations with his/her office.
- › Continue working on your Emergency Preparedness Plan (see page 10-11).
- › Start a Beautification or Greening project.
- › Organize clean-ups, graffiti paint outs and garage sales.
- › Do not forget to organize block parties!!!
- › Say Hi to your neighbors each time you see them on the street and introduce yourself if you do not know them.
- › Attend SAFE’s quarterly Neighborhood Watch Block Captains meetings.
- › Stay in touch with your SAFE representative.
- › Stay updated with SAFE events and how you can help!
- › Follow [@SFSAFE](https://twitter.com/SFSAFE)
- › Like us on facebook.com/sfsafe

BLOCK MAP QUESTIONNAIRE

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Name(s):

Address:

Daytime Phone:

Evening Phone:

Cell Phone:

Emergency Contact:

Out-of-state Emergency Contact:

E-mail:

Children/Household Members:

Pet(s):

Car(s) / Make & Model:

License Plate(s):

Special Medical Information

(please state if you have special needs or require special assistance in an emergency)

Skills and Equipment That Are Useful in an Emergency Response:

(i.e., first aid, CPR, carpentry, generator, chain saw, etc.)

NERT Trained?

