

SCENARIO:

Plan a daytime drill on getting all residents signed up for Rossmoor NIXLE and Contra Costa County Warning System for emergency alerts following a disaster.

CHALLENGES:

You have 30 condos with 55 residents. Two of your condos are low-tech or no-tech. They have no access to the internet or cell phones. How will you get warning alerts to them quickly?

DRILL PLANNING TIP SHEET

DEFINITION OF A DRILL: “a run-through or a practice of some vital skill associated with your entry or zone emergency preparedness program for your residents”

OBJECTIVE OF DRILLS: “to have a plan in place so residents react to emergencies in an organized or methodical way each and every time”

- (1) Design a drill that meets the scenario on the other side of this card including the name and process of the drill: what will you call it?
- (2) Identify key entry or zone team members and their specific roles in the drill.
- (3) Identify all needed equipment and resources for your drill: FRS radios, whistles, horns, team name tags, orange safety vests for team members, for example.
- (4) Identify specific roles team members can play: scribe, drill manager, simulators for mock disaster events or outcomes (e.g., resident with broken leg).
- (5) Identify the one main walk-away message you want residents to “get” after your drill.
- (6) Evaluate your drill afterwards: have a feedback form that residents fill out at the end of your drill. Did you meet your stated objective? Also have a drill de-briefing meeting with your team members. How can you do it better next time? What common challenges emerge each time you hold a resident drill? How can you eliminate major obstacles to running an effective drill?