

**SCENARIO:**

Plan a night time drill for your residents on "Drop, Cover and Hold On" at home, in bed, in a wheelchair and out in public.

**CHALLENGES:**

This is a night time drill at 7PM: where will you safely and quickly meet in your neighborhood?

Will you use a horn or whistle to call residents out to a common meeting place?

One of your 30 homes has a resident who is oxygen-dependent and two residents use a wheelchair.

## 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?