



Orem City Drill

September 12, 2019

Instructions for Area Emergency Specialists



Please do the following items prior to the drill!

1. Make Copies of and Distribute the Following Items:
 - A. Make a copy of the Area Command Form and Area Command instructions and...
 1. Deliver them to a Member of the Area Command.
 2. Train on Form use and Answer any Questions.
 - B. Make copies of the *Neighborhood Incident Tally and Reporting Form* and Neighborhood Instructions and
 1. Deliver them to each Neighborhood Preparedness Specialist or Neighborhood Commander.
 2. Train on Form Use and Answer Any Questions.
2. Publicize the drill in newsletters, program inserts, and wherever else possible.
3. Familiarize yourself and train Area Command leaders on the City-Stake Integration Plan.
4. Encourage Neighborhoods to make extra efforts to include **ALL** residents in their boundaries regardless of religious affiliation.
5. Instruct Area Command, Communications Specialists, and any others with an extended role to check in with their block captains before assembling at the Command area.
6. Familiarize yourself with the location of the Orem City Emergency Operations Center (95 East Center Street) and designate two (2) runners who will take your filled-out form to the City EOC;
 1. Runners should be old enough to be safe and responsible during a real event. Please avoid sending children and **don't send anyone alone.**
 2. Runners can take the form any way that is available (e.g., car, motorcycle, bicycle, feet, horse), there are no restrictions on forms of transportation during the drill, please practice safety at all times.
7. Pre-populate the Area form with Neighborhood names/numbers.

Night of the Drill!

Check in with your block captain and then report to the Area Command Center.



In a Real Emergency

Specific names of families and individuals should go to the Neighborhood EOC level only, unless emergency assistance is needed. If emergency assistance is needed/requested, then identifying information should be included on the reporting forms being sent to the Area Command.