



Orem City Drill

September 12, 2019

Instructions for Block Captains



Please do the following items prior to the drill!

1. Meet with your Neighborhood Emergency Preparedness Specialist and review the lines of communication during a disaster situation:
 - A. (Individuals/Families > Block Captain > Neighborhood Command > Area Command > City of Orem EOC > Lindon Storehouse)
2. Get to know your block.
 - a. Introduce yourself and the drill to any new neighbors.
 - b. If you have an Assistant Block Captain, review your responsibilities during the drill and during a disaster.
3. Inform the residents on your block of the drill specifics.
 - a. Make copies of the flyers for distribution to EVERY household prior to September 12th.
 - b. Meet each household and pre-populate the *Block Incident Tally and Reporting Form* with names and numbers of people in each household.
 - c. Explain the drill and invite everyone to attend and participate.
 - d. Leave one flyer a few weeks before the drill and deliver a second flyer a few days prior to the drill.
4. Learn where your Neighborhood Command will be located during the drill (and a real emergency situation).
 - A. Designate two (2) runners who will take your filled-out form to the Neighborhood Command.
 - a. Runners should be old enough to be safe and responsible during a real event. Please avoid sending children and **don't send anyone alone.**
 - b. 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.

Think about ways to make the drill fun for your block!

Potlucks, BBQs, and/or hold an emergency training for an idea/item of safety.

Night of the Drill!

*****Make a loud noise to alert your block (e.g., honk a car horn) at exactly 6 PM to start the drill*****

1. Block will gather at the designated meeting place.
2. Elect a block captain if yours is not there.
3. Check on individuals and families.
4. Try to address any life-threatening needs (in an actual emergency).
5. Block Captain fills out the *Block Incident Tally and Reporting Form* to take to the Neighborhood Command.
6. Runners (at least 2) take form to designated Neighborhood Command meeting place ASAP.



In a Real Emergency

Specific names of families & 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 reporting forms.