



# Orem City Drill

September 12, 2019



## Instructions for Neighborhood Emergency Specialists

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### Please do the following items prior to the drill!

1. Make Copies of and Distribute the Following Items:
  - A. Make a copy of the Neighborhood Command Form and 2019 Neighborhood Command instructions and...
    1. Deliver them to a member of the Neighborhood Command.
    2. Train on Form use and answer any Questions.
  - B. Make copies of the 2019 Newsletter Insert flyer for distribution to **EVERY** household.
  - C. Make copies of the *Block Incident Tally and Reporting Form* and Block Captain Instructions and...
    1. Deliver them to each Block Captain in your area/neighborhood.
    2. Train on form use and answer any questions.
2. Publicize the drill in newsletters, program inserts, and wherever else possible.
3. Encourage Block Captains to make the drill fun for their block! Some blocks hold/do:
  - A. Potlucks/BBQs
  - B. Hold an emergency training idea/item.
4. Instruct participants on the drills specifics:
  - A. Instruct Block Captains to honk a car horn (or make some loud noise) at exactly 6 pm to start the drill.
  - B. Instruct Neighborhood Command (and any others with an extended role) to check in with their block captains before assembling at the Command Area.
5. Learn where your Area Command will be located during the drill (and during a real emergency situation) and designate two (2) runners who will take your filled-out form to the Area Command.
  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.
6. Pre-populate the Neighborhood form with block numbers and block captain names.

### Night of the Drill!

\*\*\*Check in with your block captain and then assist Neighborhood Command with the drill\*\*\*



### 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.