

Lindon City Annual Emergency Communications Drill

AREA COMMAND

September 17, 2018

DETACH & KEEP THIS INSTRUCTION SHEET – DO NOT SEND WITH RUNNER

1) Please **do** the following items:

TONIGHT'S DRILL

- a) Collect three (3) forms from each Neighborhood EOC: tally sheet, special needs report, & volunteer tracking form
- b) Tally numbers & begin transferring information to Area Command ASAP
- c) All information must be sent by 2 runners (assigned in pairs) & must also be transmitted by radio
- d) *Information should also be sent to the Bishop's Storehouse by radio!*
- e) When Neighborhood runners deliver tally sheets, please send a written message back to Neighborhood EOCs thanking them for their time, asking them to watch for drill results within the week, and telling them they can close their EOCs
- f) Please wait for a response from the city by return runner before closing your Command Center.

RADIO FREQUENCIES

CITY NET (Simplex)

146.56 MHz (Voice)

ERC NET

147.02 repeater

2) Please be informed of the following:

DRILL FEEDBACK

Feedback may be given at a special city meeting held immediately after the drill.

8:15PM at the Lindon City Building

Anyone interested may attend!

Feedback can also be emailed: jadams@lindoncity.org

IN A REAL EMERGENCY

Specific names of families & individuals should go to the Neighborhood EOC level only.

Specific names of families & individuals should NOT go to Area Command or to the city level,

unless the Neighborhood EOC requests city resources for special needs such as fire, police, rescue, or ambulance.

In a real emergency, volunteer resources information (skills & equipment) will be collected by Neighborhood EOCs,

but the information will NOT be relayed to Area Command, unless Area Command or City Officials request it.

This is in an effort to keep communication streamlined and keep excess chatter off the radio.

IN THIS DRILL

NO names of specific families or individuals will go to Lindon City officials.

Forty-four (44) special needs scenarios will be communicated, from Neighborhood EOCs around the community, but all 44 scenarios are made-up with fake descriptions & addresses for the purposes of this drill.

AREA COMMAND TALLY SHEET

Area/Stake:

Date:

Contact Details for AREA EOC:

This column may be pre-populated with neighborhood numbers and contact names.



NEIGHBORHOOD TALLIES				
Neighborhood # Contact:	Time Reported	# Attending Staging Area	# Missing but Accounted For	# Missing and Unaccounted For
Neighborhood # Contact:				
Neighborhood # Contact:				
Neighborhood # Contact:				
Neighborhood # Contact:				
Neighborhood # Contact:				
Neighborhood # Contact:				
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Neighborhood # Contact:				
Neighborhood # Contact:				
Neighborhood # Contact:				
TOTALS		# ATTENDING	# MISSING BUT ACCOUNTED FOR	# MISSING AND UNACCOUNTED FOR

AREA COMMAND SPECIAL NEEDS REPORT

Area/Stake:

Date:

Contact Details for AREA EOC:

DO NOT Fill Out This Entire Form For Today's Drill.

YOU SHOULD RECEIVE multiple pre-assigned special needs scenario from Neighborhood EOCs.

They will sound like nonsense.

Transfer the scenario information as accurately as possible and send to the City by runner & radio.

(Every neighborhood in the city has two fake special needs scenario for a total of 44 throughout the city.)

INJURIES (include description of person [age, gender, etc.], address, and nature/seriousness of the injury/injuries):

FIRES (include addresses):

GAS LEAKS (include addresses):

OTHER PROBLEMS / NEEDS / CONCERNS (be specific & state what resources are needed):

RESOURCES AVAILABLE – STRICTLY VOLUNTEER

(personal skills/talents/abilities or equipment that block members are willing to volunteer to help with disaster recovery):

For use in a real emergency – do not fill out “resources available” section for this drill.