

Lindon City Annual Emergency Communications Drill

Block Captain Instructions

September 17, 2018

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

1) Please do the following two items:

TONIGHT'S DRILL

1: ***HONK YOUR HORN AT EXACTLY 6PM***

2: Fill out & return these forms to your pre-designated
Neighborhood Emergency Operations Center (EOC) ASAP

All information must be sent by 2 runners (assigned in pairs) & may also be transmitted by radio
if you have pre-arranged radio transmission with your Neighborhood EOC.

Fill out VOLUNTEER TRACKING form in addition to Block Tally Sheet!

2) Please inform your block of the following three items:

COMPETING ACTIVITIES

To encourage participation in this drill, Block Captains may choose to contact households via text message

IF THE HOUSEHOLD DOESN'T REPORT IN PERSON.

This should be arranged (cell numbers exchanged) prior to the drill.

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

RADIO FREQUENCIES IF MONITORING THE CITY NET

City net frequencies (Simplex)

146.56 MHz (Voice)

3) For your information:

IN A REAL EMERGENCY

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

Specific names of families & individuals will NOT go to the city level

unless city resources are requested by the Neighborhood EOC for responses

such as fire, police, rescue, or ambulance.

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.

BLOCK TALLY SHEET

Block #:

Date:

Block Captain:

Neighborhood/Ward#:

**This column may be
prepopulated with family
names and numbers.**



Household Write name & the total number in the household.		Attending At the staging area in person—physically there.	Missing but Accounted For Someone knows where they are & that they are safe OR that they need help.		Individuals Unaccounted For No one knows where they are. No one knows if they are safe or if they need help.	
<i>Ex: Smith Family</i>	6	3	<i>Ex: Jim Smith</i>	1	<i>Ex: Charles & Sue Smith</i>	2
TOTALS: HOUSEHOLDS and THOSE ATTENDING			TOTAL MISSING BUT ACCOUNTED FOR		TOTAL MISSING AND UNACCOUNTED FOR	

BLOCK CAPTAIN SPECIAL NEEDS REPORT

Block #:

Date:

Block Captain:

Neighborhood/Ward:



DO NOT FILL THIS FORM OUT FOR TODAY'S DRILL

(In the event of a real emergency, use this form to record/send relevant block needs & requests)

SEND THIS FORM, even if it is blank, to the Neighborhood EOC.

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

FIRES (include addresses):

IF you have one of the SPECIAL SCENARIOS in a POLICE ENVELOPE, OPEN it NOW and write the scenario (even though it's nonsense) on this form. Send it to your Neighborhood Captain/EOC/staging area.

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.