

Lindon City Annual Emergency Communications Drill
INSTRUCTIONS FOR NEIGHBORHOOD EMERGENCY SPECIALISTS

Immediate Preparations for the Drill

Training resources are available at www.LindonCityDrill.com.

Please do the following 4 items (read all)—

1—HELP YOUR NEIGHBORHOOD COMMAND TEAM 

Confirm the Neighborhood Command (usually members of the ward Bishopric) has the forms needed to run a good Emergency Operation Center (EOC). Make sure they understand how to use the Neighborhood Tally Sheet, Special Needs Report, and Volunteer Hour Tracking form.

On the night of the drill, the Neighborhood EOC should work quickly and accurately. Instruct them to deliver these completed forms to the Area EOC by a *pair* of runners. (They can go by feet, bikes, or horses—no cars.)

Provide any training they need.

2—HELP ALL YOUR BLOCK CAPTAINS 

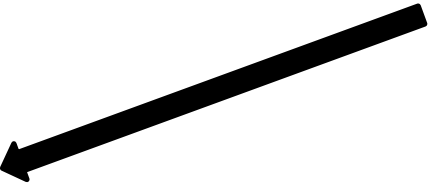
Be certain each block captain in your neighborhood has a **1)** Block Captain Tally Sheet, **2)** Special Needs, and a **3)** Volunteer Hour Tracking form. Ensure they know how to fill in the information properly, quickly, and accurately. Instruct them where and how they should send the forms—to the Neighborhood EOC by a *pair* of runners.

Provide any training they need.

They should—

- Distribute a drill flier to EVERY household (may be downloaded and reprinted: www.LindonCityDrill.com)
- Pre-populate ALL forms as possible
- **Explain the drill to new neighbors**
- **Invite everyone to attend, including those they may not see often—do not forget basement apartments**
- **Help prepare Block Captains to provide Everbridge sign-up help on the night of the drill**
- Make the drill fun for their block!

Some blocks do

- Potlucks/BBQs
 - Donuts/cookies
 - Chairs for chatting
- 

3—ASSIGN THE SPECIAL SCENARIO(s)

Please pick a couple of responsible residents and give them a Special Scenario in its Lindon City Police envelope. ***This envelope must NOT be lost! The information inside should be communicated up the chain of command on the evening of the drill, September 13, 2021.*** S/he should hand the envelope to their Block Captain. The Block Captain should open the envelope and WRITE DOWN the “nonsense” information found inside on their Tally Sheet under “Special Needs Report.” This information should be relayed all the way to the City EOC.

4—NIGHT OF THE DRILL!

*****Honk your car horn at exactly 6PM to start the drill!***** 

Additional City Goals

We estimate that approximately 40% of our residents are registered for city emergency notifications. We want that to be higher and request that Block Captains share the importance of this notification system on drill night and help their block residents sign-up.

<http://www.lindoncity.org/everbridge-emergency-notification.htm>



Fast.
Accurate to specific locations as needed.
Used county-wide.
More user-based options.

Improve citizen response capability!

Please continue to encourage our residents to **CREATE or UPDATE their 72-hour go-kits, make family emergency plans, and practice those plans.**

CERT

We are also reinvigorating CERT (Community Emergency Response Teams) in Lindon City. Those who are trained can get retrained or take additional courses. Those who are not trained will have the opportunity to sign-up for CERT classes. We will have a CERT check-in on September 13, after blocks meet, for those who are trained to bring their CERT bag or those who want to learn more.

For Your Information

Recording volunteer time. In a Declared State of Disaster FEMA requires that the community meet one-quarter of reimbursement requests. Volunteer hours are counted toward this reimbursement effort, so we need to get used to tracking volunteer hours. On the night of the drill, volunteer time should be recorded in *minutes and can be estimated.*

Radio

To monitor the frequency, check-in, and listen to the training item.

Amateur radio operators can participate on the following frequencies:

CITY NET (Simplex)

146.56 MHz (Voice)

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!

Or email: kjohnson@lindoncity.org