

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 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 Block Captain Tally Sheet, Special Needs Report, and a 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.

Encourage them to

- Distribute a drill flier to EVERY household (may be downloaded and reprinted: www.LindonCityDrill.com)
- Pre-populate forms as possible
- Explain the drill to new neighbors
- Invite everyone to attend, including those they may not see often
- Make the drill fun for their block!

Some blocks do

- Potlucks/BBQs
- Donuts/cookies
- an emergency training item

2—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 17, 2018.*** 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.

3—NIGHT OF THE DRILL!

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

For Your Information

This year, in addition to accounting for our citizens, we will also be tracking volunteer hours. 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. We now have created a form to get us in the practice of tracking these *critical* volunteer hours.

Special Radio Training and Response

IF YOU OR ANYONE IN YOUR NEIGHBORHOOD WANTS TO MONITOR THE RADIO FREQUENCIES USED BY THE CITY NET AND PARTICIPATE IN THE RADIO RESPONSE AND 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!

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) should be collected by Neighborhood EOCs, but again, 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, resources organized, and excess chatter off the radio.

IN THIS DRILL

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

A total of forty-four (44) special needs scenarios should be communicated from around the city, but all 44 scenarios are made-up with fake descriptions & addresses for the purposes of this drill.