

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 

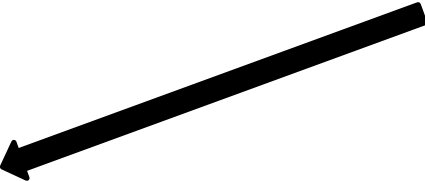
Be certain each block captain in your neighborhood has a **1)** Block Captain Tally Sheet, **2)** Special Needs Report (***NEW THIS YEAR*** We ARE collecting information citywide from those who WISH to be in a database who have special training they can volunteer in an emergency—such as CERT, ham radio, MRC, etc.—or equipment they are willing to share), 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**
- Make the drill fun for their block!

Some blocks do

- Potlucks/BBQs
 - Donuts/cookies
 - an emergency training item
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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 16, 2019.*** 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.

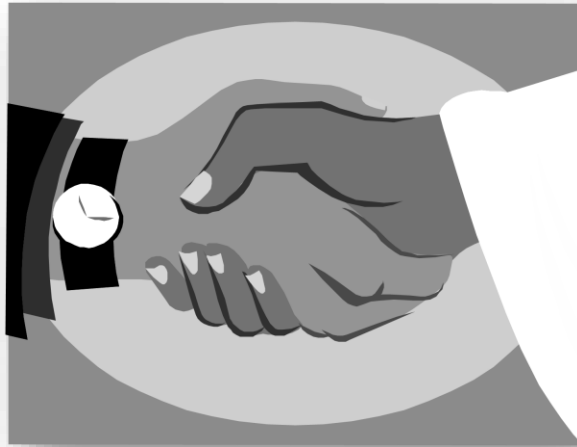
4—NIGHT OF THE DRILL!

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

THREE BIG GOALS IN 2019

GOAL 1. Every year we learn from the past. We know that in a large-scale event, our first help will be given to and received by our neighbors. For 10 years we have had citywide drill participation of all residents vacillating between 86-89%.

THIS YEAR OUR GOAL is 90%! Please help us make this happen!



GOAL 2. We estimate that only 30-40% of our residents are registered for city emergency notifications. We want that to be higher. Please find a way to share the importance of this notification system. At this point Everbridge is no longer *new* as we've used it at the city for over 5 years. However IT IS DIFFERENT from our prior system, so if they have not, residents should re-register for Everbridge: <http://www.lindoncity.org/everbridge-emergency-notification.htm>



Much faster than the former system.
More accurate to specific locations as needed.
Used county-wide.
More user-based options.

GOAL 3. Improve citizen response capability!

This year we want block captains to ask their blocks if they have **special skills or equipment** that they'd be willing to share in a disaster event. *This should be a no pressure question.* Understand that the city may or may not call up these volunteers. There's a place on the tally form to record this new information prior to the drill, so it won't slow us down too much that Monday night. In addition, we encourage residents to use September 16th to **CREATE or UPDATE their 72-hour go-kits.**

For Your Information

The purpose of this drill is ultimately to help neighbors to help neighbors.

In addition, by communicating an overall accounting of residents and giving blocks a chance to report fires, etc, it gives the city a swift big-picture overview as we assess damage after a large-scale event. In a real wide-spread emergency, especially if there is infrastructure damage or loss of communications, the block captain system should be used. It can also be used to communicate from the city to residents if needed.

What this drill is *not*—

We do not track or record the names of families or individuals at the city.

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. We have created a form to get us in the practice of tracking this *critical* volunteer time. On the night of the drill, volunteer time should be recorded in *minutes, and can be estimated.*

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: kjohnson@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 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.