

Lindon City Annual Emergency Communications Drill
Neighborhood Emergency Operations Center (EOC)

September 17, 2018

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

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

TONIGHT'S DRILL

- Collect three (3) forms from block captains:

- block tally sheet
- block captain special needs report (should have 1 or 2 special scenarios per neighborhood)
- volunteer tracking sheet (**tracking volunteer time for FEMA reimbursement!**)

- Tally numbers & transfer accurate information to Area Command 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 Area Command.

Please wait for a response by return runner before closing your EOC. (This helps us practice the type of minimal two-way communication that could be needed longer-term in a real emergency event.) **Consider doing a training item as a command unit during this time—ex: taking shifts in a real event, implementing CERTs in your blocks, or discussing special needs or resources in your neighborhood.**

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

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 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, do NOT relay volunteer resources unless directed by Area Command.

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.

NEIGHBORHOOD EOC TALLY SHEET

Area/Stake:

Date:

Neighborhood/Ward:

Contact Details for Neighborhood EOC:

This column may be pre-populated with block captain names and block numbers.



BLOCK TALLIES			
Block # Block Captain:	# Attending Staging Area	# Missing but Accounted For	# Missing and <u>Un</u>accounted For
Block # Captain:			
Block # Captain:			
Block # Captain:			
Block # Captain:			
Block # Captain:			
Block # Captain:			
Block # Captain:			
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Block # Captain:			
Block # Captain:			
TOTALS	# ATTENDING	# MISSING BUT ACCOUNTED FOR	# MISSING AND <u>UN</u>ACCOUNTED FOR

NEIGHBORHOOD EOC SPECIAL NEEDS REPORT

Area/Stake:

Date:

Neighborhood/Ward:

Contact Details for Neighborhood EOC:

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

➔ YOU SHOULD RECEIVE 1 or 2 pre-assigned special needs scenarios. They will sound like nonsense. Transfer the scenario information as accurately as possible and send to Area Command.

(Every neighborhood in the city has at least one 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.