

# **BASICS OF A DISASTER PREPAREDNESS DRILL**

Tom Trippe (Northside EmPrep Group),  
Zac Weiner (The Alexia Group)

Examples are from the Northside EmPrep Group and photos are by Tom Trippe unless otherwise attributed. See our website ([northside-emprep.org](http://northside-emprep.org)) and the Terrace View Neighbors' website ([terraceviewneighbors.org](http://terraceviewneighbors.org)) for the documents shown here and for many other useful drill-related documents.

# INTRODUCTION

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- ✘ Drills are an integral part of preparedness.
- ✘ The Preparedness Planning Cycle: Prepare, Drill, Evaluate, Plan, Repeat.
- ✘ Every neighborhood should have a Drill at least once per year.

# EVERY NEIGHBORHOOD CAN BENEFIT

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- ✘ Complexity should be adjusted to make the experience meaningful.
- ✘ Drills should have goals that are meaningful for the particular neighborhood.

# EXAMPLE: NORTHSIDE EMPREP DRILL

- Meet at defined meeting point(s)
- Set up Command Center
- Do rapid search of neighborhood for emergency situations
- Communicate situations to Command Center
- Log situations at Command Center
- Dispatch teams/equipment to situations
- Report results to Command Center

# OTHER APPROACHES TO DRILLS

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- ✘ Demonstrate equipment and techniques to respond to emergency situations. Campus Drive group did this instead of dispatching teams. Draws in uninvolved neighbors.
- ✘ Set up a medical tent and triage some “injured” volunteers.
- ✘ Set up a trapped and pinned down dummy and demonstrate cribbing to free dummy.

# PREPARATIONS FOR THE DRILL

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- ✘ Organize your cache
- ✘ Instructions for Incident Command Center
- ✘ Bulletin Board
- ✘ Maps and lists
- ✘ Packets for initial search
- ✘ Emergency Situations for posting on houses
- ✘ Paper announcements to all houses

# Organizing and adding to the Cache

Backpacks

Instructions

Shelves

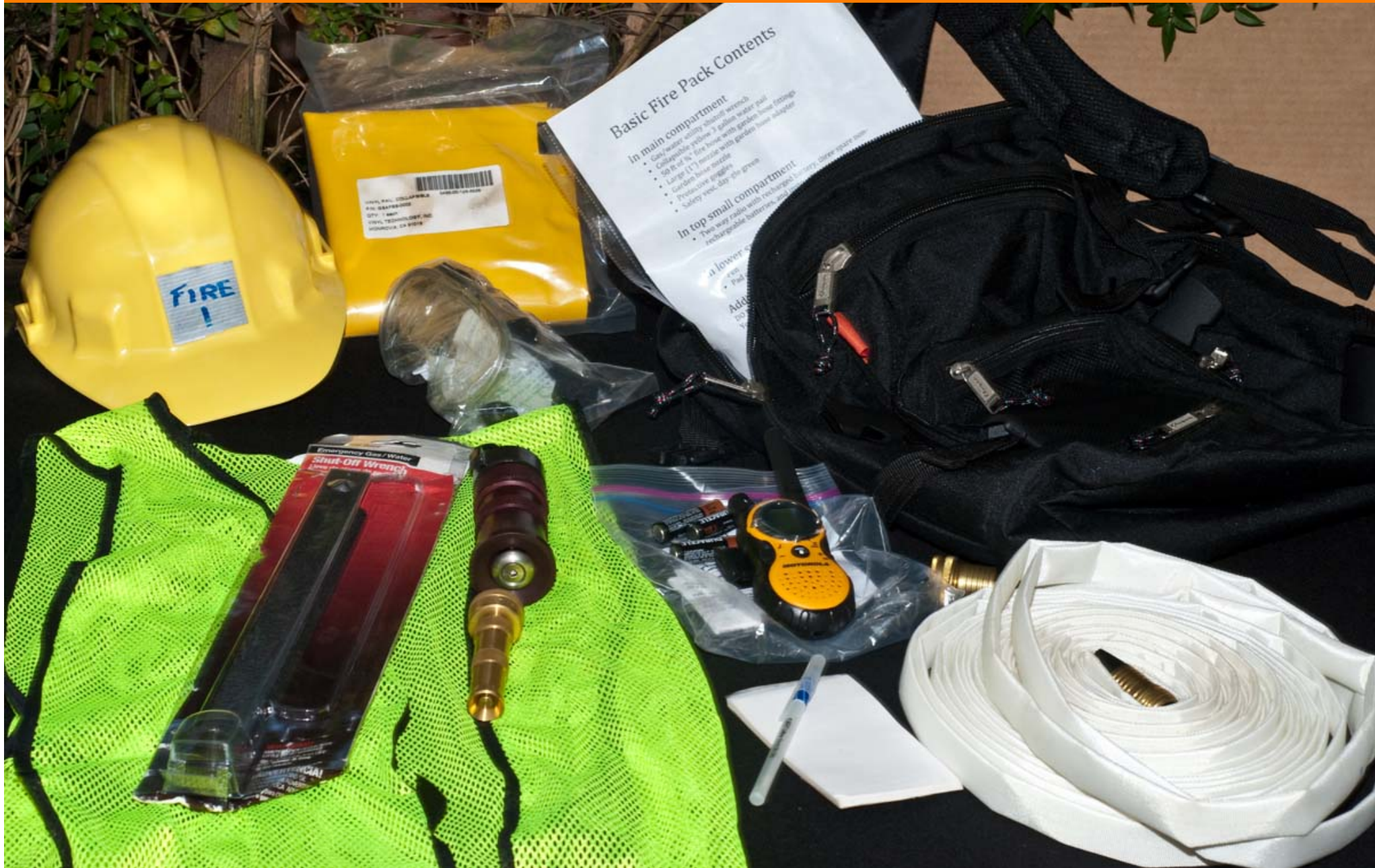
Pegboard

Bulletin board

Plywood mounting board



# Organize your equipment. Here is our “Basic Fire Pack Contents.”



## Running the Incident Command Center in an Emergency

1. The first person to arrive and open the cache takes on the role of Incident Commander (IC) and all of the other roles as well.
2. As more people arrive the IC assigns roles to others or shifts roles to more qualified people.
3. The roles are on the organization chart and are described on 3x5 cards.
4. Hang big bulletin board on tree.
5. Bring table off deck to near the bulletin board and set up as communications/IC desk for recording emergency situations.
6. Assign Communications Captain first, get walkie-talkie working on our channel: 17/17.
7. Try to establish walkie-talkie contact with Division Captains.
8. If no contact, assign volunteer to take the spare Division Emergency Packet for that division from the cache to the Division Assembly Point.
9. Volunteer should appoint or become the Division Captain, who then assigns Block Captains and gives them a Block Emergency Packet to begin their searches.
10. Set up Team signs along the fences and on the IC desk following instructions on back of signs.
11. The paisley bandannas are for team captains and the plain bandanas are for team members as they are assigned. Tie bandanna around neck.
12. IC assigns volunteers as they arrive.
13. IC or Communications Specialist logs reports of emergency situations on triplicate carbon receipts. Keeps one copy, give second to appropriate team leader and give third to person updating the bulletin board.
14. Make sure correct Team Captains are aware of emergency situations.
15. Team Captains assemble teams and the appropriate equipment.
16. IC informs Division Captains of actions taken.
17. Division Captains inform IC of resolution of emergency situation.
18. IC informs Fire Station 2 on Berkeley Way west of Shattuck of our needs and status.

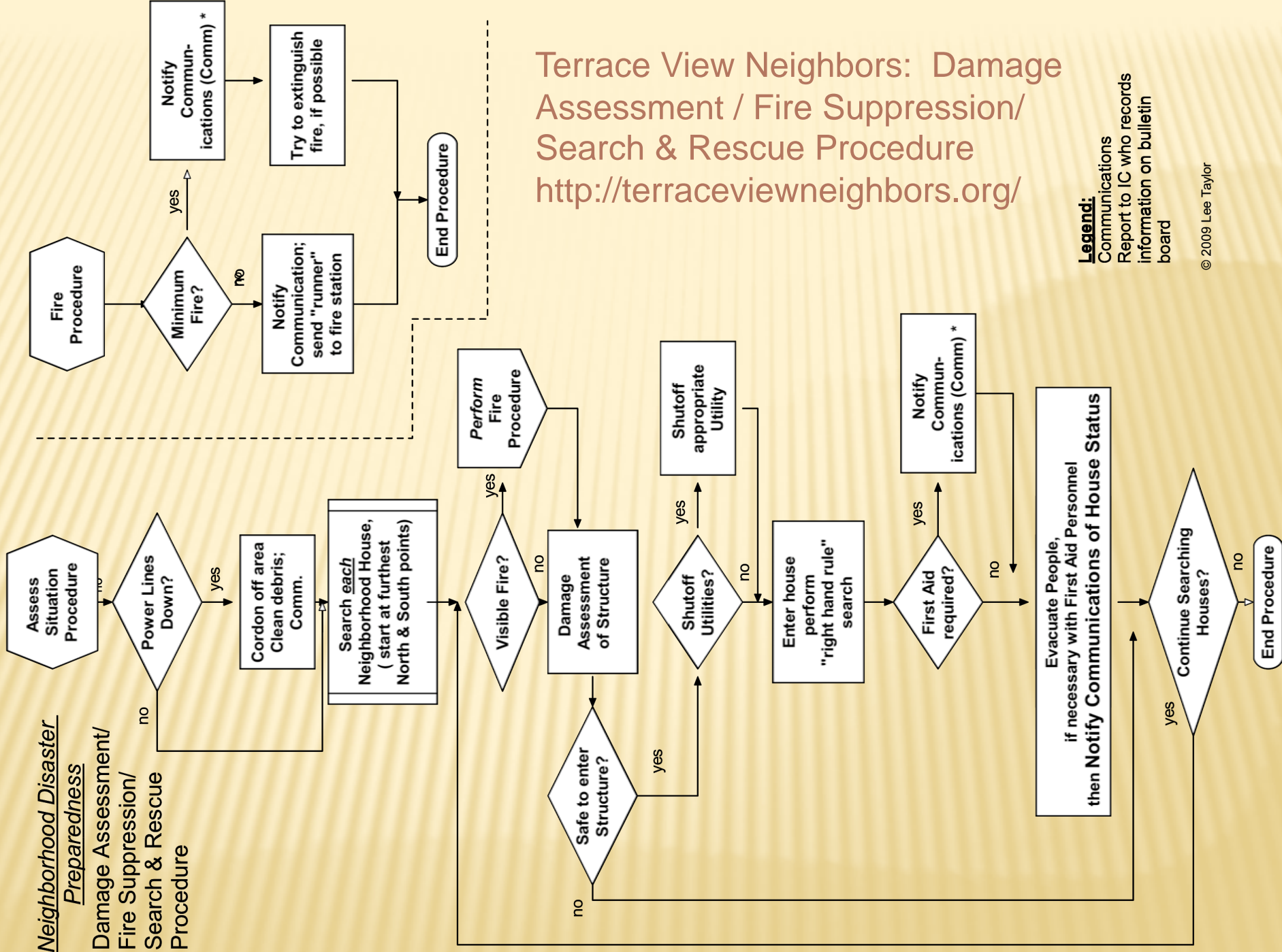
3x5 Role Cards – give to person when assigning role to them

## Incident Commander

- Open cache and direct setup of Center (ICC)
- Assign jobs: Communications specialists; team captains: fire, search, med, shelter, communications
- As situations are reported, see that reports are reaching the Incident Status Board and the appropriate teams
- Discuss response with team captains and prioritize personnel and equipment as needed
- Report neighborhood's needs and give periodic briefings to the City of Berkeley Fire Department

Neighborhood Disaster Preparedness

Damage Assessment/  
Fire Suppression/  
Search & Rescue  
Procedure



Terrace View Neighbors: Damage Assessment / Fire Suppression / Search & Rescue Procedure  
<http://terraceviewneighbors.org/>

**Legend:**  
 Communications  
 Report to IC who records information on bulletin board

# Terrace View Neighbors Branch Map



	owner permission to enter & search	people present Y/N, #	INJURY describe or NA	DAMAGE major/minor/NA	NOTES hazards or NA
91a					
111a					
209					
210					
215					
221					
225					
230					
231					

# *Emergency Preparedness Drill*

## *Saturday, October 17, 2009*

### *10:00am to noon*

*The Northside EmPrep Group is holding a drill to test our readiness. Please participate.*

*We will simulate a disaster by posting twelve emergency situations on houses or telephone poles. Our Teams will set up a Command Center at our tool cache. Division and Block Captains will go to our Division Meeting Spots. We will search for the situations, report them to our Command Center, deploy response teams and report back the resolution. To conclude, we will brief the Fire Department (or a stand-in) on our status and needs.*

*Our teams are small and will need the help of untrained volunteers, so please join us at the Division meeting spots. See our website at <http://northside-emprep.org/> or call Tom Trippe at (510) 529-5721 for more information.*

*You are in Division C and your meeting spot is at the steps at the intersection of Virginia and La Loma.*

# BEGIN DRILL, LAUNCH RAPID SEARCH

- Posting the emergency situations
- People set alarm clocks for the time of the drill
- Check own houses, then proceed to stations
- First person at cache is Incident Commander
- Sets up the Incident Command Center
- Assigns/reassigns roles as others arrive
- Launch rapid (triage) search of neighborhood
- Report emergency situations to the IC

# EMERGENCY SITUATIONS

Division A Captain chooses house, fills in address, and tapes an envelope to the front door with the text below on the outside of the envelope. The envelope contains an evaluation form for the response team.

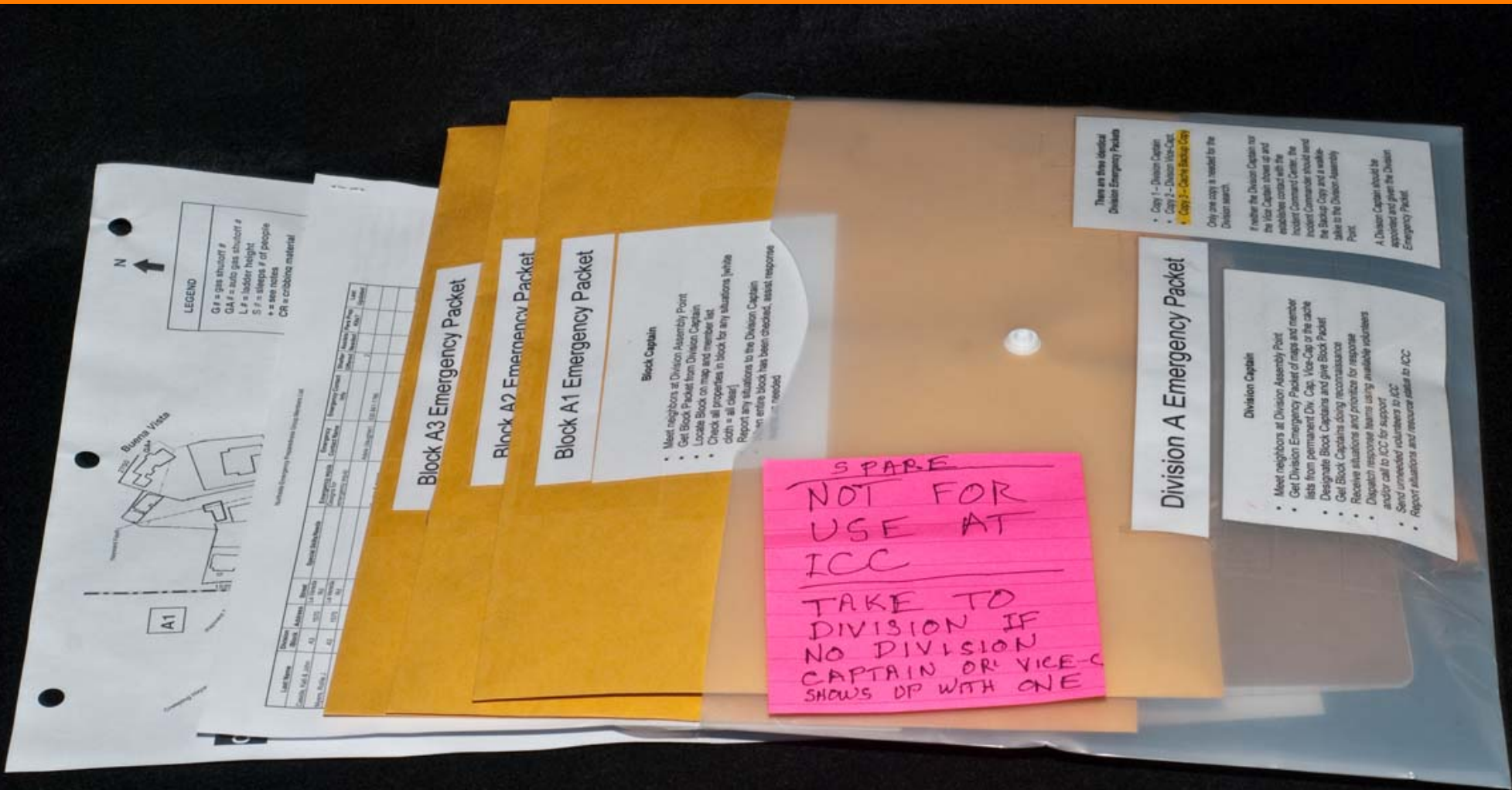
**Situation #2 at Division A (address) 1549 La Vereda Rd**  
posted at (location) front door

(SEARCHERS: DO NOT OPEN. CONTENTS ARE FOR RESPONSE TEAM.)  
**DO NOT REMOVE UNTIL END OF DRILL.**

## *To the Searcher:*

There is a strong smell of gas around this house. No one answers, but the neighbors think that one resident is home. The doors are unlocked, and some windows are open. A wooden structure near the house is on fire, which threatens to spread to the house.

We divide our neighborhood into “blocks” of 10-15 households. We have maps, lists, pencils and paper to give to the “block captain” who is assigned to search the block for emergency situations.



Signs for team standing areas. Bandannas for captain and members.



Virginia St./Virginia Gardens starts by giving the Incident Commander a notebook with all instructions.



Incident Commander's Notebook  
Bygone Start up Instructions

OP 1  
OP 2  
OP 3  
OP 4  
OP 5

OP 1: [illegible text]  
OP 2: [illegible text]  
OP 3: [illegible text]  
OP 4: [illegible text]  
OP 5: [illegible text]



Virginia St./Virginia Gardens brings out rolling refuse bins containing backpacks for every role.

Virginia St./Virginia Gardens tried registering each person before assigning roles but found that it was a bottleneck. They switched to using the bullhorn to ask for volunteers for each role to get things moving. Registration was then done on an as-time-permits basis.





Virginia St./Virginia Gardens Incident Commander reads instructions from notebook. This occupied much of the Incident Commander's attention.

# Virginia St./Virginia Gardens volunteers construct a shade canopy



# DISPATCH TEAMS, RESOLVE SITUATIONS

- ✘ Communications person logs reports and posts on bulletin board
- ✘ Informs appropriate team captains
- ✘ Team captains dispatch teams and equipment
- ✘ Team carries out instructions inside envelope taped on door
- ✘ Team reports back to IC where results are logged on bulletin board

Incident Commander studies emergency situations on bulletin board and monitors two-way radio.  
Photo by Daniella Thompson





# ENDING THE DRILL

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- ✘ Drill is complete when all emergency situations are resolved or after 1.5 hours
- ✘ All participants are called to Command Center
- ✘ Equipment is returned to cache
- ✘ Response teams turn in response reports
- ✘ We ask for immediate feedback: what worked / what didn't
- ✘ We need evaluation forms from everyone

To the Respondent to Situation #2:

*Check your response ...*

**Who are you? Team:** \_\_\_\_\_  
**Members:** \_\_\_\_\_

**When did you arrive at the scene?** \_\_\_\_\_

**What did you have with you when you first arrived:**

- Gas shutoff wrench
- 50 ft of fire hose and nozzle
- \_\_\_\_\_

**What did you do next?**

- Send team member for any additional equipment needed.
- Drill exercise: Find meter; test fit the wrench. **DO NOT TURN OFF THE GAS!**
- Drill exercise: Find a hose bib; attach the hose and nozzle; test spray in the street.
- Check on the possibility of unconscious residents.
- \_\_\_\_\_
- \_\_\_\_\_

**When was your response reported “complete”?** \_\_\_\_\_

*Return this slip to your Team Captain.*

# IT'S OVER. NOW WHAT?

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- ✘ But it's never over!
- ✘ The Planning Cycle: Drill, Evaluate, Plan, Prepare, Repeat.
- ✘ Part of the preparations for the Drill include knowing what you are evaluating (your goals) and what your criteria are.
- ✘ Meaningful evaluation criteria include both “free response” and scoring on goals.

# EVALUATING THE DRILL

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- ✘ All participants fill out evaluations immediately after the drill.
- ✘ Debriefing is held with participants and with Fire Department if they are able to attend.
- ✘ Written evaluation is prepared.
- ✘ Plan the next Exercise with goals from previous year in mind. Build on successes and retrain on weaker areas.

# BE PROUD

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- ✘ If you feel like a drill was a “disaster” then you probably learned a lot.
- ✘ Having a “disaster” for a drill is better than doing no drill at all.
- ✘ We all start somewhere. This is a continuous process.