



Strengthening Preparedness Among Neighbors

Planning process for a neighborhood drill

Step 1: Identify who will be on the drill design team.

For every drill, there should be a core group of people who will help organize, train and conduct the drill. The number of people on this team is usually dependant on the complexity of the drill. The easier the drill, the less planning needs to take place before the drill and the less people need to be on the planning team.

Step 2: Decide what type of drill and the objectives you want to test in your drill.

You can either design your own drill or use one of the drills in this book. If you are designing your own drill, start the process by determining the objectives you want to test . That will likely determine the type of drill you will use. It's important to match the objectives and type of drill with the level of confidence and training your neighbors have in the plan. When creating your objectives, it's helpful if you create your objectives so they can be measured. Example: Participants will understand the difference between response tasks and people tasks.

Step 3: Choose the date, time and location for the drill.

Ask who in the neighborhood would like to host the drill. Some drills will be conducted entirely at this house. Others will start and end there. Pick the time and day that is most convenient for the neighborhood. It may mean that you incorporate this activity into an existing meeting or activity. Some drills can be easily conducted in an evening meeting of about 45 minutes. Full Scale drills will likely take longer.

Step 4: Invite your neighbors to participate in the drill.

How will you communicate to the neighborhood the details of the drill? Send out an invitation? Announce in a newsletter? Create a flyer? Go door to door? When inviting the neighbors to participate, let them know the type of drill and objectives that will be tested. This will give them the opportunity to review the neighborhood response plan before the drill. Ask for RSVP's so you'll know if you will have enough people to make the drill work and so that you can prepare any materials needed.

Step 5: Complete administrative details for the drill.

Complete any administrative details to conduct the drill. This will depend on the type of drill. Some drills will require copying of scenarios, tasks, simulated damage, etc.

Step 6: Create an evaluation plan.

Decide how you will evaluate if the objectives were met and any suggestions for improvement. Who will be doing the evaluation? How will you share the evaluation with the neighborhood.

Step 7: Conduct the drill and evaluate the drill.

Share the evaluation of the drill with your neighbors and decide how you can improve your plan or what additional training you and your neighbors may need to improve their response.

SUMMARY WORKSHEET

Design Team Members:

Objective:

Objective:

Objective:

Drill Date::

Time:

Location to start and end the drill:

To Do List:

- Create a flyer or invitation
- Announce via e-mail or mail
- Ask for RSVP's
- Make copies of tasks or scenarios
- Organize the details of the drill
- Create and copy the evaluation tool
- Conduct the drill and share the evaluation with the neighbors.
- Schedule additional training as needed