



Seattle Neighborhoods Actively Prepare

Conducting Effective Drills

WHAT MAKES A DRILL EFFECTIVE?

A drill is an opportunity to test your plan. It is only as effective as the planning and training that happens beforehand. Some drills will be short and easy. Others will take some teamwork to plan and more time to conduct.

IT'S NOT WHAT WE LEARNED IN KINDERGARTEN!

When you think of a drill, most people remember what they learned in school: drills happen without notice or warning and if you don't do what you are told, you can get yelled at!

The philosophy of neighborhood disaster drills is not to catch people doing something wrong, but to give everyone the opportunity to do it right and to succeed. In order to accomplish this philosophy, neighborhoods should plan on starting easy and building to more advanced drills as neighbors become more comfortable with the response plan. For this reason, this book is divided into different types of drills and different levels of difficulty. Each drill clearly identifies the objectives or goals of the drill, what training should take place before the drill, how much time the drill will take and an evaluation tool identify what worked and what needs to be improved.

TYPES OF DRILLS:

The easiest type of drill is called an **orientation drill**.

The primary goal of this type of drill is to get people acquainted with the plan and the neighborhood.

Building from the orientation is the **tabletop drill**. Just as the name suggests, this type of drill is designed to create dialogue and problem solving among the neighbors.

Next is the **functional drill**. Now we start involving into the action and response types of drills. This drill is designed to test one or two of the functions of your plan. You and your neighbors divide your response plan into pieces or tasks until everyone is comfortable with their role in the plan.

The final type of drill is a **full scale drill**. This is the grand daddy of all

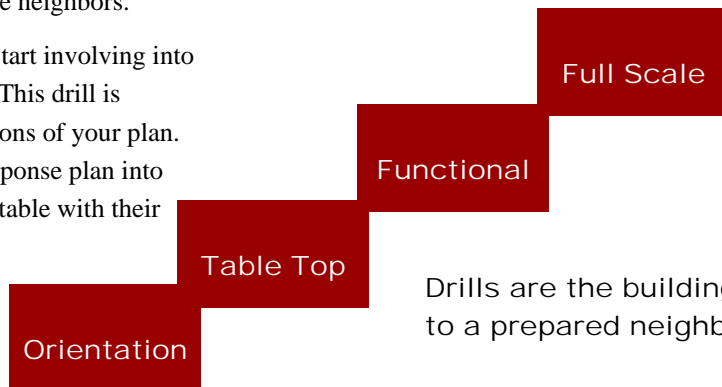
drills. It takes the most time to plan and can test the most parts of the neighborhood response plan at one time.

HOW DO YOU DECIDE WHAT TYPE OF DRILL TO USE?

The type of drill will often be decided by the familiarity your neighborhood has with the plan and the time that can be given to designing and conducting the drill. The more complex the drill, the more time it takes to plan and the more time it takes to conduct. Most neighborhoods will have a full scale drill only once a year. It's a good idea to bring you neighborhood together quarterly, introduce any new neighbors to the group and review your plan. Tabletop and orientation drills would be an excellent activity at one of these meetings. Conduct a simple functional drill the quarter before you are having your full-scale drill. Conducting your full-scale drill will be a fun event that may take an hour or two. Many neighborhoods will add a neighborhood social event such as a potluck or tie it in with "Neighborhood Night Out".

JUST FOR FUN!

Your Neighborhood Disaster Response Plan is a tool for organizing people and resources to help each other in disasters. But your disaster plan doesn't have to be just for disasters. You can use your plan for planning a holiday party, having a neighborhood garage sale and more. It's only limited by your creativity. The more you work together to accomplish goals, the better you and your neighbors will work together when disaster strikes.



Drills are the building blocks to a prepared neighborhood.



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



Neighborhood Drill Log

DATE: _____ TIME: _____

TYPE OF DRILL: ORIENTATION TABLE TOP
 FUNCTIONAL FULL SCALE

SCENARIO: _____

Objective: _____

Objective: _____

Objective: _____

DATE: _____ TIME: _____

TYPE OF DRILL: ORIENTATION TABLE TOP
 FUNCTIONAL FULL SCALE

SCENARIO: _____

Objective: _____

Objective: _____

Objective: _____

DATE: _____ TIME: _____

TYPE OF DRILL: ORIENTATION TABLE TOP
 FUNCTIONAL FULL SCALE

SCENARIO: _____

Objective: _____

Objective: _____

Objective: _____

DATE: _____ TIME: _____

TYPE OF DRILL: ORIENTATION TABLE TOP
 FUNCTIONAL FULL SCALE

SCENARIO: _____

Objective: _____

Objective: _____

Objective: _____

DATE: _____ TIME: _____

TYPE OF DRILL: ORIENTATION TABLE TOP
 FUNCTIONAL FULL SCALE

SCENARIO: _____

Objective: _____

Objective: _____

Objective: _____

DATE: _____ TIME: _____

TYPE OF DRILL: ORIENTATION TABLE TOP
 FUNCTIONAL FULL SCALE

SCENARIO: _____

Objective: _____

Objective: _____

Objective: _____

DATE: _____ TIME: _____

TYPE OF DRILL: ORIENTATION TABLE TOP
 FUNCTIONAL FULL SCALE

SCENARIO: _____

Objective: _____

Objective: _____

Objective: _____

DATE: _____ TIME: _____

TYPE OF DRILL: ORIENTATION TABLE TOP
 FUNCTIONAL FULL SCALE

SCENARIO: _____

Objective: _____

Objective: _____

Objective: _____

Type of Drill: Orientation
 Level of Difficulty: Easy
 Time to plan: Less than one hour
 Time to Complete: Less than one hour
 Scenario: Earthquake

Before the drill:

- Choose a date, time and place to hold the drill
- Invite your neighbors or team
- Make a sign-in sheet for the drill
- Create a map of your neighborhood and make one large copy for the group or a small version for each person that will be participating in the drill
- Request Ok/Help signs from the Office of Emergency Management by calling 206-233-7123.

OBJECTIVES:

- Participants will be able to identify the locations of the neighborhood meeting site and the first aid station.
- Participants will understand how to use the Ok/Help sign
- Participants will understand the response tasks that need to be accomplished following a disaster.
- Participants will understand the people tasks that need to be accomplished following a disaster.

SCENARIO:
An earthquake starts shaking the area.

Group Discussion

Review Quake Safe Actions to Take:

Take a quake safe action quickly, within 3—4 seconds.

Find a quake safe place where you are.

Options:

- Beneath** any desk, table or Counter (*Drop Cover and Hold*)
- Beside** and inside wall or heavy piece of furniture
- Between** rows of chairs

After the Disaster—Take care of yourself, your family and your home:

1. Check yourself and your family for injuries
2. Dress for safety
3. If necessary, shut off the natural gas at the meter.
4. Shut off the water at the main house valve or at each toilet and water heater
5. Post your OK/Help card on the front door or window so it is visible from the street
6. Take your first aid kit with you
7. Check at the neighborhood meeting site

Orientation Drill: Group Activity

1. Using a map of the neighborhood, decide a centrally located site that everyone will meet to help each other.
2. Using a map of the neighborhood, decide a centrally located site where first aid would be administered. It should be near the neighborhood meeting site, but not at the same location.
3. Distribute the OK/Help signs and discuss the following points:
 - The purpose of the OK/Help sign is to minimize duplication of efforts and to identify where help is needed immediately.
 - This is a communications tool for your neighborhood only. First response agencies will not be looking for or will they respond to this sign.
 - If you or a member of your family needs help, place the card in the window with the Help side towards the street.
 - If everyone is OK, place the card in the window with the OK side towards the street.
 - Before you leave your house, always place your OK/Help sign in the window or on the door where it can be seen from the street.
4. Discuss the two groups of tasks that need to be completed following a major disaster: If you have only a few people, ask neighbors to choose what group of tasks they would like to do following a disaster.—priority response tasks or secondary response tasks—and ask them to identify their group on the sign-in sheet.

Group 1	Group 2
Priority Response Tasks: Utility Control Simple Search and Rescue Disaster First Aid	Secondary Response Tasks Shelter and Care Communications Damage Assessment

5. If you have enough people, ask neighbors to choose a specific task within the group they want. Depending on the number of people helping, more than one task can be accomplished at one time. If you have a limited number of people, focus on the priority tasks first. As you complete the priority tasks or have additional resources, move on to the secondary tasks.

Evaluation Tool:

Review the key points with the neighborhoods to be sure they understand the objectives that the drill was intended to test:

Ask the group:

Does everyone understand the location of the Neighborhood Meeting Site?

“This is the place where we will all meet to help each other”

Does everyone understand the location of the First Aid Site?

“This is the place where people who are hurt can get first aid care”

Does everyone understand the purpose of the OK/Help Sign?

“This is just for our neighborhood to use to help us communicate who needs help and who is OK. This is not to signal first response agencies.”

Does everyone understand the differences between the Priority Response Tasks and the Secondary Response Tasks?

“The response tasks are tasks that have first priority to complete because they impact life safety the most. If any of you already have first aid training, know how to control utilities or can work with a team to lift heavy objects or people, please sign up for these tasks.”

“Secondary tasks have to do more with taking care of people and can be delayed if necessary while completing the primary tasks. These tasks are less strenuous but are equally important. If you are an amateur radio operator or want to help an take care of people who need a bit more care, please sign up for these tasks.”

The Seattle Office of Emergency Management manages the SNAP program. If you have any questions as a result of this drill or would like to suggest ways to improve this drill, please e-mail SNAP@seattle.gov, or mail your suggestions to

Seattle Office of Emergency Management
SNAP program
2320 4thAve
Seattle, WA 98121-1718

Thank you for participating in SNAP!

Type of Drill: Tabletop
 Level of Difficulty: Easy
 Time to plan: Less than one hour
 Time to Complete: One hour
 Scenario: Earthquake

Before the drill:

- Choose a date, time and place to hold the drill
- Invite your neighbors or team to the drill
- Make a sign-in sheet for the drill
- Make copies of the priority and secondary task sheets from the back of this workbook or request copies from the Office of Emergency Management by calling 206-233-7123.

DRILL OBJECTIVES:

- Participants will be able to recognize the priority tasks from the secondary tasks
- Participants will be able to use the response and people task sheets to solve problems given to them during the drill.

To Start the Drill

- Have the neighbors sign-in when they arrive.

Review:

- The location of the neighborhood meeting site
- The location of the first aid station
- Review with the group the two types of tasks that need to be completed following a major disaster:

<p>Group 1 Priority Response Tasks: Utility Control Simple Search and Rescue Disaster First Aid</p>	<p>Group 2 Secondary Response Tasks Shelter and Care Communications Damage Assessment</p>
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- If you have already completed the Orientation Earthquake Drill (page 6 & 7) use your sign in sheet to remind them of the tasks they wanted to help with. Ask neighbors to sit in those groups. If you have neighbors who haven't identified which group they want, have them choose now and sit with their group.

Discussion:

- Give each group a copy of the task sheet for their responsibilities
- Have each group read through the task sheet and identify what training, supplies and/or equipment they need to do their task safely and effectively.
- If possible, identify how they will get the training or supplies and by when.
- When asked, have a representative from each group teach the rest of their groups their primary responsibilities after an earthquake.

SCENARIO:
An earthquake starts shaking the area.

Review Quake Safe Actions to Take:

Take a quake safe action quickly, within 3—4 seconds.
Find a quake safe place where you are.
 Options:

- Beneath** any desk, table or Counter (*Drop Cover and Hold*)
- Beside and inside wall** or heavy piece of furniture
- Between rows of chairs**

After the Disaster—Take care of yourself, your family and your home:

1. Check yourself and your family for injuries
2. Dress for safety
3. If necessary, shut off the natural gas at the meter.
4. Shut off the water at the main house valve or at each toilet and water heater
5. Post your OK/Help card on the front door or window so it is visible from the street
6. Take your first aid kit with you
7. Check at the neighborhood meeting site

Neighborhood Coordinator Responsibilities:

Once every has reported to the meeting site, the neighborhood captain will begin to direct teams to accomplish the group 1 priority tasks first, then the group 2 priority tasks.

Activity: Have the neighborhood coordinator read the primary responsibilities from their task sheet so that all teams understand the role of the neighborhood Coordinator

Purpose: Understanding Task Responsibilities, Continued

Tabletop Exercise:

As a result of the earthquake the following damage has occurred. Read each of the following problems out loud and group the problem would be assigned to and which team would complete the task.

Group 1 Priority Response Tasks:	Group 2 Secondary Response Tasks
Utility Control	Shelter and Care
Simple Search and Rescue	Communications
Disaster First Aid	Damage Assessment

Problem: There is a smell of natural gas coming from three houses.

Is this a group 1 priority or group 2 secondary task?
Which team would take care of this problem?

Answer: Group 1, Utility Control Team

Problem: Several chimneys look damaged and dangerous.

Is this a group 1 priority or group 2 secondary task?
Which team would take care of this problem?

Answer: Group 2, Damage Assessment (*While doing the damage assessment, it would be an excellent idea to rope the hazard so someone doesn't get hurt!*)

Problem: 8 people have injuries, one serious

Is this a group 1 priority or group 2 secondary task?
Which team would take care of this problem?

Answer: Group 1, First Aid Team

Problem: 15 homes have not reported yet. There's rumors of people trapped.

Is this a group 1 priority or group 2 secondary task?
Which team would take care of this problem?

Answer: Group 1, Search and Rescue Team

Problem: There are 10 children and one disabled person in the neighborhood who need additional help and care.

Is this a group 1 priority or group 2 secondary task?
Which team would take care of this problem?

Answer: Group 2, Shelter & Care team

Problem: There are 38 homes in the neighborhood that look like they have signs of damage.

Is this a group 1 priority or group 2 secondary task?
Which team would take care of this problem?

Answer: Group 2, Damage Assessment Team

Problem: Your neighborhood coordinator has asked for a team to listen to the radio for safety information and if there are City Amateur Radio Operators set up near your neighborhood.

Is this a group 1 priority or group 2 secondary task?
Which team would take care of this problem?

Answer: Group 2, Communications Team

Evaluation Tool:

Review the key points with the neighborhoods to be sure they understand the objectives that the drill was intended to test:

Ask the group:

Does everyone understand the sequence of actions to take following an earthquake, starting with what to do at home before reporting to the neighborhood meeting site?
Review the After the Disaster—Take care of yourself, your family and your home steps on the previous page.

Does everyone understand the difference between priority and secondary tasks?

"The response tasks are tasks that have first priority to complete because they impact life safety the most. Secondary tasks have to do more with taking care of people and can be delayed if necessary while completing the primary tasks. These tasks are less strenuous but are equally important."

Does everyone understand the responsibilities for team they have chosen to be on?

If possible, have each team member receive a copy of their response task sheet(s).

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2320 4th Ave
Seattle, WA 98121-1718



Type of Drill: Functional

Level of Difficulty: Intermediate

Time to plan: Less than one hour

Time to Complete: One hour

Scenario: Earthquake

Before the drill:

- Choose a date, time and place to hold the drill
- Invite your neighbors or team to the drill
- Make a sign-in sheet for the drill
- Make a map of your neighborhood that you will identify the neighborhood meeting site, first aid site and the houses with natural gas (including the location of the meters at each house)
- Make copies of the Controlling Utilities Information Sheet (www.seattle.gov/emergency or contact OEM at snap@seattle.gov or 233-7123 for copies).

DRILL OBJECTIVES:

- Participants will be able practice how to be safe in an earthquake while at their home
- Participants will complete the “after the disaster” steps
- Participants will know the location of: Neighborhood Meeting Site and First Aid Station.
- Participants will locate the houses with natural gas and map the locations of the gas valves

Directions:

- Have the neighbors sign-in when they arrive.
- Make sure that all that are participating in the drill have a Help/OK sign for their house.

Review:

- How to be safe in an earthquake
- The “After the Disaster Steps” below
- The location of the neighborhood meeting site
- The location of the first aid station

Review Quake Safe Actions to Take:

Take a quake safe action quickly, within 3—4 seconds.

Find a quake safe place where you are.

Options:

- Beneath** any desk, table or Counter (Drop Cover and Hold)
- Beside** and inside wall or heavy piece of furniture
- Between** rows of chairs

After the Disaster—Take care of yourself, your family and your home:

1. Check yourself and your family for injuries
2. Dress for safety
3. If necessary, shut off the natural gas at the meter.
4. Shut off the water at the main house valve or at each toilet and water heater
5. Post your OK/Help card on the front door or window so it is visible from the street
6. Take your first aid kit with you
7. Check at the neighborhood meeting site

To Start the Drill

1. After review of quake safe actions and what to do after the earthquake, have the group synchronize their watches.
2. Ask each to go home and at a specific time, pretend there’s an earthquake that shakes for 60 seconds. Everyone in the house should take a quake-safe action during the pretend earthquake. After the pretend earthquake is over, follow the “After the Disaster steps” 1—7 .
3. If your house has natural gas service, find the location of the gas meter at your house before reporting to the neighborhood meeting site. **(This is just a drill. Do not turn off your natural gas!)**
4. Remember to post your help/ok sign in the window and bring your first aid kit with you to the meeting site.
5. Once everyone has reported to the neighborhood meeting site, ask each household to locate their gas meter on the neighborhood map.
6. To insure that everyone knows the location of the first aid station, identify the location on a map and walk to that location. (If you want to pre-identify a location where you would take care of kids and others that need some special attention, do that now as well.)
7. Give each household a copy of the utility control sheet and ask each household to locate the water shut off for their house (not the street shut off) and electrical panel later that day. Marking the location of these shut-offs on your neighborhood map is recommended.
8. Optional: Identify in advance those in your neighborhood who understand how to shut-off the natural gas and feel comfortable enough to teach others. With the group together, ask if anyone would like to have some instruction on how to shut off the gas. Use your neighborhood instructors to help teach. **Please don’t turn off the gas at any meters. It takes a natural gas official to come back out and turn it on!!!**

Evaluation Tool:

Review the key points with the neighborhoods to be sure they understand the objectives that the drill was intended to test:

DRILL OBJECTIVES:

- Participants will be able practice how to be safe in an earthquake while at their home
- Participants will complete the “after the disaster” steps 1—7.
- Participants will know the location of: Neighborhood Meeting Site and First Aid Station.
- Participants will locate the houses with natural gas and map the locations of the gas valves

Ask the group:

Does everyone understand how to be safe in an earthquake?

The City of Seattle has a brochure called Drop, Cover and Hold. You can download it from the web at www.seattle.gov/emergency or e-mail snap@seattle.gov and request copies for your neighborhood.

Does everyone understand the sequence of actions to take following an earthquake, starting with what to do at home before reporting to the neighborhood meeting site?

Review the After the Disaster—Take care of yourself, your family and your home steps on the previous page. Make sure that all households have a help/OK sign. You can download a copy of the Help/OK from the web at www.seattle.gov/emergency or e-mail snap@seattle.gov and request copies for your neighborhood.

Does everyone know the location of the neighborhood meeting site, first aid station and (if applies) the shelter location for kids and those with special needs?

Review with the group the locations. If you have copies of the neighborhood map, give one to each household.

Does everyone know the location of their natural gas meter (if applies) and feels comfortable about how and when to turn off the natural gas?

Review the controlling utilities information sheet. You can download a copy from the web at www.seattle.gov/emergency or e-mail snap@seattle.gov and request copies for your neighborhood.

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Type of Drill: Full Scale
 Level of Difficulty: Advanced
 Time to plan: 1—3 hours, depending on how many people are participating
 Time to Complete: 1—3 hours, depending on how many people are participating
 Scenario: Earthquake

Before the drill:

- Choose a date, time and a place to hold the pre and post drill meetings.
- Pre identify how many neighbors will be participating
- Decide how many scenarios you will be using during the drill .
- Make copies of the scenarios and put them in envelopes—(one envelop/scenario per household).
- If needed, request Ok/Help signs from the Office of Emergency Management by calling 206-233-7123.

OBJECTIVES:

- Participants will be able to follow the steps of the neighborhood plan from taking a quake safe action to handling emergency situations.
- Participants will understand how to use the Ok/Help sign
- Participants will participate take care of problems dealing with utility control, first aid and search and rescue, using the neighborhood disaster plan

SCENARIO:
An earthquake starts shaking the area.

Drill Directions/set up:

1. Have participants meet at a designated time & location for pre-drill instructions. Have a sign-in sheet for the drill.
2. Distribute and review the purpose of the OK/Help signs. Discuss the following points:
 - The purpose of the OK/Help sign is to minimize duplication of efforts and to identify where help is needed immediately.
 - This is a communications tool for **your neighborhood only, not first responders.**
 - If everyone is OK, place the OK side towards the street. If you or a member of your family needs help, place the Help side towards the street.
3. Have the scenarios already printed and in envelopes, making the majority of the envelopes “every one is OK” and at least 1 of each of the remaining scenarios. **Each household participating gets 1 scenario envelope.** Do not overwhelm the group. There needs to be enough participants that are OK so as to take care of the problems in the scenarios.
4. Ask group to synchronize your watches to start the exercise together and instruct participants to go to their home and at a specific time to drop, cover and hold for 60 seconds to start the drill. After 60 seconds, open the envelop and based on the scenario, take the appropriate actions.
5. Discuss the two groups of response tasks that need to be completed following a major disaster (see box below). Remind the group that you will focus first on the priority tasks.
6. If you have enough people, can ask neighbors to choose a specific task within the group they want. Depending on the number of people helping, more than one task can be accomplished at one time. If you have a limited number of people, focus on the priority tasks first. As you complete the priority tasks or have additional resources, move on to the secondary tasks.

Review Quake Safe Actions to Take:

Take a quake safe action quickly, within 3—4 seconds. .

Find a quake safe place where you are.

Options:

- Beneath** any desk, table or Counter (Drop Cover and Hold)
- Beside** and inside wall or heavy piece of furniture
- Between** rows of chairs

After the Disaster—Take care of yourself, your family and your home:

1. Check yourself and your family for injuries
2. Dress for safety
3. If necessary, shut off the natural gas at the meter.
4. Shut off the water at the main house valve or at each toilet and water heater
5. Post your OK/Help card on the front door or window so it is visible from the street
6. Take your first aid kit with you
7. Check at the neighborhood meeting site

Group 1	Group 2
Priority Response Tasks: Utility Control Simple Search and Rescue Disaster First Aid	Secondary Response Tasks Shelter and Care Communications Damage Assessment

Evaluation Tool:

Review the key points with the neighborhoods to be sure they understand the objectives that the drill was intended to test:

Ask the group:

Does everyone understand the location of the Neighborhood Meeting Site?

"This is the place where we will all meet to help each other"

Does everyone understand the location of the First Aid Site?

"This is the place where people who are hurt can get first aid care"

Does everyone understand the purpose of the OK/Help Sign?

"This is just for our neighborhood to use to help us communicate who needs help and who is OK. This is not to signal first response agencies."

Does everyone understand the differences between the Priority Response Tasks and the Secondary Response Tasks?

"The response tasks are tasks that have first priority to complete because they impact life safety the most. If any of you already have first aid training, know how to control utilities or can work with a team to lift heavy objects or people, please sign up for these tasks."

"Secondary tasks have to do more with taking care of people and can be delayed if necessary while completing the primary tasks. These tasks are less strenuous but are equally important. If you are an amateur radio operator or want to help an take care of people who need a bit more care, please sign up for these tasks."

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Seattle Office of Emergency Management
SNAP program
105 5th Ave S
Seattle, WA 98104

Thank you for participating in SNAP!



Neighborhood Drill Invitation

You are invited to participate in the neighborhood earthquake drill. If you are participating, please meet at the following place for refreshments and drill directions!

Name: _____

Address: _____

Meeting time is _____ a.m. / p.m. ***Please be prompt.***

At the meeting we will synchronize our watches and receive an envelope with directions about the drill.

Once you have received your instructions, you will go back to your home and at the scheduled time for the earthquake, take a quake safe action for 60 seconds. **At the end of the 60 seconds**, open your envelope. The scenario in the envelope is the situation at your home. Take appropriate action based on the information in your envelope.

You could have one of the following 4 scenarios in your envelope:

1. Everyone in your household is “OK” and can report to the meeting area.
2. You or a member of your family has a minor injury. The injury is not life threatening and the victim can walk to the first aid station.
3. You or a member of your family is trapped under a heavy piece of furniture. It will take several people to move the furniture.
4. Your house or a house in your neighborhood hold has a utility problem—either water pipe breaking, electrical fire or gas leak.

SNAP Neighborhood Drill

House and Property Damage: None

Personal Health and Safety: You are OK

1. Dress for safety
2. Put your Help/OK sign in the window with the OK side facing out
3. Report to your neighborhood meeting site

Sign to be posted in window: Your help/OK sign

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SNAP Neighborhood Drill

House and Property Damage: None

Personal Health and Safety: You are OK

1. Dress for safety
2. Put your Help/OK sign in the window with the **OK side facing out**
3. **Report to your neighborhood meeting site**

Sign to be posted in window: Your help/OK sign

2008 Seattle Neighborhoods Actively Prepare

SNAP Neighborhood Drill

House and Property Damage: None

Personal Health and Safety: You are OK

1. Dress for safety
2. Put your Help/OK sign in the window with the OK side facing out
3. Report to your neighborhood meeting site

Sign to be posted in window: Your help/OK sign

2008 Seattle Neighborhoods Actively Prepare

SNAP Neighborhood Drill

House and Property Damage: None

Personal Health and Safety: You are OK

1. Dress for safety
2. Put your Help/OK sign in the window with the OK side facing out
3. Report to your neighborhood meeting site

Sign to be posted in window: Your help/OK sign

2008 Seattle Neighborhoods Actively Prepare

SNAP Neighborhood Drill

House and Property Damage: Water gushing from a pipe in your garage. **(This is only a drill. Do not actually turn off your water!** Instead, pretend you are going through the steps as if this was a real event and report back to the group what you did!)

Personal Health and Safety: **Everyone Is OK**

1. *Dress for safety*
2. *Put your Help/OK sign in the window with the OK side facing out*
3. *Report to your neighborhood meeting site*

Sign to be posted in window: **OK sign visible from the street**

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House and Property Damage: Smell of Natural Gas is coming from the house at _____. Report this to the neighborhood coordinator and have them assign you and another neighborhood to respond to the problem. **(This is only a drill. Do not actually turn off your natural gas!** Instead, pretend you are going through the steps as if this was a real event and report back to the group what you did!)

Personal Health and Safety: **Everyone Is OK**

1. *Dress for safety*
2. *Put your Help/OK sign in the window with the OK side facing out*
3. *Report to your neighborhood meeting site*

Sign to be posted in window: **OK sign visible from the street**

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House and Property Damage: Smell of electrical burning coming from your kitchen. A small appliance is smoldering. **(This is only a drill. Do not actually turn off your electricity!** Instead, pretend you are going through the steps as if this was a real event!)

Personal Health and Safety: **Everyone Is OK**

1. *Dress for safety*
2. *Put your Help/OK sign in the window with the OK side facing out*
3. *Report to your neighborhood meeting site*

Sign to be posted in window: **OK sign visible from the street**

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House and Property Damage: None

1. *Dress for safety*
2. *Put your Help/OK sign in the window with the OK side facing out*
3. *Report to your neighborhood meeting site*

Sign to be posted in window: OK sign visible from the street

Personal Health and Safety: A member of your family has a minor injury. The injury is not life threatening and the victim can walk to the first aid station. Keep this slip with the victim as you take them to the first aid station. Have the victim pretend they have the following injuries:

Victim has a broken right arm. Patient is in a lot of pain and looks pale.

INFORMATION FOR FIRST AID STATION: Victim has a broken right arm. Patient is in a lot of pain and looks pale. Talk through how you would take care of this person using basic first aid.

Keep this paper with the victim!

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SNAP Neighborhood Drill

House and Property Damage: None

1. *Dress for safety*
2. *Put your Help/OK sign in the window with the OK side facing out*
3. *Report to your neighborhood meeting site*

Sign to be posted in window: OK sign visible from the street

Personal Health and Safety: A member of your family has a minor injury. The injury is not life threatening and the victim can walk to the first aid station. Keep this slip with the victim as you take them to the first aid station. Have the victim pretend they have the following injuries:

Victim has a cut on his/her head. Patient is scared and in a lot of pain and looks pale.

INFORMATION FOR FIRST AID STATION: Victim has a cut on his/her head. Lots of blood!! Patient is scared and in a lot of pain and looks pale.

Keep this paper with the victim!

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House and Property Damage: None

1. *Dress for safety*
2. *Put your Help/OK sign in the window with the appropriate side facing out (see below)*
3. *Report to your neighborhood meeting site*

Sign to be posted in window: Help sign visible from the street

Personal Health and Safety: You or a member of your family is trapped under a heavy piece of furniture. It will take several people to move the furniture. The victim has a minor injury. The injury is not life threatening, however, the victim can not walk to the first aid station.

Information for Search and rescue team: **This is only a drill. Do not pick up or carry injured person.** Instead, talk through how you would take care of this situation and then walk the "injured" person to the first aid station. **Take this script with you and give it to the first aid team.**

INFORMATION FOR FIRST AID STATION: Person has an injured right leg, is in a lot of pain and looks pale. Talk through how you would take care of this person using basic first aid.

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SNAP Neighborhood Drill

House and Property Damage: None

1. *Dress for safety*
2. *Put your Help/OK sign in the window with the appropriate side facing out (see below)*
3. *Report to your neighborhood meeting site*

Sign to be posted in window: Help sign visible from the street

Personal Health and Safety: You or a member of your family is trapped under a heavy piece of furniture. It will take several people to move the furniture. The victim has a minor injury. The injury is not life threatening, however, the victim can not walk to the first aid station.

Information for Search and rescue team: **This is only a drill. Do not pick up or carry injured person.** Instead, talk through how you would take care of this situation and then walk the "injured" person to the first aid station. **Take this script with you and give it to the first aid team.**

INFORMATION FOR FIRST AID STATION: Victim has a head injury. Victim is conscious, breathing normally. Complains of a headache. Talk through how you would take care of this person using basic first aid.

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