



Burlingame Disaster Response Drill

Instructions

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A. 2-4 Weeks Before the drill: Recruit neighbors

Recruit neighbors to participate (via email, flyers, *Nextdoor*, etc.). The Drill requires at least eight participants.

B. 1-2 Weeks Before the exercise: Prep for exercise

- Attend BNN's **Drill Walk-Thru**, a 'how to' and mock drill, **via Zoom, Wednesday, September 21, 7-8 pm**; we suggest you forward your Zoom invite to a few of your block participants as it explains the drill well.
- Your Drill Kit will be delivered by BNN to Drill Leads, before the 9/21 Walk-Thru so you can look through it.
- Identify who will be your Incident Commander (IC) which may be you, and ideally, designate your Communications Lead
 - Communications Lead and Incident Commander attend BNN's Drill **Communications Workshop, via Zoom, Thursday 9/29, 7-8 pm**
- Identify your Leads for Safety Team, Wellbeing Team, and First Aid Team (or you can do this on drill day)
- Send a reminder of the drill date and time to your neighbors
- Review your Drill Kit materials (you can also review with your leads):
 - Choose the location for your block's Base (usually a driveway, with table and chair)
 - Find a location to post Incident Status Board (tape poster to easel or garage door)

- Incident Scenarios - Choose 6-8 Scenarios you want to use from the Drill Kit. These are 'pre-planted' in yards using the red flag stakes for 'discovery' by Safety and Wellbeing teams during the drill.
- Note: Two *Critical* Incident Scenarios - Set aside for IC's full group brainstorm near drill's end; do not 'plant' these. Discussion prompts are on reverse side. (See *Conclude Drill* on page 4.)
- Gather a few emergency tools, Cache or CERT backpack supplies to display and use as drill props, i.e. gas wrench, fire extinguisher, caution tape, work gloves, flashlight on a tarp (*optional*)
- Charge and test your BNN DeWalt FRS radios for use (if your block was previously issued one)
- Send one last reminder to neighbors the day before the drill.

C. Day of the Drill: 8 am Set-up

- From the Drill Kit, plant your chosen Scenarios (staked with flags) on various neighbors' front yards
- Set up your IC Base with table/chair, and the materials in your Drill Kit (or in-Cache duffels)
 - Pens, nametags, Sign-In sheet
 - Set out Documents
 - Team Description cards, Team Lead ID lanyards
 - Incident Report Forms* (yellow pads for Safety and Wellbeing Teams)
 - Log sheets (Communications Log, First Aid Treatment Log)
 - Post *Incident Status Board* (e.g. tape poster to easel or garage door)
 - Post *Drill + Communications Org Chart* to illustrate the drill organization
 - Set out radio for Communications Lead
 - Set out any emergency tools for display (e.g. Cache or CERT packs)
- Set out give-aways for participants to take home
 - BNN *Quick Start Guide*
 - *OK / NEED HELP* signs

D. Day of the Drill: Drill Begins

9:00 am - As neighbors arrive:

- Have volunteers sign in, and put on name tags
- BNN Quick Start Guide - hand out so participants can review the Team roles

9:10 am - Announce the How the Drill Will Roll

1) Introduction Script (read **bold**)

❖ **Welcome. Today's drill is put on by Burlingame Neighborhood Network.**

BNN's mission is to:

Encourage neighbors to connect and build our sense of community, become informed about disaster preparedness, and support one another during emergencies.

❖ Today's Objective

Emergency responders say we could be on our own for 96-hours after a real emergency.

Today's drill gives us a chance to practice how we will organize our block and team together after a major quake or other disaster.

We'll also test radio communication with Ham radio volunteers. This is a coordinated effort with Burlingame Police, Central County Fire, CERTs and Hams.

❖ Today's Drill

We have planted scenarios with red flags on random front yards. We will break into teams to discover and report these incidents. We will discuss response options, and use our best judgment to determine a best action. The Incident Commander (IC) makes the final call. There is no one 'right or wrong' solution.

❖ **Next Steps:**

- **Organize into four teams, identify Team Leads, and review team roles (10-min)**
- **As a group, we will assess a few sample incidents, and brainstorm possible solutions (10-min)**
- **Then we'll Dispatch Safety and Wellbeing teams to sweep the area to find and report staked incidents to the Scribe (20 min)**
- **Respond to incidents: Work with IC to determine best response actions (10 min)**
- **Then IC will call everyone together to brainstorm two final Critical Incidents (10 min)**
- **We'll debrief and do Evaluation Forms (last 10 min)**

2) Break Into Teams

Read out team responsibilities (**bold** below)

- Then identify your Team Leads (if not already done)
- Ask participants to choose teams, and review Team Descriptions cards with role details
- Ask the Scribe to list Lead names on the Incident Status Board

Incident Commander (IC) → Responsible for the overall leadership of your block Base

Communications Lead → Receives, sends and logs radio communications with your block

Scribe → Collects Incident Report Forms, and records actions on Incident Status Board

Safety Team → Use buddy system to Identify physical hazards and property damage. Bring any appropriate tools. Examples: fire, gas leaks, water leaks, building collapse, downed power lines

Wellbeing Team → Use buddy system to check on people - address welfare of neighbors or animals. Examples: injuries, children home alone, disorientation, loose pets

First Aid Team → Establishes a First Aid treatment station, gathers medical supplies, and may source other basic supplies (i.e. water, food, blankets, tents)

3) The Drill Begins

Announce the Incident (read **bold**)

At 8:30 this morning we experienced a magnitude 7.4 earthquake on the Hayward Fault.

We've lost all power, phone and cell service. We do not know the extent of the damage.

We may be without emergency responders for 96-hours or longer.

I'm glad you're all here because we can sweep for damage, injuries or problems on our street. Let's check for incidents we can address ourselves, and report via radio anything we need to escalate to 9-1-1 or Ham operators.

First - can everyone confirm that your own households are safe? (Hold up Quick Start Guide)

Good. You probably posted your OK sign on your front doors. (Hold up OK/NEED HELP sign)

Incident Commander takes the lead (read **bold**)

- ❖ **Again, there is no right or wrong - we'll explore options and use best judgment.**
- ❖ **Safety Team please deploy → Look for physical hazards, take actions as appropriate (turn off gas if you smell it). Log on Incident Report Forms and give them to our Scribe.**
- ❖ **Wellbeing Team please deploy → Check for people needing care, take actions as appropriate. Log on Incident Report Forms and give them to our Scribe. Note: For the drill, do not knock on doors.**
- ❖ **Scribe → Please collect Incident Report Forms, and update the Incident Status Board.**
- ❖ **First Aid Team → Please establish a First Aid location, and begin gathering supplies.**
- ❖ **Comms Lead → Please manage and log all radio transmissions, use runners if needed.**

4) Drill Concludes (begin about 10:00 am)

Full Group Discussion

At about 10:00, IC will call everyone to the Incident Command base for a full group scenario discussion.

The IC or Scribe will announce the two *Critical* incident Scenarios (which were previously set aside) and invite group brainstorming.

Note: This step is because input from prior drills requested more opportunity for conversation among all participants.

- ❖ Read out the two *Critical* Incident Scenarios.
- ❖ Invite response ideas from all participants. (If needed, discussion prompts are on the back.)
- ❖ Determine response steps for each *Critical* Scenario

Wrap Up Drill (read **bold**)

Announce: ***The Drill has ended.*** Ask everyone to regroup and debrief.

- Ask each participant to summarize the drill in *one word*
- Distribute and collect Evaluation Forms
- Discuss what worked, what did not, other ideas. Please record these comments on Evaluations!
- Distribute handouts: BNN *Quick Start Guide* and *OK/NEED HELP signs*

- ❖ ***Thank you for coming out this morning. We hope you found this to be a rewarding experience. Please spread the word about BNN and our annual drill.***

Enjoy your day!

Dear Drill Leads,

Thank you, sincerely, for giving your time and energy to coordinate your block's drill. Burlingame neighbors are more connected, and we are a stronger community because of your involvement.

Lastly, your help collecting: **Sign-in Sheets + Evaluation Forms** is greatly appreciated.

Please leave yours at one of these locations:

Anne Hinckle, 1616 Sanchez Avenue

Holly Daley, 2117 Poppy Drive

With our thanks,

Burlingame Neighborhood Network

Board members: Joe Becerra, Beth Bhatnagar, Holly Daley, David Harris,

Anne Hinckle, Rik Kasuga, Dee Kumar, Terry Nagel, Val Tucker

E. Acronyms & Definitions

BNN – Burlingame Neighborhood Network

BPD – Burlingame Police Department

CCFD – Central County Fire Department (serving Burlingame and Hillsborough)

CCP – Community Command Post (schools)

CERT – Community Emergency Response Team

City Manager – Manages City operations, under direction of City Council

Communications Team – During emergency response, coordinates radio comms to/from block and City

EOC – Emergency Operations Center (i.e. Central County Fire Station on Rollins Rd.)

FEMA – Federal Emergency Management Agency

First Aid Team – During emergency response this team applies basic First Aid as needed

FRS Radios – Handheld, short-distance, two-way radios (Family Radio Service)

HAM - amateur radio operators

HNN – Hillsborough Neighborhood Network

IC – Incident Commander (leader of the post)

NCP - Neighborhood Command Post (block incident command base)

Safety Team – During emergency response, identifies and addresses physical damage and hazards

Scribe – During emergency response, the Scribe records reported incidents and actions

Wellbeing Team – Identifies human incidents, neighbors/people who need help or attention

Zello – app you can download on your mobile phone, this utilizes smart phones as walkie-talkies