



LEAD A DRILL IN 7 EASY STEPS!

For Drill Leads

How to stage a Citywide Drill on Your Block

1	<p>Recruit neighbors via flyers and email</p> <ul style="list-style-type: none"> • Sample flyers at BurlingameNetwork.org under Resources > Drill Materials > Drill Lead Resources 	Now thru September
2	<p><i>New Blocks:</i></p> <ul style="list-style-type: none"> • Your Drill Kits will be at the Walk-Through on Sept. 19 <p><i>Experienced Blocks:</i></p> <ul style="list-style-type: none"> • Inventory your Drill Kits or Cache Duffles. • Your supplement <i>Refresh Packs</i> for this year's drill will be given out at the Sept. 18 Walk-Through 	Mid-September
3	<p>Identify your Incident Commander (IC) and Communications Lead (or choose these and other Lead roles on the Drill morning) Communications people should download and familiarize themselves with the Zello phone app and/or the FRS radios.</p>	Prior to the Sept. 18 & 25 workshops if possible; or just before starting the Drill
4	<p>Join the Drill Walk-Through for Drill Leads</p> <ul style="list-style-type: none"> • We'll show you how to run your Drill • Neighbors welcome • Pick up your lawn sign 	September 18, Thursday 7-8:30 pm, Burlingame Community Center
5	<p>Join the Communications Workshop</p> <ul style="list-style-type: none"> • Invite your block's Incident Commander (IC) and Communications Lead (if those roles are known) 	September 25, Thursday 7-8:30 pm, Burlingame Community Center
6	<p>Continue recruiting neighbors (minimum 8 needed)</p> <ul style="list-style-type: none"> • Review Drill Kit and read the script • Choose 8-10 scenarios you like 	A few days before
7	<p>Remind your participants and request RSVP</p> <ul style="list-style-type: none"> • Sample email at BurlingameNetwork.org under Resources > Drill Materials > Drill Lead Resources • Gather Drill Kit materials, Cache duffle contents, and any props 	A few days before

DRILL DAY! About 8 am, stake/flag your selected incidents around your block. Set up table(s) and chair(s), tape up Incident Chart, and put out forms. *Have Fun!*