



LEAD A DRILL IN 7 EASY STEPS!

For Drill Leads

How to stage a Citywide Drill on Your Block

<p>1</p>	<p>Recruit neighbors via flyers and email</p> <ul style="list-style-type: none"> • Sample flyers at <i>BurlingameNetwork.org</i> under Resources > Drill Materials > Drill Lead Resources 	<p>Now thru September</p>
<p>2</p>	<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. 19 Walk-Through 	<p>Mid-September</p>
<p>3</p>	<p>Identify your Incident Commander (IC) and Communications Lead (or choose these and other Lead roles on the Drill morning)</p>	<p>Prior to the Sept. 19 & 26 workshops if possible; or just before starting the Drill</p>
<p>4</p>	<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 	<p>September 19, Thursday 7-8:30 pm, Burlingame Community Center</p>
<p>5</p>	<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) 	<p>September 26, Thursday 7-8:30 pm, Burlingame Community Center</p>
<p>6</p>	<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 	<p>A few days before</p>
<p>7</p>	<p>Remind your participants and request RSVP</p> <ul style="list-style-type: none"> • Sample email at <i>BurlingameNetwork.org</i> under Resources > Drill Materials > Drill Lead Resources • Gather Drill Kit materials, Cache duffle contents, and any props 	<p>A few days before</p>

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!*