**Sample Reminder Email for Drill Leaders to Send to Drill Participants**

**When: Send a few days before the drill**

**Message line:**

**IMPORTANT: Instructions for Drill Sat. Oct. 5 – please come by 8:45 a.m.**

Dear Neighbor,

We are excited to see you this Saturday morning at the Burlingame Disaster Survival Drill that our neighborhood will be running at **FILL IN ADDRESS. Please arrive by 8:45 a.m.** to check in and get organized. The Drill will begin at 9 a.m. and last 90 minutes.

The drill will follow county health guidelines for Covid, and we are assuming it will be held in-person.  We may need to adapt the plan as our County Covid guidelines may change.

Below are Team Descriptions outlining the six roles for participants during the Drill. Please look these over to see which teams interest you.

Please wear comfortable shoes and dress for weather. If you are a CERT, we ask that you wear your CERT vest. You may also want to bring your CERT supply backpack.

If you have a working/charged set of walkie-talkies, we can use them!

I look forward to seeing you on Saturday! We have a great group of neighbors coming.

Thank you,

*YOUR NAME*

Your address

Your email address

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**DRILL TEAM DESCRIPTIONS**

Each neighborhood block will organize into six teams. Please review these role descriptions to see which roles interest you.

**Teams at base post**

* **Incident Commander (IC)**The IC is responsible for overall leadership and response activity for your base operation.
* **Communication Lead**Responsible for receiving, sending and logging radio messages to Ham radio operators at local schools. Also, if any, intra-block team walkie-talkie messages.
* **Scribe**

Collects Incident Report Forms from Safety and Wellness teams, and records data/updates on the main Incident Status Board. Works closely with the Incident Commander.

* **First Aid** **Team** (optional if running exercise for the first time)

Responsible for establishing a First Aid Station, gathering medical supplies and providing basic first aid/comfort. May extend to gathering food and shelter supplies if needed.

**Teams dispatched on the block**

* **Safety Team**

Conducts initial sweep of block to discover immediate incidents of **injuries or property damage**. Reports them to base. Responds to hazards per communication with Incident Commander at base (for example, by shutting off gas, using fire extinguisher or cordoning off area with caution tape).

* **Wellbeing Team**

Conducts initial sweep of block to discover immediate incidents related to neighbor welfare, such as injuries, unsupervised children or loose pets. Reports them to base. Responds per communication with Incident Commander at base (for example, by accompanying to First Aid Station or helping unattended children or individuals with special needs).