



Planning Process for a Neighborhood Drill

Step 1: Identify your drill design team.

For every drill, there should be a core group of people who will organize, train and conduct the drill. The number of people on this team usually depends on the complexity of the drill. The easier the drill, the less planning needs to take place before the drill and the fewer people need to be on the planning team.

Step 2: Decide the 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 part of PREP. If you are designing your own drill, start 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 training and confidence your neighbors have in the plan. Also, when creating your objectives, it's helpful to make them very specific. Example: Participants will understand the difference between response tasks and people tasks.

Step 3: Choose the drill date, time and location.

Ask who in the neighborhood would like to host the drill. Some drills will be conducted entirely at this house, while others will start and end there. Pick the time and day that is most convenient for your group which may mean that you incorporate your drill 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.

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'll have enough people to make the drill work and so you can prepare any materials needed.

Step 5: Complete administrative details.

Complete any administrative details needed to conduct the drill. Some drills will require copying of scenarios, tasks, simulated damage, etc.

Step 6: Create an evaluation plan.

Decide how to evaluate whether objectives were met and any suggestions for improvement. Who will do the evaluation? How will you share it with the group?

Step 7: Conduct and evaluate the drill.

Share the evaluation with your neighbors and decide how to improve your plan or what additional training your group may need to improve the 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
- Ask for RSVPs
- Announce via e-mail or mail
- 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