

ESP FOCUS

Plan Your Drill

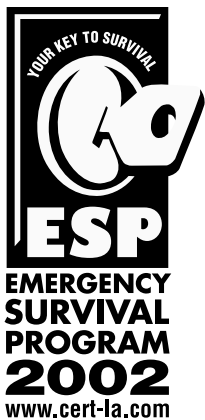


WHY?

How will your response team perform when an earthquake or another emergency occurs? How well does your plan identify skilled and trained personnel, equipment, supplies, etc., in the event of a disaster? Does everyone on the team understand his or her role and responsibilities?

One way to find out how well your plans and procedures are going to work is to practice them! Plan a drill or an exercise based on a make-believe earthquake or other disaster. Testing your plans this way will help you identify and correct any weaknesses before the real emergency occurs.

This ESP Focus Sheet provides guidance for planning your own drills and exercises. Testing your team's response is the next step in preparedness and may save lives in the next earthquake or other emergency.



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D E C E M B E R

Planning Exercises

While members of your response team receive training in their assignments and work on their pre-earthquake tasks, the Training Leader should begin planning an exercise. An exercise allows you to practice your plan.

The exercise should be designed to provide participants with experience in their roles before an actual emergency, increase their confidence, and identify weaknesses in the plan.

The Tabletop Exercise

Start by planning a tabletop exercise. The exercise should be based on a make-believe earthquake or another disaster chosen by the Planning Committee and should include problems that team leaders and their personnel are likely to face.

To conduct the tabletop:

- Assemble participants around a table in the same room.
- Distribute printed copies of the scenario.
- Read the scenario aloud.
- Read each problem, one at a time.
- Encourage each team to respond as completely as possible to each question.

As solutions and alternatives are discussed and evaluated, remind participants that comments are designed to identify problems and are not meant to criticize individuals.

The Functional Exercise

The next step is planning a functional exercise. Functional exercises provide an opportunity for the various members that comprise your response team to practice their assignments, including make-believe searches, treatment of victims and the actual completion of applicable checklists. To conduct an effective exercise:

- Add new and more challenging problems to the scenario used in the tabletop.
- Schedule separate functional exercises for each team. For example:

Date	Positions or Team
Jan. 19	First Aid and Medical
Apr. 24	Damage Assessment
July 27	Light Search and Rescue
Oct. 5	Communications

- Explain the purpose and ground rules of the exercise.
- Read the scenario aloud.
- Distribute packets containing new or additional information to be opened at designated times.
- Instruct participants to follow procedures outlined in their packets.
- Instruct participants to dress in appropriate gear, refer to applicable checklists and carry out their post-earthquake functions.
- Begin the exercise.
- Complete the exercise when tasks are complete or after an hour.
- Designate experienced people to observe and evaluate your exercise for strengths and weaknesses.



This action sheet is produced as part of the Emergency Survival Program (ESP). ESP is an awareness campaign designed to increase emergency preparedness at home, in the community, at work and at school. ESP was developed by the County of Los Angeles. The California Governor's Office of Emergency Services (OES) and representatives from Southern California cities and counties assist in the development of campaign materials and in coordination of the campaign.