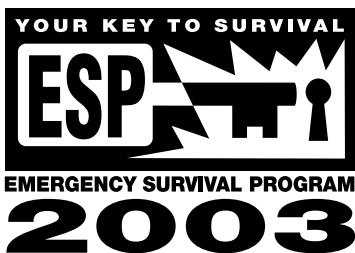


# ESP FOCUS

## Plan Your Drill



## Practice Makes Perfect

How will your response team perform when a flood, fire, 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 based on a make-believe flood, fire, earthquake or other disaster. Testing your plans this way will help you identify and correct any weaknesses before a real emergency occurs.

This ESP Focus sheet provides guidance for planning your own drills. Testing your team's response and correcting weaknesses is the next step in preparing and might save lives in the next flood, fire, earthquake or other emergency.

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# D E C E M B E R

## Planning Drills

While members of your response team receive training in their assignments and work on their pre-emergency tasks, the training coordinator should begin planning a drill. A drill allows your team to practice your plan.

The drill should be designed to provide participants with experience in their roles before a real emergency, increase the confidence of participants and identify weaknesses in your plan.

## Tabletop Drill

Start by planning a tabletop drill. The tabletop will be based on a simulated earthquake or another disaster determined by the Planning Committee and will include problems that team leaders and their personnel are likely to face.

To conduct the tabletop:

- Assemble participants around a table or 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 an individual person.

## Functional Drill

The next step is planning your functional drill. Functional drills provide an opportunity for the members of your response team to practice their assignments, including make-believe searches, treatment of victims and the actual completion of applicable checklists.

\* A written description of a simulated earthquake or another disaster that is used for tabletop drills is called a scenario.

## To Conduct an Effective Drill:

- Add new and more challenging problems to the scenario used in the tabletop.
- Set up separate drills for each function or team. For example:

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

- Explain the purpose and ground rules of the drill.
- 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-emergency functions.
- Begin the drill.
- Complete the drill when tasks are complete or after an hour.
- Designate experienced people to observe and evaluate your drill 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 coordination of the campaign.