

Revised October 27, 2010

Plan for Northside EmPrep Annual Drill
Saturday, January 22, 2011

Schedule:

Plan, organize and collect information by Nov 13, 4 wks.

Get supplies & equipment and produce & print documents by Dec 18, 9 wks.

Set up equipment by Jan 15.

Training demonstrations – Jeff

Plan, supply, set up and run

Rain preparation – John Blankenship

Plan (tarps, rope, tents?), supply

Update emergency situations – Tom U

12 situations, 9 for posting, 3 for training demonstrations

Info collection, document, set up

Update the response plan – Tom U

What changes are needed?

Drill evaluation form – Jeff

Info collection, document, print

Update the sorted member lists for printing – Tom T

Document

Update the map – Kirsten

Collect info, document

Update the Division Emergency Envelopes – Valorie

36 copies of maps and member lists

Organize the cache – Tom, Tom, and Todd

Update instructions for ICC setup, signs, 3x5 cards, IC notebook, laptop versions

Replace or revise Triplicate copy reporting scheme? – Dave, Jane

Plan, supply

Update communications board – Jane

Plan and post documents

Meet with Division and Block Captains – Tom T, Tom U (and Leadership Council?)

Plan collection of map info, inviting new members, and distributing flyer