

To Division Captains:

- Determine address (only one situation per address) and posting location (e.g. front door, side gate, telephone pole)
- Update document with addresses and posting locations.
- Print final copy.
- Cut apart the Situation/Response pairs. Cut off the section headers.
- Paste the Situation message beginning with “Situation #” on front of envelope.
- Insert Response message beginning with “To the Response Team” inside envelope.
- Seal the envelope.
- On morning of drill, tape (using removable tape) the envelopes to the posting locations.
- Do not inform Block Captains of posting locations. They have to search for them.

Fire Suppression Emergency Situations.....	2
Situation #1 at Division C (address).....	2
Situation #2 at Division A (address).....	4
Situation #3 at Division B (address).....	6
Light Search & Rescue Emergency Situations	8
Situation #4 at Division C (address).....	8
Situation #5 at Division A (address).....	10
Situation #6 at Division B (address).....	12
Shelter Operations & Logistics Emergency Situations	14
Situation #7 at Division C (address).....	14
Situation #8 at Division A (address).....	16
Situation #9 at Division B (address).....	18
First Aid/Medical Emergency Situations	20
Situation #10 at Division C (address).....	20
Situation #11 at Division A (address).....	22
Situation #12 at Division B (address).....	24

Fire Suppression Emergency Situations

Situation #1 at Division C (address)_____

posted at (location)_____

(BLOCK CAPTAINS: DO NOT OPEN. CONTENTS ARE FOR RESPONSE TEAM.)

**RESPONSE TEAM: REMOVE AND OPEN ENVELOPE, FILL OUT
FORM AND RETURN TO TEAM CAPTAIN.**

To the Block Captain:

A large branch has fallen here and knocked down power lines. There is some sparking from the lines, which are pinned under the tree. A fire has been ignited by the sparks and is spreading in the dry grass away from the power lines. No hose bib is nearby.

To the Response Team for Situation #1:

Check your response ...

Who are you? Team: _____

Members: _____

When did you arrive at the scene? _____

What did you have with you when you first arrived:

- Backpack pump filled with water
- Collapsible yellow water pails
- Caution tape
- _____

What did you do next?

- Send team member for any additional equipment needed.
- Drill exercise: Spray water on dry grass.
- Drill exercise: Fill pail with water and pour on dry grass.
- Drill exercise: Cordon off the power lines.
- _____
- _____

When was your response reported “complete”? _____

Return this slip to your Team Captain.

Situation #2 at Division A (address)_____

posted at (location)_____

(BLOCK CAPTAINS: DO NOT OPEN. CONTENTS ARE FOR RESPONSE TEAM.)

**RESPONSE TEAM: REMOVE AND OPEN ENVELOPE, FILL OUT
FORM AND RETURN TO TEAM CAPTAIN.**

To the Block Captain:

There is a strong smell of gas around this house. No one answers, but the neighbors think that one resident is home. The doors are unlocked, and some windows are open. A wooden structure near the house is on fire, which threatens to spread to the house.

To the Response Team for Situation #2:

Check your response ...

Who are you? Team: _____
Members: _____

When did you arrive at the scene? _____

What did you have with you when you first arrived:

- Gas shutoff wrench
- 50 ft of fire hose and nozzle
- _____

What did you do next?

- Send team member for any additional equipment needed.
- Drill exercise: Find meter; test fit the wrench. **DO NOT TURN OFF THE GAS!**
- Drill exercise: Find a hose bib; attach the hose and nozzle; test spray in the street.
- Check on the possibility of unconscious residents.
- _____
- _____

When was your response reported “complete”? _____

Return this slip to your Team Captain.

Situation #3 at Division B (address)_____

posted at (location)_____

(BLOCK CAPTAINS: DO NOT OPEN. CONTENTS ARE FOR RESPONSE TEAM.)

**RESPONSE TEAM: REMOVE AND OPEN ENVELOPE, FILL OUT
FORM AND RETURN TO TEAM CAPTAIN.**

To the Block Captain:

The garage door of this house is open, and a small fire is burning. There are electric sparks and a burning oil pan. The fire threatens to spread to the house and surrounding trees.

To the Response Team for Situation #3:

Check your response ...

Who are you? Team: _____
Members: _____

When did you arrive at the scene? _____

What did you have with you when you first arrived:

- Fire Extinguisher for oil and electrical fires
- 50 ft of fire hose and nozzle
- Gas shutoff wrench
- _____

What did you do next?

- Send team member for any additional equipment needed.
- NOTE: For drill, DO NOT USE FIRE EXTINGUISHERS! Any use requires replacement.*
- Drill exercise: Find a hose bib, attach the hose and nozzle, test spray in the street.
 - Drill exercise: Find meter; test fit the wrench. DO NOT TURN OFF THE GAS!
 - _____
 - _____

When was your response reported “complete”? _____

Return this slip to your Team Captain.

Light Search & Rescue Emergency Situations

Situation #4 at Division C (address)_____

posted at (location)_____

(BLOCK CAPTAINS: DO NOT OPEN. CONTENTS ARE FOR RESPONSE TEAM.)

**RESPONSE TEAM: REMOVE AND OPEN ENVELOPE, FILL OUT
FORM AND RETURN TO TEAM CAPTAIN.**

To the Block Captain:

A house has partially fallen off the foundation, one wall is leaning. Undefined series of noises can be heard coming from inside, up on the second floor. There is an impression someone might be inside.

To the Response Team for Situation #4:

Check your response ...

Who are you? Team: _____
Members: _____

When did you arrive at the scene? _____

What did you have with you when you first arrived:

- crow bars
- pry bars
- flashlights
- ladder
- cribbing material
- _____

What did you do next?

- Send team member for any additional equipment needed.
- _____
- _____
- _____

When was your response reported “complete”? _____

Return this slip to your Team Captain.

Situation #5 at Division A (address)_____

posted at (location)_____

(BLOCK CAPTAINS: DO NOT OPEN. CONTENTS ARE FOR RESPONSE TEAM.)

**RESPONSE TEAM: REMOVE AND REMOVE AND OPEN
ENVELOPE, FILL OUT FORM AND RETURN TO TEAM
CAPTAIN.**

To the Block Captain:

A tree fell and blocked the entry door to the house. Someone from inside is calling for help.

To the Response Team for Situation #5:

Check your response ...

Who are you? Team: _____
Members: _____

When did you arrive at the scene? _____

What did you have with you when you first arrived:

- crow bars
- pry bars
- saw
- _____

What did you do next?

- Send team member for any additional equipment needed.
- _____
- _____
- _____
- _____

When was your response reported “complete”? _____

Return this slip to your Team Captain.

Situation #6 at Division B (address)_____

posted at (location)_____

(BLOCK CAPTAINS: DO NOT OPEN. CONTENTS ARE FOR RESPONSE TEAM.)

**RESPONSE TEAM: REMOVE AND OPEN ENVELOPE, FILL OUT
FORM AND RETURN TO TEAM CAPTAIN.**

To the Block Captain:

A chimney collapsed inside a house. An occupant is trapped under a beam. He is conscious and uninjured but cannot free himself.

To the Response Team for Situation #6:

Check your response ...

Who are you? Team: _____
Members: _____

When did you arrive at the scene? _____

What did you have with you when you first arrived:

- crow bars
- pry bars
- flashlights
- cribbing material
- _____

What did you do next?

- Send team member for any additional equipment needed.
- _____
- _____
- _____
- _____

When was your response reported “complete”? _____

Return this slip to your Team Captain.

Shelter Operations & Logistics Emergency Situations

Situation #7 at Division C (address)_____

posted at (location)_____

(BLOCK CAPTAINS: DO NOT OPEN. CONTENTS ARE FOR RESPONSE TEAM.)

**RESPONSE TEAM: REMOVE AND OPEN ENVELOPE, FILL OUT
FORM AND RETURN TO TEAM CAPTAIN.**

To the Block Captain:

The earthquake has damaged this structure. Though the elderly residents are safe, the front corner of the house is off the foundation, and there is a danger of collapse.

To the Response Team for Situation #7:

Check your response ...

Who are you? Team: _____
Members: _____

When did you arrive at the scene? _____

What did you have with you when you first arrived:

- Map with current data on elders, children, pets and available beds
- _____

What did you do next?

- Determine any missing persons or pets.
- Locate safe place to move the elders.
- Assist in relocating them to safety.
- _____
- _____
- _____
- _____

When was your response reported “complete”? _____

Return this slip to your Team Captain.

Situation #8 at Division A (address)_____

posted at (location)_____

(BLOCK CAPTAINS: DO NOT OPEN. CONTENTS ARE FOR RESPONSE TEAM.)

**RESPONSE TEAM: REMOVE AND OPEN ENVELOPE, FILL OUT
FORM AND RETURN TO TEAM CAPTAIN.**

To the Block Captain:

The house has collapsed, with no signs of fire. Two adults and two young children are sitting unharmed on the edge of the rubble without a place to be safely: They need housing by nightfall and are concerned about their family dog which they cannot find.

To the Response Team for Situation #8:

Check your response ...

Who are you? Team: _____
Members: _____

When did you arrive at the scene? _____

What did you have with you when you first arrived:

- Map with current data on elders, children, pets and available beds
- _____

What did you do next?

- Locate safe place to move the family.
- Identify shelter for family for the night.
- Determine if the adults can help with response operations and assign to teams.
- _____
- _____
- _____
- _____

When was your response reported “complete”? _____

Return this slip to your Team Captain.

Situation #9 at Division B (address)_____

posted at (location)_____

(BLOCK CAPTAINS: DO NOT OPEN. CONTENTS ARE FOR RESPONSE TEAM.)

**RESPONSE TEAM: REMOVE AND OPEN ENVELOPE, FILL OUT
FORM AND RETURN TO TEAM CAPTAIN.**

To the Block Captain:

Neighbors from three houses, a total of 8 adults and two kittens, were all forced to leave their homes which are unsafe. They have come to this house for help, but none is available here.

To the Response Team for Situation #9:

Check your response ...

Who are you? Team: _____
Members: _____

When did you arrive at the scene? _____

What did you have with you when you first arrived:

- Map with current data on elders, children, pets and available beds
- _____

What did you do next?

- Identify shelter for people for the night.
- Determine if the adults can help with response operations and assign to teams.
- _____
- _____
- _____
- _____

When was your response reported “complete”? _____

Return this slip to your Team Captain.

First Aid/Medical Emergency Situations

Situation #10 at Division C (address)_____

posted at (location)_____

(BLOCK CAPTAINS: DO NOT OPEN. CONTENTS ARE FOR RESPONSE TEAM.)

**RESPONSE TEAM: REMOVE AND OPEN ENVELOPE, FILL OUT
FORM AND RETURN TO TEAM CAPTAIN.**

To the Block Captain:

The earthquake has seriously damaged the house and injured two occupants. One occupant has dragged himself outside clear of the debris. He is moaning that his leg is crushed. The other is lying on the ground next to him bleeding with an apparent compound fracture of the forearm.

To the Response Team for Situation #10:

Check your response ...

Who are you? Team: _____

Members: _____

When did you arrive at the scene? _____

What did you have with you when you first arrived:

- splinting materials
- bandage wraps
- _____

What did you do next?

- Send team member for any additional equipment needed.
- check for bleeding, shock
- first aid for bone injury
- _____
- _____

When was your response reported “complete”? _____

Return this slip to your Team Captain.

Situation #11 at Division A (address)_____

posted at (location)_____

(BLOCK CAPTAINS: DO NOT OPEN. CONTENTS ARE FOR RESPONSE TEAM.)

**RESPONSE TEAM: REMOVE AND OPEN ENVELOPE, FILL OUT
FORM AND RETURN TO TEAM CAPTAIN.**

To the Block Captain:

This house is apparently not badly damaged by the earthquake so the home is safe to enter, but one resident is yelling for help. Her husband is not trapped but apparently a large bookcase fell and knocked him unconscious.

To the Response Team for Situation #11:

Check your response ...

Who are you? Team: _____
Members: _____

When did you arrive at the scene? _____

What did you have with you when you first arrived at the scene:

- bandages if bleeding
- flashlight
- _____

What did you do next?

- Send team member for any additional equipment needed.
- main thing here is to assess for ABC
- check for broken bones especially neck
- stabilize and figure out how to get him to hospital.
- what NOT to do is try to wake him, give water or brandy, sit him up before assessment.
- _____
- _____

When was your response reported “complete”? _____

Return this slip to your Team Captain.

Situation #12 at Division B (address)_____

posted at (location)_____

(BLOCK CAPTAINS: DO NOT OPEN. CONTENTS ARE FOR RESPONSE TEAM.)

**RESPONSE TEAM: REMOVE AND OPEN ENVELOPE, FILL OUT
FORM AND RETURN TO TEAM CAPTAIN.**

To the Block Captain:

The house is OK, one occupant is out front crying for help. The gas is off and a kitchen fire was distinguished. The fire burned the arm of the other occupant badly who is lying in the kitchen screaming.

To the Response Team for Situation #12:

Check your response ...

Who are you? Team: _____
Members: _____

When did you arrive at the scene? _____

What did you have with you when you first arrived:

- cold pack
- dressings to stop bleeding if any
- _____

What did you do next?

- Send team member for any additional equipment needed.
- first aid for burns
- wrap
- move to hospital
- what NOT to do: butter, ice, washing, debriding.
- _____
- _____

When was your response reported “complete”? _____

Return this slip to your Team Captain.