Emergency Drill Planning

What is a drill?
A drill is a run through or a practice of something associated with your emergency plan.

Why is it necessary to do a drill?
1. It is a requirement
2. To test your plan because you are ready to see if your plan or a part of your emergency plan is complete enough
3. To build the relationships you will use during a real disaster
4. Each drill you do will help you down the road
5. To expose leaks, test perspectives, and give confidence for what to do

What is the goal of a disaster drill?
To have a plan in place so employees react to emergencies in an organized or methodical way.

Preparedness Cycle

Evaluate and Assess → Revise Plans
↑ Exercise ← Train ← Coordinate and Equip
↓

Building block approach to select the right drill for your business
As you go down the list you increase the amount of planning, training, and capability needed:

1. Orientation seminars
   - **Objectives:**
     - Introduces new programs or plans
     - Reviews roles and responsibilities
     - Serves as a starting point for most other drills
   - Focus on internal coordination
   - Example: staff development training in the areas of crisis planning, emergency response issues, and prevention/intervention issues
2. Emergency Drills
   • **Objectives:**
     - Practice and perfect a single emergency response
     - Concentrate the efforts of a single function
     - Provide field experience
   • Focus on internal coordination
   • Example: fire drills, storm drills, bus drills, lockdown drills

3. Tabletop Drills – discussion based
   • **Objectives:**
     - Allows low stress discussion of plans, policies, and procedures
     - Provides an opportunity to resolve questions of coordination and responsibility
   • Feature possible information exchange among personnel
   • Example: practical written scenarios for planning purposes, crisis team planning, and diagrams of emergency preparedness

4. Functional Drills/Exercises
   • **Objectives:**
     - Simulates a real emergency under high stress conditions
     - Tests coordination among various functions and outside response agencies
   • Involves outside planning and response. The coordination of these drills should include a joint agency plan for response
   • Example: critical public safety drills with responding agencies and medical emergency drills with outside resources

5. Full Scale Drills/Exercises
   • **Objectives:**
     - Tests a community’s total response capability
     - Drills as close to reality as possible – using real equipment and agency personnel
   • Should involve all responding agencies with an emphasis on local emergency management coordination
   • Example: full-scale emergency drills involving all internal and external response functions, and large community event to heighten response issues in the areas of planning and development for a real life response

**Process of planning the drill**

Assess your facility’s needs — what to test?
• Problems that need to be resolved
• Skills needing practice
• Functions needing strengthening
- New personnel that have not participated
- Recurring problems with the process
- Use of supplies

Define the scope of the drill
- Helps to put realistic limits on the drill process
- Scope addresses:
  - What area is to be tested (function) –
    - Be specific about procedures in each function
    - List operations to practice
  - Who is to be tested (personnel and resources)
  - What type of emergency will be addressed
  - Where – what location to use
    - Choose a realistic site
    - Consider traffic problems and safety issues
    - What type of drill, what scale

Purpose statement
- Summarizes the drill scope – takes the above factors and puts them in a single concise statement
- A broad statement of the exercise goal clarifies reasons for the exercise
- Useful in communicating with media and community

Develop the drill — objectives
- Specific and performance-based
- Breaks down the purpose statement:
  - **Who** should do… (action)
  - **What** under what conditions….
  - To what standard (level of performance)

  - Example – Within 15 minutes (standard) after the evacuation notice is given, (conditions) members of the EOC (who) will complete notification procedures to managerial staff (specific action)

Specific planning actions
- Training – what is needed before trying to execute the drill
  - Who needs it?
  - What do they need know about – equipment, procedures, policies, supplies
  - How are you going to train them – when, where, who
  - Do you need outside help to train – fire, police, etc.
  - Notification – who do you need to involve in the planning and execution of drill
• Supplies – what is needed
  • Do you need to purchase anything?
  • Is there training needed to operate, put up, etc.?
  • Are there specific written instructions that might help? Keys – are they involved and needed?
  • Access to anything needed?

• Timing – when will this happen
  • Who and what else does this affect?
  • Make it worth everyone’s time to be involved

• Debriefing – be sure to plan
  • Have a time arranged to do this – get input from everyone
  • Consider an evaluation form or drill reporting form
  • Use lessons learned from this for the next drill
  • Follow up on lessons learned that need attention asap
  • Share with appropriate people

Remember: What part should we drill or exercise? Have we done training for it?