



Neighborhood Group Leader Overview

As the Neighborhood Group leader, you will take the lead in setting up the Incident Command post for your neighborhood and choosing activities for your Group.

EXERCISE OBJECTIVES

The objective of the 2014 Citywide Exercise is to give individuals and groups the opportunity to:

1. Prepare households with kids and pets for an emergency
2. Practice emergency communications
3. Conduct fire prevention activities and practice fire suppression skills
4. Perform a simulated damage assessment of the neighborhood

EXERCISE SCHEDULE

SATURDAY, OCTOBER 18, 2014

9:00 AM - 11:00 AM Citywide Exercise
11:00 AM - 11:30 AM Neighborhood Feedback Session
12:00 PM - 1:00 PM Citywide Exercise Debriefing

SAMPLE EXERCISE ACTIVITIES

Gathering with neighbors to practice emergency skills together is one of the most important steps in building your and your neighborhood's disaster readiness. No matter how big or small your group is, you can plan to meet at a neighborhood gathering place or Incident Command Post at the start of the exercise at 9:00am. It is recommended that the Neighborhood Incident Command Post be set up prior to the start of the Exercise. This will give participants a chance to arrive and check in without waiting for the command staff to set up status boards, sign-in tables, etc.

Suggested activities for this exercise are provided in the Activity Guides that can be downloaded at <http://www.cityofberkeley.info/prepare/activity-guides>. A list of sample scenarios to work on can also be found here.

This is a self-directed exercise. Choose the activities that work for your group.

Here are a few examples of fictional groups and their activities for this exercise:



- The ACTON-CHANNING group is new and does not yet have a emergency disaster cache of supplies. The group meets at a nearby tot-park and chooses to perform a neighborhood walkthrough as their primary activity. During the walkthrough, one member documents gas and water shut-off valve locations for the neighborhood. Additionally, each member of the group contacts his or her Out-of-Area contact during the exercise.
- The MONTEREY-MARKET group has practiced drills before. Prior to 9 am, the group leaders set up an incident command post with an Incident Commander, Safety Officer, and Operations Chief. They decide to run two simultaneous activities: a basic hand-held radio practice at the command post, and a damage assessment of the neighborhood with scenarios. The leader assigns two-person teams to look for scenarios that have been posted on stakes at the sidewalk in front of homes throughout the neighborhood, and report back on their findings using handheld radios and damage assessment forms to communicate. Near the end of the exercise, a fire crew visits the group and the Operations Chief delivers damage assessment to the crew.
- The ASHBY-MABEL group chooses to ask every group member to do at least two 5-minute individual activities at home, and then meet at San Pablo Park at 10 am to report on their activities. All members together then tune in AM 1610 and other emergency radio stations on a portable radio at the park to check that their radios can receive these stations from that location
- The GRIZZLY-SUNSET group is located in Berkeley Hills and chooses to focus on fire safety and suppression skills. Each member performs individual fire safety activities at home and then the group practices a fire suppression exercise using garden hoses together at one neighbor's house.
- The LOWER-ELMWOOD group sets up a childcare area and some neighbors watch children while their parents take a brief walk around the neighborhood. This establishes a relationship in which neighbors are comfortable trusting each other with childcare while parents perform response activities.

GROUP LEADER RESOURCES

In addition to the suggested activities in the Activity Guides, Group leaders may find the following resources available for download on the website at <http://www.cityofberkeley.info/prepare/group-leaders>:

- Sample scenarios and templates
- Group Leader Planning Checklist
- Damage assessment form
- General communication form
- Feedback form



EXERCISE RULES

- 911 **will not** be used during the exercise. Use 911 only if there is a real injury or emergency.
- Any emergency response from outside agencies (such as ambulances and hospitals) will be simulated. Groups that are simulating injured persons should simulate the transfer of injured persons to these agencies.
- For this exercise, the Berkeley Emergency Operations Center will not be formally staffed.
- Weather for the scenario is whatever conditions are truly present on the date of the exercise. The exercise will not be canceled except for truly hazardous conditions.
- All exercise communications will begin and end with the statement **“THIS IS AN EXERCISE.”** This precaution is taken so that anyone who overhears the conversation will not mistake exercise play for a real-world emergency.
- If your group is simulating an emergency situation, Neighborhood Groups must designate one member to be a Safety Officer. The Safety office will be identified with a red name badge and will be responsible for intervening in any unsafe situations.
- In the event of a real emergency, **“STOP EXERCISE”** will be declared to end the exercise locally. Call 911 if needed for a real emergency. All real injuries of any nature shall be immediately reported to the Safety Officer.

EXERCISE EVALUATION

- Each Group leader will use the Exercise Feedback Form to record their experiences.
- A Citywide Exercise Debriefing will be held after the exercise to share participant experiences and provide feedback to the planning committee on what went well, what didn't go well, and what can be improved.
- Group leaders should bring their Exercise Feedback Forms and copies of scenario messages to the Debriefing.
- Feedback forms will be compiled into an official After Action Report by the Berkeley CERT Exercise Planning Team. The report will include recommendations for future exercises and programs based on comments and suggestions from participants. It will be distributed via electronic copy to all participating group leaders and will be available on the City's Office of Emergency Services web page, <http://www.cityofberkeley.info/prepare>.