Group Leader Checklist

	Make sure your group and all group members are registered for the exercise. Visit www.albanyca.org/prepare or http://www.cityofberkeley.info/prepare to register. ALL PARTICIPANTS (whether participating in groups or individually) ARE ENCOURAGED TO REGISTER
	Publicize the Exercise in your neighborhood. A Sample Publicity Flyer can be downloaded from the Exercise website. You can also download and print the postcard-sized flyers. A limited number of postcards & posters are available in Albany through Karina Tindol.
	Confirm your participants and schedule pre-exercise meeting(s) to prepare for the exercise. Use the meetings to plan your group's activities. Identify any resources you need to obtain before the exercise, plus any skills to practice in advance.
	Participate in the suggested pre-Exercise activities. The City will email tips and reminders to registered participants in the weeks leading up to the exercise.
	Identify any other nearby organized groups and coordinate with them (if applicable). Karina Tindol can provide that information.
	Choose a member of your group to be Safety Officer during the Exercise.
	Choose and prepare your group's scenarios for the exercise. Sample scenarios and templates can be downloaded from the Exercise website**.**
	Participate in the Exercise.
	Albany Fire Department representatives will visit several groups on the day of the exercise. If they arrive in your neighborhood, the Incident Commander should be prepared to provide them with a simulated damage assessment of the neighborhood.
	Record feedback on the Exercise Feedback Form
	Attend the Exercise Debriefing between 12-1 pm at the Albany City Council Chambers. Bring your completed Feedback Forms to submit.
	Plan a follow-up meeting with your neighborhood group members to build on the momentum of the experience. Discuss lessons learned, identify action items, and encourage additional CERT training and other preparedness activities.