



Berkeley Emergency Preparedness Month

October, 2015

Group Leader Checklist

	<p>Make sure your group and all group members are registered for the Exercise. Visit http://www.cityofberkeley.info/prepare to register. ALL PARTICIPANTS (whether participating in groups or individually) SHOULD REGISTER FOR THE EXERCISE.</p>
	<p>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.</p>
	<p>Confirm your participants and schedule pre-Exercise meetings 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.</p>
	<p>Register for BENS emergency messages, and encourage group members to do so. See the Emergency Communications Activity Guide for details.</p>
	<p>Participate in the suggested pre-Exercise activities. The City will email tips and reminders to registered participants in the weeks before the exercise.</p>
	<p>Identify any other nearby organized groups and coordinate with them (if applicable). If your group and theirs will practicing two way radio communication coordinate the channels each group will be using to avoid confusion during the Exercise.</p>
	<p>Choose a member of your group to be Safety Officer during the Exercise.</p>
	<p>Choose and prepare your group's scenarios for the Exercise. Sample scenarios and templates can be downloaded from the Exercise website.</p>
	<p>Participate in the Exercise.</p>
	<p>Berkeley 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.</p>
	<p>Record feedback on the Exercise Feedback Form</p>
	<p>Attend the Exercise Debriefing between 12-1 pm at Berkeley Bowl West, 920 Heinz Ave. Bring your completed Feedback Forms to submit.</p>
	<p>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.</p>