

Call Down Drill Form

submitted by: _____

Drill Start Date (mm/dd/yy):		Drill End Date	
Drill Start Time (hh:mm) AM/PM:		Drill End Time (hh:mm) AM/PM	

Drill time is the time that was allotted to conduct the operational drill and should reflect a pre-identified operational period that is used to collect the operational performance data. This time should be a realistic value and not a time that is artificially extended in attempt to improve an overall response or acknowledgement rate. Drill times for activities that were performed as part of a larger exercise should include only the operational window for the individual drill activity.

Was this drill part of an HSEEP exercise or was it a stand alone drill?	HSEEP exercise	Stand alone Drill
Was this drill part of Functional or Full-Scale exercise?	Functional	Full Scale

Name of exercise:	
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Date exercise began:	
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Was this drill part of a real world event? (check one)	Yes	No
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If "YES"--What type of real world event? (check a box)	Bioterrorism Event	
	Natural Disaster	
	Disease Outbreak	
	Pandemic Influenza	
	Seasonal Influenza	
	Other (Please Specify):	

What was the extent of notice for this drill? Select from:	No Notice	
	Partial Notice	
	Full Notice	

What communication platforms were used for call down ? Check all that apply:	Phone	
	Email	
	Text	
	Pager	
	Other (Please Specify):	

What calling process was used to notify sites? <i>Be sure that your message notification includes a description of a target time that sites would be expected to have facilities activated and ready for operation. Target times should be established with consideration of the operational roster under evaluation.</i>	Automated	
	Manual	
	Hybrid (auto + manual)	

Time that calling began (hh:mm AM/PM): <i>The time the first attempt is made to contact staff.</i>	
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Time that calling ended: (hh:mm AM/PM): <i>The time the last attempt was made to contact staff.</i>	
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Time first person acknowledged:	
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Time last person acknowledged:	
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Numbers of staff on call downs:
 Ensure all staff from each facility type are included in the drill. The drill should include staff tasked to respond to a plausible real world emergency activation scenario. This drill is meant to test operational capabilities and should demonstrate your ability to mobilize a full complement of staff for an indicated operational activity. At least once per year the quarterly call down drill must include notification to staff in all facility types in your jurisdiction.

EOC Staff

Total number of EOCs in your jurisdiction:		EOC staff notification should include staff filling the following positions: Incident Commander/Deputy, Planning, Logistics, Operations, Finance/Admin, PIO, Safety Officer, Security, other. Target assembly time for EOC staff is 60 minutes or less
Total number of staff notified:		
Number of staff who acknowledged:		
Target time for assembly:		
Number of staff able to assemble by target time:		

Regional or Local Distribution Sites

List of # of RDS or LDS sites in your jurisdiction:		LDS/RDS staff notification should include staff filling the following positions: LDS/RDS manager and backup, shipping and receiving staff, Operations, Inventory Management, QA/QC, IT, other
Total number of staff notified:		
Number of staff who acknowledged:		
Target time for assembly:		
Number of staff able to assemble by target time:		

Points of Dispensing (PODs)

List the # of primary PODs in your jurisdiction:		POD staff notification should include staff filling the following positions: POD manager and backup, PIO, Safety Officer, Operations, Logistics, Security, greeter, dispensing team and lead, forms screening, distribution lead, IT, inventory management, volunteer coordinator, other
Total number of staff notified:		
Number of staff who acknowledged:		
Target time for assembly:		
Number of staff able to assemble by target time:		

Public Information and Communication

Total number of staff notified:		Comments:
Number of staff who acknowledged:		
Target time for assembly:		
Number of staff able to assemble by target time:		

Security/Law Enforcement

Total number of staff notified:		Comments:
acknowledged:		
Target time for assembly:		
Number of staff able to assemble by target time:		

Critical Workforce

Total number of other staff notified:		Comments:
Number of staff who acknowledged:		
Target time for assembly:		
Number of staff able to assemble by target time:		

Other, please list:

Total number of other staff notified:		Comments:
Number of staff who acknowledged:		
Target time for assembly:		
Number of staff able to assemble by target time:		