

## CRC DRILL SUPPLY LIST

The following are some of the supplies that may be needed to carry out the Community Reception Center (CRC) drill:

- ✓ Drill registration table
- ✓ List of participants and their roles
- ✓ Sign-in sheet
- ✓ Name badges with the name and role of each participant [templates in the Toolkit are set up to work with Avery 5392 Name Badge Insert Refills, which are 3"x4" name tags that work with any style of badge holder]
- ✓ Sticky labels (for actors to wear to show physical characteristics such as "child" or "wheelchair")
- ✓ Volunteer waiver forms and instructions
- ✓ Symptomology Cards (Actor and Contamination Cards)
- ✓ Copies of Exercise Plans, Player Handbooks, etc. as appropriate for each participant
- ✓ Mouflage materials or makeup as appropriate
- ✓ Signs to direct drill participants to waiting and play areas
- ✓ Signs/table tents/ropes and stanchions to designate drill areas (e.g., waiting area for players, waiting area for evaluators/controllers) [the CRC should have its own signage, which would be evaluated as part of the drill]
- ✓ Audio/visual equipment and/or flip charts, easels, and markers for briefings
- ✓ Notepads, clipboards, and pens/pencils for controller/evaluators
- ✓ Copies of CRC plans and procedures for evaluator/controller reference
- ✓ Copies of Exercise Evaluation Guides for evaluators
- ✓ Refreshments for participants (water at minimum) [the CRC drill could provide an opportunity for an organization such as the American Red Cross to conduct a mass feeding drill or otherwise exercise its support function]
- ✓ First aid station
- ✓ Press release/kit
- ✓ Blank feedback forms and collection box
- ✓ Certificates of participation/completion
- ✓ Reward/incentives for volunteers
- ✓ Supplies for pets, if live animals will be included in the drill

## CRC DRILL SUGGESTED STAFFING

Make sure there are enough people to staff the drill. Consider having:

- ✓ 1 Drill Director
- ✓ 1 Lead Evaluator
- ✓ 1 Lead Controller
- ✓ Safety Controller, responsible for participant safety [can also be a “floating” controller; should not also be an evaluator; the Drill Director can also serve in this role]
- ✓ Observer/Media Controller, responsible for escorting observers and media [may need more than one depending on how many observers and media are expected, especially if there are VIPs]
- ✓ 1 or 2 Controller/Evaluators per station
  - Small drills may need to combine the Controller/Evaluator roles.
  - Large drills should consider having separate controllers and evaluators at each station (as staffing allows).
- ✓ One Radiological Controller for each radiation monitoring lane to provide simulated contamination readings
- ✓ 1 or 2 “floating” Controller/Evaluators
- ✓ Actor Controller, responsible for handling the volunteer actors and distributing Symptomology Cards [should not also be an evaluator]
- ✓ 60–75 volunteer Actors per every 300<sup>1</sup> affected people to be portrayed
- ✓ 1 or 2 Support Staff to handle registration and other logistics

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<sup>1</sup> Note that 300 simulated “affected people” is the smallest number that is recommended for the drill.