

# CERT NOTIFICATION DRILL

Date of Drill

**CERT Team:** \_\_\_\_\_

Time Drill Initiated

Person Initiating Drill

**How Contacted**

Time Drill Completed

		H O M E	W O R K	C E L L	E M A I L	NO Contact	
Call Tree Contact List	Time Contacted						Reason for No Contact
1							
2							
3							
4							
5							
6							
7							

**INSTRUCTIONS:** Each Team member who is responsible to call another team member in times of emergency should have a copy of this form. The date & time fields are self explanatory. Person Initiating Drill is either the Team Coordinator or Deputy Coordinator. Call Tree Contact List is the list of team members you are responsible for calling in times of emergency. When contact is made, make sure you indicate "THIS IS A DRILL - NO RESPONSE NECESSARY". In space provided, indicate time of contact and check appropriate box for how contacted. If NO CONTACT is made, explain reason (ie; contact numbers wrong) You must try to contact team members by using any of the numbers you have on file. Once contacted, ask team member if other numbers you have on file are correct. If not, make note of correct numbers and give to Team Coordinator/Deputy Coordinator. Once drill is completed, forward this form to Team Coordinator/Deputy for review. Team Corrdinator/Deputy keep drill on file.