# EDS Site Activation and Availability Drill Script

**Instructions:** When prompted by the Send Word Now (SWN) notification to the 24/7 public health contacts for your community, use the text below to notify the EDS facility contacts by following the notification procedures outlined in the EDS plan. Monitor acknowledgements from the facility contacts for **60 minutes** from the time the notification was sent. The drill is **“call down only”** meaning that the drill is used to validate the facility contacts roster (i.e. phone numbers, e-mail) and to test local notification procedures and systems. **EDS facilities are NOT required to be made available for this drill.**

Highlighted areas in the script indicate information that must be updated prior to issuing the activation notification to the EDS facility contacts. Additional changes to the script may be necessary depending on the type of notification system used. Document drill information and results in the MDPH EDS drill forms provided by the PHEP Planner assigned to your community. The PHEP Planners are available to provide technical assistance on the drill forms. For additional information, please review the BP1 SNS Drills Frequently Asked Questions (FAQ).

## Email script

Subject: DRILL: Activating an Emergency Dispensing Site – Please Reply

**\*\*THIS IS A DRILL\*\* Reply is requested for informational purposes only. EDS activation is NOT required.**

This is a drill to test notification procedures to request activation of your facility for use as an Emergency Dispensing Site (EDS) during a public health emergency. Please reply to this email to acknowledge receipt of this test notification.

**\*\*Again, this is a DRILL. EDS activation is NOT required.\*\***

Thank you,

[Insert Name]

[Insert Board of Health/Health Department Name]

## Phone script

This is [Insert Name] with the [Insert Board of Health/Health Department Name]. This is a drill to test notification procedures to request activation of your facility for use as an Emergency Dispensing Site (EDS) during a public health emergency. Please [call/text] [000-000-0000] to acknowledge receipt of this test notification. You may leave your acknowledgment on the voicemail. **Acknowledgement is requested for informational purposes only. EDS activation is NOT required. Again, this is a drill.** The number to acknowledge this message is [000-000-0000]. Goodbye.