# EDS Staff Notification and Assembly Drill Script

**Instructions:** When prompted by the Send Word Now notification to the 24/7 public health contacts for your community, use the text below to notify the EDS Command Staff by following the notification procedures outlined in the EDS plan. Monitor acknowledgements from the EDS Command Staff 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 EDS Command Staff roster (i.e. phone numbers, e-mail) and to test local notification procedures and systems. **EDS Command** **Staff are NOT required to assemble for this drill.**

Highlighted areas in the script indicate information that must be updated prior to issuing the notification to the EDS Command Staff. 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: Opening an Emergency Dispensing Site – Please Reply

**\*\*THIS IS A DRILL\*\* Reply is requested for informational purposes only. Do NOT deploy.**

This is a drill to test notification procedures for Command Staff with designated Emergency Dispensing Site (EDS) roles. Please reply to this email to acknowledge receipt of this notification.

**\*\*Again, this is a DRILL. Staff do NOT need to deploy to the EDS.\*\***

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 for Command Staff with designated Emergency Dispensing Site (EDS) roles. Please [call/text] [000-000-0000] to acknowledge receipt of this EDS Command Staff notification. You may leave your acknowledgment on the voicemail. **Acknowledgement is requested for informational purposes only. Staff do NOT need to deploy to the EDS. Again, this is a drill.** The number to acknowledge this message is [000-000-0000]. Goodbye.