**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
* Moulage 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[[1]](#footnote-1) affected people to be portrayed
* 1 or 2 Support Staff to handle registration and other logistics
1. Note that 300 simulated “affected people” is the smallest number that is recommended for the drill. [↑](#footnote-ref-1)