# BP4 “Conduct One (1) Call-down Notification Drill” Deliverable Template

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| **Sub-recipient name:** | Borough coalition sub-recipients |
| **Deliverable number and name:** | **C1.4. Conduct one (1) Call-down Notification Drill** |

**Instructions:** Here are the steps to follow for completing this deliverable.

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| **1** | **Make a note of the DOHMH Program Manager’s name and contact information.** |
| **2** | **Review deliverable text taken from the SOW and direct any questions to your DOHMH Program Manager well before the deliverable due date(s).** |
| **3** | **Skip this step. No proposal required.** |
| **4** | **Complete the fields for the deliverable final report (if provided below).** |
| **5** | **If provided below, submit any additional documentation required to your DOHMH Program Manager. This is noted in the deliverable text (step 2) as well as below.** |

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| **1** | **DOHMH Program Manager:** Marsha Williams, MPH, CBCP  **Phone number:** 347-396-2719  **Email:** [mradclif@health.nyc.gov](mailto:mradclif@health.nyc.gov%20%20%20) |

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| **2** | **Deliverable as per the SOW**  **Required Activities:**  Plan and conduct one (1) call‐down notification drill with a target participation rate of 100% of borough coalition member points of contact to increase response rates and improve communications among members.  Determine and share drill parameters and timeframe for response with borough coalition members prior to conduct of the drill. Monitor and share results with all participants following the drill.  Drill must include at least one (1) interactive component/activity (e.g., collect and report out census, or ask for a critical asset count, such as available‐to‐share ventilators, from each member).  **Required Documentation:**  Summary report of one (1) call‐down notification drill due by the final performance period of the contract (March 1, 2023 to June 1, 2023).  It is recommended to include a copy of report from mass notification or survey used for Call-down Notification Drill. |

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| **3** | **There is no proposal due for this deliverable. Move to step 4 below.** |

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| **4** | **Summary Report | DUE DATE: June 1, 2023** | |
| **Requirement** | **Your Response** |
| **Purpose | Objectives** |  |
| **Overview** |  |
| **Scenario** |  |
| **Results | Impacts & Outcomes** |  |
| **Gaps and Opportunities for Improvement** |  |
| **Improvement Plan | Next Steps** |  |
| **Add rows by using the tab key.** |  |

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| **5** | **It is recommended to include a copy of report from mass notification or survey used for Call Down Drill.** |
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