

ShakeOut Drill

For K-12 Schools



Are You Ready to ShakeOut?

Major earthquakes can cause unprecedented catastrophes. With earthquakes as an inevitable part of our future, schools should make plans and take actions to ensure that disasters do not become catastrophes. The *Great California ShakeOut*, is an earthquake and preparedness drill which will occur at 10:17 a.m. on Thursday October 17, 2013. All district students and staff will be participating in this drill.

The following are steps to be taken before, during, and after the drill.

Drills for Schools

***Drop, Cover, and Hold On* Drill and Building Evacuation**

This standard drill and evacuation uses simple steps to inform all teachers and students how to perform Drop, Cover, and Hold On – a quake-safe action designed to protect lives and prevent injuries from falling furniture and flying objects than can become projectiles during ground shaking. Teachers and students will then evacuate the building according to the school disaster plan.

BEFORE the Drill

1. Instruct your teachers in how to lead their classes in the drill, including:

- The date & time of your Drill will be at 10:17 a.m. on Thursday October 17, 2013

How to correctly perform *Drop, Cover, and Hold On*, wherever teacher and/or students are. This includes dropping to the floor (to prevent falling), making yourself as small a target as possible, and protecting your head, neck and chest by taking cover under a sturdy desk or table or near an interior wall, covering your head your hands and arms. Adapt these procedures for anyone who cannot take this position, and for anyone in any unique locations, including outdoors.

Being outdoors will make you safe from debris, but not safe from the actual earthquake. You should drop and cover if you are outdoors.

- Your expectations for class participation are outlined below (i.e. *Drop, Cover, and Hold On*; follow evacuation procedures to selected safe location; gather at a central location for a head count; conduct post-drill discussions).

DURING the Drill

1. Via the public announcement (PA) system, alarms, or verbal direction (in the event of a real earthquake your signal will be the beginning of shaking itself):
 - Announce that the earthquake drill has begun and to *Drop, Cover, and Hold On*.
 - Suggest that while dropping under a sturdy desk or table, students and teachers look around at what would be falling on them in a real earthquake. These items should be secured or moved after the drill.
2. After at least one minute, announce that the shaking is over
3. Based upon your school disaster plan, have teachers, students and staff follow school evacuation procedures according to the school disaster plan.
4. If an aftershock occurs while you are exiting, *Drop, Cover, and Hold On* until the shaking stops.
 - When the shaking has stopped (or when the all clear announcement is given) IMMEDIATELY and before you exit your room take ten seconds to look around, make a mental note of damage and dangers, check to see if any students are injured. If immediate help can be given to open airway, stop serious bleeding, or put out a small fire do so. Ask responsible students to assist lightly injured. Non-ambulatory injured should be reassured and wait for treatment where they are, unless it is more dangerous to remain.
5. Take your classroom Roll book and any emergency kit or supplies. Make sure these stay with the person actually escorting the class to the Emergency Assembly Area (EAA).
6. Use the BUDDY SYSTEM. Classes should exit in pairs with one teacher in front and one in the back. Take a few seconds to check briefly with the teacher in the classroom to the left, to the right, and across the hall to see if they are in need.

In the absence of a teaching assistant, be prepared to take a class of a colleague while that teacher assists with any injuries or in the duties assigned to them. Escort your class(es) to their designated place in the EAA.

- Use the suggested routes on your evacuation map or alternate route if yours is blocked or unsafe.
 - Everyone is to stay together and to quickly and quietly evacuate following the 4 Evacuation Rules. : **Don't Talk! Don't Push! Don't run! Don't turn back!**
 - Select two responsible monitors to lead, carefully checking that the evacuation route is clear. You bring up the rear, seeing that everyone is together.
 - Check that exit routes are clear. Move directly away from the building when exiting. Children should cover their heads with their bag or book. Do NOT use any stage lifts.
7. Encourage students and teachers to discuss their experiences with one another.
 8. Take roll and account for all absences. Each teacher will verify with office.
 9. All schools will be asked to contact command center via hand held radio utilizing your disaster drill response procedure representative before returning to classes or offices.

AFTER the Drill

1. Debrief together in your classes and staff meetings. Ask for feedback on how the drill went.
2. Encourage staff and students to prepare at home using the 7 Steps to Safety from "*Putting Down Roots in Earthquake Country*"

(see attached or go to www.earthquakecountry.org/roots/seven_steps.html)

ADDENDUM

If you have a physical disability or movement limitation:

During earthquakes it is important to protect yourself from falling, or being hit by falling objects. When shaking begins, if possible:

- Drop** down to the floor (before the earthquake knocks you down);
- Take **Cover** under a table or desk (or cover your head and neck with your arms); and
- Hold On** to the leg or other part of the furniture until the shaking stops. If you have mobility or balance issues, the shaking motion may increase your difficulties. Get to the floor in a seated position (and against an inside wall if possible). Protect your head and neck with your arms.

If you are unable to “Drop, Cover, and Hold On”:

If you have difficulty getting safely to the floor on your own, get as low as possible, protect your head and neck, moving away from windows or other items that can fall on you.

- If using a wheelchair lock your wheels and remain seated until the shaking stops.
- Always protect your head and neck with your arms, a pillow, a book, or whatever is available.

Deaf or hard of hearing:

Be sure to have more than one method to receive warnings and evacuation information.

Blind or low vision:

Earthquakes can cause items to fall and furniture to shift. Regular sound clues may not be available afterwards. Move with caution.

Developmental/Cognitive/Intellectual disabilities:

For anyone who has difficulty understanding, remembering, or learning – keep simple, short instructions and important information with you and in your kits. If they use augmentative communication supports, include these in your planning.

SEVEN STEPS TO EARTHQUAKE SAFETY

When it comes to disaster, there are simple things you can do to make yourself safer. The information on this page is designed as a step-by-step guide to give you details on what to do before, during, and after an earthquake. Start with the simple tips within each step so that you can build on your accomplishments.

An example of this in Step 1 is moving heavy, unsecured objects from top shelves onto lower ones. This will only take minutes to complete and you are safer from that hazard!

The information in the steps linked below will help you learn how to better prepare to survive and recover, wherever you live, work, or travel.

PREPARE

Before the next big earthquake we recommend these four steps that will make you, your family, or your workplace better prepared to survive and recover quickly:

Step 1:

[Secure your space](#) by identifying hazards and securing moveable items.



Step 2:

[Plan to be safe](#) by creating a disaster plan and deciding how you will communicate in an emergency.



Step 3:

[Organize disaster supplies](#) in convenient locations.



Step 4:

[Minimize financial hardship](#) by organizing important documents, strengthening your property, and considering insurance.



SURVIVE AND RECOVER

During the next big earthquake, and immediately after, is when your level of preparedness will make a difference in how you and others survive and can respond to emergencies:

Step 5:

[Drop, Cover, and Hold On](#) when the earth shakes.



Step 6:

[Improve safety](#) after earthquakes by evacuating if necessary, helping the injured, and preventing further injuries or damage.



After the immediate threat of the earthquake has passed, your level of preparedness will determine your quality of life in the weeks and months that follow:

Step 7:

[Reconnect and Restore](#)
Restore daily life by reconnecting with others, repairing damage, and rebuilding community.

