

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 18, 2014

To: Principals, Division and Department Heads and Child Development Center Administrators

Subject: DISTRICTWIDE EARTHQUAKE DRILL

Department and/or Persons Concerned: Site Administrators, Teachers, School Secretaries

Due Date: October 16, 2014

Reference: Emergency Procedure 05 & 19; Education Code 35297

Action Requested: Complete and return Attachment 2 (Earthquake Drill Self-Evaluation)

Brief Explanation:

On Thursday, **October 16, 2014**, San Diego Unified School District, along with other school districts throughout California, will participate in the fifth annual Great California Shake Out. Through coordination from California Office of Emergency Services (Cal OES) and Earthquake Country Alliance, we'll be joining efforts to better prepare our students and staff in responding to an earthquake. All San Diego Unified schools and administrative sites will participate in the exercise. The drill will begin on this date at **10:16 a.m.** The purpose of a district-wide drill is to test the effectiveness of your site emergency response plan and the district's ability to notify and maintain communications with all of its sites during a simulated regional event. Information about the drill can be found on the district web at: <http://www.sandi.net/page/1861> An Earthquake Drill Checklist, based on district Emergency Procedure 5, is attached as a reference.

We expect the following actions will occur at your site during the drill:

- Perform the Drop, Cover, and Hold earthquake procedure. This involves directing all students, staff, and visitors to take cover under a desk or table for 60 seconds by dropping to their knees with backs toward windows and protecting their heads using one arm while using the other arm to hold onto the desk or table. (Education Code 35297).
- After 60 seconds, direct students, staff, and visitors to evacuate the buildings to the pre-designated on-site evacuation area
- Once everyone is in the on-site evacuation area, an accountability check should be performed according to your Emergency Response Plan. Each site is encouraged to activate their Incident Command System (ICS) by setting up a command post and deploying school staff in response teams as deemed necessary after an earthquake (e.g. search and rescue, first-aid, parent and student reunification teams).

- Once all students, staff and visitors are accounted for, initiate the “All Clear” signal to return to the buildings.

- Monitor your school emergency radio during the drill. School Police will conduct a radio test by reaching out to each site in alphabetical order to ensure radio communications are working. Any school(s) missed during the first round of roll call will have another opportunity to respond during the second round of calls. **Do not radio School Police; they will call you for a status update.**

Your drill will be evaluated through a self-evaluation form. Each site is strongly encouraged to conduct a debriefing with their staff to discuss what went well during the exercise, what could be improved, and timelines to address improvements. The site administrator shall then complete the attached self-evaluation form and fax it back to School Police Services by **5 p.m.** at (619) 725-7169.

Rueben Littlejohn
Chief of Police

APPROVED:



Drew Rowlands
Interim Chief Operations Officer

DR:RL:jm

Attachments:

Earthquake Drill Checklist
Earthquake Drill Self-Evaluation

Distribution: Lists A, B, C, D, E, and F

Earthquake Drill Checklist

(Refer to district Emergency Procedure 5 for the entire text)

1. School Police Services will inform all sites via emergency radio that the drill has begun at approximately 10:16 a.m.
2. The site should initiate the signal for an earthquake drill.
3. Staff, students, and visitors should “Drop, Cover, and Hold” for at least 60 seconds.
4. Once the Principal/Site Administrator determines it is safe, the site will initiate the signal for evacuation (typically this is the signal used in fire drills).
5. The staff, students, and visitors will evacuate to your designated on-site evacuation area.
6. Account for all staff, students, and visitors. Report status to the Principal/Site Administrator or Incident Commander pursuant to your Incident Command System (ICS).
7. Once the Principal/Site Administrator determines the safety of the facility and accounting of staff, students and visitors, the site will initiate the “All Clear” signal.
8. Staff, students, and visitors may begin returning to the buildings.
9. The Principal/Site Administrator should be in possession of the emergency radio and **WAIT to respond to the site roll call conducted by School Police Services. Schools will be called in alphabetic order and if you miss your call, School Police will call again. Please do not call into school police by telephone.**
10. The Principal/Site administrator will conduct a debriefing and complete the self-evaluation form to be faxed to School Police Services at (619) 725-7169.

Earthquake Drill Self-Evaluation
Complete and Fax to School Police Services by 5 p.m. on 10/16/14.

School/Site: _____

Principal/Site Administrator: _____

The evaluation of any exercise is vitally important to make sure the things that went well, as well as areas that need improvement, are documented. Please use this page for your comments.

Please circle the number that reflects your opinion.

1. How successful was your Earthquake Drill? (Please circle your opinion below.)

Drop, Cover and Hold Earthquake Drill:

1 2 3 4 5 6 7 8 9 10
Unsuccessful

Successful

Evacuation to your designated on-site evacuation area:

1 2 3 4 5 6 7 8 9 10
Unsuccessful

Successful

Accountability of staff, students and visitors:

1 2 3 4 5 6 7 8 9 10
Unsuccessful

Successful

All Clear – return to buildings:

1 2 3 4 5 6 7 8 9 10
Unsuccessful

Successful

Why or why not comments:

Overall comments or suggestions for this or future drills:

Complete and fax this form to School Police Services by 5 p.m., 10/16/2014, at 619-725-7169.