

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: October 8, 2018

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

Subject: DISTRICTWIDE EARTHQUAKE DRILL

Department and/or Persons Concerned: Site Administrators, Department Managers

Due Date: October 19, 2018

Reference:

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

Brief Explanation:

On Wednesday, **October 17, 2018** & Thursday, **October 18, 2018**, San Diego Unified School District, along with other school districts throughout California, will participate in the sixth 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 for **High Schools** will begin at **10:17 a.m.** on **October 17** and all other sites will begin on **October 18** at **10:18 a.m.** The purpose of a district-wide drill is to test the effectiveness of your **Site Emergency Response Plan (SERP)** and the district's ability to notify and maintain communications with all of its sites during a simulated regional event. Further information, strategies, about the drill can be found at [The Great California Shakeout](#) website. 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.
- 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 Site Emergency Response Plan Site Form #3 (Student Accountability) and Site Form #8 (Staff Accounting/Status Report). 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 after 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** to School Police Department at (619) 725-7169.



Michael Marquez
Chief of Police

APPROVED:



Drew Rowlands
Chief Operations Officer

DR:MM

Attachments: Earthquake Drill Checklist
Earthquake Drill Self-Evaluation
ICS FORM #03- Student Accountability
ICS FORM #08 Staff Accounting/Status Report

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

Earthquake Drill Checklist

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

Before Drill:

- Conduct a School Police Emergency Radio test prior to October 17, 2018.
- In-service staff on roles and expectations for emergency drill.

During Drill:

- School Police Services will inform all sites via emergency radio that the drill has begun.
- The site should announce the starting of earthquake drill at their assigned time.
- Staff, students, and visitors should “Drop, Cover, and Hold” for at least 60 seconds.
- Once the Principal/Site Administrator determines it is safe, the site will activate the signal for evacuation (this should be the signal used in fire evacuations).
- The staff, students, and visitors will evacuate to your designated on-site evacuation area.
- Account for all staff, students, and visitors. Report status to the Principal/Site Administrator or Incident Commander pursuant to your Incident Command System (ICS).
- 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.
- Staff, students, and visitors may begin returning to the buildings.
- 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. Do not call into school police by telephone.**

After:

- 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 email to School Police Services by 5 p.m. on 10/19/17.

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 Successful
Unsuccessful

Evacuation to your designated on-site evacuation area:

1 2 3 4 5 6 7 8 9 10 Successful
Unsuccessful

Accountability of staff, students and visitors:

1 2 3 4 5 6 7 8 9 10 Successful
Unsuccessful

All Clear – return to buildings:

1 2 3 4 5 6 7 8 9 10 Successful
Unsuccessful

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., 10/18/2018, at 619-725-7169.