



Drop, Cover, and Hold On
Earthquake Drill Manual for K-12 Schools

Revised November 2010

The Great Central U.S. ShakeOut is a multi-state partnership to increase earthquake awareness and preparedness at all levels in the central U.S. For more information, please visit www.shakeout.org/centralus



Drop, Cover, and Hold On **Earthquake Drill Manual for K-12 Schools**

Are You Ready to ShakeOut?

The central United States is earthquake country. A large earthquake could become an unprecedented catastrophe. With earthquakes as an inevitable part of our future, schools *must* make plans and take actions to reduce the consequences of these disasters. What we do now will determine what our lives will be like afterwards. With this in mind, the Central United States Earthquake Consortium and its Member States created the Great Central U.S. ShakeOut (www.shakeout.org/centralus), an earthquake drill and preparedness activity which allows everyone to participate.

The principles practiced in the ShakeOut can be applied to many other hazards. Schools also need to be prepared for fire, flood, hazardous materials release, and pandemics. In particular, school districts and individual schools of all sizes can use the drill to get their students, teachers, staff, and parents involved and prepared for a big earthquake. Furthermore, the level of staff and students' personal and family preparedness will be key to their availability to support your school's response and recovery efforts after a disaster.

The following drill guidelines are designed for schools and each drill uses the general earthquake response of *Drop, Cover, and Hold On* (www.dropcoverholdon.org) as its foundation. To be flexible, the drill guidelines provide four options for drill designs ranging from very simple (Level 1) to advanced (Level 4), each with steps to be taken before, during, and after the drill. Your district or school can customize and build a drill that suits your specific needs.

Drill Levels for Schools

Level 1 – Simple: Drop, Cover, and Hold On Drill and Building Evacuation.....Page 3

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 that can become projectiles during ground shaking. Teachers and students will then evacuate the building according to the school disaster plan, which may be required for a quarterly or semi-annual safety drill.

Level 2 – Basic: Life Safety DrillPage 5

This life safety drill is designed to engage students, teachers, staff, and administration to think through their emergency response actions during the drill, then afterwards to review and discuss risk reduction and response measures in order to make changes for the next earthquake or drill.

Level 3 – Intermediate: Decision-Making Table Top DrillPage 7

This decision-making drill is designed to have designated teachers, staff, administration and parents think through more complex issues related to school operations in the immediate aftermath of this earthquake, then afterwards to review and discuss what worked or what did not in order to make changes for the next earthquake or drill. Older students may be included where appropriate.

Level 4 – Advanced: School Standard Emergency Management Simulation Drill..... Page 11

This school drill involves the whole school and implementation of the School Emergency Plan. It focuses on activation of the full response system. Since all school workers are emergency workers, both trained and untrained personnel practice emergency response duties. The drill incorporates decision-making, response, life safety aspects, and then a review afterwards to discuss what worked or what did not in order to make changes for the next earthquake or drill.

School Drills Preparedness Supplement Page 15

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Level 1 – Simple: Drop, Cover, and Hold On Drill and Building Evacuation

Level 1 focuses on the basic earthquake drill and school evacuation procedures. It teaches students, teachers, and staff exactly what to do when the ground shakes: *Drop, Cover, and Hold On*. Evacuation as a part of the ShakeOut is optional at this level, but it is a good idea to know what to expect (and practice your response) in the event of an earthquake.

BEFORE the Drill

1. If you will participate in the Great Central U.S. ShakeOut, register your School as an official participant at www.shakeout.org/centralus.
2. Teach your teachers how to lead their classes during the drill. Include the following information:
 - The date and time of your drill
 - 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 with your hands and arms
 - Adapt these procedures for anyone who cannot take this position, and for anyone in any unique locations or outdoors
 - Your expectations for class participation (ie. *Drop, Cover, and Hold On*; follow evacuation procedures to selected safe location; gather at a central location for a head count; post-drill discussions)
 - Encourage students' families to register to participate in the ShakeOut as individuals at www.shakeout.org/centralus, so they can invite others and get information directly
3. (Optional) Download realistic sound effects and safety information to play during your drill by downloading recordings from <http://www.shakeout.org/centralus/resources>.

DURING the Drill

1. Via the public announcement (PA) system, alarms, or verbal direction (in 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*
 - (Optional) Play the audio recording (see paragraph 3 above) on your PA or play it on a computer in each classroom
 - 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 could be secured or moved after the drill
2. If not using audio tape for sound effects, then after at least one minute, announce that the shaking is over.
3. If you will be practicing school evacuation as part of your drill, have teachers, students and staff follow evacuation procedures according to the school disaster plan.
4. During a real earthquake aftershocks may occur. 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 bell rings) 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 those with injuries, to stop serious bleeding, or put out a small fire, do so. Ask responsible students to assist the 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 your emergency kit (including your emergency notebook). Make sure these stay with the person actually escorting the class to the Emergency Assembly Area (EAA).

6. Use the BUDDY SYSTEM. Classes with teaching assistants 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 need assistance. 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 evacuation rules
 - 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 elevators.
7. Include experiential activities for students in the course of your drill. This is a teaching/learning moment! (see www.fema.gov/kids/ for ideas)
8. Encourage students and teachers to discuss their experiences with one another.

AFTER the Drill

1. Debrief together in your classes and staff meetings. Ask for feedback on how the drill went.
2. Review your School Disaster Preparedness Plan and schedule your next earthquake drill.
3. Go to www.shakeout.org/centralus to be part of the Post-ShakeOut Survey.
4. Share photos and stories at www.shakeout.org/centralus.
5. Encourage staff and students to prepare at home using the 7 Steps to Earthquake Safety from “*Putting Down Roots in Earthquake Country*” (see www.earthquakecountry.org).

Level 2 – Basic: Life Safety Drill

This drill focuses on immediate life safety and engages students, teachers and staff to think through their emergency response actions during an earthquake.

BEFORE the Drill

1. If you will participate in the Great Central U.S. ShakeOut, register your School as an official participant at www.shakeout.org/centralus.
2. Teach your teachers how to lead their classes during the drill. Include the following information:
 - The date and time of your drill
 - 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 with your hands and arms
 - Adapt these procedures for anyone who cannot take this position, and for anyone in any unique locations or outdoors
 - Your expectations for class participation (ie. *Drop, Cover, and Hold On*; follow evacuation procedures to selected safe location; gather at a central location for a head count; post-drill discussions)
 - Encourage students' families to register to participate in the ShakeOut as individuals at www.shakeout.org/centralus, so they can invite others and get information directly
3. (Optional) Download realistic sound effects and safety information to play during your drill by downloading recordings from <http://www.shakeout.org/centralus/resources>.
4. Steps or Questions to Consider:
 - Determine or review your emergency procedures for an earthquake
 - How will you direct students, teachers, and staff during and immediately following the shaking?
 - Consider that certain factors (your location, building type, impacts) will influence your decisions regarding what to do after the earthquake (i.e. what evacuation routes to use).
 - Safety must be the first priority, so carefully assess the environment inside and outside of your facility before deciding.
 - Identify who is authorized to make and communicate post-earthquake decisions
 - How will you use teachers and staff personnel for earthquake response, especially if the school building cannot be immediately reoccupied?
5. Distribute ShakeOut posters/flyers to encourage students, teachers, and staff to take part.
6. Create a brief written description of the earthquake's impact, along with questions to ponder during the drill. For ideas, review the ShakeOut Scenario at www.shakeout.org/centralus/scenario.

The Night Before the Drill

1. Tape this description under teacher desks or provide teachers and staff sealed envelopes to open during the drill.
 - For added incentive, tape a surprise under the desk (candy, light stick, lunch coupons, etc.)

DURING the Drill

1. Via the public announcement (PA) system, alarms, or verbal direction (in 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*
 - (Optional) Play the audio recording (see paragraph 3 above) on your PA or play it on a computer in each classroom
 - 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 could be secured or moved after the drill
2. If not using audio tape for sound effects, then after at least one minute, announce that the shaking is over.

3. If you will be practicing school evacuation as part of your drill, have teachers, students and staff follow evacuation procedures according to the school disaster plan.
4. During a real earthquake aftershocks may occur. 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 bell rings) 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 those with injuries, to stop serious bleeding, or put out a small fire, do so. Ask responsible students to assist the 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 your emergency kit (including your emergency notebook). Make sure these stay with the person actually escorting the class to the Emergency Assembly Area (EAA).
6. Use the BUDDY SYSTEM. Classes with teaching assistants 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 need assistance. 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 evacuation rules
 - 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 elevators.
7. Include experiential activities for students in the course of your drill. This is a teaching/learning moment! (see www.fema.gov/kids/ for ideas)

AFTER the Drill

1. Debrief together in your classes and staff meetings. Discuss lessons learned from the drill with students in each class.
2. Hold a debriefing session with faculty and staff. Take this opportunity to:
 - Discuss whether you met your drill objectives or why not
 - Discuss what went well and what areas are cause for concern
 - Share lessons learned from the drill or real experiences. Document good practices and measures to improve procedures and training
 - Discuss preparedness at school and at home (Remind all staff that home/family preparedness is important given that they may be called upon to assist in disaster response and need to know what to do)
3. Review your School Disaster Preparedness Plan. Update your plan with lessons learned from the drill or any real experiences.
 - Discuss your safety and classroom instruction resumption priorities
 - Determine next steps, confirm team responsibilities and assign people to those tasks to follow-up
 - Schedule training as needed to address plan changes
 - Schedule your next earthquake drill (the ShakeOut will be held annually, but you may do more)
4. Go to www.shakeout.org/centralus to be part of the Post-ShakeOut Survey.
5. Share photos and stories at www.shakeout.org/centralus.
6. Encourage staff and students to prepare at home using the 7 Steps to Earthquake Safety from “*Putting Down Roots in Earthquake Country*” (see www.earthquakecountry.org).

Level 3 – Intermediate: Decision-making Drill

This drill includes all aspects of Level 2 in terms of teacher, student and staff participation in a *Drop, Cover, and Hold On* drill, and adds a “table top” exercise for decision makers to consider how the earthquake would impact your school.

BEFORE the Drill

1. If you will participate in the Great Central U.S. ShakeOut, register your School as an official participant at www.shakeout.org/centralus.
2. Bring together your school disaster preparedness team - including representatives from the school staff, teachers, school board, parent associations, and if appropriate, older students - to design the drill.
3. Determine the length of your drill and objectives.
 - What you would like your drill to test? The objectives and resulting drill can test a specific part of your school disaster plan
4. (Optional) Download realistic sound effects and safety information to play during your drill by downloading recordings from www.shakeout.org/centralus/resources.
5. Review the ShakeOut Scenario at www.shakeout.org/centralus/scenario for examples of earthquake impacts. Have your team build upon it to develop your own “school scenario” for your area with specific details of how you might expect the shaking to impact your school or district (ie. building, operations, students, parents).
 - Would the power be out? Phone communications down? Many parents unable to pick up children?
 - How will you direct teachers, students, and staff during and immediately following the shaking?
 - Consider that certain factors (your location, building type, impacts) will influence your decisions regarding what to do after the earthquake (i.e. what evacuation routes to use). Safety must be the first priority, so carefully assess the environment inside and outside of your facility before deciding
 - Identify who is authorized to make and communicate post-earthquake decisions
 - How will you use teachers and staff personnel for earthquakes especially if the school building cannot be immediately reoccupied?
 - Make sure the impacts you determine for your “school scenario” make it possible to support your drill objectives. (Be realistic but do not go overboard. It may be necessary for some schools to consider significant damage to their school building to support their drill objectives and realistic shaking impacts).
6. Invite key community decision-makers and parent representatives to participate in your drill. Have them review your school disaster plan prior to the drill.
7. Teach your teachers how to lead their classes during the drill. Include the following information:
 - The date and time of your drill
 - 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 with your hands and arms
 - Adapt these procedures for anyone who cannot take this position, and for anyone in any unique locations or outdoors
 - Your expectations for class participation (ie. *Drop, Cover, and Hold On*; follow evacuation procedures to selected safe location; gather at a central location for a head count; post-drill discussions)
 - Encourage students’ families to register to participate in the ShakeOut as individuals at www.shakeout.org/centralus, so they can invite others and get information directly
 - Practice your school student release or student/parent reunification procedures with selected classes, sending parents notice 10 days in advance to invite their voluntary participation
8. Plan experiential activities for students in the course of your drill. This is an important teaching/learning opportunity! (see www.fema.gov/kids/)
9. Write up a final version of your “school scenario.” Create a brief written description of the earthquake’s impact using your “school scenario” along with some questions for teachers and students to consider.

The Night BEFORE the Drill

1. Tape this description under teacher desks or provide teachers and staff sealed envelopes to open during the drill.
 - For added incentive, tape a surprise under the desk (candy, light stick, lunch coupons, etc.)

DURING the Drill

1. Have your school's scenario team assemble (representatives from the teachers, staff, school board, parent associations, and if appropriate, older students) in a room a few minutes before the drill and share your drill objectives. When the drill is announced be sure that all participants in this group also *Drop, Cover, and Hold On*.
2. Via your public announcement system, alarm 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 strong shaking could last one minute
 - Remind everyone to *Drop, Cover, and Hold On*
 - (Optional) Play the audio recording (see paragraph 4 on previous page) on your PA or, alternatively, play it on a computer in each office
 - Suggest that while dropping under a sturdy desk or table, teachers, students, and staff look around at what would be falling on them in a real earthquake, and should be secured or moved after the drill
3. If not using audio tape for sound effects, then after one minute, announce that the shaking is over and have teachers, students and staff follow school evacuation procedures according to the school disaster plan.
4. During a real earthquake aftershocks may occur. 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 bell rings) 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 those with injuries, to stop serious bleeding, or put out a small fire, do so. Ask responsible students to assist the 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 your emergency kit (including your emergency notebook). Make sure these stay with the person actually escorting the class to the Emergency Assembly Area (EAA). Set up student release and/or student/parent reunification areas.
6. Use the BUDDY SYSTEM. Classes with teaching assistants 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 need assistance. 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 evacuation rules
 - 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 elevators.
7. Include planned experiential activities for students in the course of your drill. This is a teaching/learning moment! (see www.fema.gov/kids/ for ideas)

As soon as possible after the drill:

1. Debrief. Discuss lessons learned from the drill with students in each class, and in departmental and staff meetings.

2. Assemble the School Disaster Preparedness or safety committee and scenario team and share your observations.
 - Review what happened, what could happen, decisions made, what worked well, and what problems arose
 - Try to have the discussion flow in chronological order
 - Assess your scenario for realism. How could you make it more realistic next time?
3. Discuss and revise your school emergency preparedness plan.
 - If all issues are resolved, move the scenario timeline forward to 1 hour/ 1 day/ 1 week later and begin the discussion again
 - Identify measures you can take to reduce the impact of an expected earthquake, and to minimize disruption of education
4. *Important:* Document the chronology of the drill events, decisions, issues, and any solutions. What policy decisions need to be made in advance? Discuss in particular:
 - Communication with parents
 - Communications officer responsibilities for communication with media
 - Emergency contact lists, supervision and student release procedures
 - Maps posted clearly and accurately showing normal evacuation routes and assembly areas
 - Disaster staffing duties (and exceptions for some with young children)
 - Faculty and staff knowledge and skills for their emergency response roles and gaps to be filled
 - Layout of utility lines and shut-off valves on campus
 - Non-structural safety measures (securing things that can fall and slide) that still need to be taken at school
 - Inventory of emergency equipment and supplies
 - Location of designated command post and staging areas (off campus if necessary)
 - Transportation issues
 - Adequacy of emergency first aid supplies, food, water, shelter provision and distribution
 - Fire suppression equipment location, function and skills

AFTER the Drill

1. Did you meet your drill objectives? Discuss what happened, people's experience during the drill, what caused concern, and what worked well. Document comments to officially end the drill.
2. Check into the safety of your school buildings
 - Do you have any concrete tilt-up or buildings with non-wood-frame walls that were built before earthquake building codes became standard practice in your area?
 - If you are in a private school or in a building not designed to be a school, has it been upgraded to meet the safety standards for school construction?
 - Do you have any portable buildings that are not attached firmly to the ground?
 - Have you used modernization opportunities to increase earthquake safety of buildings?
3. Decide next steps and assign people to those tasks to follow-up.
 - Continue to discuss your safety and classroom instruction resumption priorities
 - Confirm team responsible to review and continue developing your
 - Update your plan with lessons learned from the drill or any real experiences
 - Discuss preparedness at school and at home. (Remind all staff that home/family preparedness is important given that they may be called upon to assist in disaster response and need to know what to do)
 - Schedule your next earthquake drill (the ShakeOut will be held annually, but you may do more)
4. Go to www.shakeout.org/centralus to be part of the Post-ShakeOut Survey.
5. Share photos and stories at www.shakeout.org/centralus.
6. Encourage staff and students to prepare at home using the 7 Steps to Earthquake Safety from "Putting Down Roots in Earthquake Country" (see www.earthquakecountry.org).

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Level 4 – Advanced: School Standard Emergency Management Simulation Drill

This drill includes all aspects of Level 2 in terms of teacher and student participation in a *Drop, Cover, and Hold On* drill, and is an exercise for designated response personnel who have specific emergency response duties in your school disaster plan. Where Level 3 is a “table-top” exercise for decision-makers to imagine potential consequences and solutions, this level involves simulated incidents that test your school’s ability to respond and recover.

BEFORE the Drill

1. If you will participate in the Great Central U.S. ShakeOut, register your School as an official participant at www.shakeout.org/centralus.
2. Bring together your school disaster preparedness team - including representatives from the school staff, teachers, school board, parent associations, and if appropriate, older students - to design the drill.
3. Determine the length of your drill and objectives.
 - What you would like your drill to test? The objectives and resulting drill can test a specific part of your school disaster plan
4. (Optional) Download realistic sound effects and safety information to play during your drill by downloading recordings from www.shakeout.org/centralus/resources.
5. Learn about potential earthquakes for your area and use your team to develop a tailored “school scenario” with specific details of how the shaking might impact your school or district (ie. building, operations, students, parents). For ideas, review one of the ShakeOut scenarios at www.shakeout.org/centralus/scenario.
 - Would the power be out? Are roads open or closed? Is the phone system down? Cell phones? What structural damage has occurred to your building? What non-structural damage has occurred inside to your computers, equipment, machinery, furniture, lights, file cabinets, inventory, computers, windows, systems? How will you communicate with district offices? Emergency responders? Parents? Community members seeking shelter? Etc.
 - How will you direct students during and immediately following the shaking?
 - Consider that certain factors (your location, building type, impacts) will influence your decisions regarding what to do after the earthquake (i.e. what evacuation routes to use and where to have students congregate). Safety must be the first priority, so carefully assess the environment inside and outside of your facility before deciding
 - Make sure your plan identifies the personnel authorized to determine and communicate post-earthquake decisions
 - How will you use teachers and staff personnel for earthquakes especially if the school building cannot be immediately reoccupied?
 - Make sure the impacts you determine for your “school scenario” make it possible to support your drill objectives (Be realistic but do not go overboard. It may be necessary for some schools to consider significant damage to their school building to support their drill objectives and realistic shaking impacts)
6. Invite key community decision-makers and parent representatives to your drill. Have them review your school disaster plan prior to the drill.
7. Select a facilitator to lead the drill. Determine other staffing requirements such as assigning personnel to evaluate and document all drill activities in chronological order.
8. Conduct training of all drill participants, and back-ups, who are assigned emergency positions so they are fully aware of their roles and responsibilities. Review your school or district’s disaster plan and procedures. All participants, evaluators and decision-makers should review the disaster plan.
9. Create a Timeline for your drill and provide this to teachers and staff. A sample timeline is below.
 - 10:00 AM – Drill scenario team goes through agenda and objectives with Drill Facilitator
 - 10:15 AM – Earthquake starts, teachers, students and staff *Drop, Cover, and Hold On*
 - 10:16 AM – Lights go out and computers go down

- 10:17 AM – Shaking Stops and sprinklers on SE corner of first floor turn on
 - 10:20 AM – Begin evacuation procedures
10. Separately from the timeline, create a list of “injected events”. “Injects” are surprise events that could reasonably occur during the drill (i.e. aftershocks, specific problems related to your school). These events will be “injected” (or provided) to the participants during the drill to get participants thinking of issues and solutions without overwhelming them.
11. Teach your teachers how to lead their classes during the drill. Include the following information:
- The date and time of your drill
 - 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 with your hands and arms
 - Adapt these procedures for anyone who cannot take this position, and for anyone in any unique locations or outdoors
 - Your expectations for class participation. This may include playing a role such as a “drill injured” that will need medical assistance
 - Encourage students’ families to register to participate in the ShakeOut as individuals at www.shakeout.org/centralus, so they can invite others and get information directly
 - Practice your school student release or student/parent reunification procedures with selected classes, sending parents notice 10 days in advance to invite their voluntary participation
12. Write up a final version of your “school scenario.” Create a brief written description of the earthquake’s impact using your “school scenario” along with some questions for teachers and students to consider. Prepare descriptions for each room, adding first injects to the notes.

The Night BEFORE the Drill

1. Tape this description under teacher desks or provide teachers and staff sealed envelopes to open during the drill.
 - For added incentive, tape a surprise under the desk (candy, light stick, lunch coupons, etc.)

DURING the Drill

1. Have your school’s scenario team assemble (representatives from the teachers, staff, school board, parent associations, and if appropriate, older students) in a room a few minutes before the drill and share your drill objectives. When the drill is announced be sure that all participants in this group also *Drop, Cover, and Hold On*.
2. Via your public announcement system, alarm or verbal direction:
 - Announce that the earthquake drill has begun and strong shaking could last one minute
 - Tell everyone to *Drop, Cover, and Hold On*
 - Suggest that while dropping under a sturdy desk or table, teachers and students look around at what would be falling on them in a real earthquake, and should be secured or moved after the drill
3. If not using audio tape for sound effects, then after one minute, announce that the shaking is over and have teachers, students and staff follow school evacuation procedures according to the school disaster plan.
4. During a real earthquake aftershocks may occur. 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 bell rings) 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 those with injuries, to 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 your emergency kit (including your emergency notebook). Make sure these stay with the person actually escorting the class to the Emergency Assembly Area (EAA). Set up student release and/or student/parent reunification areas.
6. Use the BUDDY SYSTEM. Classes with teaching assistants 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 need assistance. 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 evacuation rules
 - 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 elevators.
7. Take your seat in your assigned area, keeping classes separate and take roll. Check again for injuries. If any students are injured, send them with two buddies to the First Aid station, with instructions to return together immediately.
8. Completely fill out the INJURED/MISSING STATUS REPORT FORM and return to the Assembly Area Recorder for delivery to the school Incident Command Center (ICC).
 - If any students were present in class, but are now absent, please list those names below as well (If all students are accounted for, this step is not necessary)
9. If you are a member of the Search and Rescue Team, proceed to the school ICC.
10. All personnel without a specific duty or class are to immediately report to the school ICC for Instructions. All teaching assistants and campus aides who do not have a class are to report immediately to the student assembly area to assist with the supervision of students.
11. Teachers are to remain with their class AT ALL TIMES. Students must remain seated together as a class throughout the duration of the drill. Periodically call roll as needed. Keep students quiet so that they can hear information from the public address or megaphone/bullhorn system which will be used for announcements.
 - Children are to leave only in the company of reunion gate messengers. The school ICC will provide updates and relieve staff of their assignments
12. If the students will not be leaving the school premises, when given the "all clear", escort the students back into the classroom.
13. As the drill progresses distribute individual "inject events" to specific participants. Have drill evaluators observe and document how these surprise issues are handled.
14. Plan experiential activities for students in the course of your drill. This is an important teaching/learning opportunity! (see www.fema.gov/kids/)

As soon as possible after the drill:

1. Discuss lessons learned from the drill with students in each class, and in departmental and staff meetings.
2. Assemble the School Disaster Preparedness or safety committee, facilitator and evaluators with their documentation and share your observations.
 - Review what happened, what could happen, decisions made, what worked well, and what problems arose
 - To make the impact vivid, you may show an earthquake video showing what can be expected
 - Try to have the discussion flow in chronological order

- Assess your scenario for realism. How could you make it more realistic next time?
- 3. Discuss and revise your school emergency preparedness plan.
 - If all issues are resolved, move the scenario timeline forward to 1 hour/ 1 day/ 1 week later and begin the discussion again
 - Identify measures you can take to reduce the impact of an expected earthquake, and to minimize disruption of education
- 4. *Important:* Document the chronology of the drill events, decisions, issues, and any solutions. What policy decisions need to be made in advance?

Discuss in particular

- Communication with parents
- Communications officer responsibilities for communication with media
- Emergency contact lists, supervision and student release procedures
- Maps posted clearly and accurately showing normal evacuation routes and assembly areas
- Disaster staffing duties (and exceptions for some with young children)
- Faculty and staff knowledge and skills for their emergency response roles and gaps to be filled
- Layout of utility lines and shut-off valves on campus
- Non-structural safety measures (securing things that can fall and slide) that still need to be taken at school
- Inventory of emergency equipment and supplies
- Location of designated command post and staging areas (off campus if necessary)
- Transportation issues
- Adequacy of emergency first aid supplies, food, water, shelter provision and distribution
- Fire suppression equipment location, function and skills

AFTER the Drill

1. Debrief together in your classes and staff meetings. Did you meet your drill objectives? Discuss what happened, people's experience during the drill, what caused concern, and what worked well. Document comments to officially end the drill.
2. Check into the safety of your school buildings.
 - Do you have any concrete tilt-up or buildings with non-wood-frame walls that were built before earthquake building codes became standard practice in your area?
 - If you are in a private school or in a building not designed to be a school, has it been upgraded to meet the safety standards for school construction?
 - Do you have any portable buildings that are not attached firmly to the ground?
 - Have you used modernization opportunities to increase earthquake safety of buildings?
3. Decide next steps and assign people to those tasks to follow-up.
 - Continue to discuss your safety and classroom instruction resumption priorities
 - Confirm team responsible to review and continue developing your disaster plan
 - Update your plan with lessons learned from the drill or any real experiences
 - Discuss preparedness at school and at home (Remind all staff that home/family preparedness is important given that they may be called upon to assist in disaster response and need to know what to do)
 - Schedule your next earthquake drill (the ShakeOut will be held annually, but you may do more)
4. Go to www.shakeout.org/centralus to be part of the Post-ShakeOut Survey.
5. Share photos and stories at www.shakeout.org/centralus.
6. Encourage staff and students to prepare at home using the 7 Steps to Earthquake Safety from "Putting Down Roots in Earthquake Country" (see www.earthquakecountry.org).

SCHOOL DRILLS PREPAREDNESS SUPPLEMENT

Teachers and Staff - Prepare yourself

1. Check that the School Emergency Evacuation Route map is posted in your room. On it mark your room clearly in a contrasting color. If you do not have a copy, please obtain one from the school office.
2. Check that the content of your Emergency Kit is up to date and that it hangs prominently in your classroom. Your kit should contain a folder that contains information that you or your substitute would need if there is a drill or an actual emergency.
3. Classroom teachers may consider keeping a blanket, supply of bottled water, non-perishable food or snacks and other supplies in your room in the event an emergency requires a sustained lock-down. A bucket and plastic bags makes an emergency toilet.
4. Be prepared to buddy with neighboring class so that one teacher is at front and one at back of the two class group. Be sure that you know your duties once classes are assembled. If your name does not appear on the emergency organization plan and if you do not have a class during the drill (or real event), report to the school Incident Command Center (ICC). Do not leave the campus.
5. Check that you know the location of your fire extinguisher and recall the acronym to remind you how to use it: P.A.S.S.:
 - P**ull the pin
 - A**im at the base of the fire
 - S**queeze the handle
 - S**weep at the base of the fire

If possible, ask your local fire department for fire extinguisher training for school faculty and staff.

6. It is highly recommended that you complete your own Family Disaster Plan at home and your plan with your own childcare providers.
7. In a real earthquake or other disaster, keep in mind that you may be asked to work beyond your normal schedule. Please prepare yourself at home and at work in the event this occurs. The principal or designee will release staff members as the needs change.
8. Plan both experiential learning activities to make use of the drill, and quiet learning activities that students can do in the assembly area during a real emergency.

Prepare your Students

1. Encourage your students to take this drill very seriously.
2. Practice a *“Drop, Cover, and Hold On”* drill, having students hold their position for 1 minute. You may count together: one-one hundred, two one-hundred, etc.
 - Drop down to knees and make yourselves small
 - Cover your face, head and neck, closing your eyes. Keep your body under or below level of desk/table/chairs, with your back to windows
 - If outside, get clear of buildings, power lines, trees, light poles and other dangers, drop down to your knees and cover your head and neck

- Plan for adaptations for students with disabilities
3. Make sure that your students know the 4 rules for building evacuation:
 - Don't talk!**
 - Don't push!**
 - Don't run!**
 - Don't turn back!**
 4. Students should know that if there is an earthquake when they are outside of a classroom (during a break or lunch, or if they are somewhere else), AFTER the shaking stops, they should exit with the nearest class and should NOT go back inside. If they are between classes, they should assemble in the outdoor emergency assembly area with their next class.
 5. Teachers in science labs and workshops should demonstrate to students how to extinguish any flames and isolate any hazardous materials in use.
 6. Review the Emergency Evacuation Routes. Prepare monitors to assist teachers. (This is of most importance for classes on second floor or without easy access to open space outdoors).
 7. Inform students that only their parent(s), guardian(s), or other adult(s) listed on their Emergency Card will be allowed to pick them up from school in a real emergency.

Prepare your Parents

1. Make sure that all parents have the critical information needed to be of help and not hindrance during a real emergency.
 - Explain the importance of the reunification procedures
 - Confirm that their Emergency Contact Form is up-to-date
 - Reassure parents that the school has a plan to take care of students and staff and will not release them to anyone not approved by them
2. Include parents in your drills and encourage them to involve their places of work in the ShakeOut.
3. Optional – offer emergency preparedness information evenings for parents – bring in guest speaker from your local emergency management office and offer examples of emergency supply kits and family disaster plans.