

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: October 13, 2020

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

Subject: DISTRICTWIDE EARTHQUAKE DRILL

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

Due Date: October 15, 2020

References: Annual Great California Shake Out

Action Requested: Perform drill virtually

Brief Explanation:

On Thursday, **October 15, 2020**, the San Diego Unified School District, along with other school districts throughout California, will participate in the eighth annual Great California Shake Out in collaboration with the Earthquake Country Alliance and California Office of Emergency Services (Cal OES). 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 district-wide drill will begin at **10:15 a.m. on October 15**. Under normal circumstances, this drill is designed 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. Due to COVID-19 restrictions that we are currently operating under, we utilize this drill as an opportunity to prepare our students and staff for earthquakes that may occur while online learning. For additional information and strategies about the drill, refer to [The Great California Shakeout](#) website and the Seven Steps to Earthquake Safety attachment.

This year's ShakeOut drill will take place virtually. Everyone participating in this event, including those participating in Appointment Based Learning, shall do the following:

- Describe and direct students to perform the **Drop, Cover, and Hold** earthquake procedure.
- Have all students, staff, and parents simulate taking cover under a table or piece of furniture for 60 seconds. Emphasize the importance of them dropping to their knees with their backs toward windows while protecting their heads using one arm while using the other arm to hold onto the stationary object (e.g., table).
- After 60 seconds, **DO NOT** direct students, staff, and parents to evacuate their home. Instead, explain the evacuation process for a school campus and encourage students and participating parents to create an evacuation plan for their homes.

- Discuss the student/staff accountability process that occurs at school campuses.
- Explain when the “All Clear” signal is given and describe how they are expected to return to their classrooms.
- School Police **WILL NOT** be conducting a radio test for this virtual drill. At your convenience, please conduct an inspection of your emergency site radio.

Each site is strongly encouraged to conduct a debrief with their staff to discuss what went well during the exercise and what can be improved. Site administrators will not be required to complete the self-evaluation form this year. Thank you for your flexibility during these unprecedented times. If you have any questions and/or concerns, please contact School Police at (619) 725-7169.

Michael Marquez
Chief of Police

APPROVED:

Drew Rowlands
Chief Operations Officer

DR:mm

Attachment