SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 22, 2016

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

Subject: DISTRICTWIDE EARTHQUAKE DRILL

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

Due Date: October 20, 2016

Reference: None

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

Brief Explanation:

On Thursday, October 20, 2016, 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, our district will better prepare our students and staff to respond to an earthquake. All San Diego Unified schools and administrative sites must participate in the exercise. The drill will begin at 10:20 a.m. The purpose of a district-wide drill is also intended 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 emergency. Detailed information 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, directing their back toward windows, and protecting their head using one arm while the other arm clings to 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 Site Emergency Response Plan Site Form #3 (Student Accountability) and Site Form #4 (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 and return to the buildings.

Monitor your school emergency radio during the drill. School Police will conduct a radio test by calling each site in alphabetical order to ensure radio communications are functioning. Any school(s) missed during the first roll call will have another opportunity to respond during a second round. **DO NOT RADIO SCHOOL POLICE; they will call you for a status update.**

Your drill will be critiqued through a self-evaluation form. Each site is encouraged to conduct a debriefing with their staff, discussing 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 email to **School Police Department’s, Safe Schools Unit:**

Ricardo García  
rgarcia1@sandi.net
Clairemont, Crawford, Hoover, Kearny, Madison, Mira Mesa, Scripps Ranch and University City clusters.

Fernando Meza  
jmeza@sandi.net
Henry, La Jolla, Lincoln, Mission Bay, Morse, Point Loma, San Diego and Serra clusters.

Ruben Littlejohn  
Chief of Police

APPROVED:

Drew Rowlands  
Chief Operations Officer

DR:RL:fm

Attachments:  Earthquake Drill Checklist  
Earthquake Drill Self-Evaluation  
SITE FORM #03- Student Accountability  
SITE FORM #04 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 20, 2016.
☐ 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 at approximately 10:20 a.m.
☐ The site should announce the starting of earthquake drill at 10:20 am.
☐ 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 alphabetical 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 10/20/16

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., 10/20/16, at 619-725-7169.
# SITE FORM #03 - Student Accountability

**Site name:**

<table>
<thead>
<tr>
<th>Roll Call Completed?</th>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>Number of students currently present:</td>
<td></td>
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If students are **missing, or there are additional** people not on the roster with you, **complete below:**

## Personnel/Students/Visitors Present Not on Class Roster

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>M/F</th>
<th>Description (Hair, Eyes, Height, Build, Clothes)</th>
<th>Current Location</th>
<th>Student?</th>
<th>Injured?</th>
<th>Special Needs?</th>
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If anybody is **injured or in need of medical attention**, **send them to First Aid as soon as it is safe to do so**

## Missing Students

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>M/F</th>
<th>Description (Hair, Eyes, Height, Build, Clothes)</th>
<th>Last known Location</th>
<th>Special Needs?</th>
<th>Injured?</th>
<th>Found?</th>
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Additional Information: (Report gas/water leaks, blocked exits, structural damage, suspicious persons, etc)

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<thead>
<tr>
<th>Prepared by:</th>
<th>Position/Title:</th>
<th>Signature:</th>
</tr>
</thead>
</table>
# SITE FORM #04 Staff Accounting/Status Report

Site Name: ____________________________________________________________

Date: ____________________ Time Completed: ________________

**STATUS:**
- P = Present
- A = Absent
- M = Missing
- I = Injured
- T = Trapped
- D = Deceased

<table>
<thead>
<tr>
<th>Status</th>
<th>Name</th>
<th>Location</th>
<th>Already Assigned? (To Where)</th>
<th>Assignable? Y/N</th>
<th>Notes</th>
</tr>
</thead>
</table>

Prepared by: ____________________________ Position/Title: ____________________________ Signature: ____________________________