

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: October 5, 2021

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 21, 2021

Reference: Annual Great California ShakeOut

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

Brief Explanation:

On Thursday, **October 21, 2021**, San Diego Unified School District, along with other school districts throughout California, will participate in the annual Great California ShakeOut. Through coordination from the Earthquake Country Alliance and California Office of Emergency Services (Cal OES), we will 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 **10:21a.m** on **October 21**. The purpose of this 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 and 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.

Although your ShakeOut drill may look different this year due to the COVID-19 pandemic, this is an opportunity to prepare our students and staff for earthquakes that may occur during unprecedented times. When preparing for the ShakeOut, please consider the following:

1. Where will you all be for your drill? Together, or some at work, school or home? Consider video-conferencing!
2. How will you incorporate COVID-19 health and safety guidelines into your activity?
3. Is it better to have everyone participate all at once, or perhaps in staggered (or even repeated) dates and times?

We expect the following actions during the drill while complying with health and safety guidelines:

- 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 on to the desk or table.

- After 60 seconds, direct students, staff, and visitors to evacuate the buildings to the pre-

ADMINISTRATIVE CIRCULAR NO. 18

Office of the Chief Operations Officer

Page 2

designated on-site evacuation area. **(If conducted in a virtual setting, discuss this step but do not have them physically walk out of their homes).**

- Once everyone is at their **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). **(Explain in virtual drill)**
- Once all students, staff and visitors are accounted for, initiate the “All Clear” signal to return to the buildings. **(Explain in virtual drill)**
- 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 **email** the form to the School Police Safe Schools Unit at SDUSDSafeSchools@sandi.net.

Joey Florentino
Interim Chief of Police

APPROVED:

Gary Petill
Chief Operations Officer

GP:JF:RB

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

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 21, 2021.
- 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 emailed to the School Police Safe Schools Unit at SDUSDSafeSchools@sandi.net.

Earthquake Drill Self-Evaluation

Complete and email to the School Police Services Safe Schools Unit by 5 p.m. on 10/21/2021.

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 email this form to the School Police Services Safe Schools Unit by 5 p.m., 10/21/2021, at SDUSDSafeSchools@sandi.net.