

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** October 6, 2008

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

**Subject:** DISTRICTWIDE EARTHQUAKE DRILL

**Department and/or Persons Concerned:** Site Administrators, Teachers, School Secretaries

**Due Date:** November 13, 2008

**Reference:**

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

**Brief Explanation:**

On Thursday, November 13, 2008, the State of California Governor's Office of Emergency Services will conduct a state-wide, full scale earthquake exercise. San Diego Unified schools will participate in the exercise. Attached you will find information about the upcoming **districtwide Earthquake Drill** that will be conducted on this date at 10:00 a.m. All schools and administrative sites will participate in this important drill. The purpose of a district-wide drill is to test the effectiveness of your site emergency plan and the district's ability to notify and maintain communications with all of its sites during a simulated regional event. An Earthquake Drill Checklist, based on district Emergency Procedure 5, is attached as a reference.

We expect that 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. (Education Code 35297).
- After 60 seconds, direct students, staff, and visitors to evacuate the buildings to the designated on-site assembly area.
- Once everyone is in the assembly area an accountability check should be performed according to your site emergency plan. 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.
- Communicate the completion of your drill to School Police Services using either your 800 MHz radio or by telephone at 619-291-7678. Please be patient due to the large volume of communication traffic anticipated.

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. Please fax the attached self-evaluation form back to School Police Services by 5:00 p.m. at 619-725-7169.

Don Braun  
Chief of Police

APPROVED:

A handwritten signature in black ink, appearing to read 'W. Kowba', written in a cursive style.

William Kowba  
Chief Logistics Officer

WAK:DB:mf

Attachments: Earthquake Drill Checklist  
Earthquake Drill Self-Evaluation

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

## **Earthquake Drill Checklist**

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

1. School Police Services will inform all sites via emergency radio that the drill has begun at approximately 10:00 am.
2. The site should initiate the signal for an earthquake drill.
3. Staff, students, and visitors should Drop, Cover, and Hold for at least 60 seconds.
4. Once the Principal/Site Administrator determines it is safe, the site will initiate the signal for evacuation (typically this is the signal used in fire drills).
5. The staff, students, and visitors will evacuate to your designated assembly area.
6. Account for all staff, students, and visitors. Report status to the Principal/Site Administrator or Incident Commander pursuant to your Incident Command System (ICS).
7. 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.
8. Staff, students, and visitors may return to the buildings.
9. The Principal/Site Administrator will inform School Police Services that the drill is complete.
10. The Principal/Site administrator will conduct a debriefing and complete the self-evaluation form to be faxed to School Police Service at 619-725-7169.

