



ShakeOut Drill Scripts For Government Facilities

Are You Ready to ShakeOut?

With 22 million people living and working in southern California, a major earthquake in the region could cause an unprecedented catastrophe. What we do now, before a big earthquake, will determine what our lives will be like afterwards. With earthquakes an inevitable part of southern California’s future, Californians must act quickly to ensure that disasters do not become catastrophes. With this in mind, the Earthquake Country Alliance has organized the Great Southern California ShakeOut, a week of special events featuring a massive earthquake drill at 10 a.m. on November 13, 2008.

The ShakeOut drill centers on the ShakeOut Earthquake Scenario, a realistic portrayal of what could happen in a major earthquake on the southern end of the San Andreas Fault. Created by over 300 experts led by Dr. Lucy Jones of the U.S. Geological Survey, the scenario outlines a hypothetical 7.8 magnitude earthquake on the San Andreas fault, which would potentially devastate the region.

With a goal of at least 5 million participants, the ShakeOut drill will be the largest in U.S. history. To participate, go to www.ShakeOut.org where you can register your government facility, as an individual or family to participate in the drill. There are many ways to take part, but at the least participants should “Drop, Cover, and Hold On” at 10 a.m. on November 13.

Government Drill Scripts

These ShakeOut drills are designed for *non-emergency government facilities* and personnel who are not participating in the Golden Guardian emergency management exercise. In fact, the Golden Guardian exercise is using the ShakeOut Earthquake Scenario as the basis for their emergency management activities. To ensure continuity of government, all public employees must be prepared to survive a major earthquake, so non-emergency government facilities can hold their own separate drills to practice what to do. In addition to this, personal and family preparedness are key to your employees’ availability to support your agency’s response and recovery efforts after a disaster.

The scripts on the following pages provide two options for drill designs with steps to be taken before, during, and after. Both drills use *Drop, Cover, and Hold On* as its foundation, from which government facilities can customize and build a drill that suits their specific needs.

For additional ShakeOut support for your government agency, you may contact Kate Long of the Governor’s Office of Emergency Services Earthquake Program at kate.long@oes.ca.gov

Level 1 – Simple: Drop, Cover, and Hold On Drill 2

This drill uses simple steps to inform all employees how to perform Drop, Cover, and Hold On – a quake-safe action designed to protect lives from falling furniture and flying objects than can become projectiles during ground shaking.

Level 2 – Basic: Life Safety Drill 3

This life safety drill is designed to engage employees to think through their emergency response actions during the drill, then afterwards to review and discuss what worked or what did not in order to make changes for the next earthquake or drill.

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

This drill uses simple steps to inform all employees how to perform Drop, Cover, and Hold On – a quake-safe action designed to protect lives from falling furniture and flying objects that can become projectiles during ground shaking.

In Advance of the Drill

1. Register your Government Facility as an official participant at www.ShakeOut.org, including the number of employees participating.
2. Inform your employees.
 - The date & time of the ShakeOut Drill – 10:00 a.m. on November 13, 2008.
 - How to correctly perform [Drop, Cover, and Hold On](#), wherever they are.
 - Your expectations for their participation (ie. Drop/Cover/Hold On, gather at a central location for a head count, post-drill discussions).
 - Those planning to be in the field can be asked to set a cell phone alarm for 10am on November 13.
 - Encourage employees, constituents, etc. to register to participate in the ShakeOut as individuals at www.ShakeOut.org, so they can invite others and get information directly.

At 10:00 a.m. on November 13th

1. Via the public announcement (PA) system, email, cell phone/text message, or verbal direction:
 - Announce that the earthquake drill has begun and to Drop, Cover, and Hold On.
 - Suggest that while down on the floor, employees look around at what would be falling on them in a real earthquake, which should be secured or moved after the drill.
 - Those whose functions make them unable to Drop, Cover, and Hold On can take a moment at 10am to consider what they would do where ever they are when an earthquake strikes.
2. At 10:01 a.m. announce that the shaking is over and thank them for participating.
3. Encourage employees to discuss their experiences with one another.

After the Drill

1. Ask for feedback on how the drill went.
2. Schedule the next drill.

Level 2 – Basic: Life Safety Drill

This drill focuses on immediate life safety and engages employees to think through their emergency response actions during an earthquake. *It can be used whether or not your business has developed a disaster plan (Business Continuity Plan).*

In Advance of the Drill

1. Register your Business as an official participant at www.ShakeOut.org.
2. Inform your employees.
 - The date & time of the ShakeOut Drill.
 - How to correctly perform [Drop, Cover, and Hold On](#), wherever they are.
 - Your expectations for their participation (Drop/Cover/Hold On, gather at a central location for a head count, post-drill discussions).
 - Encourage employees, customers, etc. to register to participate in the ShakeOut as individuals at www.ShakeOut.org, so they can invite others and get information directly.
3. Steps or Questions to Consider:
 - Determine or review your emergency procedures for an earthquake.
 - How will you direct employees 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 (ie. evacuating vs. staying put). 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.
 - Does your business have emergency “floor wardens” for fire evacuation? How will you utilize these personnel for earthquakes especially if you do not evacuate?
4. Create a brief written description of the earthquake’s impact along with questions to ponder.
 - Tape this description under desks and conference tables or provide employees sealed envelopes to open during the drill. (You can use email, but it is more effective if they do not read this until during the drill.)
 - For added incentive, tape a surprise under the desk (candy, light stick, lunch coupons, etc.)

At 10:00 a.m. on November 13th

1. Via your public announcement system, email, cell phone/text reminder 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 down on the floor, employees look around at what would be falling on them in a real earthquake, and should be secured or moved after the drill.
2. At 10:01 a.m. announce that the shaking is over.
3. Based on the size of this quake, age and type of your building, environment inside/outside of building, etc. determine whether it is safer to stay put or evacuate, then direct employees to do so.

After the Drill

1. Hold staff meetings as soon as possible after the drill to discuss what happened, people’s experience during the drill, what they were thinking about, what caused concern, and what worked well. Take this opportunity to:
 - Discuss preparedness at work and at home. (Employees home/family preparedness will allow them stay at work or return to work more rapidly to support your business’ recovery).
 - Begin discussion of your safety and business resumption priorities -
 - Assign a team to begin or continue developing your disaster plan.
 - Update your plan with lessons learned from the drill or any real experiences.
 - Schedule your next drill one year from now (or sooner if employees need to practice).