

ShakeOut Participation Instructions

All departments are encouraged to participate in the ShakeOut Drill on Thursday, October 17th at 10:17 a.m. Determine the most appropriate level of participation for your department using the suggestions below:

- Level #1:** Drop, Cover and Hold On Drill at 10:17 a.m.: A Department designee will announce that the ground is starting to shake. To the extent possible, all employees, clients and customers should "Drop, Cover and Hold-On" for 90 seconds.
- Level #2:** Life Safety (Fire) Drill: Earthquake experts warn that immediate and/or automatic evacuation after an earthquake may not be safe. Safety must be the first priority, so carefully assess the environment inside and outside of your facility before deciding to evacuate. If the Department Head or Safety Coordinator chooses to practice evacuating, he or she will then announce the need to evacuate. You may also consider reviewing the location and proper use of portable fire extinguishers. With employees (NOTE: To ensure employees are familiar with the department's emergency procedures, have employees locate and review the department Emergency Action Plan (EAP). Refer to the EAP for the proper procedure for an evacuation in your building.)
- Level #3:** Life Safety (Fire) and Continuity Planning Drill: Soon after the drill your department's management level staff will meet with those within your organization who are specifically responsible for Emergency Management issues to discuss lessons learned and recommendations for Emergency Action Plan (EAP) updates. Schedule updated employee training, followed by further drills and exercises of emergency response, and Department Emergency Operations Plans (DEOPs).

Whatever your department's level of participation, **all County Departments are encouraged to report their ShakeOut activities via WebEOC the morning of the ShakeOut.** Information regarding the details of participation will be viewable by the Board of Supervisors, CEO and all County Departments. Submissions should be made following your ShakeOut activity but before 12:00 p.m. *Our goal is 100% participation among County departments.*

Please indicate on your Intent to Participate form who will be submitting the WebEOC report. This individual will receive additional ShakeOut materials prior to the ShakeOut. OES will contact the individual to ensure the proper WebEOC permissions are in place and to assist with any log-on issues.

As with any drill, there is some pre-planning involved to ensure that your participation will have a successful outcome. If you have not already done so, designate an area outdoors that is safe from harm where your employees should assemble when evacuating. Throughout the drill, practice safety precautions for all participants. Take special considerations for people with disabilities and others with access or functional needs. If you need additional support in order to have a successful outcome, engage with your Safety Coordinator.

Awareness, preparation and survival are the intent of these drills and exercises in order to first protect County staff and the public, and to further enable staff to survive and assist the community in recovery. Thank You, and have a successful ShakeOut!

- Visit: <http://www.sbcfire.org/oes/shakeout.aspx> for more ShakeOut information -

"Prepare now so you can get back to normal sooner after the next major earthquake."