

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 17, 2019.
- 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 10:17 a.m.
- The site should announce the starting of earthquake drill at 10:17 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 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, [click here](#) for the form.