

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** October 10, 2019

**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 17, 2019

**Reference:**

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

**Brief Explanation:**

On Thursday, **October 17, 2019**, San Diego Unified School District, along with other school districts throughout California, will participate in the sixth annual Great California Shake Out. Through coordination from California Office of Emergency Services (Cal OES) and Earthquake Country Alliance, we'll 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 drill will begin on this date at **10:17 a.m.** The purpose of a district-wide 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, 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.

We expect 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.
- After 60 seconds, direct students, staff, and visitors to evacuate the buildings to the pre-designated on-site evacuation area.
- Once everyone is in the **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).

- Once all students, staff and visitors are accounted for, initiate the “All Clear” signal to return to the buildings.
- 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 self-evaluation form by 5 pm on October 17, [click here](#) to complete the form.



Michael Marquez  
Chief of Police

APPROVED:



Drew Rowlands  
Chief Operations Officer

DR:MM

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

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