

ADMINISTRATIVE CIRCULAR NO. 28
Office of the Deputy Superintendent of Business

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 22, 2016

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

Subject: DISTRICTWIDE EARTHQUAKE DRILL

Departments and/or Persons Concerned: Site Administrators, Department Managers

Due Date: October 20, 2016

Reference: None

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

Brief Explanation:

On Thursday, **October 20, 2016**, 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, our district will better prepare our students and staff to respond to an earthquake. All San Diego Unified schools and administrative sites must participate in the exercise. The drill will begin at **10:20 a.m.** The purpose of a district-wide drill is also intended 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 emergency. Detailed information 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, directing their back toward windows, and protecting their head using one arm while the other arm clings to the desk or table. (Education Code 35297).
- 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 #4 (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 and return to the buildings.

- Monitor your school emergency radio during the drill. School Police will conduct a radio test by calling each site in alphabetical order to ensure radio communications are functioning. Any school(s) missed during the first roll call will have another opportunity to respond during a second round. **DO NOT RADIO SCHOOL POLICE; they will call you for a status update.**

Your drill will be critiqued through a self-evaluation form. Each site is encouraged to conduct a debriefing with their staff, discussing what went well during the exercise, what could be improved, and timelines to address improvements. The site administrator shall then complete the attached self-evaluation form and email to **School Police Department’s, Safe Schools Unit:**

Ricardo García rgarcia1@sandi.net
Clairemont, Crawford, Hoover, Kearny, Madison, Mira Mesa, Scripps Ranch and University City clusters.

Fernando Meza jmeza@sandi.net
Henry, La Jolla, Lincoln, Mission Bay, Morse, Point Loma, San Diego and Serra clusters.

Ruben Littlejohn
Chief of Police

APPROVED:



Drew Rowlands
Chief Operations Officer

DR:RL:fm

Attachments: Earthquake Drill Checklist
Earthquake Drill Self-Evaluation
SITE FORM #03- Student Accountability
SITE FORM #04 Staff Accounting/Status Report

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

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 20, 2016.
- 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 10:20 a.m.
- The site should announce the starting of earthquake drill at 10:20 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 alphabetical 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 form to be faxed to School Police Services at (619) 725-7169.

SITE FORM #03 - Student Accountability

Site name: _____	Room # _____	Date: _____	Time: _____
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Roll Call Completed? YES _____ NO _____	Number of students currently present: _____
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*If students are **missing**, or there are **additional** people not on the roster with you, complete below:*

Personnel/Students/Visitors Present Not on Class Roster

Name	Age	M/F	Description (Hair, Eyes, Height, Build, Clothes)	Current Location	Student? Y/N	Injured? Y/N	Special Needs?

If anybody is injured or in need of medical attention, send them to First Aid as soon as it is safe to do so

Missing Students

Name	Age	M/F	Description (Hair, Eyes, Height, Build, Clothes)	Last known Location	Special Needs?	Injured? Y/N	Found? Y/N

Additional Information: (Report gas/water leaks, blocked exits, structural damage, suspicious persons, etc)

Prepared by: _____	Position/Title: _____	Signature: _____
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