



ShakeOut Drill Manual For Businesses



Are You Ready to ShakeOut?

Major earthquakes can cause unprecedented catastrophes. With earthquakes as an inevitable part of our future, businesses should make plans and take actions to ensure that disasters do not become catastrophes. What we do *now*, will determine what our lives will be like *afterwards*. With this in mind, the Earthquake Country Alliance (www.earthquakecountry.org) created the *Great California ShakeOut*, an earthquake drill and preparedness activity in which everyone can participate, which has now spread to many other states and regions. To register as a participant for a ShakeOut drill in your area visit www.TheEight.org. Businesses of all sizes can also use the drill to get their employees, business partners, and even their clients and customers, involved and prepared for a big earthquake. Furthermore, the level of your staffs' own personal and family preparedness will be key to their availability to support your company's response and recovery efforts after a disaster.

Although they were created for ShakeOut drill events across the nation, the instructions on the following pages can be used or adapted for earthquake drills *anywhere* and *anytime*. The following drill guidelines are designed for businesses and their personnel and each drill uses the general earthquake response of *Drop, Cover, and Hold On* (www.theeight.org/the8newsresources/earthquakesafety.html) as its foundation. To be flexible, the following pages provide four options for drill designs ranging from simple (Level 1) to advanced (Level 4), each with steps to be taken before, during, and after the drill. Going forward, your company can customize and build a drill that suits your specific needs.

Drills for Businesses

Level 1 – Simple: *Drop, Cover, and Hold On* Drill Page 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 Page 3

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

Level 3 – Intermediate: *Decision-Making Table Top* Drill Page 5

This decision-making drill is designed to have key staff and leaders think through more complex issues related to business operations in the immediate aftermath of this earthquake, then afterwards to review and discuss what worked or what did not, in order to make changes for the next drill or actual earthquake.

Level 4 – Advanced: *Business Operations Simulation* Drill Page 8

This business operations drill focuses on crisis team personnel who are trained and have emergency response and/or business recovery duties in your business disaster plan (Business Continuity Plan). The drill incorporates simulated incidents, decision-making, response, life safety aspects, and then a review afterwards to discuss what worked or what did not in order to make changes for the next earthquake or drill.





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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.

BEFORE the Drill

1. If you will participate in a ShakeOut drill, register your Business as an official participant at www.ShakeOut.org (make sure to register in your state or region).
2. Inform your employees regarding:
 - The date and time of your drill.
 - How to correctly perform *Drop, Cover, and Hold On*, wherever they are.
 - Your expectations for their participation (i.e. *Drop/Cover/Hold On*, gather at a central location for a head count, post-drill discussions).
 - If your drill is part of a ShakeOut encourage employees, customers, etc. to invite friends, families, and neighbors to register as individuals or organizations at www.ShakeOut.org, in their region, so they can participate as well and receive information directly on how to be safe during an earthquake.
3. (Optional) Download realistic sound effects and safety information to play during your drill by downloading recordings from www.ShakeOut.org/resources.

DURING the Drill

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*.
 - (Optional) Play the audio recording (see above) on your PA or, alternatively, play it on a computer in each office.
 - Suggest that while down on the floor, employees look around at what would be falling on them in a real earthquake. These items should be secured or moved after the drill.
2. After at least one minute, announce that the shaking is over and that employees can stand up again. 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 for one year later (or sooner if employees need to practice).
3. If you participated in a ShakeOut drill, complete a post-ShakeOut survey if one is available on your ShakeOut region's website.
4. Share photos and stories at www.ShakeOut.org.
5. Review “7 Steps to an Earthquake Resilient Workplace” for additional ideas, available at www.earthquakecountry.org/booklets.
6. Encourage employees to prepare at home using the 7 Steps to Earthquake Safety from “Putting Down Roots in Earthquake Country” (see www.earthquakecountry.org/sevensteps).





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).*

BEFORE the Drill

1. If you will participate in a ShakeOut drill, register your Business as an official participant at www.ShakeOut.org (make sure to register in your state or region).
 - Communicate with your employees whether registration will be at the corporate or departmental level or if separate office locations should register individually.
2. If your facility serves the general public, determine how or whether you will involve them in the drill.
3. Inform your employees regarding:
 - The date and time of your drill.
 - How to correctly perform *Drop, Cover, and Hold On*, wherever they are.
 - This includes taking cover beneath a sturdy table or desk, or dropping to the floor near an interior wall and covering your head with your hands and arms.
 - Develop special procedures for unique locations such as warehouses and offices with glass walls.
 - Your expectations for their participation (i.e., to *Drop, Cover, and Hold On*, after the shaking stops, to gather at a central location to account for occupants, etc.).
 - If away from the office - set a cell phone alarm for the time of the drill, and to encourage those they are with to participate as well.
 - If unable to *Drop, Cover, and Hold On* during the drill - take pause at drill-time to consider what they would do if an earthquake were to strike at that moment.
 - If your drill is part a ShakeOut, encourage employees, customers, etc. to invite friends, families, and neighbors to register as individuals or organizations at www.ShakeOut.org, in their region, so they participate as well and receive information directly.
4. Steps or Questions to Consider:
 - How will you direct employees during and immediately following the shaking?
 - Safety must be the first priority, so carefully assess the environment inside and outside of your facility before deciding. Consider factors (your location, building type, damage impacts) that will influence your decisions after the earthquake (i.e., evacuating vs. staying put).
5. Create a brief written description of the earthquake's potential impacts, along with questions for participants to ponder during the drill. For ideas, review the 2008 San Andreas scenario at www.ShakeOut.org/scenario.
 - Tape the description under desks/conference tables or provide envelopes to be opened during the drill. Email is a last option, as it's more effective when read during the drill.
 - To increase participation, also include a surprise under the desk (candy, light stick, etc.).
6. (Optional) Download realistic sound effects and safety information to play during your drill by downloading recordings from www.ShakeOut.org/resources.
7. Distribute ShakeOut posters/flyers to encourage employees, contractors, etc., to participate.
8. Determine the addition of post-shaking evacuation procedures to the drill, if needed:
 - Post-Shaking: Based on the age and type of your building, and the environment inside/outside of building, etc., determine whether your facility would evacuate after a real earthquake, or whether you would first *assess the building's damage* before directing employees to either stay put or evacuate. Consider new safety hazards outside of your facility caused by the shaking.
 - Post-Earthquake Tsunami Threat: If your facility is in a coastal area, consider whether or not you will need to have plans to evacuate to higher ground.





ShakeOut Drill Manual

For Businesses



Level 2 – Basic: Life Safety Drill (con't)

DURING the Drill:

1. Via email, cell phone/text message, public announcement (PA) system, or verbal direction:
 - Announce that the earthquake drill has begun and to *Drop, Cover, and Hold On*.
 - (Optional) Play the audio recording (see above) on your PA or, alternatively, play it on a computer in each office.
 - Suggest that while down on the floor, employees look around at what might fall on them during a real earthquake. Secure or move items after the drill to prevent injury and damage.
2. After at least one minute, announce that the shaking is over and for employees to stand up again.
3. Automatically evacuating after an earthquake may not be a safe action. If your drill includes additional steps or activities such as evacuation to another location, initiate this part of your drill but consider new hazards from fallen or broken objects.
4. Encourage employees to discuss their drill experiences and observations with one another.

AFTER the Drill

1. Hold staff meetings as soon as possible after the drill. Ask for feedback on how the drill went, how it could be improved, and how your business, department, or facility can be better prepared.
 - Discuss preparedness at work and home. (Employees' home/family preparedness will allow them to either stay at work, or return to work more rapidly, to support your company's recovery).
 - Discuss employee disaster responsibilities and business resumption priorities.
 - Share the unfortunate reality that after a major earthquake, it may take considerable time before local emergency resources will be available to assist with life safety issues. With this in mind, how can the business and each employee's preparedness be enhanced?
2. Follow up with an e-mail reminder about emergency protective actions in an earthquake (e.g. *Drop, Cover, and Hold On*) and encourage employees to practice these actions at home.
3. Share lessons learned from the drill and any real experiences with those people responsible for your company's disaster planning to update the plan/procedures and employee training.
4. Review "*7 Steps to an Earthquake Resilient Workplace*" for additional ideas, available at www.earthquakecountry.org/booklets.
5. Schedule your next drill one year from now (or sooner) so employees can practice life safety procedures.
6. If you participated in a ShakeOut drill, complete a post-ShakeOut survey if one is available on your ShakeOut region's website.
7. Share your stories and photos at www.ShakeOut.org
8. Encourage employees to prepare at home using the 7 Steps to Earthquake Safety from "*Putting Down Roots in Earthquake Country*" (see www.earthquakecountry.org/sevensteps).

