

ADMINISTRATIVE CIRCULAR NO. 18

Office of the Chief Operations Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 26, 2022

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 20, 2022

Reference: See EP05-AR 3516.3 (Earthquake Emergency Procedure System)

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

Brief Explanation:

On Thursday, **October 20, 2022**, San Diego Unified School District, along with other school districts throughout California, will participate in the annual Great California ShakeOut. Through coordination from the Earthquake Country Alliance and California Office of Emergency Services (Cal OES), we will 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 district-wide drill will begin at **10:20 a.m. on October 20th**. The purpose of this 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 and 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.

Expectations of the following actions 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. **(If conducted in a virtual setting, discuss this step but don't have them physically walk out of their homes).**

ADMINISTRATIVE CIRCULAR NO. 18

Office of the Chief Operations Officer

Page 2

- Once everyone is at their **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 over the radio 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 Attachment 2 – Earthquake Drill Self-Evaluation and email a copy to SDUSD Police - Safe Schools Unit at: SDUSDsafeschools@sandi.net.

Alfonso Contreras
Chief of Police
School Police Services

APPROVED:

Gary Petill
Interim Chief Operations Officer

AC:rb

Attachments (4):

1. [Earthquake Drill Checklist](#)
2. [Earthquake Drill Self-Evaluation](#)
3. [ICS FORM #03 Student Accountability](#)
4. [ICS FORM #08 Staff Accounting/Status Report](#)