Earthquake Drill Script
(Over the School’s Public Address System)

“Students, staff and visitors this is Mrs./Ms./Mr._________________. In 60 seconds we will conduct an earthquake drop, cover & hold, evacuation drill. This is only a drill.”
(Repeat every 15 seconds)
“Students, staff and visitors, in 45 seconds we will conduct an earthquake, drop, cover & hold, evacuation drill. This is only a drill.”
“In 30 seconds…”
“In 15 seconds…”

(At 60 seconds announce the following…)
“Students, staff and visitors we are now conducting an earthquake drill. Please take cover under a table or desk by dropping to your knees with your head protected by your arms and your back to the windows (Ed. Code 35297) for the next 60 seconds. Please remain silent. This is only a drill.”
(Repeat every 15 seconds to reinforce)

“Students, staff and visitors, we are currently conducting an earthquake drill. Please take cover under a table or desk by dropping to your knees with your head protected by your arms and your back to the windows for the next 45…30…15… seconds. Please remain silent. This is only a drill.”

(At 60 seconds announce) “Students, staff and visitors upon hearing the fire alarm please evacuate and proceed to your evacuation area.”
(Students, staff and visitors should proceed to the evacuation area. Attendance should be taken. Once all staff, students and visitors are accounted for search & rescue, first-aid and parent/student reunification teams report to the school’s incident commander for possible deployment.)
After Action Reporting/Corrective Action Plan

It is recommended that a debriefing among school staff follow the drill to discuss:

1. What went well?
2. What can be improved?
3. What will be the timeline to make improvements?
4. When is the date for the next earthquake drill?

Post-Drill Public Address to Students and Staff
(Announce on Drill Date)

“Students and staff this is Ms. Mrs. or Mr. ______________. I want to commend you for (something they did well) during the drill. Next time we will need to (something that needs to be done differently). Remember to drop, cover and hold if you are inside during a real earthquake. If you are outside stay there and move far away from buildings, telephone poles, street lights, trees and utility wires and drop to the ground. Once the shaking stops, look for an adult to help you.
“Thank you”

Post-Drill Message to Parents
(Evening of Drill Date)

“Parents this is a 60 second message from Ms. Mrs. or Mr. of ______________ School. Today our school conducted an emergency drill as part of our on going effort to promote the safety of our students and staff. If this had been a real emergency requiring reunification of students and parents the reunification process on or off campus would require the following:

1. Students will only be released to parents or individuals listed on a student’s emergency card.
2. Parents or individuals listed on the student’s emergency card that are not recognized by staff will be required to show picture identification.
3. After proper identification, parents or individuals listed on the student’s emergency card will be required to sign out their student(s).
4. Next destination of student(s) will be requested in case the other parent/guardian arrives later to sign out the student(s) and is unable to communicate with the first parent/guardian.

Thank you”
Estimados Padres y Madres,
Esto es un mensaje de ______ segundos de la escuela ______________. Hoy fue dirigido un entrenamiento de emergencia como parte de nuestro esfuerzo para promover la seguridad de nuestros alumnos y empleados. Si esto hubiera sido una emergencia real el procedimiento de reunificación entre alumnos y sus familias en la escuela o en otro sitio alternativo requiere lo siguiente:

1. Alumnos solamente serán entregados a personas indicadas en su tarjeta de emergencia.
2. Las personas que no sean reconocidos por empleados de la escuela necesitan mostrar identificación fotográfica.
3. Se requiere la firma de la persona recogiendo el alumno.
4. Se les va pedir su destino próximo en caso de que otra persona venga a recoger el alumno y no se pueda comunicar con la primera persona.

Muchas Gracias