

School Earthquake Drill Checklist

Use this checklist to help plan, conduct and evaluate an earthquake drill. Adapt it to your district's emergency plan, campus layout and the needs of your students and staff.

BEFORE THE DRILL

- ☐ Review the school's earthquake emergency procedures and comprehensive school safety plan.
- ☐ Tell teachers and staff the drill date, expectations and how they should lead students.
- ☐ Identify safe locations in classrooms and other campus areas, including cafeterias, libraries, gyms, offices and outdoor spaces.
- ☐ Plan for students and staff with disabilities, access and functional needs, and anyone who may need additional assistance.
- ☐ Review evacuation routes and assembly areas. Identify alternate routes in case exits or pathways are blocked.
- ☐ Check classrooms and common areas for hazards that could fall, tip, break or block movement during an earthquake.
- ☐ Confirm emergency supplies, attendance/accountability materials and communication tools are accessible.
- ☐ Decide how the drill will be documented and how lessons learned will be incorporated into the school's emergency plan

DURING THE DRILL

- ☐ Practice Drop, Cover and Hold On: drop to the ground, take cover under sturdy furniture when available, and protect your head and neck.
- ☐ If sturdy cover is not available, move away from windows and objects that could fall and protect your head and neck.
- ☐ Practice the response wherever students actually are- not just only at desks.
- ☐ Remain in the protective position for the length of the drill or as directed by the school's procedure.
- ☐ After the shaking phase, assess the environment before directing an evacuation. Do not automatically use a route that may be unsafe.
- ☐ Account for students, staff and visitors and report missing or unaccounted-for people through the established process

AFTER THE DRILL

- ☐ Discuss what students and staff learned and what felt confusing or difficult.
- ☐ Identify problems with routes, communication, accountability, supplies or supervision.
- ☐ Identify hazards or equipment/furniture that should be secured, moved or otherwise addressed.
- ☐ Assign corrective actions and update emergency procedures when needed.
- ☐ Document the drill according to school/district requirements.

Remember: Earthquakes can happen without warning and in any location. For questions about school evacuation planning or fire safety in the Sacramento Metropolitan Fire District, contact the Community Risk Reduction Division at CRRDstaff@metrofire.ca.gov.

