

Sonoma County Junior College District



**Shake Out Exercise Plan
10/15 at 10:15 am**

Executive Summary

On Thursday, October 15 at 10:15 AM the Sonoma County Junior College District will participate in the 2009 Great California Shake Out. This is a state wide exercise to focus on preparing faculty, students and staff on how to respond in the event of an earthquake. The exercise will consist of:

1. **Duck, Cover and Hold Lesson for all students, faculty and staff**
(10 minutes)
2. **Review of Assembly Point locations**
(5 minutes)

Timeline

Time	Who	Description
10:14 AM	EM Coordinator	Notify District by email alert to conduct Great Shake Out Exercise
10:15 AM	All	Duck, Cover and Hold Review by Faculty, Students and Staff
10:25 AM	All	Review Assembly Areas & instructions per EP Handbook
10:30 AM	All	Exercise is completed
10:30 AM	All	Provide evaluation of exercise to EM Coordinator by email, phone or mail

Shake Out Exercise Plan

10:15 on 10/15

Date: October 15, 2009

Time: 10:15 AM

Location: Sonoma County Junior College District

Personnel: All students, faculty and staff

Students, Faculty and Staff: 10:15 – 10:30 (Exercise)

Background

Sonoma County Junior College District has made Emergency Preparedness a District wide priority. Our goal is to protect lives and property, and assist victims in an emergency. The college has posted copies of its Emergency Preparedness Handbook in all classrooms, offices, labs, and meeting areas. The instructions in the handbook meet all State and Federal requirements including the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). The plan has been coordinated with the County of Sonoma's Operation Area. This exercise has been developed to provide the District's students, faculty and staff the opportunity to assess and review classroom and office response procedures to be used during an actual seismic emergency.

Purpose

The purpose of this exercise is to evaluate the Sonoma County Junior College District's Emergency Preparedness Handbook's instructions and provide specific instruction on how to respond during an earthquake using the Drop – Cover – Hold procedure. The participants will evaluate the usability of the Emergency Preparedness Handbook and the location and number of Evacuation Assembly Points. The participants are encouraged to evaluate the exercise by providing input and listing what additional training and exercises are needed to ensure the college is able to react and respond appropriately to disasters. They are to direct their evaluations and suggestions to the District's Emergency Management Coordinator by telephone, email or mail.

Exercise Goals

1. Determine the effectiveness of this type of exercise.
2. Determine ability of faculty to communicate emergency information to students.
3. Determine ability of management /supervisors to communicate to their staff.
4. Assess the effectiveness of the Emergency Preparedness Handbook instructions.
5. Assess the locations of the Evacuation Assembly Area.

Position Responsibilities

1. **Department Safety Leaders** will decide the appropriate actions to be taken should an earthquake occur; provide information to others on how to do the Drop, Cover and Hold procedure and provide answers to questions regarding evacuation routes and assembly areas.
2. **Management/Supervisors** will ensure that those under their leadership have reviewed the instructions in the EP Handbook and are familiar with the Drop, Cover and Hold procedure.
3. **District Police Dispatch Center** will review their communications options and locations of all evacuation assembly areas.

Objectives

All Students, Faculty and Staff

1. Department Safety Leaders would in an actual emergency *determine* appropriate action to be taken; *evacuate* people in their area; *sweep* their building; and *report* any emergency needs to the District's dispatch center.
2. Faculty will review the Drop – Cover – Hold procedure with students.
3. Faculty will point out the locations of the Evacuation Assembly Areas.
4. The exercise ends at 10:30am and participants are encouraged to submit recommendations or evaluations directly to the District's Emergency Management Coordinator.

Don Silverek / Emergency Management Coordinator / 707-535-3789

Email: dsilverek@santarosa.edu

Attachments:

Protect Yourself – When the Ground Begins to Shake flyer

The Great Shake Out bubble flyer

Advice for People with Disabilities or Access and Functional Needs flyer

PROTECT YOURSELF **When the Ground Begins to Shake!**



During earthquakes:

DROP to the floor

Take **COVER** under a sturdy desk or table
(if no table- cover your head with your arms)

HOLD ON to the table/desk- even if it moves!
(If no table- keep your head protected)



What will YOU be doing at 10:15 a.m. on

THURSDAY
OCTOBER 15, 2009 ?



Join millions of Californians who will

Drop, Cover and Hold On!

Why? Earthquakes can shake the state at any time, and this is our chance to practice what to do to be safe.



Earthquake Country **Alliance**
We're all in this together.

**Learn more at
Shakeout.org**



How to Protect Yourself During an Earthquake

Advice for People With Disabilities or Access and Functional Needs

During a significant earthquake, you could experience sudden and intense back and forth motions of up to six feet per second. The floor or the ground would jerk sideways out from under you. Every unsecured object around you would likely topple, fall, and become airborne, potentially causing serious injury. Strong shaking might not end for you until a minute and a half after you first felt the earthquake. That's why federal, state, and local emergency management experts and other official preparedness organizations all agree that "**Drop, Cover, and Hold On**" is the appropriate action to reduce injury and death during earthquakes.

If you cannot Drop, Cover, and Hold On, there are modified actions you should immediately take to protect your head and neck.

Drop, Cover, and Hold On... and its modifications

The main point is to not try to move, but **immediately** protect yourself as best possible right where you are. Earthquakes occur without any warning and may be so violent that you cannot walk, crawl or steer a wheelchair; you therefore could likely be knocked to the ground where you happen to be. You will never know if the initial jolt will turn out to be start of the big one.

The reverse side of this page explains how to protect yourself in various locations, depending on your situation.

Drop, Cover, and Hold On: Modifications for people with disabilities or access and functional needs

INDOORS: If you are able, "DROP to the ground immediately; take COVER by getting under a sturdy desk or table; HOLD ON to it until the shaking stops. If you use a wheelchair or have other mobility impairments and cannot Drop, Cover, and Hold On, protect your head and neck with a pillow or your arms, and bend over to protect yourself if you are able.

IN BED: Stay there and hold on; protect your head with a pillow.

HIGH-RISE OR A PUBLIC BUILDING: Drop, Cover, and Hold On or protect your head and neck as best possible. Do not use elevators. When the shaking subsides move to the designated zones for evacuation and wait for assistance by first responders.

OUTDOORS: Move to a clear area away from wires, buildings, and anything else that could fall and hurt you, *but only if you can safely do so*. Otherwise stay where you are and Drop Cover and Hold On or protect your head and neck as best possible.

STADIUM OR THEATER: Drop Cover and Hold On or protect your head and neck. Protect your head and neck with your arms as best possible. Don't try to leave until the shaking is over.

DRIVING: Pull over to the side of the road, stop, and set the parking brake. Avoid bridges and overhead hazards. Stay inside the vehicle until the shaking is over.

WHAT NOT TO DO: If your mobility is limited, it is particularly important that you DO NOT try to get to a "safer place" or get outside. Movement will be very difficult, and studies of injuries and deaths caused by earthquakes in the U.S. over the last several decades indicate that you are much more likely to be injured by falling or flying objects (TVs, lamps, glass, bookcases, etc.) than to die in a collapsed building.

GET READY BY SECURING YOUR SPACE: There are simple actions you and your support team can take today that will protect you in your home if an earthquake happens tomorrow. **START NOW** by moving furniture such as bookcases away from beds, sofas, or other places where you sit or sleep. Move heavy objects to lower shelves. Then begin to look for other items in your home that may be hazardous in an earthquake. Some actions may take a bit longer to complete, but all are relatively simple. Most hardware stores and home centers now carry earthquake safety straps, fasteners, and adhesives. Additional information, including how-to instructions, is available at www.earthquakecountry.org.