The Great British Columbia ShakeOut™

2016

# Drill & Participant Guide

Help your business, government or agency get ready for earthquakes by conducting "Drop, Cover and Hold On" drills.

# INTRODUCTION

British Columbia is located in one of the most seismically active regions in the world with more than 3,000 earquakes occurring every year. While most are too small to be felt, the risk of a major one causing significant damage is real.

Get prepared by joining us the third Thursday of every October for the Great British Columbia ShakeOut – Canada's largest "Drop, Cover and Hold On" earthquake drill. Residents, organizations, businesses, governments and agencies are all encouraged to take part. The more people know about what to do during an earthquake, the better prepared our province will be to respond and recover.

This guide aims to help you coordinate and run your own ShakeOut drill, which can be done in conjunction with the Great British Columbia ShakeOut in October or at any time of the year. We've provided four drill options, ranging from simple (Level 1) to advanced (Level 4). Each includes steps that should be taken before, during and after the drill. All can be customized to suit your needs.

## Drill Overviews

### Level 1: (Simple) "Drop, Cover and Hold On" Drill

This drill uses simple steps to educate participants on how to properly perform "Drop, Cover and Hold On" – an internationally recognized action for protecting people from toppling furniture and falling objects. *Page 2*

### Level 2: (Basic) Life Safety Drill

The life safety drill is designed to get people thinking about their own emergency response actions, followed by a review of what worked and what didn't. The goal is to improve for the next drill or an actual earthquake. *Page 3*

### Level 3: (Intermediate) Decision Making Table Top Drill

The decision making drill is designed to get leaders thinking through more complex issues related to operations in the immediate aftermath of an earthquake. The drill is followed by a review and discussion with the aim of continuous improvement. *Page 5*

### Level 4: (Advanced) Operations Simulation Drill

The operational drill is for crisis team personnel who are trained and have response or recovery duties outlined in a disaster plan. A post drill review is recommended to determine what worked, what didn't and where improvements are possible. *Page 7*

## Level 1 – (Simple) "Drop, Cover, Hold On" Drill

**Before the drill:**

1. Register as an official participant at www.shakeoutbc.ca/register.
2. Inform your team of:

- The date and time of your drill.
- How to correctly perform "Drop, Cover and Hold On."
- What they're expected to do on drill day, e.g. "Drop, Cover and Hold On," gather at a central location for a head count, attend a post-drill discussion.

3. Promote the drill by downloading posters and flyers from www.shakeoutbc.ca/resources
4. (Optional) Download a drill recording with realistic sound effects from www.shakeoutbc.ca/broadcast.

**During the drill:**

1. Announce the start of the drill or play the downloaded recording.
2. Direct participants to "Drop, Cover and Hold On."

- Encourage participants to count out loud for the duration of the simulated earthquake. This will help keep them focused and calm, as well as provide an indication of how long shaking can last.
- When the shaking portion of the drill stops, ask participants to stay in place and count to 60, giving displaced objects a chance to settle. They should also look around their cover and assess what might fall on them during a real earthquake. These objects can be secured after the drill.

3. After the 60-second count, announce the drill is over and that everyone can stand up.
4. Encourage participants to discuss their experience.

**After the drill:**

1. Ask for feedback on how the drill went.
2. Schedule the next drill for one year later or sooner.
3. Share photos and stories of your drill at www.shakeoutbc.ca/share or on social media. You can find ShakeOutBC on Twitter (@ShakeOutBC), Facebook and Instagram.
4. Discuss the importance of personal emergency preparedness. Visit www.gov.bc.ca/PreparedBC for a complete suite of resources.

## Level 2 – (Basic) Life Safety Drill

**Before the drill:**

1. Register as an official participant at www.shakeoutbc.ca/register.
2. If your facility serves the general public, decide how or whether you will involve them.
3. Inform participants of:

- The date and time of your drill.
- How to correctly perform "Drop, Cover and Hold On."
- What they're expected to do on drill day, e.g. "Drop, Cover and Hold On," gather at a central location for a head count, attend a post-drill discussion.

4. Create a brief written description of the earthquake's potential impacts, along with questions for participants to ponder. Tape the description under desks/conference tables or provide sealed envelopes to be opened during the drill. To increase participation, you can also place prizes under desks, such as candy, flashlights or light sticks.
5. Determine whether you should include post-shaking evacuation procedures in your drill. Things to consider:

- How old is your building? What is the primary construction material? Are there any interior or exterior environmental factors that should be considered?
- Are you located in a coastal area with a tsunami risk? If yes, you'll need plans to evacuate to higher ground.

6. Promote the drill by downloading posters and flyers from www.shakeoutbc.ca/resources
7. (Optional) Download a drill recording with realistic sound effects from www.shakeoutbc.ca/broadcast.

**During the drill:**

1. Follow the Level 1 "during the drill" instructions.
2. If your drill includes an evacuation, ask people to follow your protocol while being aware of potential hazards, such as sharp debris and fallen or broken objects.
3. Encourage participants to discuss their experiences and observations with each other.

**After the drill:**

1. Hold follow-up meetings as soon as possible. Ask for feedback on how the drill went, how it can be improved and whether additional preparedness steps are necessary. You can also discuss:

- Earthquake preparedness at home. Visit www.gov.bc.ca/PreparedBC for complete information.

- Earthquake preparedness at work (Are there sufficient emergency supplies?).
- How your agency, group, business or organization will resume operations following an earthquake.

2. Schedule the next drill for one year later or sooner.
3. Share photos and stories of your drill at www.shakeoutbc.ca/share or on social media. You can find ShakeOutBC on Twitter (@ShakeOutBC), Facebook and Instagram.

## Level 3 – (Intermediate) Decision Making Drill

**Before the drill:**

1. Register as an official participant at www.shakeoutbc.ca/register.
2. Bring together a team of individuals to design a drill. This is a great opportunity to review emergency procedures.
3. Determine your drill's objectives and length. What would you like it to test? If you have a disaster plan, an objective could be testing a specific component.
4. Research the potential earthquake damage for your area and use it to develop a drill disaster scenario. Consider the following:

- Would the power be out? Would telephone and data-based communication services be down?
- How will you direct people during and immediately after the shaking?
- Consider damage in your location and how that will influence your decisions, e.g. asking people to evacuate or stay put.
- Identify who is authorized to make and communicate post-earthquake decisions.

*NOTE: Make sure your disaster scenario supports your drill objectives. For example, don't "wipe-out" the entire organization or community and eliminate the purpose of holding a drill.*

5. Complete the final version of your disaster scenario.
6. Invite key decision makers to participate.
8. Inform participants of:

- The date and time of your drill.
- How to correctly perform "Drop, Cover and Hold On."
- What they're expected to do on drill day.

9. Promote the drill by downloading posters and flyers from www.shakeoutbc.ca/resources
10. (Optional) Download a drill recording with realistic sound effects from www.shakeoutbc.ca/broadcast.

**During the drill:**

1. Invite your decision makers to assemble in a pre-determined room a few minutes prior to the drill to review the exercise's objectives.
2. When the drill is announced, tell all participants in the group to "Drop, Cover and Hold On" then follow the remaining Level 1 "during the drill" instructions.
3. In the room with your decision makers, read the disaster scenario. When done, go around the table to discuss what decisions will have to be made. Your discussion should go in chronological order of

expected priorities and activities in the first minutes, hours, days and weeks following an earthquake.

4. Document the chronology of events, decisions, issues and proposed solutions.

**After the drill:**

1. For the decision makers, verify whether you met your drill objectives. Discuss what worked and what didn't making sure to document all feedback and suggestions. Use this to review current policies and protocols and to identify if changes are needed.
2. If you also held a "Drop, Cover and Hold On" drill for broader staff, hold follow-up meetings as soon as possible. Ask for feedback on how the drill went, how it can be improved and whether additional preparedness steps are necessary. This is also a great opportunity to:

    - Review emergency responsibilities.
    - Discuss the importance of personal preparedness. Visit www.gov.bc.ca/PreparedBC for more information.
    - Update emergency contact lists and phone tree procedures.

3. Determine your next steps for improvement and assign people to follow up.
4. Schedule the next drill for one year later or sooner.
5. Share photos and stories of your drill at www.shakeoutbc.ca/share or on social media. You can find ShakeOutBC on Twitter (@ShakeOutBC), Facebook and Instagram.

## Level 4 – (Advanced) Business Operations Drill

**Before the drill:**

1. Register as an official participant at www.shakeoutbc.ca/register.
2. Bring together a team of individuals to design a drill.
3. Determine the length, scope and objectives of your drill. For example:

- Testing a specific section of your organization's emergency plan.
- Involving the general public, similar to a fire alarm during regular hours of operation.

4. Research the potential earthquake damage for your area and use it to develop a drill disaster scenario that includes specific impacts on your organization.

- Will the power be out? Will roads be closed? Will phone and data-based communication services be down? What structural damage could your building sustain? What non-structural damage could occur, e.g. falling computers, equipment, machinery, furniture, lights and inventory?
- How will you direct people immediately after an earthquake? Will you ask them to evacuate? What will you consider in making that decision?
- Who is authorized to make and communicate post-earthquake decisions?

*NOTE: Make sure your disaster scenario supports your drill objectives. For example, don't "wipe-out" the entire organization or community and eliminate the purpose of holding a drill.*

5. Complete the final version of your disaster scenario.
6. Invite key decision makers and leaders (Crisis Management Team) to your drill. Have them review your current response plan in advance.
7. Select a facilitator to run the drill. Determine other role requirements, such as assigning staff to be evaluators.
8. Conduct training for all drill participants who have been assigned emergency roles within your organization. This is a good time to reinforce their responsibilities during a major emergency.
9. Create a timeline for your drill.
10. Create a list of injected events that will roll out according to your timeline. Injects are surprises that could reasonably occur during the drill, e.g. aftershocks and intermittent communications. Injects help get participants thinking about potential issues during a real event and how they'll be handled.
11. Inform all participants of:

- The date and time of your drill.
- How to correctly perform "Drop, Cover and Hold On."
- What they're expected to do on drill day.

12. Promote the drill by downloading posters and flyers from www.shakeoutbc.ca/resources
13. (Optional) Download a drill recording with realistic sound effects from www.shakeoutbc.ca/broadcast.

**During the drill:**

1. Follow the Level 1 "during the drill" instructions.
2. Announce the start of your operational drill, prompting participants to follow their designated response procedures.
3. Run your event timeline with injects. Have evaluators assess how the surprise elements are managed.
4. When the timeline is complete, announce the operational drill has concluded.

**After the drill:**

1. Assemble the facilitator and evaluator to summarize activities, actions, decisions and solutions. Discuss whether the drill met its objectives and what can be done to improve your emergency plan.
2. Assemble your operational drill participants, including decision makers and leaders.

- Depending on the size of your organization, you may need to have departmental teams meet separately, followed by a leadership meeting with representatives from each team.
- Discuss and document what happened during the exercise from a "player's" point of view.
- Listen attentively to feedback and suggestions.
- Discuss any necessary changes to policies and protocols.

3. For broader participants in the "Drop, Cover and Hold On" exercise, hold a meeting as soon as possible to discuss what worked and what didn't during the drill. This is also an excellent opportunity to talk about the importance of personal emergency preparedness. Visit www.gov.bc.ca/PreparedBC for more information.