

SAMPLE DISASTER DRILL

Name of School

School District

Address

City/State/Zip

Phone

TO: All Principals

FROM:

DATE:

RE: **DISASTER DRILL**

On (Date:) _____(Time:) _____and Communications **ONLY**. Additional information will follow pertaining to the drill.

On (Date:) _____(Time:) _____all district sites will be participating in the Student Release Drill. I have enclosed a revised student Release Drill. Please take a moment to look it over. I will be meeting with you if I haven't already done so to discuss how this Drill will work best at your site. The proposed guidelines in this Drill are to help get you started. Please feel free to modify this Drill to accommodate any special circumstances at your site.

ELEMENTARY SITES

STUDENT RELEASE DRILL – (Date:) _____

Goal:

To provide administration, staff and students an opportunity to practice realistic procedures for Student Release in the event of a disaster.

Objective:

- 1.) Provide staff and students with information to assist them with Student Release Drill.
- 2.) Positively impress upon staff the need for teamwork and accurate record keeping to facilitate a successful Student Release Drill.
- 3.) Provide parents, relatives or friends retrieving a child or children from school, the opportunity to realistically participate in student release procedures prior to an actual disaster.

Scenario:

A 7.1 magnitude earthquake on the Rodgers Creek fault has just hit the

(Location:) _____
Buildings, roads and overpasses have sustained heavy to moderate damage. All schools are in session. The principal at each site activates their Emergency Plan. Parents (relatives or friends) will be arriving to retrieve their child or children. The principal activates the Student Release function according to the Emergency Plan.

Instructions to Administration and Staff:

This is an orchestrated event to help your staff develop criteria for a safe, secure and orderly student release.

1.) PRIOR TO DRILL:

- A. Send out a letter to parents requesting their participation in your Student Release Drill on (Date:) _____ (See enclosed Letter to Parents).

Give all pertinent details regarding the Student Release Drill, such as: Date, time, exact location of student pack up area, etc. **This letter should go out no later than the week of** (Date:) _____. At least two reminder letters should follow before the (Disaster Drill Date:) _____]
Disaster Drill.

- B. Decide where your “**Request**” and “**Retrieval**” gates will be located. You will need separate locations for your “**Request**” and “**Retrieval**” gates in order to decrease congestion. Your “**Request**” and “**Retrieval**” gates need to be set up in a **controlled** area of your campus.
- C. Make detailed signs directing people to location of “**Request**” and **Retrieval**” gates (See samples). Additional signs notifying the public an Earthquake Drill is in process should also be posted in the main entrances of your site. The starting and ending time of the Drill should also be noted on the signs.
- D. Assign who will be responsible for assisting and directing people arriving to retrieve students. Several people will be needed for this task.
- E. Assign who will be responsible for “manning” and overseeing the “**Request**” and “**Retrieval**” gates.
- F. Assign who is responsible for gathering and distributing materials needed for drill.
- G. Identify who your student messengers will be. Select sixth graders who are mature and dependable. A letter should be sent home requesting parental permission to participate as a messenger in the Drill. Select at least two messengers per room.
- H. Set up procedures for identification of persons who students are being released to. This person should be on the school’s emergency card. If not, the person should be cleared for the purpose of this Drill. There could be a section added to the letter home regarding the Drill where the parent could name who would be picking up their students(s).
- I. Identify all of your students who will be released as usual. If you do not receive a response back from the letters sent home, the students should be released as usual. A principal used **green dots** to identify her elementary student who were being released as usual.

- J. Go over Drill instructions several times with students prior to Drill on
(Date:) _____. **All radios should be checked to be sure they are working properly.**

Note: Parent volunteers are a good resource for additional help.

2.) DAY OF DRILL

- A. Tables should be set up at “**Request**” gate. Staff and Student Roster should be taped to tables for easy assess and marking off student and staff names. All persons need to be accounted for on site. In addition to your Staff and Student Roster, you should have a list of all volunteers and special teachers on your campus that day.
- B. Tables and envelopes or index card file should be set up at “**Retrieval**” gate.
- C. All supplies, forms, etc. should be together and ready for distributing.
- D. All signs should be hung where appropriate.
- E. Instructions regarding the Drill should be reviewed with students in the morning.
- F. **All radios should be checked to be sure they are working properly.**

3.) DRILL

- A. At time of “Earthquake” the Duck, Cover and Hold Command will be given by all teachers. Administration and staff not directly responsible for the supervision of students should also participate in this part of the Drill. Get under a desk or table. Your safety is also important. Don’t forget!
- B. Evacuation procedures will proceed when deemed safe.
- C. Assemble in your designated areas and take roll. Send messenger with completed **DISASTER INFORMATION ON STUDENTS LOCATIONS** to operations center. Do not send your class roll you will need it to check off students as they are released.

- D. Staff assigned to assist and direct people should report to the “**Request**” gate area. Staff assigned to this duty should have clipboards, pencils and **STUDENT RELEASE FORMS**. Staff should approach parents arriving on campus and ask them to fill out the **STUDENT RELEASE FORM**.
- E. Staff assigned to “man” the “**Request**” and “**Retrieval**” gates should report to their assigned areas.
- F. All messengers should report to the “**Request**” gate and check in. All messengers should be checked off the roster at this time.

STUDENT RELEASE BEGINS

REFER TO STUDENT RELEASE PROCEDURE

AFTER ALL STUDENTS ARE RELEASED, THE DRILL IS COMPLETED.

EACH STAFF MEMBER IS ASKED TO FILL OUT AN EVALUATION FORM.

CONGRATULATIONS!!!!!!

STUDENT RELEASE PROCEDURE

1. Staff assigned to assist and direct people should report to the appropriate area. Staff assigned to this duty should have clipboards, pencils and **STUDENT RELEASE FORMS**. Staff should approach parents arriving on campus and ask them to fill out the **STUDENT RELEASE FORM**.
2. The “**Request**” gate is where parents will be bringing their completed **STUDENT RELEASE FORMS**.
3. The parent’s (relative or friend) identification is checked and verified on the emergency card.

The student will be checked off of your school attendance roster.
4. The parent is then sent to the “**Retrieval**” gate to wait for their students(s).
5. The **STUDENT RELEASE FORM** is given to a messenger who will go get the student in their assigned assembly area.
6. The **TEACHER** will check off the student on their **ROLL LIST** and make any appropriate notes on the **STUDENT RELEASE FORM**.
7. The **MESSENGER** then brings the student to the “**Retrieval**” gate to be released to the parent.
8. The **MESSENGER** gives the **STUDENT RELEASE FORM** to the appropriate individual who files the **STUDENT RELEASE FORMS** alphabetically in a card index or envelope.

Students being released as usual will be released at their normal time.
OPTIONAL – If a student is being released as usual, have the student sign the **STUDENT RELEASE FORM** and note their destination. Have a messenger then take the student and the **STUDENT RELEASE FORM** to the “**Retrieval**” gate where the student will be released.
9. Students are not to be allowed away from their class group for any reason without a **written note** from the teacher.
10. Students should be escorted to rest rooms by a messenger and returned to their class group by the messenger.

IMPORTANT – NOTE!

For the purpose of this drill, the parent may note on the letter sent home who will be picking up their students(s) during the /Student Release Drill on (Date: _____).
In the event of a real disaster, the parent's (relative or friend) identification is checked and verified on the emergency card. **The person who the student is being released to MUST be on the emergency card.**

YOU WILL NEED:

- School Attendance Roster (staff, students, volunteers, special teachers, etc.)
- Student Release Forms (see sample)
- Disaster Information on Students Locations Forms (see sample)
- Emergency Cards
- Clipboards (at least 10)
- Pencils (50)
- Post It's
- Large envelopes for returned student release forms or an alphabetical card index
- Yellow or orange vests for messengers for quick identification. Colored yarn, ribbons or tee shirts could also be used. Be creative!
- Two way radios for communicating with “**Request**” and “**Retrieval**” gates. If you do not have radios, plan an alternative way to communicate. For example:
Messengers
- Tables
- A way to identify students who are being released as usual
- Signs for directing parents and notifying public earthquake drill is in progress.

Sample
School Reminder Letter
Earthquake Preparedness

School Letterhead

Date of Letter _____

Re: Earthquake Preparedness

Dear (Name of School:) _____ Families:

(Name of School:) _____ will observe Earthquake Preparedness month by participating in a community-wide drill this

(Date of Drill:) _____

Our School Site Council and PTA agree with me that providing a drill which includes practice for picking up children after a “disaster” is an appropriate next step in our school’s preparation. Therefore, this Thursday we will include parent pick-ups after our evacuation drill. If you are able to come to school or to arrange for the pick-up of your child at or soon after dismissal time, please do so.

Dismissal will occur from our field. To pick up children, parents are to walk in from (Specify Location:) _____. Our Information Desk will be near the (Describe Exact Location:) _____.

Children will be brought to identified adults requesting them at a specified nearby location. (You do not need to be present for this dismissal drill if it is difficult for you. However, the more families that are aware of the process, the better will be our support of your children during an actual disaster.)

We encourage you to take advantage of this opportunity to practice with us this year. Please indicate on the attached response form how your child’s dismissal should be handled. If we do not receive your directions below, we will dismiss your child at the end of the practice at about (Time:) _____.

We appreciate your help in preparing your child for this type of emergency.

Sincerely,

Principal’s Name and Signature

**PARENT/ CHILD RESPONSE FORM
REGARDING CHILD'S DRILL DISMISSAL**

Please indicate below how your child's dismissal should be handled at the conclusion of our Earthquake Drill on (Time:) _____. I understand if you do not receive the indicated directions below, you will dismiss my child at the end of the practice (Time:) _____.

Return completed form by (Date:) _____ to
(Principal's Name and School:) _____.

_____ **I will be at** (Location:) _____ between
(Time:) _____ and (Time:) _____ to
request pick up of my child from the (Location of Information Desk:) _____

_____ I realize it will take more time than usual due to the school's need to keep accurate records of each child's location/destination.

_____ **I am unable to be at** (Location:) _____ on
(Time:) _____. Please dismiss my child as usual to go to
(Specify Location:) _____.

_____ **Other** (Specify:)

Child _____ Parent Signature _____

(Name of School)

**OPERATION: STUDENT RELEASE
STAFF EVALUATION FORM**

Please take a few minutes to fill out this form. The information you provide will assist in development of future training.

1. Do you feel the objectives were met?

No 1 2 3 4 5 6 7 8 9 10 **Yes**

Comments:

2. Was the drill information you were provided, delivered in an effective manner?

No 1 2 3 4 5 6 7 8 9 10 **Yes**

Comments:

3. What additional information would be valuable for your position?

4. What other areas of the Emergency Plan would be valuable to you to exercise next year?

5. How often do you feel this type of training should be offered?

Student Release Form

Student(s) Name(s)

Name of adult student(s) were released to:

Destination where Student(s) can be located:

Phone # where Student(s) can be reached:

Teacher's Name

Grade Level or Room Number _____

Teacher/Staff Notes

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Teacher/Staff Notes

DISASTER INFORMATION ON STUDENTS LOCATION

ROOM NUMBER / CLASS _____

STUDENTS THAT ARE ABSENT TODAY:

MISSING: (PROBABLE LOCATION)

EXTRAS: (NOT ON CLASS ROSTER, BUT HERE)

DISASTER INFORMATION ON STUDENTS LOCATION

ROOM NUMBER / CLASS _____

STUDENTS THAT ARE ABSENT TODAY:

MISSING: (PROBABLE LOCATION)

EXTRAS: (NOT ON CLASS ROSTER, BUT HERE)

(Hours of Drill)

**EARTHQUAKE DRILL
IN PROGRESS
STUDENT DISMISSAL
FROM**

(Specify Location)

**(PARKING LOT)
YOU MAY WALK TO
THE
"REQUEST GATE"**

**EARTHQUAKE DRILL
STUDENT RELEASE
TO REQUEST A
STUDENT GO TO**

**"REQUEST GATE"
(1)**

**TO
REQUEST
GATE**



STUDENT

REQUEST

GATE

1

STUDENT

REUNION

GATE

2