

Purpose: Getting Organized

Type of Drill: Full ScaleLevel of Difficulty: AdvancedTime to plan: 1—3 hours, depending on how many people are participatingTime to Complete: 1—3 hours, depending on how many people are participatingScenario: Earthquake

Before the drill:

- Choose a date, time and a place to hold the pre and post drill meetings.
- Pre identify how many neighbors will be participating
- Decide how many scenarios you will be using during the drill .
- Make copies of the scenarios and put them in envelopes—(one envelop/scenario per household).
- If needed, request Ok/Help signs from the Office of Emergency Management by calling 206-233-7123.

OBJECTIVES:

- Participants will be able to follow the steps of the neighborhood plan from taking a quake safe action to handling emergency situations.
- Participants will understand how to use the Ok/Help sign
- Participants will participate take care of problems dealing with utility control, first aid and search and rescue, using the neighborhood disaster plan

SCENARIO:
**An earthquake starts shaking
the area.**

Review Quake Safe Actions to Take:

Take a quake safe action quickly, within 3—4 seconds. .

Find a quake safe place where you are.

Options:

Beneath any desk, table or Counter (Drop Cover and Hold)

Beside and inside wall or heavy piece of furniture

Between rows of chairs

After the Disaster—Take care of yourself, your family and your home:

1. Check yourself and your family for injuries
2. Dress for safety
3. If necessary, shut off the natural gas at the meter.
4. Shut off the water at the main house valve or at each toilet and water heater
5. Post your OK/Help card on the front door or window so it is visible from the street
6. Take your first aid kit with you
7. Check at the neighborhood meeting site

Drill Directions/set up:

1. Have participants meet at a designated time & location for pre-drill instructions. Have a sign-in sheet for the drill.
2. Distribute and review the purpose of the OK/Help signs. Discuss the following points:
 - The purpose of the OK/Help sign is to minimize duplication of efforts and to identify where help is needed immediately.
 - This is a communications tool for **your neighborhood only, not first responders.**
 - If everyone is OK, place the OK side towards the street. If you or a member of your family needs help, place the Help side towards the street.
3. Have the scenarios already printed and in envelopes, making the majority of the envelopes “every one is OK” and at least 1 of each of the remaining scenarios. **Each household participating gets 1 scenario envelope.** Do not overwhelm the group. There needs to be enough participants that are OK so as to take care of the problems in the scenarios.
4. Ask group to synchronize your watches to start the exercise together and instruct participants to go to their home and at a specific time to drop, cover and hold for 60 seconds to start the drill. After 60 seconds, open the envelop and based on the scenario, take the appropriate actions.
5. Discuss the two groups of response tasks that need to be completed following a major disaster (see box below). Remind the group that you will focus first on the priority tasks.
6. If you have enough people, can ask neighbors to choose a specific task within the group they want. Depending on the number of people helping, more than one task can be accomplished at one time. If you have a limited number of people, focus on the priority tasks first. As you complete the priority tasks or have additional resources, move on to the secondary tasks.

Group 1 Priority Response Tasks: Utility Control Simple Search and Rescue Disaster First Aid
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Group 2 Secondary Response Tasks Shelter and Care Communications Damage Assessment
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Evaluation Tool:

Review the key points with the neighborhoods to be sure they understand the objectives that the drill was intended to test:

Ask the group:

Does everyone understand the location of the Neighborhood Meeting Site?

“This is the place where we will all meet to help each other”

Does everyone understand the location of the First Aid Site?

“This is the place where people who are hurt can get first aid care”

Does everyone understand the purpose of the OK/Help Sign?

“This is just for our neighborhood to use to help us communicate who needs help and who is OK. This is not to signal first response agencies.”

Does everyone understand the differences between the Priority Response Tasks and the Secondary Response Tasks?

“The response tasks are tasks that have first priority to complete because they impact life safety the most. If any of you already have first aid training, know how to control utilities or can work with a team to lift heavy objects or people, please sign up for these tasks.”

“Secondary tasks have to do more with taking care of people and can be delayed if necessary while completing the primary tasks. These tasks are less strenuous but are equally important. If you are an amateur radio operator or want to help an take care of people who need a bit more care, please sign up for these tasks.”

The Seattle Office of Emergency Management manages the SNAP program. If you have any questions as a result of this drill or would like to suggest ways to improve this drill, please e-mail SNAP@seattle.gov, or mail your suggestions to

Seattle Office of Emergency Management
SNAP program
105 5th Ave S
Seattle, WA 98104

Thank you for participating in SNAP!



Neighborhood Drill Invitation

You are invited to participate in the neighborhood earthquake drill. If you are participating, please meet at the following place for refreshments and drill directions!

Name: _____

Address: _____

Meeting time is _____ a.m. / p.m. **Please be prompt.**

At the meeting we will synchronize our watches and receive an envelope with directions about the drill.

Once you have received your instructions, you will go back to your home and at the scheduled time for the earthquake, take a quake safe action for 60 seconds. **At the end of the 60 seconds**, open your envelope. The scenario in the envelope is the situation at your home. Take appropriate action based on the information in your envelope.

You could have one of the following 4 scenarios in your envelope:

1. Everyone in your household is "OK" and can report to the meeting area.
2. You or a member of your family has a minor injury. The injury is not life threatening and the victim can walk to the first aid station.
3. You or a member of your family is trapped under a heavy piece of furniture. It will take several people to move the furniture.
4. Your house or a house in your neighborhood hold has a utility problem—either water pipe breaking, electrical fire or gas leak.

SNAP Neighborhood Drill

House and Property Damage: **None**

Personal Health and Safety: **You are OK**

1. *Dress for safety*
2. *Put your Help/OK sign in the window with the OK side facing out*
3. *Report to your neighborhood meeting site*

Sign to be posted in window: **Your help/OK sign**

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SNAP Neighborhood Drill

House and Property Damage: **None**

Personal Health and Safety: **You are OK**

1. Dress for safety
2. Put your Help/OK sign in the window with the ***OK side facing out***
3. *Report to your neighborhood meeting site*

Sign to be posted in window: **Your help/OK sign**

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SNAP Neighborhood Drill

House and Property Damage: **None**

Personal Health and Safety: **You are OK**

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SNAP Neighborhood Drill

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Personal Health and Safety: **You are OK**

1. *Dress for safety*
2. *Put your Help/OK sign in the window with the OK side facing out*
3. *Report to your neighborhood meeting site*

Sign to be posted in window: **Your help/OK sign**

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SNAP Neighborhood Drill

House and Property Damage: Water gushing from a pipe in your garage.
(This is only a drill. Do not actually turn off your water!) Instead, pretend you are going through the steps as if this was a real event and report back to the group what you did!

Personal Health and Safety:

Everyone Is OK

1. Dress for safety
2. Put your Help/OK sign in the window with the OK side facing out
3. Report to your neighborhood meeting site

Sign to be posted in window:

OK sign visible from the street

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SNAP Neighborhood Drill

House and Property Damage: Smell of Natural Gas is coming from the house at _____ . Report this to the neighborhood coordinator and have them assign you and another neighborhood to respond to the problem. **(This is only a drill. Do not actually turn off your natural gas!)** Instead, pretend you are going through the steps as if this was a real event and report back to the group what you did!

Personal Health and Safety:

Everyone Is OK

1. Dress for safety
2. Put your Help/OK sign in the window with the OK side facing out
3. Report to your neighborhood meeting site

Sign to be posted in window:

OK sign visible from the street

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SNAP Neighborhood Drill

House and Property Damage: Smell of electrical burning coming from your kitchen. A small appliance is smoldering. **(This is only a drill. Do not actually turn off your electricity!)** Instead, pretend you are going through the steps as if this was a real event!

Personal Health and Safety:

Everyone Is OK

1. Dress for safety
2. Put your Help/OK sign in the window with the OK side facing out
3. Report to your neighborhood meeting site

Sign to be posted in window:

OK sign visible from the street

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SNAP Neighborhood Drill

House and Property Damage: None

1. *Dress for safety*
2. *Put your Help/OK sign in the window with the OK side facing out*
3. *Report to your neighborhood meeting site*

Sign to be posted in window: OK sign visible from the street

Personal Health and Safety: A member of your family has a minor injury. The injury is not life threatening and the victim can walk to the first aid station. Keep this slip with the victim as you take them to the first aid station. Have the victim pretend they have the following injuries:

Victim has a broken right arm. Patient is in a lot of pain and looks pale.

INFORMATION FOR FIRST AID STATION: Victim has a broken right arm. Patient is in a lot of pain and looks pale. Talk through how you would take care of this person using basic first aid.

Keep this paper with the victim!

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SNAP Neighborhood Drill

House and Property Damage: None

1. *Dress for safety*
2. *Put your Help/OK sign in the window with the OK side facing out*
3. *Report to your neighborhood meeting site*

Sign to be posted in window: OK sign visible from the street

Personal Health and Safety: A member of your family has a minor injury. The injury is not life threatening and the victim can walk to the first aid station. Keep this slip with the victim as you take them to the first aid station. Have the victim pretend they have the following injuries:

Victim has a cut on his/her head. Patient is scared and in a lot of pain and looks pale.

INFORMATION FOR FIRST AID STATION: Victim has a cut on his/her head. Lots of blood!! Patient is scared and in a lot of pain and looks pale.

Keep this paper with the victim!

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SNAP Neighborhood Drill

House and Property Damage: None

1. *Dress for safety*
2. *Put your Help/OK sign in the window with the appropriate side facing out (see below)*
3. *Report to your neighborhood meeting site*

Sign to be posted in window: **Help sign visible from the street**

Personal Health and Safety: You or a member of your family is trapped under a heavy piece of furniture. It will take several people to move the furniture. The victim has a minor injury. The injury is not life threatening, however, the victim can not walk to the first aid station.

In formation for Search and rescue team: This is only a drill. Do not pick up or carry injured person. Instead, talk through how you would take care of this situation and then walk the "injured" person to the first aid station. **Take this script with you and give it to the first aid team.**

INFORMATION FOR FIRST AID STATION: Person has an injured right leg, is in a lot of pain and looks pale. Talk through how you would take care of this person using basic first aid.

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SNAP Neighborhood Drill

House and Property Damage: None

1. *Dress for safety*
2. *Put your Help/OK sign in the window with the appropriate side facing out (see below)*
3. *Report to your neighborhood meeting site*

Sign to be posted in window: **Help sign visible from the street**

Personal Health and Safety: You or a member of your family is trapped under a heavy piece of furniture. It will take several people to move the furniture. The victim has a minor injury. The injury is not life threatening, however, the victim can not walk to the first aid station.

In formation for Search and rescue team: This is only a drill. Do not pick up or carry injured person. Instead, talk through how you would take care of this situation and then walk the "injured" person to the first aid station. **Take this script with you and give it to the first aid team.**

INFORMATION FOR FIRST AID STATION: Victim has a head injury. Victim is conscious, breathing normally. Complains of a headache. Talk through how you would take care of this person using basic first aid.

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