

Type of Drill: Tabletop  
 Level of Difficulty: Easy  
 Time to plan: Less than one hour  
 Time to Complete: One hour  
 Scenario: Earthquake

Before the drill:

- Choose a date, time and place to hold the drill
- Invite your neighbors or team to the drill
- Make a sign-in sheet for the drill
- Make copies of the priority and secondary task sheets from the back of this workbook or request copies from the Office of Emergency Management by calling 206-233-7123.

**DRILL OBJECTIVES:**

- Participants will be able to recognize the priority tasks from the secondary tasks
- Participants will be able to use the response and people task sheets to solve problems given to them during the drill.

**To Start the Drill**

- Have the neighbors sign-in when they arrive.

**Review:**

- The location of the neighborhood meeting site
- The location of the first aid station
- Review with the group the two types of tasks that need to be completed following a major disaster:

<p><b>Group 1</b>  <b>Priority Response Tasks:</b>                  Utility Control                  Simple Search and Rescue                  Disaster First Aid</p>	<p><b>Group 2</b>  <b>Secondary Response Tasks</b>                  Shelter and Care                  Communications                  Damage Assessment</p>
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- If you have already completed the Orientation Earthquake Drill (page 6 & 7) use your sign in sheet to remind them of the tasks they wanted to help with. Ask neighbors to sit in those groups. If you have neighbors who haven't identified which group they want, have them choose now and sit with their group.

**Discussion:**

- Give each group a copy of the task sheet for their responsibilities
- Have each group read through the task sheet and identify what training, supplies and/or equipment they need to do their task safely and effectively.
- If possible, identify how they will get the training or supplies and by when.
- When asked, have a representative from each group teach the rest of their groups their primary responsibilities after an earthquake.

**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

**Neighborhood Coordinator Responsibilities:**

Once every has reported to the meeting site, the neighborhood captain will begin to direct teams to accomplish the group 1 priority tasks first, then the group 2 priority tasks.

**Activity:** Have the neighborhood coordinator read the primary responsibilities from their task sheet so that all teams understand the role of the neighborhood Coordinator

## Purpose: Understanding Task Responsibilities, Continued

### Tabletop Exercise:

As a result of the earthquake the following damage has occurred. Read each of the following problems out loud and group the problem would be assigned to and which team would complete the task.

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

### Problem: There is a smell of natural gas coming from three houses.

Is this a group 1 priority or group 2 secondary task?  
Which team would take care of this problem?

**Answer:** Group 1, Utility Control Team

### Problem: Several chimneys look damaged and dangerous.

Is this a group 1 priority or group 2 secondary task?  
Which team would take care of this problem?

**Answer:** Group 2, Damage Assessment (*While doing the damage assessment, it would be an excellent idea to rope the hazard so someone doesn't get hurt!*)

### Problem: 8 people have injuries, one serious

Is this a group 1 priority or group 2 secondary task?  
Which team would take care of this problem?

**Answer:** Group 1, First Aid Team

### Problem: 15 homes have not reported yet. There's rumors of people trapped.

Is this a group 1 priority or group 2 secondary task?  
Which team would take care of this problem?

**Answer:** Group 1, Search and Rescue Team

### Problem: There are 10 children and one disabled person in the neighborhood who need additional help and care.

Is this a group 1 priority or group 2 secondary task?  
Which team would take care of this problem?

**Answer:** Group 2, Shelter & Care team

### Problem: There are 38 homes in the neighborhood that look like they have signs of damage.

Is this a group 1 priority or group 2 secondary task?  
Which team would take care of this problem?

**Answer:** Group 2, Damage Assessment Team

### Problem: Your neighborhood coordinator has asked for a team to listen to the radio for safety information and if there are City Amateur Radio Operators set up near your neighborhood.

Is this a group 1 priority or group 2 secondary task?  
Which team would take care of this problem?

**Answer:** Group 2, Communications Team

### 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 sequence of actions to take following an earthquake, starting with what to do at home before reporting to the neighborhood meeting site?**

*Review the After the Disaster—Take care of yourself, your family and your home steps on the previous page.*

**Does everyone understand the difference between priority and secondary tasks?**

*"The response tasks are tasks that have first priority to complete because they impact life safety the most. 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."*

**Does everyone understand the responsibilities for team they have chosen to be on?**

*If possible, have each team member receive a copy of their response task sheet(s).*

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](mailto:SNAP@seattle.gov), or mail your suggestions to:

Seattle Office of Emergency Management, SNAP program  
2320 4th Ave  
Seattle, WA 98121-1718

