

**Purpose: Getting Organized**

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

**Before the drill:**

- Choose a date, time and place to hold the drill
- Invite your neighbors or team
- Make a sign-in sheet for the drill
- Create a map of your neighborhood and make one large copy for the group or a small version for each person that will be participating in the drill
- Request Ok/Help signs from the Office of Emergency Management by calling 206-233-5076

**OBJECTIVES:**

- Participants will be able to identify the locations of the neighborhood meeting site and the first aid station.
- Participants will understand how to use the Ok/Help sign
- Participants will understand the response tasks that need to be accomplished following a disaster.
- Participants will understand the people tasks that need to be accomplished following a disaster.

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

**Group Discussion**

**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

**Orientation Drill: Group Activity**

1. Using a map of the neighborhood, decide a centrally located site that everyone will meet to help each other.
2. Using a map of the neighborhood, decide a centrally located site where first aid would be administered. It should be near the neighborhood meeting site, but not at the same location.
3. Distribute the OK/Help signs and 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. First response agencies will not be looking for or will they respond to this sign.
  - If you or a member of your family needs help, place the card in the window with the Help side towards the street.
  - If everyone is OK, place the card in the window with the OK side towards the street.
  - Before you leave your house, always place your OK/Help sign in the window or on the door where it can be seen from the street.
4. Discuss the two groups of tasks that need to be completed following a major disaster: If you have only a few people, ask neighbors to chose what group of tasks they would like to do following a disaster.—priority response tasks or secondary response tasks—and ask them to identify their group on the sign-in sheet.

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

5. If you have enough people, 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.

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

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**Thank you for participating in SNAP!**