

*Use the following countdown to ensure everyone in your organization takes part in your ShakeOut drill, to prepare for the next big earthquake.*

- 6.** **Register your organization** as an official participant in a ShakeOut Drill at [www.ShakeOut.org](http://www.ShakeOut.org)

  - Register the number of people participating organization-wide
  - Encourage employees to also participate if at home and register as an individual or as a family; invite friends and neighbors to register as individuals or organizations
- 5.** **Meet with department heads** to review plan and obtain their buy-in, if necessary, and **determine what level of drill** your organization will conduct and who will participate. Consider drilling at a higher level to engage staff to be more effective during a disaster. (Drill manuals are available in your ShakeOut region's website in the Resources section)

  - Level 1 – Simple: Drop, Cover and Hold On
  - Level 2 – Basic: Life Safety Drill
  - Level 3 – Intermediate: Decision-Making Drill
  - Level 4 – Advanced: Business Operations Drill
- 4.** **Create a drill/exercise plan** that includes overview of what your drill will consist of (even if just Drop, Cover and Hold On), what you expect to happen during the drill, and a feedback session after the drill to identify strengths and weaknesses

  - Inform employees/staff participants of date and time of drill, your expectations for their participation, and the benefits of the drill
- 3.** **Encourage suppliers, vendors, contractors, partnering organizations, and others** in your network to participate – as a means of protecting your organization – and share ShakeOut resources with them. (Consider other tasks that can protect your organization, such as having Service Level Agreements in place to ensure that the services or products you rely on will be available after disaster.)
- 2.** **Create employee awareness campaign:**

  - Post ShakeOut banners and signs throughout your organization to encourage and remind employees, vendors, and customer to participate
  - Initiate an email campaign to employees, staff, and customers with information and tips on how to prepare at home and work
  - Encourage employees to post a ShakeOut-related safety message on their outgoing email messages.
- 1.** **Review and use materials in the Resources section of your ShakeOut region's website**

  - Drill broadcast audio/video recordings
  - Earthquake safety recommendations for people with disabilities, for people in stores, etc.
  - Custom flyers for many organization types
- 0.** **Hold your drill on ShakeOut day (or an alternative date, if necessary)**

  - Hold post-drill discussions to hear what people learned and plan next steps

