



9/11 Drill Down for Safety

Practice Drills / Scenarios for Families and Business

This 9/11, Safe America invites families, individuals and businesses to practice what they would do when facing an emergency situation. The following suggestions are made to help you focus on a scenario and work through what you would do in the first 30 minutes AFTER a disaster strikes.

Plan for how you would handle one of the following situations:

1. **Natural disaster** – including an earthquake, tornado, hurricane or flood
2. **Blackout** – power outage or other major dislocation (like fuel shortage)
3. **Medical emergency** – a nationwide pandemic (like a bounce-back of H1N1) or another biological outbreak

Pick one of these three scenarios and then plan a drill that you can practice on 9/11. If possible, have someone videotape your exercise so you can review it later and explore lessons learned.

Preparedness Drill / Contest

For those open to sharing your experience with Safe America, you could win a gift certificate from Office Depot. The best individual family drill – as determined by a panel of judges – will receive a \$250 gift certificate while the best small business drill will also receive a \$500 gift certificate from Office Depot, with the best community ‘concept’ to receive \$1,000 award. All entries must be posted at safeamerica.org by October 1, 2009.

I. Business

Option 1: Evacuate/ Secure your business – conduct a drill that will allow you to see how you would safely and efficiently evacuate your business. Here are some basic steps to consider:

- Step 1: Evaluate current situation.
- Step 2: Communicate status to designated management personnel.
- Step 3: Perform an inspection; Look for things that could injure people, cause damage to buildings, equipment, or products, or cause business interruptions.
- Step 4: Describe the primary and alternate evacuation routes from the department area(s).
- Step 5: Identify disabled personnel who need additional assistance. This includes temporary conditions such as pregnancy or broken leg.
- Step 6: Ensure that the evacuation is accomplished in an orderly manner using the prescribed route. Ensure the “last out sweep” or other responsible employee who knows the evacuation route is the last person to leave the area so that he or she can pick up any stragglers on the way out.
- Step 7: Check the roll call roster.
- Step 8: Text family members to let them know you will be evacuating from work and tell them your intended route of departure/evacuation.
- Step 9: Determine an alternate evacuation route to your family assembly site.
- Step 10: Review return to work procedures.

Option2: Shelter in Place – plan a drill in which you remain at work and determine how you would safely remain at work, providing for all of your employees. Steps that you can consider include the following:

- Step 1: Check the roll call roster.
- Step 2: Inventory supplies in support of disaster response. These might include potable water, food, medical and sanitation supplies.
- Step 3: Review procedures to shelter non-employees / visitors that may be onsite.
- Step 4: Text family members to let them know you will be sheltering at work and determine their plans.
- Step 5: Have your family members text you back when they arrive at the family assembly site.

II. Family or Individual

Option 1: Evacuate/ your home – conduct a drill that will allow you to see how you would safely and efficiently evacuate your residence. Here are some basic steps to consider:

- Step 1: Sitting in your kitchen or living room, evaluate current situation.
- Step 2: Talk to your spouse and determine what you would tell your family to do.
- Step 3: Perform an inspection; Look for things that could injure people, cause damage to buildings, equipment, or products, or cause business interruptions.
- Step 4: Describe the primary and alternate evacuation routes from your home. Consider alternatives should the major artery be blocked.
- Step 5: Identify disabled family members who need additional assistance. This includes things like A broken leg or a pregnant spouse or daughter.
- Step 6: Ensure that the evacuation is accomplished in an orderly manner using the prescribed route. Ensure a “last one out sweep” in which a father/mother who knows the evacuation plans – and is the last person out of the home – can help any children or seniors find their way out.
- Step 7: Conduct a family roll call roster.

Option 2: Texting ‘drill’ – conduct a family drill in which you call all fami members and let them know you will be evacuating from work.

- Step 1: Text all family members.
- Step 2: Have all family members return your message with their own text. Ask them to acknowledge that they know where to rendezvous with you (either at home or an alternative meeting site).
- Step 3: Text a follow-up message. In it, set a ‘time’ when all should arrive. Explain what should be done if someone has trouble in traveling to the home/alternative rendezvous site.
- Step 4: Complete the drill by having all family members text that they are ‘good’ to return to their routine and review the process later at home – exploring lessons learned.

Option 3: Shelter in Place – plan a drill in which you practice how you’d remain at home for an extended period of time (without power). Steps that you can consider include the following:

- Step 1: Check your family pantry for an inventory of key supplies you’d need to stay at home one week. These might include potable water, food, medical and sanitation supplies (toilet paper, etc.).
- Step 2: Determine how you would cook and/or survive without power for 3-5 days. Make a plan to heat/cool your home – and stay in rooms that are the best insulated as well as best lit.
- Step 3: Review procedures to shelter non-family/neighbors that may not have adequate supplies. Discuss how many you can shelter – and any special rules/regulations you might want to enforce.
- Step 4: Plan a three-day menu for avoiding cooking.
- Step 5: Consider how you would dispose of waste if you could not take garbage outside your home.
- Step 6: Have a communications system (battery radio) tested to make sure it works. Also check flashlights.
- Step 7: Pretend that you have to sleep in one room. Have all family members ‘bed down’ and see how to make themselves comfortable.
- Step 8: Complete the drill, asking for an inventory of what could make people ‘more comfortable.’ Consider what chores might need to be split up – for adults, teens and children – and explain that this value of practice – just like a sport or dance production (which requires rehearsal).

III. Special Needs (including the elderly, medically-treated patients in a hospital setting or others severely limited due to visual or physical impairments):

Option 1: Evacuate those needing assistance – conduct a drill that will allow you to see how you would safely and efficiently evacuate those dependent on others for care. Here are some basic steps to consider:

- Step 1: Evaluate current situation with those responsible for evacuation of special needs' individuals.
Note start time for drill.
- Step 2: Communicate plan to evacuate to those dependent on special assistance.
- Step 3: Perform an inspection. Look for things that could slow evacuation process, cause damage to buildings, equipment, or products, or cause business interruptions.
- Step 4: Describe the primary and alternate evacuation routes from the department area(s).
- Step 5: Begin process of evacuating disabled personnel. Let them advise you on what might be their comfort level at helping themselves.
- Step 6: Ensure that the evacuation is accomplished in an orderly manner using the prescribed route. Ensure the "last out sweep" or other responsible employee who knows the evacuation route is the last person to leave the area so that he or she can pick up any stragglers on the way out.
- Step 7: Check the roll call roster of all personnel (special needs AND those responsible for their care).
- Step 8: Text senior managers that drill is complete and let them know process was completed (note total time it took to evacuate from start-to-finish).
- Step 9: Review return to work procedures.

Option2: Shelter in Place – plan a drill in which you remain at work and determine how you would safely remain at work, providing for all of your employees. Steps that you can consider include the following:

- Step 1: Conduct a roll call roster of those needing help in being sheltered.
- Step 2: Inventory supplies in support of disaster response. These might include potable water, food, medical and sanitation supplies.
- Step 3: Review procedures to shelter non-employees / visitors that may be onsite.
- Step 4: Text family members to let them know you will be sheltering at in place and communicate this Plan to those in your care (their relatives).
- Step 5: Have special needs' family members text you back to affirm they understand what is going on.
- Step 6: Complete drill, noting that those in your care are in 'good shape' and that the drill was completed successfully.

For more information on how to drill, contact Bob Surrusco at bsurrusco@safeamerica.org or visit www.safeamerica.org.