

# Countdown to ShakeOut



**Use the countdown below to ensure everyone in your organization has the opportunity to participate in your ShakeOut drill.**

**6 Register your organization** to participate at [ShakeOut.org/register](https://ShakeOut.org/register).

- Include the number of people participating organization-wide.
- Encourage employees to also practice earthquake safety at home.

**5 Meet with department leaders** to review plans, determine the level of drill your organization will conduct, and who will participate. Drill manuals are available on the [ShakeOut.org](https://ShakeOut.org) website resources section with instructions for these levels:

- Level 1 – Simple: Drop (or Lock), Cover and Hold On
- Level 2 – Basic: Life Safety Drill
- Level 3 – Intermediate: Decision-Making Discussion and Drill
- Level 4 – Advanced: Business Operations Discussion and Drill



**4 Create an exercise plan** that describes your drill's goals, the timeline of what will happen (even if just Drop/Lock, Cover, and Hold On), and a feedback session after the drill to identify what went well and what can be improved. Share the plan with your participants.

**3 Encourage suppliers, contractors, partnering organizations, and others** in your network to participate – to improve earthquake resilience – and share ShakeOut resources with them. Consider other steps that may prepare your organization, such as having agreements in place to ensure that the services or products you rely on will be available after a disaster.

**2 Create an employee awareness campaign:**

- Post ShakeOut banners and signs throughout your organization to encourage and remind employees, vendors, and customers to participate.
- Email employees with information and tips on how to prepare at home and at work.
- Encourage employees to share ShakeOut-related messaging via email and social media.

**1 Review and use other ShakeOut resources** during your drill, such as:

- Drill broadcast audio and video recordings
- Earthquake safety accessibility tips ([EarthquakeCountry.org/accessibility](https://EarthquakeCountry.org/accessibility))
- Custom guidance for people in stores or other situations

**0 Hold your drill on ShakeOut day (or an alternative date, if necessary).**

- Have post-drill discussions to hear what people learned and plan next steps to continue to increase earthquake preparedness.

