

Administrator Planning Guide

ShakeAlert Ready Schools resources are designed to prepare the entire school community to respond to ShakeAlert-Powered Earthquake Early Warning alerts and take protective action. This checklist can be helpful as you implement ShakeAlert Ready Schools educational resources. You will find the curriculum, presentation slides, and other resources referenced below on the [ShakeAlert Ready Schools](#) section of the [ShakeAlert.org](#) website.

Summer

- Add the five-minute **Staff Back-to-School Presentation** to your pre-service agenda.
- Schedule a schoolwide ShakeAlert-powered earthquake drill. October is a great time to schedule this lesson because it coincides with the international Great ShakeOut earthquake drill that's held in communities around the world
- Before your earthquake drill, preview and add the grade-appropriate **ShakeAlert Ready Lessons** to teacher calendars.
- Schedule a 30-minute **Staff Professional Development Presentation** one to three weeks before ShakeAlert Ready Lessons will be taught.

Train: It's important to ensure that all staff members—including office and cafeteria staff, new hires, visitors, and substitute teachers—are trained. Educate all organizations that use your building.

Practice: Consider incorporating your ShakeAlert earthquake early warning system into district emergency plans and drills. Practicing post-event scenarios such as search and rescue, emergency medical response, reunification, and working with neighborhood emergency teams can also be effective.

Collaborate: Reach out to your local emergency management agency, fire department, and other first responders to see if there are opportunities for you to train or conduct exercises together.

Staff Pre-Service Days

- Present the **Staff Back-to-School Presentation** to school members.
- Let teachers know when the **ShakeAlert Ready Lessons** and the **Staff Professional Development Presentation** are scheduled so they can prepare to teach.

Early September

- Have teachers preview the **ShakeAlert Ready Lessons** for their grade level(s).
- Preview and customize the **Parent/Guardian Engagement Letter** by adding your school logo, additional safety resources, or community-specific contact information.
- Preview the **ShakeAlert Professional Development Presentation**.
- Schedule a time to present the **ShakeAlert Parent/Guardian Presentation** to your school community. Parent-teacher organization meetings or back-to-school nights are good opportunities for such presentations.
- Consider inviting local emergency management organizations to your presentation to share preparedness resources.

Make a Plan: After previewing the ShakeAlert Ready Lessons, decide what (if any) additional recommendations you will make related to the time required to teach the lessons, specific student population needs, and other optional lesson components and resources. Add them to them to the speaker notes of the Staff Professional Development Presentation.

Late September

- Deliver the **Staff Professional Development Presentation**.
- Provide teachers with 15-30 minutes to prepare to teach **ShakeAlert Ready Lessons**. If applicable, use grade-alike meeting time for teachers to prepare.
- Include information in your school newsletter about your ShakeAlert-powered earthquake early warning system and the upcoming earthquake lesson and drill

Make a Plan: After previewing the ShakeAlert Ready Lessons, identify any teachers, classrooms, or students who require additional emotional or staffing support and collaborate with your administrative team to address their needs.

October

- Support teachers in teaching the **ShakeAlert Ready Lessons**.
- Help teachers distribute the **Parent/Guardian Engagement Letter** to make families aware of the upcoming earthquake drill and resources they can use to be ShakeAlert ready at home.
- Conduct a school-wide ShakeAlert-powered earthquake drill (potentially at the same time as the Great Shakeout drill) that incorporates your school's ShakeAlert system.
- After the lessons and drill, reflect and plan for next year. Each school community is different, and parents, teachers, and students experience earthquake education in different ways. Gather feedback from school community members about what went right and what could be improved.
- Use the feedback to inform your improvement plan and decide how you'll approach earthquake early warning education next year.

Spring

- Conduct an additional ShakeAlert-powered earthquake drill.
- Reach out to ShakeAlert Ready Schools for assistance or to provide feedback.

Let Us Help

ShakeAlert Ready Schools offers no-cost assistance to help you plan and implement ShakeAlert Ready Schools resources. The U.S. Geological Survey, which manages the ShakeAlert Earthquake Early Warning System, also has a wide range of [resources](#) to help your school community build earthquake resilience and personal preparedness. To schedule an administrator webinar, receive classroom assistance, or learn more about ShakeAlert-powered technology in schools, contact:

Robert-Michael de Groot, Ph.D.

Coordinator for Communication, Education, Outreach, and Technical Engagement ShakeAlert Earthquake Early Warning System
rdgroot@usgs.gov