

# EEW and Protective Actions Checklist

NO.	ACTIONS	COMPLETED
<b>BEFORE THE TEST, DRILL, OR EXERCISE</b>		
	Assemble your Planning Team. For simple drills, this could be just a Drill Coordinator, Technical Support, an Evaluator, and a Scribe.	
	Determine the purpose, objective(s), and scope, date and time of the drill, the venue, and how you will incorporate ShakeAlert EEW.	
	If your organization serves the general public, determine if and how you will involve them in the test, drill, or exercise.	
	If applicable, contact your ShakeAlert EEW Technical Partner to assist with testing, trouble-shooting, and procedures to activate an EEW alert.	
	Notify participants of the test, drill, or exercise and provide multilingual infographics that depict and describe <b>DROP-COVER-HOLD ON</b> and modified protective graphics.	
	Register your drill or exercise at <a href="http://www.ShakeOut.org">www.ShakeOut.org</a> if you are participating in ShakeOut, and your state/local management agencies, where appropriate.	
	Download ShakeAlert EEW drill audio and any recordings of realistic earthquake sound effects to play during the earthquake component of the drill or exercise. (See Appendix B for these resources.)	
	Establish contingency plans for unexpected events that could halt or change your drill or exercise.	
<b>DURING THE TEST, DRILL, OR EXERCISE</b>		
	Start your drill or exercise with an announcement, such as “This is a drill.” Instruct participants to <b>DROP-COVER-HOLD ON</b> or take a modified protective action as soon as players receive the EEW alert.	
	Add audio or video as described in your drill or exercise plan.	
	After one minute, announce that the shaking has stopped, participants may return to where they were, and that the drill or exercise has ended.	
	Invite your ShakeAlert EEW Technical Partner to assist with any technical issues that arise during the drill or exercise.	

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<b>AFTER THE TEST, DRILL OR EXERCISE</b>		
	Solicit feedback from all participants to reflect viewpoints across the whole community.	
	Use feedback to analyze the drill or exercise, and to assess if your purpose and objective(s) were achieved.	
	Create an After-Action Report and Improvement Plan (AAR/IP) that details what was successful and should be continued, as well as what needs to be improved or corrected. Submit the AAR/IP to the organization's leadership for corrective action or to record successful elements.	
	Work with your ShakeAlert EEW Technical Partner to address any technical issues that occurred during the drill or exercise.	
	Schedule the next earthquake drill with EEW as soon as possible.	
	Share photos and stories on Twitter (be sure to tag @USGS_ShakeAlert), with your state and local emergency management agency, and at <a href="http://www.ShakeOut.org">www.ShakeOut.org</a> .	