Disaster Escape Room
Instruction Manual
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Scheduling

Quick Start →

When scheduling an event, ask if the host can provide:

- 3 tables
- 12 chairs
- A dark, closed off area

Extended Instructions →

- Tables are not included with the escape room. You will want at least three tables: one for the escape room, one for the debrief room, and one for the sign-up booth.

- You will want a chair or two for inside the escape room, four or so chairs for the debrief room, two chairs for the volunteers at the sign-up booth, and enough chairs to fit around the rest of the sign-up table for people to fill out the family communication plan cards and wait to enter the escape room.

- The escape room can adapt to almost any space, but it will be useful to know beforehand what type of space you will have so you can prepare properly. You may need to adapt the escape room to a corner, a closed-off room, or just an open area. Depending on the space, you may want to consider asking for some pipe and drape, a canopy, or other items to enclose the escape room. However, the escape room can also just be run in the open. If available, a space that is closed off and dark is the ideal option.

Objectives

1. Practice drop, cover, and hold on (for earthquake safety)
2. Identify useful items for a disaster supply kit
3. Identify safe water storage
4. Decide on an outside the home and neighborhood meeting place
5. Create a hard copy list of important contacts
Transport

Quick Start →

<table>
<thead>
<tr>
<th>Box weight:</th>
<th>115 lbs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box dimensions:</td>
<td>Length: 38”, Width: 23”, Height: 25”</td>
</tr>
</tbody>
</table>

Extended Instructions →

- The portable escape room box fits in the back of most trucks and SUVs. The box has wheels and a scalable handle that makes moving the box easy. The only time the box needs to be lifted is when it is being transported into/out of a vehicle or up and down stairs. The box is heavy and you will likely need two people to lift the box. If needed, items can be taken out of the main box and transported separately.
Setup

Quick Start →

Example escape room setup. Adapt as needed.

Resource 1 - Example escape room setup

![Example escape room setup diagram]({image_url})
Additional setup checklist

Extended Instructions --

- If possible, make the escape room area dark. Cover windows, put up dividers, or set up a canopy. Use whatever is available to create a more realistic atmosphere.

- Put Box #4 (the box full of water storage) on the table, if possible. It is easier for people to analyze the water without having to lift it from the ground.

- Bag #3, Box #5 (which has Bag #6) in it, and Box #7 all stay inside Box #2 to begin with.

- Having a chair or two in the escape room is usually appreciated. Sometimes parents or elderly people like being able to sit down while they participate or watch.

- The container with the keys on the lanyards can sometimes be attached to the bottom of the table or wedged between the table bars to be hidden. If not, you can simply place the container on the ground under the table.

- Check to see if the walkie talkies, timer, or flashlights need new batteries.

- Make sure you have turned the walkie talkie on in Bag #1 and already have it set to station 2. Make sure your walkie talkie is also on and set to station 2. See page 15 for instructions on how to use the walkie talkie.

- Cut out additional family communication plan cards if needed. Have cards in Box #5 and on the sign-up table.

- Make sure the locks are on the correct bags/boxes (see table on page 7).

- Use the yellow paper provided that says “EXIT” to mark the exit from the escape room area.

- You will likely need an hour to set up the escape room. If you are setting up the escape room in an area you are unfamiliar with, you may want to give yourself two hours to make sure you can adapt the escape room accordingly.
### Resource 2 - Which locks go to which boxes/bags

<table>
<thead>
<tr>
<th>Bag/Box#</th>
<th>Picture of Lock</th>
<th>How to open/close lock</th>
</tr>
</thead>
</table>
| **Bag #1** | ![Image of Bag #1](image1) ![Image of Lock #1](image2) | **Code: PREP!**
Hook lock through zip tie and zipper. Word locks must have correct word aligned to lock, then mix up the letters after clicking shut. |
| **Box #2** | ![Image of Box #2](image3) ![Image of Lock #2](image4) | **Big key on yellow lanyard** |
| **Bag #3** | ![Image of Bag #3](image5) ![Image of Lock #3](image6) | **Small key on green lanyard**
Hook lock through zippers. |
| **Box #4** | ![Image of Box #4](image7) ![Image of Lock #4](image8) | **Code: Up, down, up, right, left, down**
Hook lock through zip ties. If you put in the combo wrong and need to try again, squeeze together top and bottom of lock twice to reset. |
<table>
<thead>
<tr>
<th>Box #5</th>
<th>Code: <strong>9117</strong></th>
</tr>
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<tbody>
<tr>
<td>Make sure combination is aligned on white mark to open.</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Bag #6</th>
<th>Code: <strong>801</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Hook through zip tie and zipper.</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Box #7</th>
<th>Code: <strong>FLAG!</strong></th>
</tr>
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<tbody>
<tr>
<td>Hook over handle. Word locks must have correct word aligned to lock, then mix up the letters after clicking shut.</td>
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</table>
Major roles

Quick Start →

Role 1: Manage sign-up table and family communication plan cards. Reset escape room.

Role 2: Lead escape room experience: before, during, and debrief.

Extended Instructions →

The escape room runs best with at least two people managing it at all times. Responsibilities can be divided up as follows or as needed:

Role 1: Manage sign-up table and family communication plan cards. Reset escape room.
  ● Sign people up: write down available times on a piece of paper and add people’s names as they sign up for a time (see “Signing people up” for details).
  ● Help people fill out family communication plan cards.
  ● Put the escape room back together after groups finish while the other person runs the debrief/reflection (see “Resetting escape room” for details).

Role 2: Manage escape room experience: before, during, and debrief.
  ● Introduce first clue to group (they may prefer to read it out loud or individually).
  ● Answer any questions before they start the escape room.
  ● Start the timer as group enters and give it to someone in the group.
  ● Start your own timer on your phone or watch.
  ● Listen for the walkie talkie and be the friendly neighbor who helps as needed.
  ● Debrief and help participants reflect on what they have learned after they finish the escape room (see “Debrief/Reflection” section for details).
  ● After the group finishes the escape room and debrief, offer to take their picture with the “We Escaped!” sign.
  ● Post fastest escape time at sign-up table on a piece of paper.
Signing people up

*Quick Start* →

Have people sign up to go through the escape room every half hour.

*Extended Instructions* →

- Create your own sign-up sheet that reflects the hours of the event or print a sign-up sheet from this link:
  
  [https://docs.google.com/document/d/1hQEdRAg9u9iEEEN7cpwyy5eskMgdOWFcyWa6TibeNV7Q/edit?usp=sharing](https://docs.google.com/document/d/1hQEdRAg9u9iEEEN7cpwyy5eskMgdOWFcyWa6TibeNV7Q/edit?usp=sharing)

- The escape room can be run every half hour.

- Feel free to let any size group sign up that will fit in the escape room space; however, smaller groups of 2 to 4 participants work best for the escape room puzzle design.

- Some events may have people sign up for the escape room beforehand.

- Other events may just let people go through the escape room as it is available, without a sign-up sheet.

*Resource 3 - Example sign-up sheet*

<table>
<thead>
<tr>
<th>Time</th>
<th>Group name</th>
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While people wait

**Quick Start**

Have participants fill out a family communication plan card before they go into the escape room.

**Resource 4** - Image of family communication plan cards

**Extended Instructions**

**Role 1:**
- Have individuals fill out the family communication plan card before they go through the escape room. Most people feel a sense of urgency during the escape room and will be glad they already filled out the card when they get to that point in the escape room. This also gives people something to do while they wait. Having a family communication plan is one of the most important things people can learn from the escape room.
- Groups can also look over a copy of the water pamphlet while they wait.
- Have the family communication plan cards already cut out and ready with pens for people to use to fill them out.
- You may need to occasionally cut out more family communication plan cards.
- If you run out of cards, you can get more for free from BeReadyUtah.

**Phone:** 801.538.3400  
**Email:** bereadyutah@utah.gov

**Role 2:**
- Help with Role 1 responsibilities as needed.
- There may be people in the escape room while other people are waiting to go in. Make sure you follow your responsibilities outlined in the “During escape room” section. You will likely be listening for the walkie talkie and assisting those in the escape room.
Before escape room

Quick Start →

- Have group read Clue 1.
- Answer any questions.
- Let group enter.
- Start timer and set it on the table.

Extended Instructions →

Role 1:

- Double-check that participants have filled out a family communication plan card and encourage them to do so if they haven't already. Let people fill out as much information as they want. Your job is to simply encourage, not enforce.

Role 2:

- Have group read (individually or out loud) Clue 1. This sets up the story for them.
- If the area is dark, give them a flashlight to start with.
- Remind them that the code to the first lock is on the back of Clue 1.
- Answer any questions before they begin.
- Let the group enter.
- After they have read the first clue, you have answered any questions, and the group has entered the escape room, start the timer.
- Hand the timer to a member of the group to bring into the escape room with them or set the timer on the table inside the escape room.
- Start your own timer.
During escape room

Quick Start →

Listen for walkie talkie and help group in the escape room as needed.

Extended Instructions →

Role 1:

- Continue to sign people up while the escape room is going on.
- Continue to help people fill out the family communication plan cards.
- Cut out additional cards as needed.
- Provide a copy of the water pamphlet for people to look at if they choose to wait at the sign-up table.

Role 2:

- Listen closely for the walkie talkie. If people in the escape room call from the walkie talkie, give them clues and help them with anything they need.
- For directions on how to use the walkie talkie, see page 14.
- Try to interfere as little as possible to keep the experience as real as possible, but help all groups with whatever they ask. Our focus is on learning, not rigid rules.
- You may at times need to enter the escape room to help people with a difficult lock or something they cannot figure out.
- Remember, you are a friendly neighbor, stay in character if possible.
- On page 15 there is a key on how to solve the escape room.
**Resource 5** - How to use the walkie talkie and turn on/off timer

Official instructions on how to use the walkie talkie and timer are included in the Escape Room Supply Box.

Press and hold to turn on.

Press to change lines; however, it should already be on line 2.

Press and hold down to talk. Let go and listen to hear response.

Flip up stand to view on/off switch
How to Solve the Escape Room

1. Clue 1 opens black Bag #1 white and green word lock (PREP!)

2. Clue 2 practice drop, cover, hold on, container with keys under table

3. Container with 2 keys: big key opens box #2, little key opens box #3

4. Clue 3 says to find 6 marked supplies

5. Combine yellow stickers: up, down, up, right, left, down. Opens red directional lock on box #4

6. 2-liter clean tap water with 2 tbsp bleach

7. Clue 4 says to do family communication plan if you haven't already. Gives code (801) to open bag #6 when finished

8. Clue 5 use map to find neighborhood meeting place

9. Clue 6 recap all you learned and directs group to exit

Additional supplies
- Glow stickers
- First aid kit
- Tarp
- Orange duck tape
- Water pamphlet
- Family communication cards and pens
- Granola bars
- Granola bars
- Water pamphlet
- Orange 5 in 1 whistle
- Silver emergency blanket
- Orange 5 in 1 whistle
- Green and black word lock to bag #7

Box #2: Family communication cards and pens
Box #3: Water pamphlet
Box #4: Orange duck tape
Box #6: Tarp
Box #7: Silver emergency blanket
Box #8: Orange 5 in 1 whistle
Box #9: Granola bars

Additional supplies
- Additional supplies
- Granola bars
- Granola bars
Debrief/Reflection

Quick Start →
Lead a short discussion on what the group learned during the escape room.

Extended Instructions →
Role 1:
● Reset the escape room as much as you can while Role 2 conducts the
debrief/reflection. See the next section on “Resetting escape room” for
details.

Role 2:
● Congratulate participants on their completion of the escape room.
● Debrief and help participants reflect on their experience by asking them a
few questions. Example questions are listed below:
   ○ What did you learn about disaster preparedness?
   ○ How much faster would your escape have been if you already had
everything ready? (While your items may not be locked away, how
accessible are they?)
   ○ What will be your next steps to becoming prepared for a disaster?
   ○ While this scenario was fictional, which parts of it were realistic?
● Take a picture of participants with their safety supplies and signs (We
Escaped!, Disaster Discovery Center).
● Thank participants for coming.
● If participants finished with the fastest time at that event, write down their
time to be displayed at the sign-up table. Use a piece of paper, small
whiteboard (not included), or other display so it can be seen as people pass
by.
Resetting escape room

**Quick Start →**

Put the escape room back together for the next group.

**Extended Instructions →**

**Role 1:**
- Reset the escape room as much as you can while Role 2 leads the debrief/reflection.
- Use the guide on page 18 to help you know where each item goes.
- It is vital that everything be in the correct place for the escape room to work.
- See pages 7-8 for a picture of each box/bag and its corresponding lock.
- See page 5 for where to put the boxes/bags in the escape room.

**Role 2:**
- Conduct the debrief/reflection first. Then help reset the escape room as needed.
Resource 7 - How to put the escape room back together

**Items brought in to escape room:**
- Clue 1 (yellow paper)
- red timer
- flashlight (if location is dark)

**Item on table:**
- lantern (if location is dark)

**Item under table:**
- container with big key and small key on green and yellow lanyards

**Box #2 - big black box - big key lock**
- Clue 3 (yellow paper)
- Bag #3
- Box #5
- Box #7

**Box #5 - black box - black cylinder number lock (9117)**
- 1 gray bag
- many family communication cards
- several pens
- Clue 4 (yellow paper)

**Bag #6 - gray bag - grey number lock (801)**
- 1 map
- Clue 5 (yellow paper)

**Bag #1 - black bag - white and green word lock (PREP)**
- 2 flashlights
- 1 walkie talkie
- Clue 2 (yellow paper)

**Box #4 - medium black box - red directional lock**
- (up, down, up, right, left, down)

- 6 water containers

**Bag #3 - red/black bag - small key lock**
- 10 emergency supplies
- water pamphlet

**Box #7 - clear top box with handle**
- green and black word lock (FLAG)

- Clue 6 (yellow paper)
Takedown

Quick Start →
Put all escape room items back in Box #2.

Extended Instructions →
See the following diagram for step-by-step instructions on how to put all the boxes/bags into Box #2 to put the escape room back in storage.

Resource 8 - How to pack up the escape room

1. Empty Box #2

2. Add Box #4 (water) and Box #7

3. Add Bag #1 and Box of escape room supplies

4. Add Bag of escape room pamphlets

5. Add Box #5

Add Bag #3 (disaster supply kit) and Flag
Additional Resources

Below is a table with links to escape room items that may need to be replaced over time. A USB drive with the following materials is also provided in the Escape Room Supplies box.

<table>
<thead>
<tr>
<th>Link to print clues:</th>
<th><a href="https://docs.google.com/document/d/1hPp3PRUsvGLm5rlcJcExT6RUPi-M3Axyg0XQ2PqU/edit?usp=sharing">https://docs.google.com/document/d/1hPp3PRUsvGLm5rlcJcExT6RUPi-M3Axyg0XQ2PqU/edit?usp=sharing</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Link to print sign-up sheet:</td>
<td><a href="https://docs.google.com/document/d/1Et_JHTdF6Ymngaf-iV8SEGBbTgxSFUmkZEeXKeK_QZU/edit?usp=sharing">https://docs.google.com/document/d/1Et_JHTdF6Ymngaf-iV8SEGBbTgxSFUmkZEeXKeK_QZU/edit?usp=sharing</a></td>
</tr>
<tr>
<td>Link to print water pamphlet:</td>
<td><a href="https://drive.google.com/file/d/1CrHX2AjYOGBeuy8wjxaHSn4mYIfGOpj_/view?usp=sharing">https://drive.google.com/file/d/1CrHX2AjYOGBeuy8wjxaHSn4mYIfGOpj_/view?usp=sharing</a></td>
</tr>
<tr>
<td>Link to print map:</td>
<td><a href="https://drive.google.com/file/d/1AKskpGbXnv3C2NzHA-8eiFdqpu44-qVy/view?usp=sharing">https://drive.google.com/file/d/1AKskpGbXnv3C2NzHA-8eiFdqpu44-qVy/view?usp=sharing</a></td>
</tr>
<tr>
<td>Link to print pictures of unusual locks (801 lock and word locks):</td>
<td><a href="https://drive.google.com/file/d/1x2gOUPbiVjmJuuGAl8Z2YRsOs5zZ_/view?usp=sharing">https://drive.google.com/file/d/1x2gOUPbiVjmJuuGAl8Z2YRsOs5zZ_/view?usp=sharing</a></td>
</tr>
<tr>
<td>Link to print picture of unusual directional lock:</td>
<td><a href="https://drive.google.com/file/d/1BvDY3yEGpHeLYCpOTBzS4nn8mMBIE-8Q/view?usp=sharing">https://drive.google.com/file/d/1BvDY3yEGpHeLYCpOTBzS4nn8mMBIE-8Q/view?usp=sharing</a></td>
</tr>
<tr>
<td>Link to print Exit sign:</td>
<td><a href="https://drive.google.com/file/d/1d92GXOM-ilgrI36lWc7xHEQN7vYArjuP/view?usp=sharing">https://drive.google.com/file/d/1d92GXOM-ilgrI36lWc7xHEQN7vYArjuP/view?usp=sharing</a></td>
</tr>
<tr>
<td>Link to print We Escaped! sign:</td>
<td><a href="https://drive.google.com/file/d/1GLbUsXQHbx0JLjCjOH-noP4yW50jPDE/view?usp=sharing">https://drive.google.com/file/d/1GLbUsXQHbx0JLjCjOH-noP4yW50jPDE/view?usp=sharing</a></td>
</tr>
<tr>
<td>Link to print walkie talkie directions</td>
<td><a href="https://drive.google.com/file/d/1DRfE9quPHU56rDYUoegnYj6GBeas43Vz/view?usp=sharing">https://drive.google.com/file/d/1DRfE9quPHU56rDYUoegnYj6GBeas43Vz/view?usp=sharing</a></td>
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</tbody>
</table>

Note: If for some reason the keys to the main box, Box #2, get locked inside, there is a spare key taped to the bottom of the box.