

EARTHQUAKE DRILLS

Earthquakes occur with no warning, therefore, it is essential to have a response plan in place. Earthquake drills are the most important preparedness measure. Regular earthquake drill should occur separately from fire drills and should not be accompanied by fire bells. It is recommended to use the P.A. system, hand bell, or loud hailer to announce earthquake drills. Remind everyone that during an actual earthquake the P.A. system may not be operating due to electrical failure.

Teachers:

1. Tell students to "duck and cover". Students should assume a "crash" position under a desk (students may need to hold the desk legs to prevent the desks from moving) and face away from windows.
2. Wait 60 seconds, take a class list and then evacuate students. If a prescribed route is blocked, be prepared to use an alternate route.
3. Assemble students quietly at assigned marshalling area.
4. Check attendance and report to secretary/principal at command station.
5. IN THE CASE OF AN ACTUAL EARTHQUAKE NO RE-ENTRY ALLOWED UNTIL THE BUILDING IS DEEMED STRUCTURALLY SAFE BY THE SCHOOL DISTRICT OFFICE IN CONSULTATION WITH ENGINEERS. STUDENTS MUST BE KEPT UNDER SUPERVISION OF TEACHER UNTIL COMMUNITY DISASTER PLAN TAKES OVER.

SCHOOL LOCK DOWN PROCEDURES

(NOTE: There is a high probability of fear or traumatic reaction among students in response to the potential circumstances surrounding these procedures, however, all adults working in the building must be familiar with and trained in these procedures. It is advisable, therefore, that parents, students and staff be consulted and briefed prior to any drills.)

1. If a dangerous intruder is identified inside the building, contact the office immediately with as much detail as possible. The principal or emergency response designate(s) must be immediately informed of the situation.
2. Use the P.A. system to provide clear and concise directions to alert students and staff to move to the nearest-classroom or other safe location and remain inside. **P.A. announcement:** "Attention all staff – for security reasons, please secure the safety of all students in your area and lock all classroom doors immediately."
3. Call 911 for emergency services.
4. **All clear.** If this was a live situation, when we were given an "all clear", we would then make a PA announcement asking students to return to their advisory class for roll call. Teachers would be asked to send a runner to the office with any missing students and that list would be cross-referenced by our secretary with our SASI attendance list.
5. **Classroom teachers:**
 - a. Lock classroom doors. Turn the lights off in the classroom and close the blinds.
 - b. Create a list of accounted for students.
 - c. Ensure that students are as safe as possible.
 - i. Create cover by moving furniture.
 - ii. Keep students away from and below the level of windows, doors and other exposed areas.
 - d. Have students be as quiet as possible (a time to silent read).