

EARTHQUAKE PROCEDURES

1. **DUCK AND COVER**
 - At the first sign of a tremor – face away from windows and hazards
2. **HOLD FOR 60 SECONDS**
 - Prepare for aftershocks – count 60 seconds after each shock until there are no more
3. **MAINTAIN QUIET**
 - Talk calmly to reassure students
4. **PREPARE TO EVACUATE**
 - Check for injuries – hazards
5. **LISTEN FOR INSTRUCTIONS**
 - If no instructions – evacuate
6. **ANY NON-MOBILE**
 - Seriously injured or trapped stay in room – mark with coloured safety tape on doorknob – note locations
7. **TAKE EVACUATION KITS** (Class lists are located at the Student Release area on track)
 - Bring coats, as applicable
8. **EVACUATE QUIETLY – SINGLE FILE**
 - Prepare to use alternate route if needed
9. **BE PREPARED FOR AFTERSHOCKS**
 - Duck and cover away from glass and against walls, if possible
10. **GIVE ASSISTANCE AS REQUIRED**
 - Report to assembly area
11. **IF TRAPPED**
 - Stay calm – assistance is on the way
12. **AT ASSEMBLY AREA**
 - Gather in your CLASS in designated area
 - Send a runner to Emergency Container to get the Evacuation Attendance Form to be completed and returned.
 - Give First Aid to injured – tag all injured: name, school name (use orange flagging tape in emergency backpack)
 - Seriously injured to First Aid Station (reassure and comfort students)
 - Prepare to release students *as directed on the release forms*

NOTE: Return to the buildings or allow students to be released until directed.