

## **Valley School Earthquake**

### **Purpose**

This procedure guides Valley School staff and students in responding to an emergency situation caused by an earthquake.

### **Scope**

This procedure applies to Valley School District employees, students, parents and visitors.

### **Procedure**

#### **1. PREPARATION**

- 1.1. Maintain a printed copy of current class list. Keep the list in a safe, easily-accessible place.
- 1.2. Locate the red Emergency Plan binder – one is located in each classroom.
- 1.3. Provide instruction to your students in advance of an earthquake, explaining why we should “drop, cover and hold,” and what to do when the ground shaking stops.
- 1.4. If you have any special needs students, test any special procedures that will be needed during and after the earthquake.

#### **2. RESPONSE**

- 2.1. “Drop, cover, and hold” at first sign of the ground shaking. Get under your desk or find a desk or table to get under. Once under the desk, hold on to the leg of the desk or table until the shaking stops.
- 2.2. If cover is not available, drop by an interior weight-bearing wall.
- 2.3. Stay away from windows, light fixtures and suspended objects.
- 2.4. If you are outside, move away from buildings and “drop, cover, and hold.”

#### **3. RECOVERY**

- 3.1. If an evacuation is ordered, follow the evacuation procedures and take students out of the building. Make sure you take the current class list and your classroom emergency kit.
- 3.2. Be alert as you lead students down stairwells or corridors to anything that could hurt them or you (dangling lights and ceiling struts, broken glass, slippery floors, etc.).
- 3.3. Know the procedures for getting first aid or other help to students who need it.
- 3.4. Take roll call.
- 3.5. Report missing or unaccounted for children.

- 3.6. Calm frightened students.
- 3.7. Be prepared for aftershocks. “Drop, cover, and hold” until the shaking stops.

**Supporting Documentation**

Shake Out Recommended Earthquake Safety Actions – September 2012, Earthquake Country Alliance

**Document History**

<b>Action:</b>	<b>Date:</b>
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