

Earthquake

In the event of an earthquake, action must be taken immediately at the first indication of the quake. Therefore, students should be instructed ahead of time as to what action is expected.

During an earthquake, remain calm and quickly follow the steps outlined below:

1. If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment. If in a hall, stairway, or other area where appropriate cover is not available, move to an interior wall, turn away from windows, kneel alongside the wall, and clasp hands firmly behind the neck. Do not go outside until the “all clear” signal is given.
2. If outdoors, move quickly away from buildings, utility poles, and other structures. Always avoid power or utility lines as they may be electrified. Lay on the ground.
3. If in a motor vehicle, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits but stay in the vehicle for the shelter it offers.
4. After the initial shock, evaluate the situation and if emergency help is necessary, call the building principal. Protect yourself at all times and be prepared for aftershocks.
5. Damaged facilities should be reported to Plant Operations. Note: Gas leaks and power failures create specific hazards.
6. If an emergency exists, activate the building alarm.

Staff members should first attempt to calm and quiet students and attend to the first aid needs of anyone who is injured. Account for all students as quickly as possible and report anyone who is missing.

Turn off all electrical equipment and, where applicable, electrical circuit breakers. Extinguish any small fires that may have started before they get out of hand. Maintain a record of students released to parents or other authorized persons.

Procedure History:

Promulgated on: May 15, 2017

Revised on: