

EARTHQUAKE QUICK REFERENCE CHECKLIST

- Upon first indication of an earthquake, teachers will direct students to DUCK-COVER-HOLD. Move everyone away from windows and overhead hazards to avoid glass and falling objects and help students who may need assistance due to age or special needs get into a safe position.
- Teachers, staff, and students will stay in the DUCK-COVER-HOLD position for 60 seconds after the shaking stops.
- The lead school administrator acting as the Incident Commander will determine if evacuation is needed after the shaking stops. Incident Command will be established per procedure.
- If the order to evacuate is given, staff and students will evacuate the buildings using prescribed routes or other safe routes to the Evacuation Assembly Area.
- If there is noticeable structural damage to any area of the building, staff members should take it upon themselves to initiate evacuation and communicate that information to the Incident Commander.
- If a student or students are trapped or injured to the point where they cannot be evacuated, the staff member will tell them to remain in place and advise them help is on the way.
- Immediate notification of trapped or injured students will be made to the Incident Commander.
- Staff will bring their student roster and take attendance in the assembly area. Teachers will notify the assembly area coordinator of any missing students.
- The assembly area coordinator will relay attendance information to the Incident Commander.
- Office staff will bring student reunification information with them when evacuating. The Incident Commander will prepare for Student/Parental Reunification in case that is needed.
- The First Aid Team will check for injuries, provide first aid as needed, and ensure paramedics are called if needed.
- A sweep team will conduct an initial damage assessment and be responsible for evacuating injured or trapped students. The team will advise the Incident Commander of any safety hazards such as fallen wires, broken glass, etc.
- If there is structural damage to any building it should not be re-entered until rendered safe to do so.
- Communications will be established with the District Emergency Operations Centre. If the decision is made to close the school, student/parental reunification will be done according to established plan.
- If no damage is discovered and all students are accounted for, the decision may be made to continue with school operations and re-occupy all school buildings.

