

Earthquake

Earthquakes are a form of disaster that give no advanced warning. To ensure students and staff safety, use the following procedures.

Inside Building:

- All school occupants should immediately turn away from glass areas and place themselves under tables and desks
- All occupants are to remain in position until it is determined it is safe to resume normal class operations
- If structural damage, window breakage, etc. has been sustained; the teacher is to follow normal Evacuation procedures following the termination of the earthquake
- IC along with Head Custodian will determine extent of damage and will call the BOE Office/Superintendent's Office for clearance before having occupants re-enter the classrooms if structural damage is noted
- Students are not to be dismissed from school until the BOE/Superintendent's Office has given clearance

Outside Building:

- School occupants are to remain in a cleared area free from any potential falling objects (trees, power lines, buildings, etc.)
- Students are to be under direct supervision of adult(s) who in turn will wait for instructions from the IC as to the appropriate Early Dismissal of students or Reunification process
- Under no circumstances should students or adults attempt to return to the building during an earthquake

Follow-up Survey:

A survey of injuries should be made as soon as possible. Notify the IC of any injuries. List names of injured persons and description of injuries. Further instructions will be given over the PA as soon as possible.

Inspections:

IF ANY SCHOOL BUILDING HAS SIGNS OF STRUCTURAL DAMAGE (including cracks in windows, walls, floors, or ceilings), DO NOT RE-ENTER SCHOOL BUILDING UNTIL THEY HAVE BEEN INSPECTED BY QUALIFIED PERSONS.

See also Medical Emergency Event Aid and Flow Chart if needed.

Incident Commander	<ul style="list-style-type: none"> • Monitor local media channels and national weather radio for updates • Use available resources to assist responding agencies as required • Secure the area • Call 911 if needed • Prepare for an Evacuation
Head Custodian	<ul style="list-style-type: none"> • Direct the shutdown of utility lines or systems appropriate for the emergency • Coordinate efforts of and act as a liaison to public utilities • Prepare to assist first responders with manpower, materials and equipment • Provide auxiliary power, lighting, etc. as needed • Re-activate utilities and systems when appropriate
School Nurse	<ul style="list-style-type: none"> • Treat injured evacuees • Establish a triage area • Track patient care • Assist emergency responders
School Counselor	<ul style="list-style-type: none"> • Follow school protocol to support all students especially those with disabilities and emotionally vulnerable students. • Assist with contact of parents, as needed. • Activate Mental Health Response Team to assist with the recovery process
School Resource Officer	<ul style="list-style-type: none"> • Effectively communicate all information to the IC
Evacuation Coordinator	<ul style="list-style-type: none"> • Report to the IC to receive initial instructions • Direct occupants to the Evacuation assembly area. • Assist teachers in taking attendance • Unaccounted for persons should be reported to the IC • Prepare the occupants for Reunification or re-entry into the building
Reunification Coordinator	<ul style="list-style-type: none"> • Ensure that all building windows are closed • Report to IC for further instructions • Prepare the occupants for Reunification or re-entry into the building

