

APPENDIX F EARTHQUAKE

EMERGENCY PROCEDURE – EARTHQUAKE

Office of Education must be kept informed

| INSIDE & OUTSIDE SCHOOL BUILDINGS |
|---|
| <p>1. Personally execute Action DUCK, COVER AND HOLD ON upon the first indication of an earthquake. Try to avoid glass and falling objects. Move away from: windows where there are large panes of glass; heavy suspended light fixtures; combustible materials and heavy machinery, etc.</p> <p>Under direction of teacher/supervisor in charge.</p> |
| <p>2. When the earthquake is over: INSIDE BUILDING - initiate Action LEAVE BUILDING. Special consideration should be given to exit routes as many older schools have heavy architectural ornaments over main entrances. OUTSIDE BUILDING – move to a safe area and post guards a safe distance away from building entrances to see that no-one re-enters the building(s).</p> <p>INSIDE Responsibility of _____ or _____</p> <p>OUTSIDE Responsibility of _____ or _____</p> <p>Identify guards _____</p> <p>Where posted? _____</p> |
| <p>3. Warn all personnel to avoid touching electrical wires which may have fallen to the ground.</p> <p>Responsibility of _____ or _____</p> |
| <p>4. Notify the Office of Education (604.853.5451 x 302)</p> <p>Responsibility of _____ or _____</p> |
| <p>5. Notify the appropriate utility company of breaks or suspected breaks in utility lines or pipes.</p> <p>Responsibility of _____ or _____</p> |
| <p>6. Inspect school buildings. When damage is apparent contact Office of Education and determine the advisability of closing the school.</p> <p>Responsibility of _____ or _____</p> |
| <p>7. Initiate any other action deemed necessary or return to normal routine.</p> <p>Responsibility of _____ or _____</p> |

APPENDIX F EARTHQUAKE

EARTHQUAKE cont'd

| |
|--|
| OUTSIDE OF SCHOOL HOURS – Office of Education must be kept informed |
| 1. Have appropriate authority inspect school buildings and determine advisability of staying open or closing the school. |
| Responsibility of _____ or _____ |
| 2. If school must be closed notify staff members and students. |
| Responsibility of _____ or _____ |