

CAMBRIAN SCHOOL DISTRICT
Board Policy

Procedure 3516.3
Adopted: January 22, 2002
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BUSINESS AND NON-INSTRUCTIONAL OPERATIONS Earthquake Emergency Procedures

- I. The first concern is for the safety of the children. They must be taught methods of protecting themselves.
- II. If an earthquake occurs, the following actions will be taken inside the school buildings and in individual classrooms.
 - A. The teacher or other person in authority implements action *drop*. Standing next to an inside wall or under an inside doorway are also safe places.
 - B. As soon as possible, teachers will move the children away from windows and out from under heavy suspended light fixtures.
 - C. Upon termination of the earthquake, the principal or designee will notify the teacher to take their class register and class and implement action.
 - D. Teachers or students will not light any fires or turn on switches after the earthquake until area is declared safe. Laboratory or shop teachers should be watchful of students' re-lighting burners or stoves.
 - E. Teachers will see that students avoid touching electrical wires that may have fallen.
 - F. Teachers will render first aid if necessary.
 - G. Teachers will take roll of their classes.
 - H. Upon orders from the school principal or designee, abandon all buildings.
 - I. The principal will see that guards are posted at a safe distance from all building entrances to see that no one re-enters the buildings for any reason until the buildings have been declared safe. Guards may be custodians, teachers, or students.

- J. The principal will direct a custodian or, in his absence, the maintenance or grounds person assigned to the school, to shut off all pilot lights on water heaters or furnaces, as well as stoves in homemaking classrooms.
- K. The principal will request assistance as needed, through appropriate channels – from the county or city civil defense office or fire and police departments.
- L. The principal or designee will notify utility companies of any break or suspected break in lines that may present an additional hazard. If damage has occurred, utilities should be shut off at the main valves.
- M. The principal will, if possible, contact the district office for further instructions.
- N. Following the quake, all buildings shall be inspected for safety.

II. Earthquake Procedures While on the Bus

- A. The bus driver will pull to the side of the road away from any buildings, poles, wires, overhead structures or bridges, if possible, and issue the action “drop”.
- B. The bus driver will set the brakes and turn off the ignition.
- C. The bus driver will wait until the earthquake is over before proceeding on the route.
- D. The bus driver will contact the Chief Financial Officer for instructions.
- E. If the bus driver continues on, he/she should watch for hazards created by earthquakes, such as fallen electrical wires, cracked roads, or fallen poles.

III General Procedures

Students should be taught the safety precautions to be taken during an earthquake in the event that adults are not present to give specific directions. These general instructions are appropriate.

- A. The safest place to be is in the open, stay there.
- B. Move away from buildings, trees, and exposed wires. *Do not run!*
- C. After the earthquake, if you are on your way to school, continue to school.
- D. After the earthquake, if you are on your way home, continue home.

IV. Inspections

- A. The school custodian or, in his absence, the maintenance or grounds person assigned to the school, shall be responsible for making a thorough inspection immediately after a severe earthquake.

Check point: Large cracks affecting buildings
Earth slippage affecting buildings
Water leaks
Gas leaks
Electrical breakages

If leaks are detected, the school custodian or, in his absence, the maintenance or grounds person assigned to the school, will shut off utilities in the building affected and notify the maintenance department.

The school principal shall inspect the facility at least one hour previous to student occupancy. If, in the judgment of the principal, the school is damaged sufficiently to be a hazard, the principal will notify the Superintendent or designee and the City Building Inspector who will check for structural failure and equipment adequacy. Until this is done, the building shall not be occupied.

Earthquake DROP Procedure

- A. If inside the school building, in case of an earthquake, the student shall:
 - 1. Get under some equipment (desk, table, etc.) where available.
 - 2. Drop to knees with back to window and knees together.