BEFORE EARTHQUAKE
SCHOOL EDUCATION COMMITTEE
- Initiating earthquake drills in the schools.
- Initiating hazards reduction procedures.
- Preparing a response plan.
- Establishing a communication plan.

TEACHERS
- Hold classroom discussion.
- Practice drills.
- Hold hazards hunts, correct hazards where possible.
- Appoint two students monitors in case you are injured.
- Prepare class lists and identification tags with name, address, phone number, age, medic alert information.

STUDENTS
- Learn what to expect and what do you during an earthquake.
- Identify hazards in the classroom, school, home.
- Participate in earthquake drills.
- Know the name and address of your guardian, if designated by your parents.

PARENTS
- Be aware of school's earthquake policy and procedures.
- Provide school with the name of an alternative guardian.

RESCUER (SCHOOL)
- Coordinate with principal to identify and eliminate, if possible, potential interior and exterior earthquake hazards, inspect chemical storage areas regularly.
- Establish procedure for setting up emergency toilets, uncontaminated water supplies and first aid center.
- Know location and use of fire fighting equipment.

DURING EARTHQUAKE
SCHOOL EDUCATION COMMITTEE & TEACHERS
- Issue the TAKE OVER order at first sign of tremor.
- Assume "CRASH" position for 60 seconds.
- Talk calmly to reassure students.
- Review evacuation procedures.

STUDENTS
- Follow teacher's instructions.
- TAKE COVER under a desk or table.
- ASSUME "CRASH" POSITION.
- COUNT to 60.
  If out of the classroom take cover in a doorway in the "CRASH" position, count 60, join the nearest class when shaking stops.

AFTER EARTHQUAKE
SCHOOL EDUCATION COMMITTEE & TEACHERS
- Immediately carry out pre-arranged duties (e.g., shutting off gas main, fire fighting, water supply control, etc.)
- Report to principal and assist in search and rescue, if necessary.
- With supervisor, determine safety of building for possible re-entry.
- Assist in setting up emergency facilities, if necessary.
- Instruct students to evacuate lead class to designated assembly area.
- Be prepared to choose alternative escape in case of fire or exit blockage.
- Take class list, I.D. tags, and first aid kit.
- Administer first aid, if necessary.
- Do not re-enter the building unless instructed by the principal.
- Write I.D. information on forehead of primary and injured children, if tags not available.
- Reassure students.
- Remind students that parents may be delayed in calling for them.
- Encourage students to talk about their fears and anxieties.

STUDENTS
- Follow evacuation instructions from teacher or designated monitor.
- Wear shoes.
- Put on identification tag.
- Comfort and reassure other students.
- DO NOT use an elevator.
- DO NOT re-enter school without permission.
- DO NOT go home without permission; be aware that your parent/guardian may be delayed in coming for you.
- Talk about what has happened.

PARENTS
- Do not phone the school - they may be trying to reach you or emergency response services.
When safe to travel, go to the school to collect your child, your child will not be released otherwise.

If you are unable to reach the school, contact the designated guardian to collect your child.

**PRINCIPAL**

- Set up a chain of command, and define staff roles and responsibilities.
- Establish earthquake and evacuation drills for all staff and students.
- In large school, decentralize first aid equipment, students lists, and instructions for turning off gas, electricity, water, etc.
- Be aware of your area's lines of communication, disaster planning, emergency channels, etc.
- Obtain battery-operated CB radio and learn local emergency radio frequencies.
- Ensure staff knowledge of industrial first aid. Stay calm your attitude will act as a role everyone.
- Ensure that all power, fuel and water mains have been shut off.
- Account for all staff and students.
- In a major quack, await instructions from emergency officials over battery-operated or car radio.
- **Oversee conservation distribution of uncontaminated water, as well as preparation of emergency facilities.**
- Allow dismissal of students only when it is safe to travel and a designated adult comes for him/her; keep accurate record of students released.