

EARTHQUAKE PROCEDURES

1. **DUCK AND COVER**
 - At the first sign of a tremor – face away from windows and hazards
2. **HOLD FOR 60 SECONDS**
 - Prepare for aftershocks – count 60 seconds after each shock until there are no more
3. **MAINTAIN QUIET**
 - Talk calmly to reassure students
4. **PREPARE TO EVACUATE**
 - Check for injuries – hazards
5. **BE PREPARED FOR AFTERSHOCKS**
 - Duck and cover away from glass and against walls
6. **LISTEN FOR INSTRUCTIONS**
 - If no instructions after 90 seconds, evacuate
7. **ANY NON-MOBILE**
 - Seriously injured or trapped stay in room – mark with coloured safety tape on doorknob – note locations
8. **TAKE EVACUATION BACKPACKS** (Class lists are located at the Student Release area on track)
 - Bring coats, as applicable
9. **EVACUATE IN A SAFE & ORDERLY MANNER**
 - Prepare to use secondary exit route if needed (route on classroom maps)
10. **STAFF MEMBERS WILL REPORT TO THE SUPERVISOR**
11. **AT ASSEMBLY AREA**
 - Gather with your CLASS as per evacuation procedures (by teachers last name)
 - Teachers take attendance reporting any absences on the evacuation attendance form
 - Students and staff on spares need to report to center of the track's field for attendance
 - Teachers should send a student runner with the completed Evacuation Attendance form to goal posts (extra forms can be found at the posts)
 - Give First Aid to injured – tag all injured: name, Oak Bay High (use orange flagging tape in emergency backpack)
 - Seriously injured need to go to First Aid Station (reassure and comfort students)
 - Prepare to release students *as directed on student release form*

DO NOT return to the building or allow students to be released until directed.