

## Earthquake While Indoors at School

When an earthquake occurs, the following actions shall be taken inside school buildings and in individual classrooms:

1. The teacher or other person in authority shall implement the DUCK, COVER AND HOLD ON action. Each student shall:
  - a. Get under equipment (desk, table, etc.) where available. Otherwise get next to an inside wall or under an inside doorway.
  - b. Drop to knees with back to the windows and knees together.
  - c. Hold on to the desk.
  - d. Bury face in arms, protecting the head. Close the eyes tightly.
  - e. Stay there until the procedure or emergency is over or until subsequent instructions are given. Such instructions will depend upon circumstances and the extent of damage to the buildings
2. As soon as possible, teachers shall move the students away from windows and out from under heavy suspended light fixtures.
3. Teachers shall implement action to LEAVE THE BUILDING when the earthquake is over. Teachers shall ensure that students do not run.

## Earthquake While on School Grounds

When an earthquake occurs, the following actions shall be taken if teachers and students are on school playgrounds:

1. The teacher or other person in authority shall direct the students to WALK away from buildings, trees, poles, or exposed wires and into an open area.
2. The teacher shall implement the DUCK, COVER AND HOLD ON action.
3. Teachers and students shall cover as much skin surface as possible, close their eyes, and cover their ears.
4. Teachers and students shall stay in the open until the earthquake is over, or until further directions are given.