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**Procedures For All Staff In The Event Of An Earthquake**

In the event of a real earthquake, there might not be any warning or a chance to ring a bell.

Earthquake Practice Bell: The alarm bell will sound Intermittently

Upon hearing the alarm or in the actual event the teacher should instruct children to:

• **Duck, Cover and Hold –** all adults and children should duck in pre-designated places, so they to be under

some type of cover – ie. under tables

• Onceunder a table or desk, a table or desk leg must be held on to.

• Adults may brace themselves under a door frame

• If no cover is available, persons should crouch and put their hands over their heads

After the alarm ceases, teachers should lead their children to the designated *Muster Station* on Walkers Road, the same

manner as the Fire Drill.

**Incident Manager**

This person is the Lead Teacher in charge CF School . They are the overall leader for the emergency incident.

The Incident Manager makes decisions based on information given to them by other members of the team and

emergency services.

**Pupil, Staff and Visitor Accounting**

All children and other teachers will report to the Incident Manager.

**Police and Fire Liaison**

Local police and fire departments will require an official (Incident Manager) when they respond to an incident.

They must provide the emergency services with information and work closely with them throughout the incident.

**Parents**

When an incident occurs, parents will begin to contact CF School.

The incident manager will be responsible for ensuring that parents and children are reunited and that children are

looked after safely until parents arrive.

**Frequency of Earthquake Drills**

CF School conducts Earthquake drills once per school year.

**Procedure when an Earthquake Drill occurs**

1. A bell will be sounded by the lead teacher in both classrooms to alert the children to an important event, and upon sounding, staff should react immediately by using the two-word earthquake response command "EARTHQUAKE – DROP" loudly, to initiate the response.

(During an actual earthquake, staff should respond at the first sign of ground shaking)

2. On the words "EARTHQUAKE – DROP!", teachers and children should immediately take cover under tables and turn away from the windows quickly and quietly and in orderly fashion, ensuring that the children don't panic.

3. All teachers and children should get down on their knees, face down, making themselves as small as possible, covering all body parts under the table;

4. Teachers and children should secure their shelters by holding on to the table legs using both hands.

5. Teachers and children should remain in this position until the lead teacher states that it is ALL CLEAR and is safe to stand up. It is important to note the during a REAL earthquake, once the shaking has ceased the children will be led outside to the muster area in an orderly fashion by the lead teacher, while the supporting teacher(s) will collect the Attendance Record, Student Contact List and mobile phone. Supporting teacher(s) will visually sweep the area to ensure no children or staff are remaining in the building, and will then join the lead Teacher and children outside at the muster area.

6 . A record of the drill will be noted in the drill log record.