

Earthquake Classroom Emergency Procedures Instructions to Teachers

1. Issue '**Duck, Cover and Hold**' command. Protect yourself.
2. Immediately face away from windows and take cover under or beside a desk, counter or table, or next to the wall.
3. Assume '**Crash Position**' on knees, head down, one hand clasped over neck (or neck/head covered with book or jacket) and one hand holding on to the furniture. Posture must be such that the most vulnerable areas (neck and chest) are protected.
4. Count aloud and in unison with the students for the **duration** of the earthquake. After the shaking stops **stay where you are** until you have counted again to 60.
5. Instruct students to evacuate. Students should be in a single file with jackets and shoes on. Take class list and classroom earthquake kit with you. Do not wait for instruction from the office. **Do not delay the evacuation** except to reassure the injured or provide life-saving first aid interventions.
6. Follow predetermined exit routes. If an exit route is blocked calmly and firmly lead students to an alternate exit.
7. Avoid overhead wires which may have fallen during the earthquake. Lead students directly away from the building and then to the school Assembly Area.
8. Carefully account for all students and record information on your class list. Report evacuation status information to the Assembly Area Team Leader. The Principal needs to know as soon as possible if injured or trapped students/staff have been left in the building.
9. Pair classes and students in accordance with the Earthquake Plan.
10. Carry out your designated roles and responsibilities in accordance with the school Earthquake Plan.

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- Teachers must immediately take steps to protect themselves and prevent personal injury during an earthquake. Teachers have an extremely important role to play in assisting students through the post-earthquake recovery stage.
 - Train two student monitors to give instructions if you are injured.
 - Seriously injured persons may have to be left behind for the school's designated search and rescue team. Provide verbal reassurance and inform them that search and rescue is coming. Provide any lifesaving first aid intervention and protective cover if possible.
 - If a secondary earthquake or 'aftershock' occurs while leaving the building, students/staff should '**Squat and Cover**' (place head close to knees, clasp hands behind neck, cover side of head with arms; if cover is available use it or place back against an interior wall). The '**Duck and Cover**' procedure is not advised as the ground may be littered with debris (glass) from the initial shock. Count for the duration of the aftershock, then immediately continue evaluation procedures.
 - Students must wait to be reunited with parents or guardians through the Student Release Station. If there are any students remaining after school hours, they must be accommodated at the school or at a posted Evacuation Reception Centre.
 - Identify in advance classroom 'safe areas' for wheelchair-bound students. Where possible, move wheelchairs towards an interior wall facing away from windows, lock the wheels and use protective covering for the head. Evacuate special needs persons with the rest of the class. Do not use the elevator. Pre-plan so that escorts can help negotiate the stairs. Special equipment may be required. Contact the Safety Manager for more information.

Regularly practice 'Duck, Cover and Hold' procedures with your students.