

**ELEMENTARY
EARTHQUAKE PROCEDURES**

I. PROCEDURES FOR INITIAL SHAKE AND EVACUATION

- A. Give command for students to assume the drop/hold position—get under desk, hold onto desk and cover neck.
- B. Account for all students and check for injuries.
- C. Evacuate room and bring critical materials. Only students incapable of walking should be left behind in room. *Leave your door open.*
 - 1. Class list for your class and your room partner.
 - 2. Missing person sheets.
 - 3. Activities for students to do outside.
 - 4. First-Aid kit.
- D. Once at Emergency Assembly Area, complete missing person form and send to Command Center as soon as possible.
- E. If assigned to Search and Rescue, leave class supervised with aid and/or room partner and report assignment immediately. Your aide or room partner will complete the missing person form for you.

II. SEARCH AND RESCUE

- A. Report to Command Center
 - 1. Pick-up keys, backpack, clipboard, and walkie-talkie
 - 2. Listen for special instructions.
- B. Begin Sweep Patterns – ALWAYS REMAIN IN VISUAL CONTACT WITH YOUR PARTNER. NEVER ENTER A ROOM ALONE.
 - 1. Mark each door upon entering and again upon exiting.
 - 2. Search room for people and potential hazards.
 - 3. Keep in voice contact: “If anyone can hear my voice, come out now.”
 - 4. Keep log of time and action taken for each room entered.
 - 5. Perform lifesavers if needed.
 - 6. Report all casualties to First-Aid Station.
 - 7. Tag all non-walking victims (triage).
 - 8. Close door when leaving unless living casualties are left inside.
 - 9. Return to Command Center when finished and turn in your Search and Rescue Summary Report.