

Earthquake Procedure

All staff and students should become familiar with any earthquake procedures at the school. In the event of an earthquake either during or after the following procedures should be adopted if you are inside the school building:

- Identify safe places as sturdy furniture or walls at the school, so that when shaking starts, you **Drop** to the ground, take **Cover** under the furniture or wall and **Hold On!**



- Once you are under furniture you should cover your head and neck with your arms to protect yourself from falling debris
- Stay away from glass, windows, outside doors and walls.
- Staff and students should practice how to Drop, Cover & Hold On! – to enable everyone to react quickly if an earthquake occurs.
- The school office holds hard copy contact details for all students and they will be able to contact parents if this is necessary.
- Stay where you are until the shaking stops
- Do not run outside and do not get in a doorway as this does not provide protection from falling or flying objects.
- If there is damage in or around the building staff and students should vacate the building using the Fire Evacuation Procedures and should remain out of the damaged building.

If you are outside when the shaking starts:

- Move away from buildings, streetlights and utility wires and drop to the ground. Stay there until the shaking stops.

If you are in a vehicle:

- The driver will pull over to a clear location and stop.
- Stay inside the vehicle with your seatbelt fastened until the shaking stops.