

# EARTHQUAKE

## Background

This Administrative Procedure provides for the minimal expectation regarding earthquake preparedness and response. More detailed information and a guideline for further activity is contained in the Site School Emergency Response Plan (Hour-Zero)

## Procedures

### 1. Annual Expenditure

- 1.1. As a component of its budget-setting process, the District shall allocate, within the limitations of financial resources, a fund to assist in the non-structural preparation for earthquakes. Due to the complexities of preparedness activity and financial constraints, this expenditure shall be focused on District-wide priorities determined by management using appropriate consultative procedures.

### 2. District/Community-Wide Planning/Preparation

- 2.1. The District shall participate in any community-wide planning and preparation activities and establish District-wide procedures in conjunction with community agencies and organizations.

### 3. District Authorization

It is the responsibility of employees to implement and adhere to this Administrative Procedure. In addition to this Administrative Procedure, the District endorses the Site School Emergency Response Plan (Hour-Zero)

- 3.1. as a general guide for the preparation for, and response to, earthquakes. The Superintendent expects cooperation between administrators, Parents' Advisory Councils (PAC's), teaching and support staff in working toward the plans and procedures outlined in the document.

### 4. Planning Committee(s)

- 4.1. The District shall, within limits of financial and temporal resources, establish a District response committee to develop a District-wide plan and assist Principals and sites with planning when so requested.
- 4.2. The Principal or Supervisor, is responsible for the overall planning for Principal/site-based earthquake preparedness including the establishment and operation of an Emergency Preparedness Committee.

A guideline for such a committee and its role is outlined in the Site School Emergency Response Plan (Hour-Zero)

- 4.2.1. Principals/site Supervisors have discretion in developing, designing and operationalizing this committee. The committee reports to the Principal or designated site Supervisor.

- 4.3. Planning shall reflect that, in the event of an evacuation or emergency, the administrative officers or site supervisors shall be in charge.

## 5. Parent Communication/Role

- 5.1. The Principal shall send a copy of the District Emergency Program Letter to parents either prior to September 30 of each year and to ensure that this information is accessible on the school website.

The information conveyed shall include that the Principal anticipates that parents will:

- 5.1.1. Make themselves aware of the school's emergency plan;
  - 5.1.2. Provide the school with names of alternate adult contacts;
  - 5.1.3. In the event of an emergency, listen to local radio stations and not phone the school; and,
  - 5.1.4. Listen to the direction given by staff.
- 5.2. Employees and parents are strongly encouraged to develop a family response plan and participate in neighbourhood and community preparedness activities.

## 6. First Aid

- 6.1. Emergency medical conditions forms and necessary medications shall be stored close to or within the emergency first aid kit.

## 7. Supplies/Equipment Storage

Principals and site Supervisors are encouraged to provide additional supplies and equipment. A guide for such materials is available in the School Emergency Response Plan (Hour-Zero)

- 7.1. Donations to schools shall be in accordance with Administrative Procedure 526 – Donations and Grant Applications.
- 7.2. The District shall establish standards for design and construction of outdoor storage areas. Construction or acquisition of such storage areas shall be in accordance with these standards. The District shall determine the location of any outdoor storage areas.
- 7.3. Outdoor storage shall be considered if such storage is a high priority and is the best option available in terms of access, expense, storage of material, and maintenance. District approval is required for outdoor storage areas.

## 8. Earthquake Drills/Posters

- 8.1. Earthquake drills shall be held at least three times per year. Timelines for completion of drills is as follows:
  - 8.1.1. First drill - by September 30
  - 8.1.2. Second drill - by November 30
  - 8.1.3. Third drill - by March 31
- 8.2. The minimum earthquake drill procedures are as follows:
  - 8.2.1. Students and employees shall drop and take cover under desks or tables,
  - 8.2.2. Students and employees shall turn away from windows,

- 8.2.3. Students and employees shall remain in a sheltered position for at least 60 seconds,
- 8.2.4. Students shall be silent and follow employee directions,
- 8.2.5. Choose two alternate students prior to the drill,
- 8.2.6. Students shall begin evacuation following the instruction of the teacher (if the teacher is incapacitated the two alternate students),
- 8.2.7. Evacuate the building in an orderly manner through designated exits,
- 8.2.8. Assemble in designated areas,
- 8.2.9. Conduct a headcount and provide information to the command post.

Additional information regarding drill and evacuation procedures are included in the School Emergency Response Plan (Hour-Zero)

- 8.3. Principals are encouraged to prepare and practice beyond the level as stated in this Administrative Procedure.
- 8.4. The poster "*Earthquake Drill Procedures*" shall be posted in a visible area in each classroom.

#### 9. Disaster Task Committees

Principals and/or site Supervisors are encouraged to develop disaster task committees as outlined in the Site School Emergency Response Plan (Hour-Zero)

- 9.1. Where neighbourhood emergency preparedness programs exist, principals are encouraged to link and coordinate plans and activities.

#### 10. Duties and Responsibilities Before, During and After the Earthquake

- 10.1. In the event of an earthquake, staff are expected to remain on the scene to ensure the safety of students until otherwise directed by the administration or site supervisor.
- 10.2. Those staff with children or other dependents are to have arrangements in place for their care by others. As the situation stabilizes, those employees with dependents will be released from duty first.
- 10.3. Further information regarding declaration of emergencies can be found under the *Emergency Program Act*.

Reference: Sections 17, 20, 22, 65, 85 School Act  
School Regulation 265/89  
Emergency Program Act

Adopted: May 30, 2000  
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