Earthquake Protocol

Virtually all of Southern California is susceptible to the damaging effects of a large earthquake. Accordingly, the following should be observed during and immediately following an earthquake:

1. When the ground shakes, duck, cover and hold.
2. When shaking subsides, assign staff to make a visual assessment of obvious damage, checking both outside of buildings and inside several classrooms.
3. Establish your Command Post and initiate emergency teams as needed.
4. If there is no evidence of damage, and evacuation routes are clear, evacuate to basketball court.
    - Assign staff to quickly check facilities for damage (fallen objects, cracked stucco, cracked foundations, water leaks, etc.). If no damage, sound the "all clear" to return students to class.
5. If there is significant damage determine the safe route and begin to evacuate to assembly/first aid area (basketball court), activate a Search and Rescue team for a quick check of all rooms. If there is no immediate danger to students, determine the best the route for evacuation and begin to collect reports.

- The Search and Rescue team should now conduct a thorough search of each room for students, and evacuate everyone they find to either the assembly area or first aid area as appropriate.
- Have teachers conduct their usual accountability check, and report missing students to the Command Post.
- Continue the search until everyone is accounted for or you're assured a thorough search is complete.
- Activate Student Release team and begin release process as parents arrive.
- As soon as practical, contact Superintendent/Emergency Operations Center to advise:

a) Number of students and staff/other adults injured
b) Number of students and staff/other adults dead
c) Number of students and staff/other adults unaccounted for
d) What utilities are working/not working
e) What buildings are habitable/uninhabitable
f) What further assistance (personnel, supplies, services), if any, you require.
g) Continue follow-up contacts to advise number of students released.