

EARTHQUAKE

1. As soon as you feel the movement, the lead teacher calls out "Duck and Cover!!!".
 - a. Drop to the ground.
 - b. Take cover by getting under a sturdy table or other piece of furniture.
 - c. Hold on until the shaking stops.
 - d. Do not stand in doorway or run outside (new research shows that a doorway does not offer adequate protection [FEMA Article](#)).

NOTE: Infant-toddler caregivers cover children with body if possible.

2. Do not run outside or evacuate while the building is shaking.
3. After the quake, the Emergency Charge will instruct on further action.

Until then:

- a. Check for injured children or staff.
- b. Evacuate everyone when the order is given by Emergency Charge.
- c. Stay with your group until you are relieved of your duties.

REMEMBER!! Panic action kills and injures more people than the direct results of an earthquake!!

After the earthquake:

4. Look around for possible hazards to determine if it is safe for you to move before getting up and helping others.
5. Emergency Charge decides whether to evacuate or stay put.
6. Any of the following require immediate evacuation: fire, damage to structure, a gas leak, or hazardous materials spill. In some situations, you may choose not to evacuate or to delay evacuation. For example, if there is a slight shaking with no apparent damage and another hazard such as severe weather, it may be more dangerous to move children outside.

7. If you smell gas or hear a blowing or hissing noise, open a window, and then quickly leave with the children, and shut the gas off outside. Be aware that if you shut off the gas meter for any reason, a professional must turn it back on. It may take days or weeks before they are able to do so.
8. Unless you must evacuate immediately (fire, severe damage to structure, gas leak, or hazardous materials spill), check all children and adults for injuries and give first aid for injuries before evacuating.
9. Do not move seriously injured persons unless they are in immediate danger of further injury (fire and flooding). Instead, cover them with a sturdy table or whatever is available and send someone for medical help after the earthquake shaking stops.
10. As time permits, you may need to turn off utilities such as gas, electricity, and water. If electrical wires are crackling inside, shut off the gas first, then turn off the master electrical switch.
11. If you must evacuate, get out of the building, gather at your designated safe place, and take the emergency kit (first aid bag and medications) along with your list of children and their emergency contacts.
12. When possible, to reduce the chances of both physical and emotional harm, move children who are able to walk away from danger, away from collapsed buildings, and away from severely injured survivors. If you must leave the area, place a note for the parents outside the door, telling them where you are going.
13. Call 9-1-1 if there is a fire or medical emergency. If the phone doesn't work, send someone for help.
14. Treat minor injuries.
15. Reassure the children. Tell them that their parents will come for them as soon as they can, that their parents know everyone will be safe with you, and that you are all together.
16. Listen to a battery-operated radio for instructions and the latest emergency information.
 - KQED 88.5 FM
 - KFBK 1530 AM
 - Check [alertsf.org](https://www.alertsf.org)

EARTHQUAKE EMERGENCY CHARGE RESPONSIBILITY

1. Duck and cover. Protect yourself.
2. When shaking stops, check evacuation area for safety. (wires down? trees tipping?)
 - a. If area is safe, alert staff to evacuate.
 - b. If unsafe, check alternate evacuation areas.
 - c. Assign a staff person to tell others where to evacuate.
3. Check for damage and gas leaks to the buildings (Concern depends upon severity of the quake.)
4. Turn off gas, water, and electricity (location of turn-offs should be noted in your emergency plan).
5. Account for all children and personnel.
6. Make sure disaster kit is available.
7. Determine injuries.
8. Set up First Aid Station and staff it.
9. Send injured children and staff to First Aid Station.
10. Appoint a search and rescue team and lead it.
11. Put triage into effect (see H-44).
12. Monitor First Aid efforts. Identify those with special health needs.
13. Monitor radio. Attempt to get help.
14. Assign temporary spaces for classes.
15. Determine each group's needs (blankets, diapers, etc.).
16. Ascertain what food, water and supplies are available.
17. Ration all supplies.
18. Make a plan for survival until help arrives.

19. Assign an alternate for relief for yourself.
20. Keep communications open and flowing.
21. Keep a night watch for strangers and animals.

Source: <https://www.ready.gov/earthquakes>