

Title: Procedure for Conducting an Earthquake Drill

Control Information

Control Item	Details
Owner/Curator	Jennifer Renée
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Consult and Notify	ICP, ED, HT, AA, All Staff

Revision History

Revision	Date	Revision Description	Originator
A	06/24/09	Initial Release	Jen Renée
B	7/17/14	Numbering and format revision	Melissa Harris

Procedure for Conducting an Earthquake Drill

1.1. Objective:

The objective of this policy is the following

1. Define the frequency of earthquake drills.
2. Define the location of the earthquake drill log.
3. Define the process of conducting an earthquake drill.

1.2. Frequency of fire drills:

Earthquake drills will be conducted a minimum of two times per year.

1.3. Location of the fire drill log:

The earthquake drill log will be stored in the file drawer of the administrator’s office, clearly labeled “EARTHQUAKE DRILLS”.

Step	Detail	Description	Accountable	Responsible	Informed
Announce Drill	Conduct drills in each individual classrooms	Walk into a classroom, begin shaking a table and shout “Earthquake!”	ED	T	ED
Respond to announcement	Reassure students by giving instructions in a calm, firm voice.	Teacher instructs students to DUCK (under table or desk), COVER & HOLD. Turn away from windows.	T	T	ED
Evacuate classroom	When the shaking stops, students evacuate due to the possibility of aftershocks. Teachers leave classroom with walki-talki(es), emergency contact list, Authorized Pick-Up List, and First Aid kit.	Teacher instructs students to evacuate, just as they would during a fire drill (though there will not be an alarm). Once outside, be sure to not be close to the fall zone of trees.	T	T	ED
Document drill	Report monthly to ICP board.	Complete Earthquake Drill form and file in cabinet in Administrator’s office.	ED	ED	ICP