

Fire/Earthquake/Disaster Drills

Fire Drills

1. Fire drill procedures must be clearly stated - in writing and must be viewed regularly with students, teachers, and other personnel.
2. Emergency exits must be clearly indicated.
3. Phone numbers of emergency personnel must be readily available.
4. Fire extinguishers must be readily accessible and checked regularly.
5. Total evacuation fire drills must be held at least three (3) times in each school term.
6. The principal of the school shall instruct all employees in fire drill procedures subject to existing conditions.
7. Each teacher or employee shall have a copy of the Fire Exit Drill.

Earthquakes

1. Hazard Assessment and Reduction

In preparing for the eventuality of an earthquake much can be done to earthquake-proof a building to minimize most common hazards and maximize the safety of students and staff. Some suggestions to the principal regarding assessment procedures include a reminder to:

- (a) Review assessment measures regularly with staff.
- (b) Identify and make known to students and staff primary and secondary evacuation routes.
- (c) Ensure there is always unimpeded access to the building and site for emergency vehicles and personnel.
- (d) Have fire equipment - extinguishers and alarms - checked regularly to ensure they are operational.
- (e) Follow procedures for dealing with shut off valves for water, gas, electricity as outlined in the District's Operations Manual.
- (f) Provide for regular inspections of high hazard areas such as industrial areas, science labs, gyms and libraries, etc. to ensure proper procedures are followed regarding use and storage of hazardous equipment and substances.
- (g) Provide for regular inspections of classrooms to identify and minimize potential hazards. Attention must be given to such things as: free-standing cabinets, bookcases, and wall shelves; heavy objects on high shelves; aquariums and other displays near seating areas; audio-visual equipment on portable carts; pianos on wheels; wall mounted objects (clocks, maps); ceiling tiles and light fixtures, as well as anything peculiar to a classroom or school setting.

2. Drills

The following suggestions are given to principals regarding the establishing of earthquake drill procedures:

- (a) Because earthquakes strike without warning, it is essential that students and staff react immediately and appropriately at the first indication of ground shaking. Therefore, drills should provide for classroom discussions, demonstrations, and exercises designed to help students and staff learn and practise where to seek shelter and how to protect themselves from falling or flying objects.
- (b) Before actually conducting earthquake drills, it is important to explain what might be expected and the procedures to be followed during an actual earthquake. Such a discussion should include the possibility of noise during a quake and the need for students to be silent and follow directions, students to be silent and follow directions, the results of a quake and the need to take shelter, the probability of after shocks and the procedures to be followed if elsewhere at time of quake, and the procedures for releasing students.
- (c) Drills should include steps to be taken during the actual earthquake and actions to be followed once the ground stops shaking.

In the Event of an Earthquake Emergency

If indoors:

- (i) Stay indoors;
- (ii) Move away from windows or other potential hazards;
- (iii) Take cover under table or desk or against inside wall or doorway, face away from glass. If shelter moves, move with it and stay under;
- (iv) Remain quietly in position until earthquake is over and/or until further instructions are given.

In halls, stairways or places where no cover exists:

- (i) Move to interior wall (be careful of lockers);
- (ii) Kneel with back to wall, place head close to knees, clasp hands behind neck, and cover side of head with arms. (drop position)

In libraries:

- (i) Move away from where books and bookshelves may fall;
- (ii) Take appropriate cover.

In laboratories:

- (i) Extinguish all burners (if possible);
- (ii) Stay well clear of hazardous chemicals;
- (iii) Take appropriate cover.

After the initial shock, when things settle down, staff and students should evacuate the building. The teacher should take with him/her the class register. Once outdoors, students and staff should report to predetermined areas and remain there until notified that they may re-enter the buildings or pupils have been picked up by parents or other authorized persons.

If outdoors:

- (i) Move to an open space (away from buildings, trees, power-lines and other hazards);
- (ii) Assume drop position until quake is over.

Students should be instructed that if they were on their way to school or at school when the earthquake occurred, they should, once it is over, continue to school and report to their designated area. If on the way home, they should continued home once the quake is over.

If on the school bus:

- (i) Drivers should stop the bus away from hazards (power-lines, bridge, overpasses, buildings and trees);
- (ii) Remove overhead objects and place under seats or in the aisles;
- (iii) Remain in their seats and hold on.

Once the quake is over the driver should, if on the way to school, continue to the first school and seek advice; if delivering students home, continue to the nearest phone and contact the transportation supervisor for assistance. If unable to continue, the driver should contact the transportation supervisor and wait for assistance.

- (d) At the beginning of each school year, parents should be advised of the school's emergency plan and the procedures the school expects parents to follow with respect to earthquakes.
- (e) Arrangements should be made with the school nurse to have a well- stocked portable first aid kit on hand.

Other Emergencies

1. Notify the principal or designate-in-charge.
2. Designate a person to take charge of the situation.
3. Summon emergency personnel immediately - ambulance, fire department, police, and inhalator. **WHEN IN DOUBT, SHOUT!** Staff members will have to use their best judgment regarding such things as first aid and substituting private transportation for regular emergency vehicles.
4. Evacuate the area of school if necessary.
5. Notify parents or guardians and, if necessary, the family doctor or dentist (this information must be on file and readily accessible). If the injured party is to be transported to a hospital, advise the hospital authorities ahead of time. Generally speaking, the consent of the parent or guardian is required to provide hospital or emergency treatment. In urgent cases, medical personnel will usually perform "heroic measures" without such consent. The consent of a teacher as a surrogate parent in such circumstances is not acceptable to the authorities and should not be offered.
6. File necessary reports (accident, Workers' Compensation Board, and school district reports).
7. There should be a person on staff with a qualified first aid certificate, recognized by the Workmen's Compensation Board who may be called in emergency situations to offer assistance.