



# HIGH SCHOOL EARTHQUAKE RESPONSE PLAN (SAMPLE)

1. Drop, Hold and Cover. Instruct students to do this: do it yourself.
2. Exit. When the shaking stops, survey the scene; if you are by yourself and can do so, report to the athletic field. If you are with students, direct those who are able to move under their own power to exit to the athletic field. If any students are trapped or injured and not able to leave (a) apply first aid to stop severe bleeding; (b) use appropriate methods to start breathing, if necessary, (c) assure these students that search and rescue/first aid help will be coming shortly, then exit yourself.
3. Report immediately to the Coordinator. This assures us that you are okay and can be counted on to carry out your task(s). Take roll and stay with class in designated area.
4. Carry out your pre-assigned task when authorized to do so. Search and Rescue/First Aid, Supervision of Students, Gas Check, Radio and Phone Monitoring, etc.
5. Report to the Coordinator when you have completed your task. You will then be given a secondary task.

## PRIMARY TASKS (PRE-ASSIGNED)

|                         |                              |
|-------------------------|------------------------------|
| Coordinators            | Search and Rescue/First Aid  |
| Supervisors of Students | Gas, electric, water check,  |
| Radio & Phone Monitor   | Providing First-Aid Supplies |

## SECONDARY TASKS

- Comfort the injured
- Calm, re-assure students
- Supervise gate; meet parents; release students
- Coordinator at gate for release of students
- Transport injured to hospital if no emergency services available
- Keep informed; listen to radio
- Monitor phones (bilingual staff)
- Communicate conditions at school to radio, television, Archdiocese
- Provide food & drink to students and staff
- Provide toilet facilities
- Provide blankets

## FIRST - AID STATION

### SUPERVISOR

- Decides who gets attention, first, second, etc.
- Gives directions to assistants.
- Takes information of injured who cannot be moved; sends help to these.
- Lets Coordinator know if more help is needed.
- Gives report to Coordinator when demands permit.

### ASSISTANTS

- Accept directions from the supervisor.
- Use own training and knowledge in attending to the injured.
- If assigned, go to the injured who cannot be moved.
- Inform the coordinator of what has been done in attending each injured person.



## RESPONSIBILITIES

### THOSE MAKING INCOMING PHONE CALLS

Information to share with the caller:

- All students have been evacuated from the buildings.
- Staff members are conducting search and rescue tasks, applying first aid techniques and supervising the students.
- We cannot provide you with any information on a specific student or staff member, but we can take messages.
- Parents may come to the school to pick up students; we will not release students except to a parent (unless written release already on file).

### THOSE MEETING PEOPLE AT THE GATE . . .

Information to share with those coming to the gate:

- All students have been evacuated from the buildings.
- Staff members are conducting search and rescue tasks, applying first aid techniques, and supervising the students.
- We cannot provide you with any information now on a specific student or staff member.
- In order to keep students calm and to enable us to release the students in an organized way that allows us to account for each of them, we cannot allow you to enter the premises at this time.
- Please tell me the name of the student whom you wish to take home; tell me your relationship with her, and show me some identification; I will then send for that student.

### THOSE ON SEARCH AND RESCUE TEAMS

- If the person is not conscious, check the vital signs -- breathing, pulse; use the appropriate procedures.
- After checking vital signs, for conscious or unconscious, check for bleeding; use appropriate procedures.
- If the injured person is not able to move on his/her own power, do not move him/her unless there is imminent danger (fire; broken and/or live power lines, etc.) Fill out a report for the First Aid Coordinator, identifying the person, the location, and the condition of the injured.
- If the injured person is able to move accompany him/her to the first-aid station.
- Put out fires; or report those not containable.
- Report any chemical spills, broken power lines, potential hazards, to the coordinator.
- When the entire area is checked, and you have done all you can for the injured, report to the Faculty Coordinator; submit a written report.

### THOSE PERSONS RELEASING STUDENTS . . .

- Ask for the name(s) of the student(s) and the person(s) requesting the student(s); check identification.
- Give names to the Gate Coordinator who will pull out the student Emergency Release Form and verify information.
- If the name of the person(s) requesting the student is not on the release form, the teacher will return to the gate and explain that the student cannot be released.  
If the name of the person(s) requesting the student is on the release, the teacher will go and get the student.
- If the student is being release, indicate on the back of the emergency release form the name of the person(s) taking the student. Return the form to the Gate Coordinator.
- The teacher then releases the student to the person(s) at the gate.