

Earthquake or Disaster Drill

Signal for practicing earthquake drills is one (1) continuous ringing of the bell system for a period of eight (8) seconds, immediately followed by an intermission of a period of five (5) full seconds, before the signal is repeated.

- Note: In a real earthquake drill, the shock or tremor will be the signal, in which case, each teacher and group will proceed as stated below without waiting for further signals.

Indoor Procedure

When the school warning bell is sounded, students should scramble under their desks with their backs to the windows. They should drop to the floor with chest to their knees and fold their arms in the protective position with eyes, ears, and breathing center protected. Students should stay in this position counting to 25 in a slow manner. The teacher will then instruct the students to proceed in an orderly manner outside to the designated waiting areas.

Outdoor Procedure

When students are outside the building and the earth tremors or the alarm is given, students should immediately take protective cover in the position described above. All teachers should assist in getting them off the playground and to the designated waiting areas. Students must be taught to walk and not run.

Fire Drill

Fire Drill Bell is a loud piercing sound accompanied by intermittent flashing light. Students and teachers should follow the standard evacuation procedures. Students outside of class should report to assigned assembly area as quickly and calmly as possible.

Exit/Evacuation Procedures

- Exit classroom for fire, drop/disaster drill.
- Instruct students to remain quiet and to line up.
- Teacher should take roll book and remain calm.
- Exit with students to your assigned area and remain quiet.
- Check with your "Buddy Teacher" to see that they have arrived safely.
- If necessary, report to the incident Command Post or Staging Area.
- Quietly wait in your assigned area for an all clear signal (ONE LONG BELL) to return to your classrooms or wait for an administrator for further instructions.

Emergency Procedures

Read this material carefully and prepare your students to follow the emergency procedures and **REMAIN CLAM AT ALL TIMES!!!**

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