

OLGC School Earthquake Drill Protocol & Procedures (Other Locations)

A. In Class Earthquake Drill:

- When rumbling noise/EWWS Siren comes over P.A. system teacher advises students to duck, cover and hold and look away from the windows.
- Teacher is to remain calm and yell out information to the children; "you are ok", "keep your eyes closed"
- Once rumbling stops count to 60 out loud as a class
- All clear signal is given
- Students are instructed to come out from under their desk/table and do a personal body check and check peers around them for signs of injury. Report to teacher of any personal injuries.
- Teacher does a personal body check and neighbouring classroom to see if teacher is ok
- Students are to collect their belongings (only in a real emergency)
- Teacher will direct students to line up at the door to evacuate the building
- Place the OK/Help sign in the window
- Teacher should turn off any technology if possible
- Teacher will grab the emergency back pack located on the hook near the door
- Teacher will lead the class out of the building
- Lead students quickly but calmly to the allocated meeting areas (West School Parking Lot)
- Washroom Checks:
 - * Main Building – Maggie Jones, Maribel Cowan
- Take attendance and send "student runner" to designated communication officer – Principal/Vice-Principal at front of the school (Marshalling Area). "Student Runner" should indicate all present, student(s) are missing, and any student(s) is hurt.
- Hand out student I.D. tags and have students put them on if (real emergency)
- Wait for instructions from Marshalling Principal/Vice Principal
- Any specialist teachers, SEAs, and office staff should be around Marshalling area i.e. principal
- Megaphone siren will indicate "all clear" return to class
- If evacuation needs to take place, Emergency Release Procedures will follow

B. Earthquake in Gym:

- Students will duck and cover their heads with their arms
- Teacher is to remain calm and yell out information to the children; "you are ok", "keep your eyes closed"
- Once rumbling stops count to 60 out loud
- All clear signal will be given
- Students are instructed to do a personal body check and check peers around them for signs of injury. Report to teacher of any personal injuries.
- Teacher does a personal body check with surrounding teachers to see if they are ok
- Teachers will direct students to quietly stand up and lead students to evacuate the building through allocated doors and proceed to the allocated meeting area (School's West Parking Lot)
- Take attendance and send "student runner" to designated communication officer – Principal/Vice-Principal at front of the school (Marshalling Area). "Student Runner" should indicate all present, student(s) are missing, and any student(s) is hurt.
- Hand out student I.D. tags and have students put them on (in a real emergency)
- Wait for instructions from Marshalling Principal/Vice Principal
- Any specialist teachers, SEAs, and office staff should be around Marshalling area i.e. principal
- Megaphone siren will indicate "all clear" return to class
- If evacuation needs to take place, Emergency Release Procedures will follow

C. Earthquake in Music Room:

- Students will duck and cover their heads with their arms
- Teacher is to remain calm and yell out information to the children; "you are ok", "keep your eyes closed"
- Once rumbling stops count to 60 out loud
- All clear signal will be given
- Students are instructed to do a personal body check and check peers around them for signs of injury. Report to teacher of any personal injuries.
- Teacher does a personal body check with surrounding teachers to see if they are ok
- Teachers will direct students to quietly stand up and lead students to evacuate the building through allocated doors and proceed to the allocated meeting area (School's West Parking Lot)

- Take attendance and send “student runner” to designated communication officer – Principal/Vice-Principal at front of the school (Marshalling Area). “Student Runner” should indicate all present, student(s) are missing, and any student(s) is hurt.
- Hand out student I.D. tags and have students put them on (in a real emergency)
- Wait for instructions from Marshalling Principal/Vice Principal
- Any specialist teachers, SEAs, and office staff should be around Marshalling area i.e. principal
- All clear signal will be given

D. Earthquake in church :

- Students will duck and cover their heads under the pew that they are sitting on
 - Teacher is to remain calm and yell out information to the children; "you are ok", "keep your eyes closed" turn away from the windows
 - Once rumbling stops count to 60 out loud
 - Teachers will direct students to quietly stand up and do a personal body check and check peers around them for signs of injury. Report to teacher of any personal injuries.
 - Teacher does a personal body check with surrounding teachers to see if they are ok
 - Teacher will lead students to evacuate the building through available doors and proceed to allocated meeting area (School’s West Parking Lot)
-
- Take attendance and send “student runner” to designated communication officer – Principal/Vice-Principal at front of the school (Marshalling Area). “Student Runner” should indicate all present, student(s) are missing, and any student(s) is hurt.
 - Hand out student I.D. tags and have students put them on (in a real emergency)
 - Wait for instructions from Marshalling Principal/Vice Principal
 - Any specialist teachers, SEAs, and office staff should be around Marshalling area i.e. principal

E. Earthquake during Recess Break (OUTSIDE):

- When rumbling starts students are to look up to check for overhead safety issues, adjust position if necessary, duck and cover to protect head
- Once rumbling stops count to 60 out loud

- Students are instructed to do a personal body check and check peers around them for signs of injury
- Students are to quietly and calmly move to rendezvous area at the west end of the school parking lot (predetermined meeting area) in their grade level line up.
- Teachers will take attendance and send “student runner” to designated communication officer – Principal/Vice-Principal at front of the school (Marshalling Area). “Student Runner” should indicate all present, student(s) are missing, and any student(s) is hurt.
- Office Emergency Binder and backpack (office staff) and the office sign in/out binder (Principal) will come out with office staff and principal
- Wait for instructions from Marshalling Principal/Vice Principal
- Any specialist teachers, SEAs and office staff should be around Marshalling area i.e. principal
- If evacuation needs to take place, Emergency Release Procedures will follow

F. Earthquake during Indoor Recess:

- When rumbling noise comes over P.A. system teacher/supervisor advises students to duck, cover and hold.
- Once rumbling stops count to 60 out loud as a class
- All clear signal will be given
- Students are to come out from under their desk/table and do a personal body check and check peers around them for signs of injury
- Students are to collect their belongings (in real emergency)
- If a staff member/supervisor is inside the classroom he/she will direct students to remain calm and direct students to quietly stand up and lead students to evacuate the building through allocated doors and proceed to the allocated meeting area (school’s west parking lot)
- If no staff member is present an allocated student will lead class to quietly evacuate the building through allocated doors and proceed to the allocated meeting area, where the classroom teacher will meet them.
- Place the OK/Help sign in the window
- Teacher or student leader (if teacher is not present in the classroom) will grab the emergency back pack located on the hook near the door
- Any student who is outside the classroom (e.g. peer mediators, office monitors, etc.) will exit the building through the nearest door and meet their class on the field
- Instruct the last student in line to turn off the lights

- Washroom Checks:
 - * Main Building – Margret Jones/ Mirabel Cowan
- Teachers will take attendance and send “student runner” to designated communication officer – Principal/Vice-Principal at front of the school (Marshalling Area). “Student Runner” should indicate all present, student(s) are missing, and any student(s) is hurt.
- Hand out student I.D. tags and have students put them on (in real emergency)
- Wait for instructions from Marshalling Principal/Vice Principal
- Any specialist teachers, SEAs, and office staff should be around Marshalling area i.e. principal
- Megaphone siren will indicate “all clear” return to class
- If evacuation needs to take place, Emergency Release Procedures will follow

**If evacuation needs to take place, Emergency Release Procedures will follow
In an evacuation students will go to the Don Bosco Youth Center.**

- Should an emergency occur between 8:30 a.m. and 8:45a.m. or between 3:00p.m. and 3:30p.m., the three intermittent bells will ring along with the warning on the PA system will sound and students will go into recess drill formation. They are not to return back into the school buildings. Parents and other guests on the school grounds will evacuate to the school’s west parking lot.
- Special evacuation procedures (i.e. noxious fumes situation) will be initiated by the P.A. system or other means, and the danger zone will be announced. (I.e. "DO NOT use Front Exits from the main building. Use alternative exits ")
- If your designated exit or passage way is blocked or unstable, lead the students to the next closest exit.