
Emergency Response Protocol: Drop, Cover, and Hold

Evacuation Chair

- Earthquake
- Explosion

An earthquake or explosion causes the building to shake and/or objects to fall. The result is that structures become unstable.

Announcement: “Activate Drop, Cover, and Hold – Immediately!” **Repeat as required**

Procedures

- **DROP** to the ground.
- **TAKE COVER** under desks or tables and cover vulnerable parts of your body. Assume “crash” position on knees, head down, hands clasped on back of neck or head covered with a book or jacket.
- If you are in a **WHEELCHAIR**, lock wheels and protect the back of your head and neck.
- **FACE AWAY** from windows. Stay away from windows and shelves with heavy objects.
- **HOLD** on to furniture or structure.
- **COUNT ALOUD** to 60 – earthquakes rarely last longer than 60 seconds and counting is calming.

Teacher Role

- Issue the “take cover” order.
- Take cover with students for 60 seconds.
- Review evacuation procedures.
- If the teacher is injured or has stepped out of the classroom.
 - A support staff member will fill this role.
- If there are no staff members present and able, two students should have designated authority to give instructions.

Special Circumstances

- If you cannot get under something strong or if you are in a **HALLWAY** or **GYMNASIUM**, flatten yourself or crouch against an interior wall.
- If you are **OUTDOORS**, go to an open area away from buildings.

