
Earthquake Review Checklist

Periodically, the emergency management team should evaluate the effectiveness of the earthquake drills. The following checklist may be used for evaluation and in the initial planning of the drills.

Minimum of three earthquake drills each year

Ensure all students and staff are confident with the following:

- The “Drop, Cover and Hold” procedure
 - Taking cover promptly
 - When and how to evacuate
 - The location of their safe evacuation assembly area
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Review what to do in varied situations:

- Areas without shelter
 - Exits blocked
 - Aftershocks occurring
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Staff Expectations

Ensure staff are prepared to do the following:

- Be a calm and reassuring presence
 - Take their class list and evacuation checklists
 - Ensure that emergency equipment and supplies (first aid, student comfort kits, etc.) are brought out
 - Take on assigned roles if they are not in charge of a class
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Student Expectations

Ensure students do the following:

- Stay quiet during drills
- Have opportunities to discuss their fears and concerns
- Are reminded about how they can support each other

