



# NOTRE DAME SCHOOL

925-104<sup>th</sup> Ave. Dawson Creek, BC, V1G 2H8

Phone: 250-782-4923 Fax: 250-782-4388

[www.notredameschool.ca](http://www.notredameschool.ca)

[notredame@cispg.ca](mailto:notredame@cispg.ca)



## Emergency Procedures DROP, COVER, and HOLD – Earthquake

### Drop, Cover, and Hold

- Typically taken during an earthquake to protect students and staff from flying and falling debris.
- Used in the event of an explosion.

### DROP, COVER, AND HOLD (with evacuation)

#### Principals:

##### In case of Earthquakes/Explosions

1. Initiate the appropriate emergency procedures (take cover for 60 seconds if earthquake).
2. Call 911.
3. Notify all students and staff of the potential danger by making the announcement, **“Activate Drop, Cover and Hold – Immediately!”**  
**\*\*Repeat announcement as required\*\***  
and evacuate school.
4. Provide any other necessary support to ensure student safety.
5. Do not allow re-entry to the building until authorized by fire/safety officials.

#### Teachers:

##### In case of Earthquake

1. Issue the ‘DROP, COVER AND HOLD’ command. Face away from windows. Assume “Crash” position on knees, head down, hands clasped on back of neck or head covered with book or jacket. If available, hold onto the leg of a desk or table.
2. Students, teachers and/or staff separated from their class (i.e., in hallways, stairwells, washrooms, or other areas where no cover is available) should SQUAT AND COVER – move to an interior wall, turn away from windows, kneel alongside the wall, bend over into a “crash” position, and bring head close to knees, cover sides of head with elbows, and clasp hands firmly behind neck.
3. If the teacher is out of the classroom or is injured, two student monitors should have designated authority to give instructions.
4. After the shaking has stopped, start counting aloud to 60 (counting aloud is calming).
5. Before standing, students should be instructed to stay quiet, look, and listen carefully for injuries and hazards and smell for gas leaks.



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6. Check self for injuries by running your hands over your head, limb, etc. then check other people around you and ask if they are okay. Apply lifesaving first aid only – do not delay the evacuation of uninjured occupants.
7. Collect classroom emergency supplies (Classroom Grab & Go Kits, Comfort Kits, teacher vest, class list, emergency student release forms, and student identification tags) and if possible, gather coats.
8. Evacuate building in a CALM, quiet orderly manner, single file wearing shoes, following instructions by school teachers or monitors to designated assembly point.
9. Follow predetermined evacuation routes. Be prepared to choose alternative escape route in case of fire or exit blockage.
10. If an aftershock occurs during evacuation, assume SQUAT AND COVER position. After shaking has stopped, resume evacuation procedures.
11. Go to the designated EVACUATION ASSEMBLY AREA(S), steer clear of any overhead powerlines, and line up classes so that they face away from the building.
12. Check attendance against class list, hand out student and teacher identification tags, and send a runner to the Principal (or designate) to indicate those present, missing or injured, and to report any hazards noted.
13. Give additional first aid as required (if a drill, teachers should use this opportunity to discuss contents of emergency supply kits with students).
14. The school should not be re-occupied until instructed by the Principal.
15. If a drill, wait for the Principal (or designate to ring three bells, signaling the conclusion of the drill and the re-entering of the building.

### **In case of Explosions**

1. Follow the Principal's instructions for appropriate fire drill/emergency procedures.
2. If told to evacuate, try to get at least 200 metres from the building.
3. Account for all students and remain in the designated area.
4. Take the class list and emergency manual with you.

### **Keep everyone calm**