



**COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY**

NO. 01 ISSUE 1
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EFFECTIVE: 06-19-09
Updated

SUBJECT:
Earthquake Procedures

APPROVED: 10-19-10


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PURPOSE

The purpose of this policy is to provide a safety instruction in the event of an earthquake.

POLICY

This policy provides a written plan for evacuating and for responding to a fire, flood, tornado, earthquake, hurricane, blizzard, violence in the community. Plans include specifics; such as escape routes, assignments for all staff, and location of the nearest fire alarm. (A) Two exit routes for every location in the building. (B) Having unannounced evacuation drills at least once a month, at varying times of the day. (c) Maintaining records of evacuation drills.

REFERENCE

Head Start Performance Standard 1304.22 (a)(3)

PROCEDURE

Inside the Building:

1. When earthquake starts, an adult will alert the children according to the procedure established for that site.
2. Teachers, Aides, and volunteers will stop all activities, and the children are to crawl under a table, crouch on knees and use hands to cover head and neck. Adults may crawl under the tables or stand in the door frame or the safest location in which you may still see children.

Duck, Cover, Hold
3. Stay away from windows and heavy light fixtures, avoid glass and other falling objects.
4. When movement is over, the teachers will lead the children out of the building by the safest route possible. Each class is to have their sign in / out sheet and the first aid kits along with a flashlight.
5. Walk to the nearest exit, do not run.
6. Staff will check that all children and adults are safely out of the building.
7. When the group reaches a safe place, away from the building, roll call is to be taken. All

persons must be accounted for.

8. The center clerk is to leave the office area with the children emergency cards and site remote phone.

9. The teacher aide is responsible for taking the first aid kit and the flashlight from the classroom.

10. Each center staff should refer to their center's disaster plan for their assignments during an emergency.

11. The building is to be inspected for safety prior to returning to the building.

12. Wait for instructions from the Site Supervisor regarding need to evacuate.

13. Site Supervisor is to take Ham Radio and Nextel phone with them upon evacuation.

Outside of Building:

1. If children and staff are outside the building when movement starts, the teachers will alert the children according to procedure established for that site.

2. Move away from buildings, trees, and overhead wires.

3. Walk to an open area, and stay in the open area. (Do not run)

4. Take a head count, and account for any missing persons/ children.

5. Wait for instructions from site supervisor prior to entering the building, and instructions on need to evacuate.