Annex B: Earthquake Procedures (2019/20)

One type of emergency that TBS is at higher risk of facing is an earthquake or tremor. In these situations, schools should be prepared to take steps to isolate students, teachers, staff and visitors from danger by following the Earthquake Procedures. The aim in any emergency is to protect others from harm or to prevent others from experiencing further harm.

The Earthquake Procedures serve several functions during an emergency, including the following:
- Reducing the likelihood of harm to students, parents, staff and visitors;
- Allowing for an accurate accounting of students;
- Depending on the situation, facilitating an organised evacuation away from a dangerous area/situation.

In general, there are two main situations, both of which should follow the Earthquake Procedures:
1. Earthquake (and aftershock)
2. Tremors

1.0 ACTION IN THE EVENT OF AN EARTHQUAKE OR TREMOR

1) When an earthquake or tremor is felt, teachers are to loudly announce “Earthquake, Earthquake, Earthquake”.
2) If in a classroom, all activities are to stop. Teacher to direct students by saying “duck, cover and hold on”. Students and staff should move away from any objects (or windows) that may fall over. Students should move under desks and remain there until the shaking stops and further instructions are given via the tannoy.
3) If outside of a classroom or indoor venue, teachers are to move students away from buildings and trees and toward an open area where there is no risk of objects falling from above. Staff and students should remain there until the shaking stops and further instructions are given via the tannoy.
4) Once the earthquake or tremor has stopped, you will be notified via the tannoy of further instructions and will be asked to follow the evacuation procedure regardless of location, intensity or level of perceived danger.
5) Evacuation Point: Primary Astro
   Students and staff should not be running as this creates potential for injury, however, urgency should be employed.
6) If the school site is considered higher risk, students and staff should then proceed to the school car park. OIC from each section will be responsible for safely organising the students in this area.
7) Mentors should complete registers and inform OIC of missing person(s). Registers will be presented to staff at the emergency evacuation point by the relative office manager (or covering administration staff member). Mentors should hold the “green card” if all students are present, or the “red card” if a student is missing. It is important that staff members remain calm and provide the names of missing students to the OIC.
8) During this time, the office manager (or covering administration staff member) will be responsible for taking the register of staff. Any missing staff members must be reported to the OIC.
9) Once complete, the OIC should communicate the attendance to the CMO.
10) CMO to review information and initiate search teams if necessary.

11) Students and staff remain at evacuation point until CM team has declared the site is safe to continue operations.

12) The CMO will contact the local authorities for assistance if required. If considered safe to do so, trained staff can attempt to put out any fires using fire extinguishers and/pr repair damage under the instruction of the CM team.

13) Once the site has been declared safe by the CMO, all activities can resume as normal.