

SCHOOL DISTRICT 82 (COAST MOUNTAINS)

Educational Administration

2225: Earthquake Preparedness

Policy

Earthquake preparedness shall be in accordance with the following guidelines and regulations.

Regulations

District

1. The District Earthquake Safety Committee includes the maintenance superintendent, a trustee, the Superintendent of Schools or designate, and an administrative officer.
2. The Committee has based its recommendations on the earthquake safety guidelines as outlined in the Ministry's *School Earthquake Safety Handbook*.
3. The Committee will assist school administrators in applying the Guidelines to schools and in making arrangements for help from the community prior to an earthquake.

Schools

1. All school staff members must familiarize themselves with the content of the Ministry's *School Earthquake Safety Handbook*.
2. Each school should form an Earthquake Safety Committee, comprised of the administration, teachers with first aid or fire department experience, a maintenance representative, and possibly parents with various areas of expertise. This committee will review the *School Earthquake Safety Guidebook* and adapt the guidelines to the school.
3. The maintenance superintendent and the school principal must make a preventative check of the school to identify areas which constitute the greatest earthquake hazards. A list of serious deficiencies shall be forwarded in writing to the Secretary Treasurer.
4. At a staff meeting a school earthquake safety plan shall be agreed to and the delegation of tasks formalized, as per fire drill regulations.

5. Teachers should then discuss earthquakes and earthquake safety with their classes, and join the other classes in the school in practising earthquake drills and safe evacuation procedures.
6. As is now the practice for fire drills, it is the responsibility of the administration to hold regular school-wide earthquake safety drills and evacuation procedures several times each school year. In addition, it is the responsibility of each school's administration to maintain a school earthquake safety kit as outlined in the guidelines. The initial kit, including the asterisk items, will be prepared and distributed by the purchasing department.
 - *kit box and external list of contents
 - copy of plans
 - list of qualified first aid people
 - *several flashlights and batteries (keep batteries out)
 - *first aid kit
 - water if necessary (consult health department)
 - *tags and marker pens to identify injured students
 - *paper cups
 - *roll of shrink wrap (temporary shelter)
 - *small transistor radio and batteries
 - other items as decided by local schools (Note: The inclusion of other items in the kit is the responsibility of the school administrator.)
7. A safe area outside the school buildings should be identified for students to go until they can re-enter the building, are sent home, or are picked up by parents/guardians.
8. All earthquake drill and evacuation procedures must be communicated to parents at least once a year by means of a newsletter. Students registering during the year will receive the information at the time of registration. Communication procedures using a designated local radio station should be included in this information.
9. As soon as is feasible after an earthquake, administrative officers should advise the district office of conditions in their school.
10. School principals should contact local Provincial Emergency Program coordinators to ascertain if safe shelters exist in the immediate area.
11. School administrators must implement procedures for post-earthquake inspection of school buildings by the administration and maintenance personnel. If any doubt exists about the safety of re-occupying a building, or entering an alternate facility, students are not to enter. A local architect has been contracted to immediately begin assessing the safety of school buildings.

