

PARADIGM SCHOOLS
Safety Week Tuesday Script
EARTHQUAKE: DROP, COVER AND HOLD ON

As soon as you feel an earthquake you need to

1. **Drop**
2. **Cover**
and
3. **Hold on**

That means:

- Wherever you are drop immediately to the ground.
- Look for a safe place and quickly crawl to that place.
- If you are in a classroom get under the desk or table where you are working and hold on to the legs so it doesn't move away from you while the earth is shaking.
- If there is no desk or table to get under, crouch low next to a wall where the floor meets an interior wall, and cover your neck and head with your hands and arms. Remain in this position until the shaking stops.
- Stay away from windows and exterior walls.
- If there are windows in your immediate area face away from the window.
- **DO NOT STAND IN A DOORWAY!**
- Once the shaking has stopped wait for your mentor's instructions. If it is safe **and** there is a clear path out of the building, you will be instructed to evacuate. Do so immediately and quickly and go to an open space away from damaged areas, for us that will be the field east of the school.
- Once you have evacuated the building, stay with your mentor. Be prepared to "Drop, Cover, and Hold on" in the likely event of aftershocks.
- If you are trapped:
 - Do not move about or kick up dust.

- If you have a cell phone with you, use it to call or text for help.
- Tap on a pipe or wall or use a whistle, if you have one, so that rescuers can locate you.
- If you are outside when you feel the shaking move away from buildings, streetlights, and utility wires. Once in the open, “Drop, Cover, and Hold On.” This means stay in the middle of the open area, crouch on the ground and protect your neck and head.
- If you are in a moving vehicle when you feel the shaking, stop as quickly and safely as possible and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires. Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that the earthquake may have damaged.

Mentors:

- When the shaking has stopped and you have determined it is safe to exit the building, instruct your scholars to evacuate and direct them to the field East of (behind) the school.
- Retrieve your emergency binder as you exit your classroom.
- Be the last one out of your classroom and shut and lock your door behind you after making sure that all scholars have exited.
- Put on the emergency vest
- When you arrive at the evacuation site take roll and stand in distinguishable groups since there are no markings on the grass or snow in winter. Mark “A” for absent, “M” for missing, and “I” for injured on the roll next to the scholar’s name.
- If there is a scholar who is missing from your class, and you know where they went, please write that next to the “M” on your roll.
 - For example: Mr. Seminario was called down to the office, you would mark an “M” next to his name and write “office” next to the “M”.
- If you or a scholar has been injured, mark “I” on the roll and describe the injury.
 - For example: If Mrs. Bowe was hit by binders falling off of shelves you would mark an “I” next to her name and write “hit by falling binders” next to the “I”.
 - **If the injury is life threatening immediately administer first aid/CPR as needed and send a healthy scholar for help.**
- Write the number of missing students in large print in the top right corner of the roster, write “0” if no students are missing.
- Give the roster to Miss Kaysea or Ms. Jodi as they walk around to each class.
- Remain with your scholars and administer first aid as necessary.