

# Novato USD

## Administrative Regulation

### Earthquake Emergency Procedure System

AR 3516.3  
Business and Noninstructional Operations

**\*\*\*Note: The following optional administrative regulation should be revised to reflect district practice.\*\*\***

#### Earthquake Preparedness

**An Earthquake emergency procedures system shall be established in every school building having an occupant capacity of 50 or more students, or more than one classroom, and shall be incorporated into the comprehensive safety plan.** (Education Code 32282)

**(cf. 0450 - Comprehensive Safety Plan)**

**\*\*\*Note: Government Code 8607 and 19 CCR 2400-2450 require districts to be prepared to respond to emergencies using the Standardized Emergency Management System (SEMS). By Executive Order, the Governor has required each local agency to integrate the National Incident Management System with its SEMS. Districts should contact their local emergency management agency for further assistance. See BP/AR 3516 - Emergencies and Disaster Preparedness Plan.\*\*\***

**Earthquake emergency procedures shall be aligned with the Standardized Emergency Management System and the National Incident Management System. (Government Code 8607; 19 CCR 2400-2450)**

**(cf. 3516 - Emergencies and Disaster Preparedness Plan)**

**\*\*\*Note: The California Governor's Office of Emergency Services (Cal OES) offers a number of publications that may assist the district in surveying school facilities and outside areas for potential earthquake hazards.\*\*\***

**The Superintendent or designee may work with the California Governor's Office of Emergency Services and the Seismic Safety Commission to develop and establish the earthquake emergency procedures. (Education Code 32282)**

**Earthquake emergency procedures shall outline the roles and responsibilities of students and staff during and after an earthquake.**

~~Earthquake emergency procedures shall be incorporated into the comprehensive safety plan. The~~  
**Earthquake emergency** procedures shall include, but not be limited to, all of the following:  
(Education Code 32282)

1. A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff
2. A drop procedure whereby each student and staff member takes cover under a table or desk, dropping to his/her knees, with the head protected by the arms and the back to the windows

**\*\*\*Note: Education Code 32282 requires regular practice of drop procedures in accordance with the timelines specified below. The following paragraph may be revised to reflect the grade levels offered by the district.\*\*\***

**Drop procedures shall be practiced at least once each school quarter in elementary schools and at least once each semester in secondary schools.**

3. Protective measures to be taken before, during, and following an earthquake
4. A program to ensure that students and ~~certificated and classified~~ staff are aware of and properly trained in the earthquake emergency procedure system

~~(cf. 0450—Comprehensive Safety Plan)~~

~~(cf. 3516—Emergency and Disaster Preparedness Plan)~~

~~(cf. 4131 - Staff Development)~~

~~(cf. 4231 - Staff Development)~~

~~(cf. 4331 - Staff Development)~~

~~The Superintendent or designee may work with the California Office of Emergency Services (renamed the California Emergency Management Agency) and the Seismic Safety Commission to develop and establish the earthquake emergency procedures. (Education Code 32282)~~

~~Earthquake emergency procedures shall identify and address potential earthquake hazards in classrooms and other district facilities. Equipment and furniture, such as bookshelves, cabinets, computers, and laboratory equipment, shall be secured to the extent possible, and heavy objects moved from high shelves, in order to minimize hazards in the event of an earthquake.~~

~~Earthquake emergency procedures also shall outline roles and responsibilities of students and staff during and after an earthquake.~~

#### ~~Earthquake Education~~

**Staff and** students shall be informed of the dangers to expect in an earthquake and procedures to be followed. Students shall be instructed to ~~remain silent and~~ follow directions given by ~~teachers or other~~ staff in such an emergency.

~~Drop procedures shall be practiced at least once each school quarter in elementary schools and at least once each semester in secondary schools. (Education Code 32282)~~

**Staff and** students also shall be taught safety precautions to take if they are in the open or on the way to and from school when an earthquake occurs. ~~and an adult is not present to give specific directions.~~

**Earthquake emergency procedures shall designate primary and alternative locations outside of buildings, which may include areas off campus if necessary, where individuals on a school site will assemble following evacuation. In designating such areas, the Superintendent or designee shall consider potential post-earthquake hazards outside school buildings including, but not limited to, power lines, trees, covered walkways, chain link fences that may be an electric shock hazard, and areas near buildings that may have debris.**

**Earthquake emergency procedures also shall outline primary and alternative evacuation routes that avoid areas with potential hazards to the extent possible. The needs of students with disabilities shall be considered when planning evacuation routes.**

#### Earthquake While Indoors at School

When an earthquake occurs, the following actions shall be taken inside buildings and classrooms:

1. Staff shall have students perform the drop procedure. Students should stay in the drop position until the emergency is over or until further instructions are given.
2. In laboratories, burners should be extinguished if possible before taking cover.
3. As soon as possible, teachers shall move the students away from windows, shelves, and heavy objects and furniture that may fall.

**\*\*\*Note: In The ABCs of Post-Earthquake Evacuation: A Checklist for School Administrators and Faculty, the Cal OES advises that evacuation should never be automatic as there may be as much danger outside the facility as inside, planned routes may not be clear, and lighting inside the building may be shut off.\*\*\***

~~4. Teachers shall have students evacuate the building in an orderly manner when the earthquake is over.~~ **After the earthquake, the principal or designee shall determine whether planned evacuation routes and assembly locations are safe and shall communicate with teachers and other staff.**

**5. When directed by the principal or designee to evacuate, or if classrooms or other facilities present dangerous hazards that require immediate evacuation, staff shall account for all students under their supervision and shall evacuate the building in an orderly**

**manner.**

### Earthquake While Outdoors on School Grounds

When an earthquake occurs, the following actions shall be taken by staff or other persons in authority who are outdoors on school grounds:

1. Staff shall direct students to walk away from buildings, trees, overhead power lines, power poles, or exposed wires.
2. Staff shall have students perform the drop procedure.
3. Staff shall have students stay in the open until the earthquake is over or until further directions are given.

### Earthquake While on the Bus

If students are on the school bus when an earthquake occurs **the bus driver shall take proper precautions to ensure student safety, which may include pulling over to the side of the road or driving to a location away from outside hazards, if possible. Following the earthquake, the driver shall contact the Superintendent or designee for instructions before proceeding on the route or, if such contact is not possible, drive to an evacuation or assembly location.**

- ~~1. The bus driver shall pull to the side of the road away from any buildings, poles, wires, overhead structures, or bridges if possible, set the brakes, and turn off the ignition.~~
- ~~2. The driver shall have students remain at their seats and perform the drop procedure.~~
- ~~3. The driver shall wait until the earthquake is over before proceeding on the route.~~
- ~~4. As soon as possible, the driver shall contact the director of transportation for instructions.~~

**(cf. 3543 - Transportation Safety and Emergencies)**

### Subsequent Emergency Procedures

After the earthquake **episode** has subsided, the following actions shall be taken:

1. **Staff shall extinguish** small fires ~~shall be extinguished~~ if ~~possible~~**safe**.
2. ~~In outside assembly areas,~~ Staff shall provide ~~assistance~~ **first aid** to any injured students, take roll, and report missing students to the principal or designee.

**3. Staff and students shall refrain from lighting any stoves or burners or operating any electrical switches until the area is declared safe.**

~~3. The principal shall request assistance as needed from the county or city civil defense office or fire and police departments and shall confer with them regarding the advisability of closing the school. He/she shall also contact the Superintendent or designee for further instructions.~~

**4. All buildings shall be inspected for water and gas leaks, electrical breakages, and large cracks or earth slippage affecting buildings.**

**4.5. The principal shall post staff at a safe distance from all building entrances ~~to see that no one reenters until~~ and instruct staff and students to remain outside the buildings until they are declared safe.**

~~5. All buildings shall be inspected for water and gas leaks, electrical breakages, and large cracks or earth slippage affecting buildings. The principal shall notify utility companies of any break or suspected break in lines which may present an additional hazard. If damage has occurred, the custodian shall shut off all utilities.~~

~~6. Staff and students shall not light any stoves or burners until the area is declared safe.~~

**6. The Superintendent or designee shall request assistance as needed from the county or city Emergency Operations Center, fire and police departments, city and county building inspectors, and utility companies and shall confer with them regarding the advisability of closing the school.**

**7. The principal or designee shall contact the Superintendent or designee and request further instructions after assessing the earthquake damage.**

~~7. If the principal or designee believes the school is damaged sufficiently to be a hazard, he/she shall notify the Superintendent or designee and ask that the county or city building inspector check for structural failure and equipment adequacy. Until this is done, the building shall not be occupied.~~

**8. The Superintendent or designee shall provide updates to parents/guardians of district students and members of the community about the incident, any safety issues, and follow-up directions.**

**(cf. 1112 - Media Relations)**

Legal Reference:  
EDUCATION CODE  
32280-32289 School safety plans

## GOVERNMENT CODE

3100 Public employees as disaster service workers

8607 Standardized Emergency Management System (SEMS)

## CODE OF REGULATIONS, TITLE 19

2400-2450 Standardized Emergency Management System

## Management Resources:

### FEDERAL EMERGENCY MANAGEMENT AGENCY PUBLICATIONS

Guidebook for Developing a School Earthquake Safety Program, 1990

### **CALIFORNIA GOVERNOR'S** OFFICE OF EMERGENCY SERVICES PUBLICATIONS

The ABCs of Post-Earthquake Evacuation: A Checklist for School Administrators and Faculty

Guide and Checklist for Nonstructural Earthquake Hazards in California Schools, January 2003

School Emergency Response: Using SEMS at Districts and Sites, June 1998

## WEB SITES

**CSBA:** <http://www.csba.org>

American Red Cross: <http://www.redcross.org>

~~California Emergency Management Agency: <http://www.calema.ca.gov>~~

**California Governor's Office of Emergency Services:** <http://www.caloes.ca.gov>

California Seismic Safety Commission: <http://www.seismic.ca.gov>

Federal Emergency Management Agency (FEMA): <http://www.fema.gov/hazards/earthquakes>

National Incident Management System (NIMS): <http://www.fema.gov/emergency/nims>

Regulation NOVATO UNIFIED SCHOOL DISTRICT

approved: September 9, 2008 Novato, California