

CHECKLIST FOR EARTHQUAKE EVACUATION

A. Organization before the drill (provision is made, and responsibility assigned, for the following functions):

- Determining optimum evacuation routes for the safety of the children
- Identifying open and safe assembly areas for assembling after the evacuation
- Informing everyone in the building about the evacuation routes and assembly area(s)
- Marking the assembly areas
- Assessing the safety of the emergency assembly areas
- Clearing the evacuation route or designating alternate routes
- Ordering evacuation
- Communicating the order to everyone
- Assisting in evacuation, helping students with special needs
- Ensuring that all the students and staff have been safely evacuated.
- Announcing school re-entry or another plan of action

B. Emergency Situation: During an earthquake, everybody should do **DROP, COVER & HOLD ON**

C. Evacuation Orders (few things to be remembered):

- It should never be automatic
- It can be partial or complete
- Evacuation signal should be pre-determined, tested and well understood by all in the school

D. Evacuation Process:

- Routes and assembly area(s) must be checked properly
- Procedures for evacuation must be developed and communicated well
- Everybody in the school evacuate
- Provisions should be made to help children with special needs children and/ or staff to evacuate
- Head Count should be done to determine any missing persons

E. Assembly and Accountability--you must have Search and Rescue, first aid teams, etc. as per the School Disaster Management Planning Guidelines:

- Account for everyone, document - head count and report to – principal /incident commander of the school
- Check who is in need of medical aid
- Communicate first aid and rescue needs to medical and rescue teams

F. Conclusion of Evacuation-

- Principal/ Incident Commander to terminate the evacuation order.
- Coordinate the students and teachers a safe return to the school building/classes
- Document lessons learnt/errors without assigning blame for errors
- Encourage participants to report problems or things that the team must have missed.
- Revise plan to avoid observed errors.