



Engage 360 – Extended Learning Program

EARTHQUAKE PROCEDURES

Action Steps	Timeline	Responsibility
<p>In the case of an earthquake, students and staff are to follow safety procedures as indicated below. At no time should afterschool program staff leave campus in the case of an emergency. All staff members of Engage 360 should be assigned a role as part of the program’s safety team.</p> <p><u>During an Earthquake:</u></p> <p>Indoors: Drop, cover, and hold on. If you are not near a desk or table, drop to the floor against the interior wall and protect your head and neck with your arms. Avoid exterior walls, windows, hanging objects, mirrors, tall furniture, large appliances, and cabinets with heavy objects or glass. Do not go outside!</p> <p>On the second floor of a building or higher: Drop, cover, and hold on. Avoid windows and other hazards. Do not use elevators. Do not be surprised if sprinkler systems or fire alarms activate.</p> <p>Outdoors: Move to a clear area if you can safely do so; avoid power lines, trees, signs, buildings, vehicles, and other hazards.</p> <ul style="list-style-type: none"> In a stadium or theater, stay in your seat and protect your head and neck with your arms. Do not try to leave until the shaking is over. Then walk out slowly watching for anything that could fall in the aftershocks. 	<p>As Needed</p>	<p>All Staff</p>
<p><u>POST EARTHQUAKE EVACUATION</u> (Below are basic steps, which does not list the detailed emergency procedures needed at the site level.</p> <ul style="list-style-type: none"> All staff and students evacuate to the designated area as noted on the site evacuation plan. Command Center: Site Coordinators oversee the Command Center and carry the complete program roster with emergency contact lists. Accountability Reports: Make sure to have Instructional Providers fill out Accountability Reports (attendance reports reporting present, missing, and absent students). Search & Rescue: The Engage 360 Team assigned to the search and rescue team look for unaccounted students & staff. Student Dismissal: In the case of an emergency, students may need to be dismissed from the field. Please ensure that all students be released to a parent or guardian. Students must be signed out. 	<p>Post Evacuation</p>	<p>All Staff</p>