

Golden Valley High School

Emergency Plan

INCIDENT COMMAND SYSTEM (ICS)/SEMS

DUCK, COVER & HOLD ON

At the first sign of an earthquake:

Teachers/staff will automatically issue “DUCK, COVER & HOLD” order. Teachers/staff will also take immediate protective position, head first under table, AWAY from windows. Drop to knees, hold on to one leg of the table or desk with one or both hands and try to move with it. Remember to keep your head and body protected. Stay protected until all shaking and movement of objects stops.

EVACUATE

Evacuation Procedures:

- Remain calm.
- Supervise and reassure students.
- Assess injured students (use classroom kit supplies as required).
- Take classroom kit.
- Evacuate to emergency assembly area:
 - Using safest route;
 - Quickly and quietly;
 - Alert for blocked exits, other hazards;
 - Aware of other classes not exiting (check buddy teacher).
- Doors to remain unlocked for Search and Rescue access.

ASSEMBLE AT EMERGENCY ASSEMBLY AREA

Assembly Area Procedures:

- Instruct students to sit on the ground.
- Take attendance using roster and classroom kit or Command Post duplicate.
- Complete “Class Status Form.”
- Note and report immediate first aid needs to remaining buddy teacher.
- Runner picks up accounting forms and takes to Student/Staff Status table.
- Search & Rescue and First Aid Team members report to stations.
- Remain quiet and attentive awaiting for assignments.