

Sample Checklist for Earthquakes

While earthquakes are rare in Pennsylvania, they do happen and our buildings do not have the benefits of retrofitting programs that states, with larger and more severe earthquakes, have implemented.

DIRECTIONS: Use the following checklist to assess the school building's/school district's response. Place the date below and mark the individual's name, in the completed block, who is confirming that the action item has been completed.

DATE: _____

Action Item	Completed
Earthquake Procedures:	
Principal/Designee should assess the situation inside and outside of their building.	
Call 911 for assistance, if necessary.	
Notify the Superintendent's Office.	
Implement the Incident Command System.	
Activate the Crisis Response Team.	
Decide whether to evacuate all or parts of buildings.	
Communicate decision to the staff.	
If classroom damage forces teachers to evacuate classrooms, roll should be taken of all students.	
If injured students are left behind, protect student from anything that might injure them further during aftershocks.	
Post a large, visible sign indicating the injured student is in the classroom.	
Once you get to a safe place, notify Administration of your whereabouts.	
Provide counseling for students and staff.	
Call staff meeting to hold a review of the incident and discuss changes to procedures.	
Update checklist, if necessary.	
Evacuation Procedures:	
If evacuation is to an off-site location, notify Transportation Director.	
Evacuation message is delivered to staff and students.	
Teachers bring class list/roll books.	
All staff and students are accounted for by attendance being taken again when everyone has reached the assembly area. Missing student (s) and staff is reported to the principal/designee or the emergency personnel.	
Reunification:	
Reunification Plan is activated.	

Communications:	
Notify the Public Information Officer to activate the Communications Plan.	
Communication Plan is activated.	
Cautions/Notes:	
Teachers should not automatically rush their classes into the corridor or outside the building.	
If you are in an unsafe classroom (i.e. the ceiling has collapsed, wires are crackling, broken glass or chemicals are all over the floor, smell of gas or smoke, etc.), you will want to leave, but inspect for damage before moving to safety.	
Have another teacher watch your classroom while you find the best way to evacuate and the safest place to go.	
Injured students are moved only if moving them will not cause further injury.	
Be alert as you lead students down stairwells or corridors to anything (dangling lights and ceiling struts, broken glass, slippery floors, etc.) that could hurt them or you.	
In the event of an aftershock, everyone should duck and cover until the shaking stops.	