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HOW TO CONDUCT AN
EARTHQUAKE DRILL
IN SCHOOL

Objectives:

- To ensure the safety of parents, students, teachers and staff during and after a damaging earthquake;
- To help school administrators and their disaster action groups to design a specific response plan of the school for earthquakes;
- To train teachers, school staff and students on how to practice proper action and response during earthquakes; and
- To test various elements of the response plan designed by the School Disaster Management Committee (SDMC)

STAGES OF AN EARTHQUAKE DRILL

STAGE 1 - Planning /Organizing the Earthquake Drill

A. Form a **School Disaster Management Committee (SDMC)**, composed of several teams with specific tasks, includes:

- Over-All Coordinator (School DRRM Focal Person/Principal)
- First Aid Team
- Site Security Team
- Fire-Safety Team
- Evacuation Team
- Communications Team

B. Prepare **Earthquake Survival Kit**

Basic items inside an earthquake survival kit

- First Aid Kit (Alcohol, bondage, absorbent cotton, gauze, masks, adhesive plasters, medicines & tweezers)
- Food, Bottled water, Flashlights & extra batteries, Radio (battery operated), Lighters & matches, Whistle, Knife, Blankets & spare clothes, Rope – at least 7 meters long, Toiletries, Pen & paper, Emergency contact numbers, Cash

C. School Disaster Management Committee (SDMC) should:

- Have the yearly update on information of school population
- Prepare the most recent school map
- Prepare the building floor plan of each building
- Conduct school watching exercise
- Observe safe and unsafe zones
- Suggest corrections for improvements
- Assess the structural integrity of the building/s
- Assess if the school is tsunami prone

Good practices and safe zones

- Swing out door
- Wide corridors
- Wide open space for evacuation
- Fire exits
- Public alarm system

Some of the unsafe zones

- Windows and glass panes
- Book shelves, machinery, cabinets and furniture that may topple of slide
- Narrow alleys
- Passing near water tank

STAGE 2 - Developing the School Earthquake Evacuation Plan

After identifying the safe and unsafe spots, the next step is to develop the School Earthquake Evacuation Plan.

- Use all available OPEN SPACES nearest to the building/school
- Determine if there is sufficient open space for all. Areas to be occupied should be computed assuming 4 to 5 students would occupy 1 sq. m. area.
- Consider the number of pupils in each building per session
- Make sure that evacuation route will not expose the pupils/students to additional hazards
- Assigned each class a specific designated evacuation area
- Come up with evacuation procedure using the available map
- School Earthquake Evacuation Plan

STAGE 3 - Orientation Prior to the Conduct of an Earthquake Drill

A. Preparations

- Conduct of lectures about earthquake
- Conduct classroom hazard observation activity
- Introduce evacuation plan
- Introduce assigned evacuation area
- Post the school evacuation map in every classroom and bulletin board
- Assigned pupil/student in-charge of making sure the door is open during shaking
- Assign observers and evaluators who will give comments and suggestions
- Inform the neighborhood about the drill
- Check available alarm system
- Assign class marshal
- Take note of persons with disabilities (PWD), pregnant and elderly and identify their locations for evacuation
- Assign marshals to assist the PWD, pregnant and elderly during evacuation

B. Protect Yourself

What to do DURING an Earthquake?

1. Duck, Cover and Hold
2. Watch out for falling objects
3. Keep calm and don't panic
4. Keep away from glass window and heavy shelves

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STAGE 4 - Actual Conduct of an Earthquake Drill

Phases of an Earthquake Drill

Phase 1. ALARM

During the drill, the 1-minute alarm indicates earthquake or shaking.

Phase 2. RESPONSE

While the alarm is on-going, everyone should perform "duck, cover and hold". Remain in this position until the "shaking stops"

- Take cover under a sturdy table and hold to your cover until the shaking stops
- Use book to cover your head
- Hide under an armchair

Phase 3. EVACUATION

As soon as the shaking stops, immediately evacuate the school building and proceed to identified evacuation areas using the pre-determined routes guided by the class marshal or teacher.

Phase 4. ASSEMBLY

At the designated evacuation area, pupils must be grouped together according to the class where they belong.

Phase 5. HEAD COUNT

Teacher should check and make sure all pupils are accounted for.

Phase 6. EVALUATION

- The over-all coordinator will announce the termination of drill or "All clear"
- An evaluation of the drill must be conducted to identify problems encountered during the drill and how these can be improved in future earthquake drills.
- Observers will give their comments and suggestions when all are gathered in the evacuation areas

References:

- *DepEd Order # 84 s. 2012*
- *Philippine Institute of Volcanology and Seismology (PHIVOLCS) - DOST*