



Rockingham Montessori School Incorporated
ABN: 68 115 270 695

PROCEDURE TITLE: Earthquake Procedure

BOARD APPROVAL DATE: 15 June 2010

SIGNED BY CHAIR:

BOARD REVIEW DATE:

Earthquakes can occur at any time and without warning. The likelihood of a severe earthquake affecting the Perth region is not high but it is possible.

In the unlikely event of an earthquake, **REMAIN CALM** and reassure staff, students and visitors.

Indoors

- Stay indoors and seek shelter under tables, desks or strongly-constructed door frames.
- Check that evacuation routes are safe and evacuate to the designated muster points.
- Instruct staff, students and visitors to collect belongings (**UNLESS THREAT IS IMMEDIATE**).
- Ensure all staff, students and visitors evacuate in an orderly manner on being given evacuation instructions.
- Stay away from windows and other fixtures that may become unstable.
- Provide assistance to people with disabilities or special needs.
- Turn off electricity, gas, and water (**ONLY WHEN IT IS SAFE TO DO SO**).

Outdoors

- Move quickly away from buildings and power poles.
- Evacuate to designated assembly area.

After the Earthquake

- Check attendance against class rolls at the designated assembly area.
- Liaise with emergency services.
- Check for injured people. **DO NOT MOVE SERIOUSLY-INJURED PEOPLE UNLESS THEY ARE IN IMMEDIATE DANGER. WAIT FOR EMERGENCY SERVICES.**
- Survey damage.
- Turn off electricity, gas and water supplies (**ONLY WHEN IT IS SAFE TO DO SO**).
- Check for damage, gas leaks, power failure and any other hazard. **ENSURE THAT NO-ONE RETURNS TO ANY BUILDING UNLESS AUTHORISED TO DO SO**