

Fire / Earthquake Safety Procedures

In Case of **Fire**

If a fire occurs, the following actions need to be taken in the classrooms:

1. At the first sight of flames, evacuate the building. If the room is smokey, crawl along the floor towards the exit.
2. Notify the Fire Department
3. Close the door after all staff and campers have been evacuated
4. Assemble in a safe place outdoors away from the fire
5. Staff should account for all campers and notify fire personnel if anyone is missing
6. Do not go back into the building until given the all clear by fire personnel

In Case of **Earthquake While Indoors**

When an earthquake occurs, the following actions need to be taken inside buildings and classrooms:

1. Staff and students will take cover under a table or desk, dropping to his/her knees, with the head protected by the arms and the back to any windows. Students should stay in the drop position until the emergency is over or until further instructions are given.
2. As soon as possible, staff shall move students away from windows, shelves, and heavy objects or furniture that may fall.
3. After the earthquake, the staff shall determine whether evacuation routes and assembly locations are safe. (Assembly location = area away from any buildings or potential falling debris, like a basketball court or parking lot)
4. If the facility presents dangerous hazards that require immediate evacuation, staff shall account for all students under their supervision and shall evacuate the building in an orderly manner.

In Case of **Earthquake While Outdoors**

When an earthquake occurs outdoors, the following actions shall be taken by staff who are outdoors on school grounds:

1. Staff shall direct students to walk away from buildings, trees, overhead power lines, power poles, or exposed wires to a safe assembly location.
2. Staff shall have students stay in the open until the earthquake is over or until further directions are given.