

AP 103 – Earthquake Safety

Purpose

The Board of Education of Nanaimo Ladysmith Public Schools recognizes that Vancouver Island is part of an active earthquake zone in which a large earthquake could occur at any time. The Board will endeavour to ensure that staff and students are trained in fundamental earthquake safety procedures, and that district facilities are as safe as possible from earthquake hazards.

In conjunction with the district, it is the individual school's responsibility to ensure that earthquake kits are current.

Procedure

1. Earthquake drills, separate from fire drills, using the procedures outlined in the 'School Earthquake Safety Guidebook', shall be conducted a minimum of two times yearly. One drill shall be conducted during the first week of school. Another shall be held in conjunction with a Provincial or Local Earthquake Awareness Week.
2. School administrators shall develop and implement a basic school plan for the evacuation, care, and reuniting of children with parents or guardians. School plans will be submitted to Central Office Staff by September 15 of each school year.
3. School Administrators and Staff, in co-operation with Facilities personnel, shall undertake an annual earthquake hazard assessment.
4. Parents shall be informed by letter from the school administrator at the beginning of each school year of the school plan, its policies and procedures, including procedures for parents/guardians in the event of an emergency.
5. The Board will endeavour to ensure that each school has sufficient staff trained in the following:
 - a) Earthquake Planning and Hazard Reduction
 - b) Basic First Aid, C.P.R. and Systematic Search

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6. The District Safety Officer shall develop an earthquake plan for all District buildings. The plan shall include:
 - a) Site plans for all district buildings.
 - b) An annual inspection at each school and each non-school building listing potential earthquake hazards. Work orders will be generated accordingly.
 - c) Shutdown procedures for interior and exterior utilities.
 - d) Evacuation procedures to be followed during non-school hours.

7. The Transportation Supervisor shall develop a plan for the safety of children riding school buses. Earthquake drills shall be conducted for all passengers.

Adopted: September 29, 1993

References: *AP 106 - Critical Incident Management and Emergency Response*