



## Emergency Response & Evacuation Procedure

Earthquake (severe)	Fire
<ul style="list-style-type: none"> <li>• In the event of an earthquake or early warning of an earthquake, students should be instructed to immediately take cover under their desks.</li> <li>• <b><i>“This is an earthquake. This is an earthquake. Right now, DROP, COVER, and HOLD ON. DROP to the floor now; Take COVER under a desk; HOLD ON to the desk. DROP, COVER, and HOLD ON.”</i></b></li> <li>• Students who happen to be in the toilet or out of class should know to take cover under the nearest desk or door frame. Those off school grounds should take cover accordingly, then make their way to the park.</li> <li>• Self-defense team leaders shall gather to carry out roles according to the Fire Protection Plan.</li> <li>• Once the earthquake subsides, the teacher should then have children wear head protection cushions and line up at the door and complete a headcount.</li> <li>• The teacher should then take the class first aid bag/kit, the class attendance sheets and lead children safely out of the building through the most direct and safe route.</li> <li>• Children must not push, run or speak or change their shoes during evacuation.</li> <li>• All classes are to assemble in the park directly across the road. Once a class has evacuated, the teacher should take a second head count/roll call.</li> <li>• The elementary principal will do a sweep of the second floor and the school manager/headmaster will do the same to the bottom floor.</li> <li>• <b><i>Take student/staff list and reference manual. (Must be kept up to date)</i></b></li> <li>• If anyone is trapped or unable to be removed from the building, this should be reported to emergency authorities as soon as possible.</li> <li>• Once all staff and students are assembled or accounted for, they shall await further instructions from leadership.</li> </ul> <p>➤ (Depending on the severity of the earthquake, it may be necessary to travel to the emergency shelter at Nishiyama Elementary School.)</p>	<ul style="list-style-type: none"> <li>• In the event of a fire, teacher to go to the red fire alarm box in front of the hall on either the first or second floor and push the big black button.</li> <li>• If safe to do so, use the closest fire extinguisher to try and put out the fire.</li> <li>• Fire defense team leaders shall gather to carry out roles according to the Fire Protection Plan.</li> <li>• Notify fire department <b><i>immediately</i></b> via phone on wall next to headmaster’s desk.</li> <li>• When the alarm sounds, teachers should have children line up at the door and complete a headcount. Students wear head protection cushions and cover their mouth and nose with a handkerchief.</li> <li>• Students who happen to be in the toilet or out of class should know to leave the building safely.</li> <li>• The teacher should then take the class first aid bag/kit, the class attendance sheets and lead children safely out of the building through the most direct and safe route.</li> <li>• Children must not push, run or speak or change their shoes during evacuation.</li> <li>• All classes are to assemble in the park directly across the road. Once a class has evacuated, the teacher should take a second head count/roll call.</li> <li>• The elementary principal will do a sweep of the second floor and the school manager/headmaster will do the same to the bottom floor.</li> <li>• <b><i>Take student/staff list and reference manual. (Must be kept up to date)</i></b></li> <li>• If anyone is trapped or unable to be removed from the building, this should be reported to emergency authorities as soon as possible.</li> <li>• Once all staff and students are assembled or accounted for, they shall await further instructions from leadership.</li> </ul>