

## Palouse Prairie Charter School

### NONINSTRUCTIONAL OPERATIONS

8300P6

#### EARTHQUAKE

During an earthquake, remain calm and quickly follow steps outlined below:

1. If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves and heavy equipment.
2. If outdoors, move quickly away from buildings, utility poles and other structures.  
Caution: Always avoid power or utility lines as they may be energized.
3. If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits but stay in your vehicle for the shelter it offers.
4. After the initial shock, evaluate the situation and if emergency help is necessary, call the Director. Protect yourself at all times and be prepared for aftershocks.
5. Damaged facilities should be reported to Plant Operations. Note: Gas leaks and power failures create specific hazards.
6. If an emergency exists, activate the building alarm.

#### Procedure History:

Promulgated on:

Revised on: 12/12/16