

As soon as the tremor is felt staff and students need to move **immediately** to the emergency procedure. All on campus should **stop where they are, what they are doing, and immediately get low and into a self-protecting position. (DROP – COVER – HOLD).**

If you are indoors:

- Lie down on your side in fetal position next to a solid table or desk or solid inner wall, and hold your hands over your neck to protect your head. If in an entrance hall, a lounge, or next to a wall, keep away from windows, glassware, mirrors, outer walls, bookshelves, file cabinets, and anything that may fall on you. Protect yourself as described above.
- If you are in a corridor, in the gym, or in any other area without a protected space, go next to an inner wall, lie down on your side in fetal position as described above, protect your head with your elbows, and lock your hands behind your neck.
- If you are in the canteen, move toward the center of the room and curl up in fetal position, and protect your head.
- If you are in a lab, try to turn off any device that is on. Keep away from hazardous chemicals. Lie down on your side in fetal position, next to a solid table or desk, and hold your hands over your neck to protect your head.

If you are outdoors:

- Stay in an open space, away from buildings, trees or power lines.
- Sit or lie down, and fold your arms in embrace.
- Look out for falling objects if you are near a building.

As soon as the initial tremor is over, teachers should get the children they are with out of the building via the nearest available exit. Teachers who do not have a specific group at that time should move into the halls to ensure students are evacuating safely. Please follow the emergency fire drill procedures as closely as possible using the routes indicated in those plans. We will assemble in the same general area as we do for a fire drill.

Please be mindful of the following:

- Walk carefully when evacuating the buildings. Do not run. Watch for any debris that may lie on the ground.
- Don't touch power lines that dropped on the ground.
- Don't light matches, don't turn on the lights.
- Keep away from damaged places.
- Listen for any instructions.

Visitors inside the building will be instructed by Reception to adopt the Drop-Cover-Hold position. No visitors will be allowed inside the school gate until the area has been deemed safe.