PREPAREDNESS CHECKLIST

I. HAZARD IDENTIFICATION
   ___ Are freestanding cabinets, bookcases, and wall shelves secured to a structural support or away from student’s desks?
   ___ Are heavy objects removed from high shelves (above head of seated student)?
   ___ Are aquariums and other potentially hazardous displays located away from seating areas?
   ___ Is the TV monitor securely fastened to a securely fastened platform?
   ___ Is all portable (rolling) equipment with lockable wheels in a locked position?
   ___ Are wall-mounted objects secured against falling?
   ___ Are hanging plants secured to prevent them from swinging free or breaking windows? (During an earthquake, hanging plants will behave like a pendulum).

II. NOTE THE LOCATION OF:
   Emergency Container  Medication/Medical Chart
   Water  Assembly Point
   Parent Contact Cards  Attendance Sheet
   District Central Site  Gas Shut-off
   Electric Shut-off  Water Shut-off

III. EARTHQUAKE DRILLS
    Practice and evaluate the effectiveness of your earthquake drills.
    ___ Are all students and staff familiar with the “drop-and-cover” procedure?
    ___ Have all students demonstrated their ability to take immediate and correct actions?
    ___ Do teachers take cover with students during drills?
    ___ Is there sufficient shelter-spaces under tables, desks, and counters for all students?
    ___ Do all students know how to protect themselves if no shelter is available?
    ___ Are teachers and students prepared to remain in quake-safe positions for up to 60 seconds?
    ___ Are students encouraged to be silent during drills?
    ___ Are teachers prepared to maintain relative calm and reassure their students?
    ___ Are students evacuated from classrooms to a safe outdoor area following a simulated earthquake?
    ___ Do teachers remember to take class roster and response checklists to outdoor assembly area during earthquake drills?
    ___ Have maintenance staff and all others assigned earthquake response duties practiced their roles during your drills?
    ___ Have students been given ample opportunity to discuss their fears and concerns about earthquakes?
    ___ Have students been instructed on how they can help each other?
    ___ Have the lights been turned off? Doors and windows closed?
    ___ Do teachers know how to secure water from the hot water heater?
    ___ Is there at least one gallon of water stored for each student?

IV. ARE YOU FAMILIAR WITH:
    ___ School Site Emergency Plan
    ___ First Aid for Cuts/Bleeding
    ___ First Aid for Burns
    ___ First Aid for Injuries

V. EMERGENCY PHONE NUMBERS:
   Paramedics  Hospital/Medical Center
   Electric Company  County Schools Headquarters
   Gas Company  School District Office
   Water Company  Transportation
Police ____________________________ Other ____________________________
Fire Department _____________________ Other ____________________________

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