

**Regulation 3516.3: Earthquake Emergency Procedure System**

**Status:** DRAFT

**Original Adopted Date:** 09/20/2001 | **Last Revised Date:** 09/20/2021 | **Last Reviewed Date:** 09/20/2021

The Superintendent or designee shall establish an emergency procedure system to be followed in case of earthquakes. This system shall include, but not be limited to, the following: (Education Code 35297)

1. A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff
2. A DROP procedure in which students and staff members:
  - a. Take cover under a table or desk
  - b. Drop to their knees
  - c. Protect their head and neck with their arms
  - d. Face away from the windows
3. Protective measures to be taken before, during and after an earthquake
4. A training program to ensure that all students and all certificated and classified staff are aware of, and properly skilled in, the earthquake emergency procedure system

School disaster plans shall outline roles, responsibilities and procedures for students and staff.

DROP procedures may be expanded to ensure that students get under stationary desks or tables where available, or otherwise get next to an inside wall or under an inside doorway. Students should stay in the drop position until the emergency is over or until further instructions are given.

**Earthquake Education**

DROP procedures shall be practiced at least once each school quarter in elementary schools and at least once each semester in secondary schools. (Education Code 35297)

Students also shall be taught to take the following safety precautions during an earthquake if adults are not present to give specific directions:

1. If you are in the open, stay there.
2. Move away from buildings, trees and exposed wires.
3. After the earthquake, if you are on your way to school, continue to school.
4. After the earthquake, if you are on your way home, continue home.

**Earthquake While Indoors at School**

When an earthquake occurs, the following actions shall be taken inside buildings and classrooms:

1. Teachers shall have students perform the DROP procedure.
2. As soon as possible, teachers shall move the students away from windows and out from under heavy suspended light fixtures.
3. Teachers shall have students leave the building in an orderly manner if it is safe to do so.

**Earthquake While on School Grounds**

When an earthquake occurs, the following actions shall be taken by teachers or other persons in authority and students who are on school grounds:

1. The teacher shall direct students to walk away from buildings, trees, poles or exposed wires.
2. The teacher shall have students perform the drop procedure, covering **their head and neck with their arms**.as much skin surface as possible, closing eyes and covering ears.
3. Teachers and students shall stay in the open until the earthquake is over or until further directions are given.

### Earthquake While on the Bus

When students are on the school bus and an earthquake occurs, the following actions shall be taken:

1. The bus driver shall pull to the side of the road away from any buildings, poles, wires, overhead structures or bridges, if possible, and have students perform the DROP procedure.
2. The driver shall set the brakes, turn off the ignition, and wait until the earthquake is over before proceeding on the route.
3. As soon as possible, the driver shall contact the director of transportation for instructions.

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**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

#### State

19 CCR 2400-2450

Ed. Code 32280-32289.5

Gov. Code 3100

Gov. Code 8607

#### Description

Standardized Emergency Management System

[School safety plans](#)

[Public employees as disaster service workers](#)

[Standardized Emergency Management System](#)

#### Management Resources

Cal OES Publication

Cal OES Publication

Cal OES Publication

Cal OES Publication

Federal Emergency Management Agency  
Publication

Website

Website

Website

Website

Website

#### Description

School Emergency Response: Using SEMS at Districts and Sites, June 1998

School Emergency Response: Using SEMS at Districts and Sites, June 1998

The ABCs of Post-Earthquake Evacuation: A Checklist for School Administrators and Faculty

Guide and Checklist for Nonstructural Earthquake Hazards in California Schools, January 2003

[National Incident Management System, 3rd ed., October 2017](#)

[CSBA District and County Office of Education Legal Services](#)

[American Red Cross](#)

[California Governor's Office of Emergency Services](#)

[California Seismic Safety Commission](#)

[Federal Emergency Management Agency](#)

#### Cross References

0450

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#### Description

[Comprehensive Safety Plan](#)

[Comprehensive Safety Plan](#)

[Media Relations](#)

[Environmental Safety](#)

[Emergencies And Disaster Preparedness Plan](#)

[Emergencies And Disaster Preparedness Plan](#)

**Cross References**

3543

4131

4131

4231

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4331

**Description**[Transportation Safety And Emergencies](#)[Staff Development](#)[Staff Development](#)[Staff Development](#)[Staff Development](#)[Staff Development](#)