

School Earthquake Preparedness Evaluation Form

Name of school _____

Date of evaluation _____

Evaluated by _____

Yes **No**

1. Is the school emergency evacuation route map posted in each classroom?
2. There is a school emergency preparedness committee that includes some of the following groups of people:
- administrators students
 teachers parents
 classified staff other community members
 others: _____
3. Have all staff members have reviewed and revised the school emergency plan in the last 12 months?
4. School staff have had the following training: **Insert number of staff**
- | | |
|--|--------------------------------------|
| _____ Basic First Aid | _____ Safety Training |
| _____ Advanced First Aid | _____ Red Cross Disaster Class |
| _____ CERT | _____ Outdoor Survival Class |
| _____ Military | _____ Firefighter/Law Enforcement |
| _____ Amateur Radio (HAM) | _____ SEMS/NIMS/ICS Training |
| _____ HAM DCS Training | _____ Basic Fire Suppression |
| _____ Student release procedures | _____ Shelter, Nutrition, Sanitation |
| _____ Psychological First Aid or Crisis Counseling | |
| _____ How to turn off electricity, water, gas | |
| _____ Other: _____ | |
5. Parents have received information about the school's plan and our drill (**check all that apply**)
- by letter home with students
 by letter mailed to students' home
 via teacher contact
 via meeting
 we did not notify parents
6. Have plans been made to assist individuals with disabilities and any other functional needs?
7. Are portable classrooms securely fastened to the ground or foundation?
8. Are all tall and heavy furnishings that could fall secured to wall or floor?

- 9. Are all light fixtures and hanging wall objects properly secured?
- 10. Are all chemicals in labs secured in cabinets or on shelves with rails to prevent them from falling over?
- 11. Are all computers and other heavy electronics secured or placed on non slide padding?
- 12. Are all vending machines fastened to the wall or floor?
- 13. Are all exit routes clearly marked and unobstructed?
- 14. Have students participated in a full earthquake drill in the last 12 months?
- 15. Have students practiced the “drop, cover, and hold on” technique?
- 16. Do multiple school employees know how to turn off gas and water to the building?
- 17. Has an outdoor area that is clear of power lines, light poles, and other tall objects been identified?
- 18. Have bus drivers been taught how to respond to an earthquake while driving?
- 19. Are lockers secured to the walls?
- 20. Are all areas of the school lit by emergency lighting or exterior windows?

Instructions on how to secure items and prepare for an earthquake are located at

www.in.gov/dhs/shakeout

or

www.shakeout.org/centralus