

Magna Elementary

EARTHQUAKE PROCEDURES

- 1. When an actual earthquake occurs, students will implement “ACTION: DROP AND COVER”**
- 2. Three minutes after the shaking has stopped, the Principal or designee will implement “ACTION: LEAVE BUILDING or other ACTION by alarm or by announcement over the PA system.**
If there is no alarm or announcement, the teachers should wait three minutes then evacuate the building through their fire drill door and not re-enter the building until it has been declared safe.
3. Evacuate to an open area free from danger or falling electrical wires. DO NOT touch electrical wires which may have fallen.
4. DO NOT light any fires after an earthquake.
5. The Principal or designee will make appropriate contact with the Deputy Superintendent (646-4525) or designee (646-4535), and together they will determine the advisability of **“ACTION: CANCEL SCHOOL.”**
6. The Custodian will report to the Principal or designee and will notify utility companies of a break or suspected break in utilities.

Rocky Mountain Power.....1-888-221-7070

Questar.....1-800-767-7070

Water Company.....250-2118

NOTE: TURN OFF PROCEDURE – POWER AND GAS:

Use discretion based upon circumstance. GENERALLY DO NOT turn off utilities unless you see power lines down, smell or hear natural gas leaks. If occupants are felt to be in danger by observed conditions, turn all utilities off.

1. If necessary, the school is to use emergency “power outage” phone and/or two-way UHF radio. (See Memo #47)
2. The building, if damaged, will be re-occupied only after it has been declared safe by qualified personnel who have inspected all necessary areas.