



DROP, COVER & HOLD PROTOCOLS

This action is taken to protect students and staff from flying or falling debris, and is commonly used during an earthquake or explosion.

1. Upon the first indication of an earthquake, students and staff should immediately implement appropriate drop, cover, and hold on procedures.
2. If inside, school staff will instruct students to drop under their desks and cover their heads with their arms and hold onto the desk legs.
3. Students with disabilities that do not allow them to get under furniture for protection should move away from items in the room that are not secured. These students should go into a structural corner of the room (away from cabinets and shelves that can spill their contents; away from windows that can break and away from suspended items that could fall), lock the wheels on any wheelchairs and protect their head and neck with their hands.
4. If outside, teachers will instruct students to drop to the ground, place their heads between their knees, and cover their heads with their arms and hands.
5. The Site Administrator or designee becomes the **Incident Commander**, and IF IT IS SAFE, will make the following announcement on the PA system. If the PA system is not available, the principal will use other means of communication, i.e., sending messengers to deliver instructions. The Incident Commander (principal) should be calm, convey reassuring comments that the situation is under control, and give clear directions.

“Your attention please. As you are aware, we are having an earthquake. For everyone’s protection, all students and staff should continue to implement



drop, cover and hold procedures in the event of additional seismic activity. Please maintain a safe distance from windows and heavy objects until further instructions are provided.”

6. The Site Administrator or designee, will follow protocols for drop, cover, and hold with evacuation to the assembly area and await further instructions from the SFUSD EOC.
7. Once the incident has concluded and the campus has been determined to be safe, the Incident Commander will initiate the **All Clear** action.