

Earthquake Training for Dharma School Teachers

This document contains training instructions for Dharma School teachers and teacher assistants. Dharma School teachers will receive training during a general training session early in the Dharma School year with a member of the Dharma Council serving as trainer.

The trainer will review the earthquake procedures described below with the Dharma School teachers. Whether a drill of all or part of these procedures is to be conducted is left to the discretion of the Dharma Council.

1. Review the preparations Dharma Rain has in place.

- Describe the Emergency Team Leader role (directs emergency response) and where the Emergency Team Leader will be located (on the front engawa). The Dharma School teacher will be the liaison to the Emergency Team Leader for their class. It is important to follow the instructions of the Emergency Team leader.
- Point out the locations of the first aid kit, IED (Sodo only), and fire extinguishers in any building where Dharma School classes are held.
- Mention our food and supply caches and that plans have been made for organizing food prep, medical care, hygiene, shelter, etc., and for monitoring public alerts.

2. Review the procedures described below.

During the Earthquake

When the earthquake begins, the Dharma School teacher will instruct all present to:

- Get down on the floor and move toward the center of room.
- Move away from windows and glass doors and other hazards like bookshelves or large items that might tip or fall (tea urn, Kanzeon statue, shelves in Uji library and office, framed artwork on walls).
- “Duck, cover, and hold on.”
 - Get under furniture if present (tables, chairs, desks).
 - Cover your head and neck with your hands or a zabuton if available.

Immediately after the earthquake stops

When the earthquake stops, the Dharma School teacher will:

- Assess whether the building seems safe.
 - If so, instruct everyone to stay in place and be prepared for aftershocks.
 - If not, get everyone out and gather in the space between Uji and the Sodo.
- Conduct a check - *Is anyone hurt? Does anyone need help? Is everyone accounted for?*
- Report status to the Emergency Team Leader who will be located on the front engawa. Then return to the class.
- Apply first aid as needed.
- Follow any instructions given by the Emergency Team Leader.

Following the earthquake

After the earthquake is over and a site assessment is complete, the Dharma School teacher and assistant teacher will:

- Stay with children until they are reunited with a parent or caretaker.

(*Note:* If a child is unable to be quickly reunited with their family, they will be integrated into the site-wide emergency response for Dharma Rain until families can retrieve them. The Dharma Rain emergency response plan includes provisions for food, shelter, and appropriate care for all present on site after the disaster, including children.)

3. Wrap up the training.

Ask for questions or comments. If no one present knows the answer to a particular question, the trainer can take the question to either the Board Chair (currently Daigai Filbert) or the Emergency Preparedness Coordinator (currently Nancy Gonzales) and bring the answer back to the group.

For additional resource materials, see the *Guidelines for Disciples* available on the website under *About > Organizational Documents*. This document provides information about responding to three kinds of emergency events: fire, earthquake, and active shooter.