

Earthquake Training for Workshop Leaders

This document contains training instructions for workshop leaders. Workshop leaders will receive training during a regular annual training session with the workshop leader coordinator serving as trainer.

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

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 workshop leader will be the liaison to the Emergency Team Leader for workshop attendees. 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 workshops are held.
- Mention existence of 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 workshop leader 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 workshop leader will:

- Instruct everyone to stay in place and be prepared for aftershocks.
- 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 workshop attendees.
- 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 workshop leader will:

- Request that people who want to leave the site wait until after the site assessment has been reviewed and any urgent emergency steps taken. This will reduce activity and confusion in the immediate aftermath of the earthquake and allow time for staff to identify and respond to any hazards such as downed streetlights, building damage, fire, broken water main, etc.
- Suggest that before people leave the site, they should check media reports for road conditions and hazards in the area if Internet or cell service is available. A battery-operated radio has been included in the emergency cache that will be monitored for bulletins and instructions from emergency responders.
- Instruct those who want to remain and help to let the Emergency Team Leader know and then wait for instructions.

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.