

Earthquake Procedures and Drill for Staff/Residents

This document contains two sections. The first section describes the procedures to be followed by the Emergency Team Leader and any staff or residents on site at the time of the earthquake. The second section outlines a drill to be conducted once a year by staff and residents.

The current Emergency Team Leader is Kakumyo Lowe-Charde. The Emergency Team Leader is in charge of directing all emergency activities at the Dharma Rain campus in response to a major earthquake.

Earthquake Response Procedures

During the earthquake

Each person immediately follows the instructions below keeping in mind that, during an earthquake, each person's primary responsibility is *****Take care of yourself*****

- If indoors, ***drop, cover and hold on***. Move as little as possible.
 - If possible, get under a nearby piece of heavy furniture or place where heavy items are less likely to fall on you or slide into you.
 - If in bed, stay there. Cover your head with a pillow
 - Stay away from windows to avoid shattering glass.
 - Stay indoors until shaking stops.
 - Be aware that fire alarms and sprinklers may go off even if there is no fire.
- If outdoors, ***find a clear spot and drop to the ground***. Move away from buildings, power lines, trees, streetlights.
- If in a car, ***pull over and stop***. Stay in the car with your seat belt on until the shaking stops.
 - Avoid bridges, overpasses, and powerlines if possible.
 - If powerline falls on your car, do not get out. Wait for help.

Immediately after the earthquake stops

1. *Check how you and everyone in your vicinity is doing*. Then proceed to the engawa at the front of the Sodo.

If someone is too badly injured to go to the engawa, send someone to the engawa to inform the Emergency Team Leader and apply first aid as feasible.

If the building you are in is unsafe, get everyone out immediately.

2. *Check-in*. The Emergency Team Leader checks that all staff and residents and known visitors are present or accounted for.

3. *Assessment.* The Emergency Team Leader assigns one or more 2-member survey teams to tour the campus and off-campus residences to look for injured people or life-threatening hazards, such as downed power lines or toxic spills, and report back.

Off-campus residences include Kakumyo's house (8670 NE Siskiyou) and Gyokuko's house (2821 NE 88th Ave).

Teams must establish a communication means with the Emergency Team Leader before starting their assessment if at all possible. Communication may be by cellphone texting (preferable if available) or by walkie talkie. One set of walkie talkies is kept in the Frogsong classroom. A second set is kept in the pantry in the Sodo. A suggested channel setting for all walkie talkies in an emergency is Channel 17 with noise cancellation channel 7.

Each survey team is to:

- Tour their assigned area and report back to the Emergency Team Leader as soon as possible with results of their survey. Do not address issues encountered on the tour, unless they are immediately life threatening.
 - Use care if entering buildings – do not enter unless it is safe and essential (such as to check for a missing person or to put out a small fire with a fire extinguisher).
 - If a team is assigned to an area that includes Gyokuko's and Kakumyo's homes, check for any sign of a gas leak. Turn off gas ONLY IF A LEAK IS PRESENT. *Note:* A gas company technician has to turn the gas back on and may not be available to do this until weeks or even months after the event.
4. *Safety/Rescue.* The Emergency Team Leader assigns one or more teams to address the issues reported by the survey teams.
 - For a life-threatening emergency that can't be handled onsite, the Emergency Team Leader or person designated by them will text or call 911.
If phones don't work, the Emergency Team Leader will send a runner to the nearest *Basic Earthquake Emergency Communication Node* (NE-16 BEECN) located at Roseway Heights field (NE Alameda St and 72nd Ave)

Directions: Go down NE Siskiyou to NE 72nd Ave and turn left.
 5. *Medical.* The Emergency Team Leader designates a person or team to provide first aid as needed. For multiple serious injuries, set up a medical area in a safe, protected place. People may arrive from the surrounding neighborhood who need medical assistance.
 6. *Logistics.* The Emergency Team Leader designates a person or team to locate equipment, food, water, etc. for immediate needs.
 7. *Walk-ins.* The Emergency Team Leader designates a person to be the point person for neighbors arriving on campus to either offer help or ask for help.

8. *Alert monitoring.* The Emergency Team Leader designates a person to monitor radio alerts and instructions from Portland Incident Command System (ICS). Emergency stations are:

OPB FM 91.5, KXL FM 101.1, and the NOAA weather radio station

Red Cross earthquake apps are available for Android and Apple. Portland Bureau of Emergency Management (PBEM) will also be disseminating information on Twitter.

9. *Status phone call.* The Emergency Team Leader designates a person to send a text (or make a land-line call from the office phone if cell phones don't work) to the out-of-area contact for Dharma Rain to provide a status and check for call-ins from Frogsong families and off-site staff.

Joe Mugaku Engum (primary contact) – located in Eastern Oregon

Cell phone 541-969-9356

Land line (541) 276-0038

Email sammie@wtechlink.us

Tom Bebernes (backup contact) – located in Iowa

Cell phone (641) 777-7873

Email tbebernes@outlook.com

Note: In an emergency, it's best to first try texting on a cell phone (rather than calling) as texting uses less battery power and messages will be queued to go through later if necessary. If the cell phone network is down, then try calling from the office landline.

Following the earthquake

The Emergency Team Leader sets up teams to:

- Prepare food
- Address toilet and sanitation needs
- Care for injured
- Tend to any children or animals
- Work out sleeping arrangements
- Monitor alerts
- Provide regular updates to out-of-state contacts and relay messages from Frogsong families and off-site staff
- Serve as contact for people coming on site to help or ask for assistance
- Replenish supplies if the emergency goes beyond three days.

Drill Outline

Participants

Emergency Preparedness Coordinator – Schedules the drill, prepares the site for the drill, alerts staff and residents to the start and end of the “earthquake” and any “aftershocks”, and ensures notes are taken during the debriefing and any follow-up is completed. The Emergency Preparedness Coordinator also plans and prepares for any scenarios to be addressed by participants during the drill (fire, injured person, damaged building, etc.)

Emergency Team Leader or backup – Gives directions during drill (Step 4), leads discussion of an aspect of the emergency response (Step 6), and leads the debriefing following the drill (Step 7). The Emergency Team Leader is stationed on the front engawa during the initial response to the emergency and directs operations from there.

Staff and residents – Those present on campus when the drill is initiated follow the procedure below and take instructions from the Emergency Team Leader.

Drill

1. Drill facilitator (Emergency Preparedness Coordinator, Nancy Gonzales, or her designee) sends text message indicating that earthquake has commenced.
2. Participants respond – drop, cover, hold on – take care of self
3. Drill facilitator sends text message indicating that earthquake has stopped.
4. Participants gather at Sodo engawa and carry out emergency plans following the directions of the team leader.
5. Drill facilitator may send text message indicating an aftershock. Participants return to step 2 until drill facilitator sends text message indicating aftershock is over.
6. After completing the steps above, the drill facilitator or Emergency Team Leader may lead a talk- or walk-through of some aspect of the emergency response (how food prep could be handled, or where latrines would be set up).
7. After the steps above have been completed, participants will then debrief the exercise. The debriefing may be led by the Emergency Team Leader or the drill facilitator. The drill facilitator will designate someone to take notes.