

INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Division of Adult and Career Education  
**East Los Angeles Occupational Center**

**TO:** ELAOC Faculty, Staff, and Partners

**DATE:** 4/21/2025

**SUBJECT:** EARTHQUAKE (DROP-COVER-HOLD ON) ORAL REVIEW / DRILL

During the week of April 21, teachers are responsible for reviewing **and discussing the procedures** involved in executing a **Drop, Cover, and Hold on** with their class in the event of an earthquake. Discuss the procedures below with your students to ensure awareness of all specific safety measures and plans.

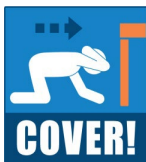
### PROCEDURES

The “**Drop, Cover, and Hold On,**” method is the best way to protect yourself during earthquake shaking. It can save lives and reduce the risk of injury. As such, in most situations, you will reduce your chance of injury if you:



**DROP** where you are, onto your hands and knees.

- This position protects you from being knocked down and also allows you to stay low and crawl to a shelter if nearby.



**COVER** your head and neck with one arm and hand.

- If a sturdy table or desk is nearby, crawl underneath it for shelter.
- If no shelter is nearby, crawl next to an interior wall (away from windows).
- Stay on your knees; bend over to protect vital organs.



**HOLD ON** until the shaking stops.

- Under shelter: hold on to your shelter with one hand; be ready to move with it if it shifts.
- No shelter: hold on to your head and neck with both arms and hands.

### Earthquake Procedures:

1. “Drop, Cover, and Hold On,” during an earthquake or when carrying out an emergency practice procedure/drill.
2. Remain in this position for at least a minute during the drill or until the shaking stops in a real occurrence.
3. Upon evacuating the building, take the LAUSD Classroom Emergency Kit (orange backpack and appropriate documentation) if applicable.
4. Evacuate to the designated assembly area.
5. Report to the Assembly Area Team to check in and account for your safe evacuation.
6. If you are a member of an emergency team (i.e. search and rescue, first aid, supply & equipment, etc.) report to the Incident Command Center to complete the team duties and responsibilities.
7. Wait for the “All Clear” by either a verbal notification by the administration/designee or one long bell (10 to 15 seconds).

### RECOMMENDED PLANNING

- Know your classroom surroundings. Identify the doors, windows, entries, and exits in your room.
- Know your means of communication i.e. school phone, cell phone, school email, etc.
- Locate and check your school emergency pack/kit for supplies in your classroom.
- Review the Earthquake (Drop, Cover, & Hold on) procedures with your class every term.

For more information, see REF-5803.7 in the LAUSD Emergency Services at  
<https://bit.ly/3w75MG2>