

## VI.

# EARTHQUAKE

### **DURING AN EARTHQUAKE**

**DUCK AND COVER** - is the key to survival of the initial shock. At first moment of an earthquake, all occupants should take cover under a solid piece of furniture, away from glass and windows.

**Do not Panic. Remain Calm. Calm others.**

Do not attempt to leave the Building, remember you are generally safer in the Building rather than at street level. Do not use the stairwells or the elevators until you are officially advised it is safe to do so. Use extreme caution if you must use the stairwells before being advised it is safe.

### **FOLLOWING A DEVASTATING EARTHQUAKE**

**Post-Quake Recommendations:** Following a devastating earthquake, Floor Wardens should be prepared to take the following actions:

- Be prepared for aftershocks
- Check immediate location – ARE YOU SAFE? If not, move to a safer location.
- Check for injuries of others. Apply first aid. Move injured persons to separate area.
- Extinguish fires. Gather fire extinguishers.
- Turn off gas if you smell gas. Turn off water or electricity if it is a hazard. Unplug electrical equipment.
- Remain in the Building if it is safe to do so, move heavy tables to central core of Building, gather employees to core. Keep employees active.
- Establish internal and external communications. Attempt to contact Building Management and Lobby Attendants via runners.
- Put a sign in the window to mark your location.
- Listen for news or instructions over the radio.
- Ration food and water.
- Check to make sure all telephone receivers are on phone cradle.

### **PRE-QUAKE PREPARATIONS**

#### **Pre-Quake Inspection:**

- Secure bookcases and cabinets to wall or floor
- Secure water storage against spillage
- Secure wall attachments, i.e., pictures, bulletin boards, etc.;
- Install a lip on the front of bookcase and cabinets or remove items from top
- Secure heavy appliances at their bases
- Laminate glass which can shatter

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**Suggested Emergency Supplies.** Your office should obtain and store the following items:

- Drinking water for three (3) days minimum (2 1/2 to 3 quarts of water per person per day)
- Food for three (3) days minimum, canned goods, dried foods, food bars, can opener
- First aid kit and first aid manual
- Portable radio and spare batteries (replace annually)
- Flash lights and spare batteries (replace annually)
- Rescue tools, pry bar, rope, large and small heavy-duty plastic bags, duct tape and scissors
- Blankets, extra clothes, sturdy shoes
- Sanitation supplies

### **Communications**

- Emergency phone list
- Family numbers: work, school, day care
- Long distance message check-in phone number (out of state)
- Cell phone and spare batteries