

# EARTHQUAKE



## Immediate Emergency Procedures for EARTHQUAKE

**EARTHQUAKES** strike without warning. The majority of procedures for dealing with this peril are Pre-Loss damage control. Prior to an occurrence you should:

1. Survey all buildings and document any cracks and areas of stress in foundations, walls, walkways. Pictures are the best documentation.
2. Inspect contents of buildings and secure to walls any tall furniture or heavy objects which might fall. Move smaller objects that might fall to lower shelves.
3. Have several staff members familiar with main gas shut-off valves, water shut-off valves and the electrical control box where the main breaker is located. Keep a large wrench or shut-off tool in an easily accessible place so that affected utilities can be cut off immediately.
4. Identify structurally strengthened areas in buildings and make all employees aware of these locations. If unable to evacuate to the outside, employees can seek protection in these areas during an earthquake.

In the event of an **EARTHQUAKE**:

1. If possible, all personnel and visitors must evacuate buildings and move to open areas away from all structures.
2. If evacuation is not possible, move to a previously identified structurally strengthened area of the building or move under a desk or table away from windows, glass doors and other structural materials and contents which could shatter or fall under stress.
3. Once the initial shaking stops, quickly evacuate the building. Be prepared for aftershocks which are common and can occur at any time following the initial quake.
4. Supervisors should survey the property and make a damage assessment. At this time a determination of damage to water lines, natural gas lines and electrical lines should be made and damaged utilities should be shut off. Do not use matches, lighters or other open flame due to the possibility of gas leaks
5. **Do Not** re-enter the building until it is determined it is safe. If in doubt, have the property checked by a building contractor or structural engineer.



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