

EARTHQUAKE PROCEDURES

GENERAL INFORMATION

Studies indicate that following a quake of high magnitude, our emergency services agencies (Fire Department, Police and Emergency Medical Services etc.) will be severely overwhelmed and may not be able to respond to local areas for at least 72 hours. In addition, a severe earthquake may cause interruption in transportation and/or communications, as well as damage to gas and power lines, sewer and/or water mains.

Each tenant should train to be SELF SUFFICIENT for at least 72 hours with regard to water, food, and first aid capabilities. The following procedures provide specific information for rendering assistance, ensuring the safety of personnel, and the protection of property during and following an earthquake.

DEFINITIONS

Aftershock – Earthquakes of similar or lesser intensity related to and following the main earthquake.

Earthquake – the shaking or trembling of the crust of the earth, caused by underground volcanic forces and/or the breaking and shifting of rock beneath the surface of the earth.

Earthquake Fault – A zone of weakness in the earth's crust where two crustal blocks or rock formations part.

Epicenter – that point of the earth's surface directly above the center of the earth's movement.

Richter Scale/Earthquake Magnitude – The energy released by the earthquake as expressed on a scale measured in terms of magnitude.

EARTHQUAKE PROCEDURES

BEFORE AN EARTHQUAKE

The actual movement of the ground during an earthquake is seldom the direct cause of injury or death. Most casualties are caused by falling objects or debris. Remember to **remain inside** the building after an earthquake unless there is severe structural damage.

Most injuries result from:

- Falling ceiling tiles and/or light fixtures.
- Falling plaster and/or bricks, pictures and/or mirrors.
- Collapsing walls, toppling furniture and/or bookcases.
- Falling power lines.
- Fires resulting from broken gas lines and/or spillage of flammable liquids.

Earthquakes happen without warning. We have to identify (in advance) what hazard can be eliminated to prevent injuries or deaths from occurring. This includes securing furniture such as bookcases, wall units or other items that could fall and injure someone or block the evacuation route.

ASSESS YOUR SPACE!

- Where can you take cover to protect yourself from flying glass and debris?
- Could any freestanding objects (i.e., bookcases or cabinets) be secured to prevent them from toppling during an earthquake?
- Are materials stored on top of cabinets (i.e., books, dishes, plants, etc.)? Remember, anything stored overhead could fall down due to the force of the earthquake.

Take a look around and try to identify anything that could be thrown from its location from the force of an earthquake. Arrange to have these items secured, thereby eliminating the hazard.

EMERGENCY SUPPLIES

It is strongly recommended that all tenants maintain emergency supplies in their suites. Building Management is not responsible for purchasing emergency supplies for the building tenants. There should be enough supplies to be self-sufficient for a minimum of 72 hours. The following page includes a list of recommended supplies.

EMERGENCY SUPPLIES FOR 25 PEOPLE

Dressings

Adhesive tape	3 rolls (1-1", 2-2")
Band-Aids – 1"	50
Bandages, elastic	3
Bandages gauze (sterile)	12 (5-1", 5-3", 2-4")
Eye pads, sterile	5
Gauze pads (sterile)	20-3x3", 10-4X4", 10-2x2"
Sanitary napkins	6
Triangular bandages	5

Amount**Orthopedic Devices**

Ice packs	5
Splints	2 (18" cardboard)

Amount**Medicinal**

Alcohol preps	50
Anti-diarrhea tablets	1 package (24)
Bicarbonate of soda	1 box
Pain reliever (non-aspirin)	1 bottle
Saline solution	1 bottle

Amount**Instruments**

Scissors (5-1/2" bandage)	2 pair
Tweezers	1

Amount**Miscellaneous**

Standard first aid book (Red Cross)	1
Duct tape	3 rolls
Dust masks	10
Emergency blankets	12
Facial tissue	10 individual packets
Flashlights & batteries	2
Light sticks	8 (4-12 hr, 4-30 min.)
Plastic bags (utility 3' x 6')	10
Pry bar	1 (36")
Radio & batteries (AM/FM)	1
Rope	1 (3/4" 50ft.)
Safety goggles	5 pair
Sanitation bags	20
Wash & wipe towelettes	50
Work gloves	5 pairs
Water (medicinal)	64 foil packets
Food & Water - stored separately based on individual situation.	

Amount

EARTHQUAKE PROCEDURES

DURING AN EARTHQUAKE

The first priority during an earthquake or aftershock is to protect yourself from falling glass or debris. At the first indication that an earthquake is occurring:

1. Remain calm, do not panic!
2. Act quickly, move away from windows and/or glass partitions.
3. Take cover. Whenever possible, get completely underneath a sturdy piece of furniture and hold on!
4. Move to an inside doorway. Brace yourself under the doorway by leaning against one side while holding onto the other side.
5. Move to an interior wall with your back against it. Lean forward and cover the back of your head and neck with your hands to protect yourself.
6. Stay put. Remain in the take cover position for a few minutes until you are sure that the earthquake is over.

BE PREPARED FOR AFTERSHOCKS!

NOTE: Do not run outside. Most of the people injured or killed in earthquakes are hit by falling objects outside!

If you are outside when an earthquake occurs, move away from buildings, walls, power lines, lamp posts, etc., or any other object that could fall and injure you.

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FOLLOWING AN EARTHQUAKE

When the shaking stops, **remain calm**. Most buildings are designed to withstand a major earthquake. **Do not use the elevators or exit the Building. Do not go outside!**

Within the first few minutes:

- Check for injured or trapped persons. Provide emergency first aid to those in need. Do not move more seriously injured persons unless they are in immediate danger of further injury.
- If anyone has stopped breathing, give mouth-to-mouth rescue breathing.
- If anyone is bleeding, apply direct pressure over the wound.
- Be reassuring and remain calm.
- Check for safety hazards. Survey around your location for safety hazards. If possible, correct any dangerous conditions that pose a hazard to personnel.

Check for the following:

- Fire
- Loose wires
- Toppled furniture
- Structural damage
- Smoke
- Ruptured pipes
- Hanging ceiling tiles/light fixtures

EARTHQUAKE PROCEDURES

MINIMAL DAMAGE EARTHQUAKE

If a strong earthquake has occurred and it is immediately apparent that damage has occurred, take the following steps:

- Proceed with caution, aftershocks can and probably will occur.
- Assess damage/dangers – check around your location for damage that has occurred or potential dangers that have been created.
- Move jarred objects (i.e., items stacked on top of bookcases, cabinets, etc.) which could create a potential hazard should an aftershock occur.
- Check for cracks in the walls or loose ceiling tiles/light fixtures.
- Limit telephone use. Telephone lines may be needed for emergency communications. Check if telephones have fallen off their bases and return them to their proper locations.
- Check closed cabinets. Be sure to use caution when opening these cabinets, as their content may (and probably will) have been thrown about. Stand to one side before opening.
- Check for injured persons and apply emergency first aid to those in need.
- Check for fire hazards such as:
 - Smoke
 - Smoldering equipment
 - Loose wires
 - The smell of gas

EARTHQUAKE PROCEDURES

SEVERE DAMAGE EARTHQUAKE

Should an earthquake of a large magnitude occur, we can anticipate the following:

1. Structural damage.
2. Injuries (and possible deaths).
3. Disruption of vital services (i.e., water, power, transportation and cellular/telephone services.)
4. Delay in public emergency service assistance (i.e., Fire, Police, Ambulance/Paramedics, etc.) for a minimum of 72 hours.
 - Proceed with extreme caution. Do not light matches or turn on any electrical switches that could produce a spark.
 - Turn off all electrical machines and appliances. If gas leaks or a utility line break is confirmed, turn off gas and/or electricity at the main panels. If gas leakage is detected, shut off main valve and open doors and windows.
 - Continue to assist injured and/or trapped persons. Try to get help if possible.
 - Clean up spilled materials. Using extreme caution, clean up broken glass, and other hazardous materials, immediately.
 - Check for fires and fire hazards such as:
 - i. Smoke
 - ii. Smoldering equipment
 - iii. Loose wires
 - iv. The smell of gas

EARTHQUAKE PROCEDURES

TRIAGE

If a person is seriously injured, they should be treated where they are unless there is a life-threatening hazard present that would affect the victim if not moved. Once the order of the treatment has been determined by the responding emergency agency, first aid should begin immediately. Follow the instructions of the emergency team members and provide assistance as needed.

SANITATION/MAINTENANCE

If plumbing and sewage services are not available, occupants should secure infectious waste plastic bags around the rims of toilets. After use, the bags should be secured and placed in 33-gallon, lined infection waste containers. The infectious waste containers should contain spill proof lids to secure containment of infectious waste materials.

The infectious waste containers should be removed three times per day and disposed of in the trash bins until the sanitation company can permanently remove them.

When the situation begins to stabilize, clean up operations should begin. The first priority should be the removal of glass and debris, which may cause a threat during an aftershock. These items should be piled in a specific location on each floor for removal at a later time.

Note: There is a great need to assess the damages and to prepare documentation (when safe to do so), BEFORE clean-up operations begin. If clean up begins too soon, useful information can be easily lost. Examples of good documentation may include the use of camera to capture photos or better yet, a cellphone video to record accurate damages and information.

EARTHQUAKE PROCEDURES

CONTACTING YOUR FAMILY

Naturally, following an earthquake, we will be concerned about the status of your family members and loved ones. Because phone service will probably be unavailable (and, if available, only emergency calls will be made), there will be no way of communicating with others.

However, a battery-powered radio can provide you with local news reports and information such as:

- Extent of damages.
- Road conditions and closures.
- Instructions from government agencies.
- Aftershock reports.
- Mass shelter facilities.

It is strongly recommended that each of us prearrange a point of contact with our family members. Should a strong quake occur during the business day, you could meet, or at least get in touch with each other after the crisis period is over.

Choose an out of state person to contact as out of state lines may operate when intrastate lines are unavailable.

Remind family members that emergency information pertaining to basic first aid, earthquake survival, etc., can be found in the front of most telephone directories. Knowing that your family has insight as to correct emergency procedures to be followed will help your peace of mind during an emergency.