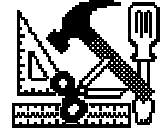




IN CASE OF EARTHQUAKE

HSE TOOL # 11



In the event an earthquake strikes –

1. *Remain calm – reassure others.*
2. *If indoors, stay there! If outside – stay there!*
3. *Take cover, and protect the head, face, and torso.*
4. *Move away from large windows and objects which may fall.*

After the shaking stops –

1. *Assess your immediate surroundings for dangers. Evacuate if necessary.*
2. *Check for injuries. Administer first aid to the most seriously injured.*
3. *Check building for structural damage. Evacuate if necessary.*
4. *Check utilities (e.g. gas, power). Shut off if necessary.*
 - **NEVER TOUCH DOWNED POWER LINES.**
 - **ONLY SHUT OFF GAS IF YOU SMELL IT OR SUSPECT A LEAK**
5. *Send a runner to the next closest unit to exchange information.*
6. *Be alert for fire hazards. Put out small fires, if it is safe to do so!*
7. *Do not light a match or turn on a light switch. Use a flashlight!*
8. *Clean up hazardous materials and debris, if it is safe to do so.*
9. *Wear sturdy shoes and protective gloves if there is debris.*
10. *Put all telephone receivers back on hooks.*
11. *Do not use telephone unless absolutely necessary.*
12. *Turn on battery operated radio (or car radio) for emergency bulletins.*

Assist others -

1. *Ensure all building occupants are accounted for. Take a head count.*
2. *Initiate rescue efforts if necessary (e.g. for trapped persons). Do not enter severely damaged buildings. In that case, leave rescue to trained professionals!*
3. *Move injured people from hazardous areas into unaffected areas.*
4. *Set up emergency care (e.g. shelter, feeding, first aid). Calm people.*
5. *Ensure people take routine medication. In an emergency it's easy to forget!*
6. *Check water supplies. Draw a moderate amount of cold water and store in emergency containers.*
7. *Gather emergency supplies and tools.*
8. *Check to see if sewage lines are intact before flushing toilets.*

Stay safe -

1. *Stay out of danger areas. Your safety (and life) comes first!*
2. *Respond to instructions of emergency personnel.*
3. *Be prepared for additional earthquake aftershocks.*
4. *Open doors carefully and watch for falling objects!*

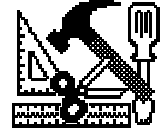
Communicate –

1. *Notify your out-of-town contact that you are O.K.*
2. *Work together in teams to carry out emergency response efforts.*



IN CASE OF EARTHQUAKE

HSE TOOL # 11



Emergency Response

Right after an earthquake, you will need to access first aid and emergency supplies quickly. Note the location of emergency supplies here, and the names and phone numbers of people who can help you in an emergency. For example, list your local first aid attendant, his/her phone number, and the location of the first aid kit. You can use the following checklist to identify emergency preparedness steps you have already taken.

I know....

- The location of the department's first aid kit(s).
- The location of at least 2 fire extinguishers near my office.
- The name(s) of local first aid attendant(s) for this department.
- First aid and CPR.
- What to do during and after an earthquake.
- How to use a fire extinguisher.
- Where our department's emergency assembly area is located.
- Where our department's emergency supplies are located.
- What the role of our department is, during an emergency, to assist the University to respond and recover.

I have...

- Backed up essential computer files, documents and research.
- Secured computers and equipment to prevent them from falling.
- Moved heavy objects off high shelves and overhead fixtures to prevent them from falling.
- Removed unnecessary boxes and/or debris to reduce tripping and/or fire hazards.
- Moved objects and furniture away from emergency exits stairwells.
- A family plan in the event there is an emergency when I am not home.
- An out of town contact.
- Made plans with my family and my employer in the event an emergency keeps me at work.

I will....

- Assemble an emergency supply "grab and go" bag for the office / home / school.
- Stockpile emergency water at the office / home / school.
- Put a pair of sturdy shoes under my bed.
- Check the batteries in my flashlight(s).
-
-
-

I can....

- (E.g. Do first aid.)
-
-
-

Our department should...

-
-
-

Contact the Department of Health, Safety & Environment for more information and training in Emergency Preparedness (822-1237, Disaster Planning).