

# EARTHQUAKE

## DROP, COVER, AND HOLD

1. Stay away from **WINDOWS** and anything that can tip, fall or drop on you.
2. Stay away from **DOORWAYS** - Doors can swing back-and-forth and injure you.
3. **DROP** under a work surface, desk or table.
  - ✓ With systems furniture, crouch beside a small file cabinet.
  - ✓ If you can't get **under** a stable surface, get down as low as you can next to a small file cabinet, chair, couch, or other stable item. **COVER** your head with your arms or hands.
  - ✓ **HOLD** on to your cover (chair, table, etc) or brace against a wall until the shaking stops.
4. With limited mobility: If seated, bend over your knees. (If you must stand, lean into a wall.) Cover your head with your arms.
5. After the shaking stops, stay put and wait for directions from your evacuation coordinator.
6. If you evacuate, take personal necessities, e.g., medicine, coat, keys and umbrella. Follow your evacuation coordinator who will guide you to a designated area. Stay with your coordinator until role call is complete.
7. If you do not evacuate, decide which precautions to take in case of aftershocks. Close blinds to protect against flying glass, set heavy items on floor, turn off sensitive equipment, tape shut file cabinets, etc.

### YOUR EVACUATION COORDINATORS ARE:

(Look for the Blue Vest and Helmet)

*(Name of EC)*

*(Name of EC)*

*(Name of Alternate EC)*

*(Name of Alternate EC)*

Checklist for before an earthquake occurs.

Look at your workspace to see if large objects or heavy binders could fall and injure you. Consider moving them to a low shelf.

Get to know your office now. Take a walk around. If you were returning to your desk from the rest room, where could you take cover?