

EARTHQUAKE EVACUATION PLAN

DURING AN EARTHQUAKE

A. Inside the building:

- Stay in the building. **Do not evacuate.**
- DROP, and take shelter under tables, desks, in doorways and similar places.
- Keep away from overhead fixtures, windows, filing cabinets and bookcases.
- COVER your head and neck with your arms.
- HOLD the position until the ground stops shaking.
- Assist any disabled persons in the area and find a safe place for them.

B. Outside the building:

- If you are Outside, **stay outside.**
- Move to an open area away from buildings, trees, power lines, and roadways.

AFTER AN EARTHQUAKE

- Check for injuries. If qualified, give first aid; otherwise, seek help from Emergency Response Team or call 911.
- Check for immediate safety hazards (fire, electrical, water supply, etc.) and report to Emergency Response Team.
- Do not use telephones, including landlines/mobile phones, unless necessary.
- Keep telephone lines open for emergency use (e.g., injuries or fire).
- Be prepared for aftershocks.
- Cooperate, keep informed and remain calm.
- If **Outside**, DO NOT RETURN to the building unless told to do so by Emergency Response Team.
- If **Inside** building, DO NOT EVACUATE unless instructed to do so by Emergency Response Team.

IF EVACUATION IS ORDERED

- Evacuate in an orderly fashion following routes designated by Evacuation Plan.
- In some instances, you may be directed by your Floor Coordinator or other Emergency Response Team member to proceed to an alternate evacuation route.
- When descending the stairs, stay to the right so that Fire or other Emergency Response Officials can access needed areas of the building or to reach associates requiring assistance.
- As you descend the stairs, allow other associates entering the stairwell from lower levels to merge in an orderly fashion.
- If you are unable to descend the stairs due to various reasons please remain on the stairwell landing or ask to be helped out of the building. As the Sweeper exits they will get your name and the stairwell location to relay to the captain.
- Beware of falling debris or electrical wires as you exit.
- Once outside the building, report immediately to the open area in the center parking lot close to, keeping away from buildings, trees, power lines and roadways.
- Remain in your designated meeting place until the "All Clear" signal has been given and you have been authorized to re-enter the building or leave the premises.
- Wait for further instructions from emergency personnel.
- DO NOT RETURN to the building unless told to do so by Emergency Response Team.