

# EARTHQUAKE /CIVIL DISTURBANCES

## DURING AN EARTHQUAKE

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1. Take cover underneath a desk or table. PROTECT YOUR HEAD AND NECK.
2. Stay away from windows and objects which could fall on you.
3. Stay where you are – DO NOT RUN OUTSIDE, falling debris may cause injury.
4. DO NOT USE ELEVATORS.
5. If OUTDOORS, stay in an open area. DO NOT enter the building.

## AFTER AN EARTHQUAKE AFTERSHOCKS

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### IF YOU ARE STILL IN THE BUILDING:

1. Be prepared for AFTERSHOCKS. Do not return to your office until directed.
2. Give first aid to injured people.
3. DO NOT MOVE VICTIMS UNLESS ABSOLUTELY NECESSARY.
4. Alert Emergency Personnel and/or Supervisors to anything needing their attention.
5. DO NOT USE THE PHONE except to report fires or medical emergencies.
6. Go to the interior of the building staying away from the exterior walls. Avoid glass and equipment.
7. Wait for and follow instructions from Emergency Personnel
8. Be prepared to evacuate if necessary. (See EVACUATION section).

## CIVIL DISTURBANCES

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Civil Disturbances are generally rioting and demonstrations, marches, groups and assemblies that have become riotous, or threatening to individuals.

1. Restrict both employee and visitor movement in your area.
2. Prepare for evacuation or relocation
3. Secure your area (lock doors, safes, vital records, etc).
4. Notify your supervisor or division director and building management, if they have not been informed.