

IN THE EVENT OF AN EARTHQUAKE TAKE THE FOLLOWING ACTIONS:

1. **If you are outside, stay outside.** Move away from trees, signs, buildings, electrical poles and wires. Protect your head with your arms from falling bricks, glass, plaster and other debris.
2. Move away from fire and smoke.
3. Once outside, move at least 300 feet away from the affected building. Proceed to the Emergency Assembly Area for your group, if safe to do so and await further instructions from your supervisor.
4. Check for injuries and give or seek first aid.
5. Be alert for safety hazards (fires, electrical, gas leaks, etc.)
6. Do not use telephones or use roadways unless absolutely necessary.
7. Be prepared for aftershocks.
8. Cooperate with emergency response personnel, keep informed and remain calm.

IF INDOORS:

1. Immediately take cover under tables, desks or other such objects for protection against flying glass and debris.
2. If you are not near a sturdy object, make yourself as small as possible and cover your head and neck.
3. In an earthquake, if you stand in a doorway, brace yourself against the frame and watch out for swinging doors or other people.
4. Avoid overhead fixtures, windows, tall furniture, bookcases and heavy objects that could fall or shatter.
5. After the effects have subsided, evacuate the immediate area and go the Emergency Assembly Area for your group and await further instructions from your supervisor. **DO NOT RE-ENTER THE BUILDING** until instructed to do so.
6. Alert emergency personnel of any injured or disabled persons left in the building
7. Do not light matches and **DO NOT** turn lights on or off.
8. Use emergency exits and stairwells.
9. **DO NOT USE ELEVATORS.**
10. Keep roadways and walkways clear for emergency vehicles.