



Earthquake Preparedness and Safety in the Workplace

BEFORE

- Check workplace, rest areas and corridors for hazards, such as hanging plants, books on high shelves and unsecured wall fixtures. Make sure your work area is safe.
- Discuss the company's disaster plan. Participate actively in drills.
- Know locations of emergency equipment and exits.
- Store a few emergency supplies in your desk. Items might include a flashlight (with extra batteries), storable nutrition, needed medications and your company's booklet on emergency procedures.

DURING

- If indoors, get under a sturdy table or desk or stand in a strong doorway. Watch for falling and sliding objects. Stay away from windows, outer walls, and outside doorways.
- If in an elevator stop at the nearest floor. Take cover against the interior wall.
- If in a hallway or corridor, brace yourself against the wall. Duck and cover your head with your arms.
- If outdoors, move to an open area. Stay away from trees, power lines and other structures that could fall on you.
- If driving, stop your car and remain inside.

AFTER

- Remain under cover for a few minutes; there may be aftershocks.
- Move to the center of the building. Do not evacuate until instructed, unless there is immediate danger.
- Check for injuries and administer first aid.
- Assist employees with special needs.
- Check for fire hazards. Do not smoke or light matches.
- Do not use elevators.
- Replace telephone receivers on cradles, but do not use them unless there is a fire or serious injury.
- Cooperate with company emergency services officials.
- Listen for emergency information over a battery operated radio.
- Remain calm. Don't spread rumors. Reassure and help others.

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