

EARTHQUAKE

What to do During an Earthquake

1. Remain calm and stay where you are.
2. If indoors, take cover under a sturdy desk, table, or bench and hold on or sit against an interior wall. Avoid glass, windows, outside doors or walls, and anything which could fall.
3. Do not use elevators.
4. Assist any disabled persons in the area and find a safe place for them.
5. If outdoors stay there. Move away from buildings, utility poles, and parking lot lights.
6. If driving a vehicle, stop as quickly as safety permits and stay in vehicle. Avoid stopping near or under buildings, overpasses, utility poles, wires, or trees; when shaking stops proceed cautiously watching for road and bridge damage.
7. Be prepared for aftershocks. Secondary shocks can cause additional damage to already weakened structures.

Administration/Staff Responsibilities

1. Call 911, if necessary, to report utility damage and any emergency medical situation.
2. Use the telephone only to report emergency situations.
3. Decision to close campus or cancel classes will follow the continuity of administration plan.
4. Monitor news reports for emergency information.
5. Inform District Office personnel of status of emergency.
6. Have health care personnel check for injuries. Do not attempt to move a seriously injured person unless they are in immediate danger of death or further injury.
7. If you must move an unconscious person, stabilize the neck and back and call for help immediately.
8. Proceed with an orderly evacuation from buildings, accounting for everyone.