

Earthquake

During an earthquake, try to stay calm and follow the steps outlined below:

DUCK, COVER AND HOLD ON!

1. When the earth or the buildings begin shaking, drop to your knees, clasp both hands behind your neck, bury face in your arms, make body as small or curled up as possible, close your eyes and cover ears with forearms.
2. If indoors, seek shelter under a desk or table; hold on to the table legs. Stay away from windows, shelves and heavy objects that could fall or move.
3. If outdoors, move away from buildings, utility poles and other structures that could collapse.
4. After initial shaking stops, check for injuries, evaluate situation and, if emergency help is needed, contact Campus Safety and Security, use emergency blue phone or send someone for help.
5. Be aware of safety hazards that may have occurred during the quake. Check the area for building damage, fires, chemical spills or gas leaks.
6. Do not attempt to turn on any lights or flip any switches
7. Evacuate the building by walking to the nearest clear exit, assisting people as you go and go to evacuation assembly areas.
8. **Do NOT enter or use elevators.**
9. Assist individuals with Access and Functional Needs (disabilities) in exiting the building. Specific suggestions are:
 1. Visually Impaired: Have the person take your elbow and guide him/her to a safe area. Inform individual where he/she is and explain what the next procedure(s) will be.
 2. Hearing Impaired: The individual may not have heard a warning device or announcement. Communicate with a short written message or speak slowly and directly to the person. Use a minimum of words. Gesture toward an exit or place of safety.
 3. Wheelchair users: Depending on the emergency, certain actions should be taken. Consult the individual:
 1. If the person must wait for exits to clear, try to assign someone to wait with him/her. Evacuate as soon as it is feasible
 2. If it is possible to push the wheelchair safely and quickly without blocking exits, do so.
 3. One or two persons may need to carry the individual. Use emergency chair lift if available.
10. Once outside, move to a clear area at least 50 feet away from the damaged building(s). Keep walkways clear for emergency vehicles.
11. **Do NOT** re-enter a building until an emergency specialist says it is safe to do so.
12. Assist college staff and Campus Safety and Security to determine that everyone has evacuated safely; give information about who was or was not present just before the earthquake to Security.
13. **Do NOT** drive away immediately; traffic jams and road damage can make driving impossible and/or dangerous.