

## EARTHQUAKE

Earthquakes occur suddenly and without warning. Most injuries are caused by falling objects or when people try to move while the ground is still shaking. Knowing what to do during an earthquake is critical to personal safety and survival.

### ***During an earthquake:***

- Remain calm.
- If you are indoors***, Drop, Cover, and Hold On. Drop down to the floor and take cover under a table or desk. Protect your head and neck with your arms. Hold on to the table or desk and be prepared to move with it. Hold on until the shaking stops and you are certain it is safe to move. If you use a wheelchair or have other mobility impairments and cannot Drop, Cover, and Hold On, protect your head and neck as best possible with your arms or other objects, and bend over to protect yourself if you are able. If you are unable to get back into your wheelchair or on your feet independently you may not want to drop to the floor, to avoid becoming trapped. *In a high-rise building*, fire alarms and sprinklers may go off—even if there is no fire. *When in a stadium or theater*, stay in your seat, get below the level of the back of the seat and cover your head and neck with your arms.

Whenever possible, avoid danger spots near:

- Windows.
- Hanging objects.
- Tall furniture.
- Mirrors.
- Heavy, unsecured overhead objects.

### ***DO NOT:***

- Use elevators
  - Rush for an exit
  - Immediately exit the building (you may be struck by falling objects or debris)
- 
- If you are outdoors***, move to a clear area away from buildings, trees, signs, or electrical wires and poles. Drop to the ground and stay there until the shaking stops. Injuries can occur from falling trees, street lights, power lines, or building debris. When on a sidewalk near buildings, duck into a doorway to avoid being injured by falling bricks, glass, plaster and other debris.
  - If you are driving***, pull over to the side of the road and stop. Avoid overpasses and power lines. Stay inside your vehicle until the shaking stops.

Once the shaking has stopped, proceed with caution. Avoid bridges or ramps that might have been damaged by the quake.

- If you are in a coastal area**, move to higher ground. Tsunamis are often created by earthquakes. (See “Tsunami” section for more information).
- If you are in a hilly area or near unstable slopes or cliffs**, be alert for falling rocks and other debris. Land masses are often loosened by earthquakes and landslides commonly occur as a result. (See the “Landslide/Ground Subsidence” section for more information.)

### ***If You Become Trapped:***

- Remain calm. If you are able to do so, report your situation and location by dialing **9-1-1** (or **9-9-1-1** from office phones).
- Place an article of clothing or other object in the window to alert rescuers to your location.
- Whistle, shout, or use any object at hand to pound on a wall or door. Make loud noise at regular intervals to alert rescuers to your location.
- Stay low, near the floor to avoid smoke, contaminants, and heat.
- If you are injured, tend to your injuries.

### ***After an Earthquake***

After the shaking has stopped:

- Expect aftershocks. Each time you feel one, Drop, Cover, and Hold. Aftershocks will frequently occur minutes, days, weeks, and even months after an earthquake.
- Avoid fallen power lines or broken gas lines and stay out of damaged areas.
- If danger is imminent, alert others in the immediate area to the situation and, if it is safe to do so, move them to safety.
- Check yourself for injuries.* People are often so concerned about others that they often forget to check themselves.
- Help protect yourself by wearing or putting on long pants, a long-sleeved shirt, sturdy shoes, work gloves, goggles, and a helmet.
- Check for and extinguish small fires.
- Check area (including elevators) for persons who may be injured or trapped, as well as those who may need additional assistance (especially those with disabilities).
- If exiting the building, use the stairs (see Evacuation Procedures). When evacuating, move quickly away from the building to avoid being injured by falling debris.
- If it is safe to do so, provide first aid and appropriate care for the injured or ill person. Whenever possible, if blood, vomit, or other bodily fluids are present, avoid contact with these and use appropriate Personal Protective Equipment

(gloves, mask, etc.). Do not move seriously injured people unless movement is necessary to protect them from immediate, life-threatening danger.

- Report any fires, injuries, trapped persons, or hazardous conditions to police by dialing **9-1-1** (or **9-9-1-1** from office phones). If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the name(s), location(s), and/or description(s) of any victims(s), as well as the description, location, and type(s) of any hazardous conditions, and any other critical information.
- Use the telephone only to report life-threatening emergencies.* Telephone lines are frequently overwhelmed in disaster situations and must remain clear for emergency calls.
- Do not re-enter buildings until site authorities or public safety personnel have determined that it is safe to re-enter.
- Tune to KCBS radio (740 AM or 106.9 FM), KTVU-2 television, or access the District Home Page at [www.4cd.edu](http://www.4cd.edu) for emergency information and updates. Additional information may be posted on the District Alert Bulletins page at <http://www.4cd.net/rss/alert/alert.xml> . Follow all instructions provided by safety personnel and/or emergency response authorities.
- Site administrators should conduct an initial damage assessment of the site and provide a report to responding public safety personnel.
- At the earliest opportunity, trained response personnel should search for fires, injured and/or trapped persons, and/or other site hazards. All hazards or damaged utilities should be shut off, cordoned off, and properly reported.
- Do not shut off gas supplies unless a leak is present.* Once a gas supply has been shut off, it must be turned back on by a professional. Walls, floor, doors, staircases, and windows should be inspected to make sure that the building is not in danger of collapsing.
- Check electrical systems* for damage. If sparks, broken or frayed wires, or the odor of burning insulation is present and it may be done safely, turn off the electricity at the main fuse box or circuit breaker. *Do not step in water to get to the fuse box or circuit breaker.* If the electricity cannot be turned off safely, cordon off the area and notify responding public safety personnel.
- Check sewage and water lines for damage. If sewer lines are damaged, avoid using the toilets and call a plumber. If water pipes are damaged, contact the water company and avoid using water from the tap.
- Use only battery-powered lanterns or flashlights to conduct inspections. Kerosene lanterns, torches, candles, and matches may tip over or ignite flammables.
- Open closets and doors cautiously. Contents may have shifted during the earthquake and could fall, creating further damage or injury.
- Clean up spilled medicines, bleaches, gasoline, or other chemicals immediately.
- When possible, site authorities should alert other campuses of their situation utilizing all available means (telephone notification lists, text message, blast

e-mails and/or voice mails, alert/warning systems, or, if it is safe to do so, by runner).

- Site administrators should consider activating the site Emergency Operations Center (EOC) and begin organizing response and recovery efforts.
- Be prepared to open designated shelter sites for use.

### ***Decision to Evacuate/Dismiss Personnel***

The Chief Administrator of an affected facility is the individual authorized to make decisions regarding the management of emergencies at that facility. The Chief Administrator typically decides whether or not to evacuate the facility and/or dismiss personnel after receiving input and/or recommendations from the Incident Commander or other professional responders.

Decisions may be based upon availability of communications, transportation, supplies, and other resources, or upon damage to site facilities, surrounding areas, and condition of nearby roadways.

### ***Preparedness/Mitigation Measures***

To minimize the risk of injuries to persons or damage to property upon or within District facilities and/or buildings as a result of an earthquake, it is critical to employ basic hazard mitigation practices. To assist in this effort::

- Secure tall or heavy items to walls.
- Remove or secure items that might fall during an earthquake.
- Latch cabinet doors to prevent contents from falling out.
- Store chemicals and flammable materials securely in closed cabinets with latches. If chemicals are incompatible or present a greater hazard when combined or mixed, store them separately.
- Brace overhead light fixtures.
- Bolt gas appliances down and connect them with flexible line fittings.
- Keep adequate emergency supplies on hand.
- If you are a person with a disability, develop a “support team” of people who can assist you at areas you frequent (i.e., home, office, or classroom).
- Prepare and keep handy a personal emergency preparedness kit (bag or backpack recommended) with the following items (at minimum):

- Flashlight with batteries
- Whistle
- Bottled water
- Snack items (non-perishable)
- Jacket
- Work gloves
- Battery-powered AM radio

First Aid Kit  
Emergency blanket (compact)  
Notepad/pencil or pen