

Although earthquakes are rare in central Ohio, this area is near the New Madrid Fault Line. Therefore, familiarize yourself with this section and refer to the Disaster Recovery plans for additional instructions.

According to experts, evacuation of the building could, under most circumstances be an unsafe course of action. Remember that a serious earthquake will be very widely felt, therefore, fire and police department switchboards may be jammed and inoperative, and telephone communications and utilities could be knocked out.

**During an earthquake, take the following actions:**

1. Take cover under sturdy furniture, desks and tables.
2. Tuck and protect your head with your arms.
3. Keep at least 15 feet away from windows to avoid flying glass.
4. Stay under cover until you learn that the immediate danger is over.
5. Remain on your floor unless otherwise instructed.

**Immediately after an earthquake, take the following actions:**

If emergency personnel or building employees are not on the scene, do the following:

1. Extinguish fires, if any. Do not light matches or fire due to possible gas leakage.
2. Administer first aid and assist in rescue operation, as necessary.
3. Carefully move the seriously injured to an emergency treatment center.
4. Use telephone for emergency calls only.
5. Turn on the radio for information. A radio with back-up battery is suggested in case electric power is disrupted.
6. Assess emergency evacuation routes – determine if clear, blocked or impassable.
7. If passable, open doors carefully; watch for falling objects.
8. See Procedure A-2.2: Evacuation Procedures - After the Impact.

**If trapped inside after an earthquake:**

1. Replace all telephone receivers.
2. Identify working forms of communication – cell phones, office phones, etc.
3. Turn on the radio for information. A radio with back-up battery is suggested in case electric power is disrupted.
4. Evaluate situation and coordinate actions with co-workers and other building tenants.
5. Do not move debris or objects – it may trigger the collapse of a nearby structure.
6. Assess area for gas or liquid leaks or other hazards.
7. If power outage, do not use candles or lighters until determined safe to do so.
8. Check for fires and extinguish if at all possible.
9. Clean up or contain spills, excess fluids and materials immediately, if safe to do so.
10. Power down computers and lamps. Do not turn on light switches or appliances.
11. Do not flush toilets until authorized by building management.
12. If trapped, listen for emergency evacuation teams above, below and around you.
13. Remain calm and encourage others to do the same.