

# EARTHQUAKE PLAN

## Immediate Steps to Take During an Earthquake<sup>1</sup>

Stay as safe as possible during an earthquake. Be aware that some earthquakes are actually foreshocks and a larger earthquake might occur. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

### If indoors

- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, loadbearing doorway.
- Stay inside until the shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- DO NOT use the elevators.

### If outdoors

- Stay there.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Many of the 120 fatalities from the 1933 Long Beach earthquake occurred when people ran outside of buildings only to be killed by falling debris from collapsing walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

### If in a moving vehicle

- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

### If trapped under debris

- Do not light a match.
- Do not move about or kick up dust.

- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

<sup>1</sup>The information in this section obtained from the FEMA webpage <https://www.fema.gov/>

## **Evacuation of the Building**

After the earthquake has stopped and there is no other movement, check to be sure you are not injured, be extremely careful and begin to evacuate the building. You will need to carefully observe your surroundings and watch out for things that have fallen or broken, creating hazards. It is not uncommon for fires to start after an earthquake. Also be ready for aftershocks where you may need to protect yourself from falling objects and flying glass.

After the earthquake, it is mandatory that employees and their guests exit the room or office that they are in, and then proceed to the nearest stairwell exit and evacuate the building in a quick but orderly manner. Be aware that the fire sprinkler system may become activated or water pipes may have broken from the earthquake. Be aware that water will make the floors slippery when you are evacuating. Once employees and their guests evacuate the building, they are to gather at the muster area at the back of the parking lot adjacent to Innslake Drive on the east side (the side closest to Cox Road as opposed to Dominion Boulevard -- see Attachment 1) and away from the lot entrance so that we can begin immediately accounting for everyone. Those first and second floor employees, who choose to exit the building from the rear, should congregate in the vicinity of the wooden, walking bridge behind the building, then proceed in a safe manner to the parking lot meeting location. **Under no circumstances are employees to attempt to use the elevators during an emergency evacuation.** The elevators will be inoperable and/or dangerous in the event of an emergency.

Once employees and their guests have arrived at the muster area, they should gather with others from their department as quickly as possible for accountability purposes. **No one shall leave the assembly area/premises or reenter the building until an "all clear" announcement is given.** Employees or guests who leave the property prior to an all-clear announcement will be presumed to be still inside the building. Therefore, it is extremely important that all employees remain in the assembly location until they are advised to leave.

As part of the ODEC Security Policy, visitors, including off-site ODEC employees, are required to sign a Visitor's Log when entering and leaving the Electric Cooperatives Building. This log is maintained at the Receptionist's desk and maintains an accurate account of the employee with whom the visitor is meeting and the visitor's time of arrival and departure. At the time of sign-in, visitors are to be instructed on the exit locations and emergency meeting location in the event of building evacuation. In the event of a building evacuation, the Receptionist is to don the red hard hat stored at the Receptionist's desk for easy identification purposes and take the Visitor's Log and the Department Check-In List to the emergency meeting location.

After arrival at the emergency muster area, all supervisors will take a head-count of the departmental employees working under them, and will notify the Receptionist of any employees that cannot be accounted for or that are injured. If an employee is injured, the supervisor or their stand-in will immediately call 911 for assistance. The supervisor or their stand-in will need to notify the Receptionist

if there are injured employees and that 911 has been called. If the department supervisor is absent from work during the day of evacuation, these duties are to be handled by the Secretary for the department. If both are absent, then employees (clustered by department as described above) will confer and call 911 if injuries and report any unaccounted or injured department members to the Receptionist. The Receptionist will use the Department Check-In List to account for employees after meeting with the supervisors of each Department. The Receptionist will also go through the Visitor's log with "host employees" to determine if their guests have successfully exited the building. The Receptionist will compile a list of unaccounted-for employees and visitors who may have remained in the building and those that have been injured and provide that list to the on-site Incident Commander of the responding fire and rescue unit or to one of the employees in the Environmental, Health and Safety Department (EH&S) if emergency response has not been called. In the case that neither of these is in the evacuation muster area, the highest ranking manager shall be notified of the missing and injured employees. If there is evidence that the building has been damaged and/or there are missing or injured employees or guests, the Receptionist with the missing/injury employee list shall ensure emergency medical personnel have been notified to come to the site.

Employees who have any special needs or who require assistance during an emergency evacuation of the building should discuss their needs with their supervisor or the Vice President of Human Resources. If any employee is identified as having a need for assistance in evacuating the building, the Vice President of Human Resources will determine what course is required to address those needs.

### **Post Building Evacuation of the Building**

Remain at the evacuation muster area until the "All Clear" has been announced to reenter the building or in the case of the building being damaged and unsafe to enter, directions will be announced regarding leaving the site, including plans to notify employees/tenants regarding the status of returning to the building and/or the activation of the Incident Management and Business Continuity Plans.

After the building has been evacuated and when safe to do so, the Director of Member and External Relations, the Property Manager and Director of EH&SS (referred to as building inspectors), or their designees, will inspect the building (to the extent possible) to determine if damage has occurred to the building, the extent of the damage and if it is safe to return to the building.

If observable damage such as broken windows, cracked walls and foundation has occurred, employees will not be allowed to reenter the building under any circumstances. The building will need to be inspected by a structural engineer to determine the extent of the damage and if the building is safe to occupy.

If there is no sign of damage, or only minor damage, the building inspectors will determine the extent of the damage and determine if the building, or portions of the building, can be safely reentered.

**Repeat - All employees, visitors [and tenants] are to remain at the evacuation muster area until the "All Clear" has been announced to reenter the building or in the case of the building being damaged and unsafe to enter, directions will be announced regarding leaving the site, including plans to notify employees/tenants regarding the status of returning to the building and/or the activation of the Incident Management and Business Continuity Plans.**

ATTACHMENT 1

