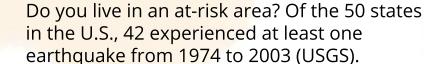


Earthquakes can occur at any time of the year, day or night. Some are small tremors that are hardly felt, if at all; others can rattle buildings and become strong enough to damage structures, belongings and lives. It is important to take action before, during and after a quake to protect your business and employees. **KNOW YOUR RISK**



in the U.S., 42 experienced at least one earthquake from 1974 to 2003 (USGS). However, the states most commonly prone to earthquakes are: - Wyoming

- Alaska - California
 - Idaho - Montana - Nevada - Utah - Hawaii
 - Washington - Oregon

IDENTIFY YOUR HAZARDS

transportation service to use in this case?

aware of these possible hazards:

The power will go out immediately, and depending on the restoration work required, may last for weeks. Do you have a back-up plan?

Business continuity is at risk during any disaster, but identifying your

risks to be prepared helps reduce the effect on your business. Be

Your back-up power supply may assist in some ways, but depending on the damage to cell towers, phone and Internet use may be out of service for at least the initial day. Do you have a plan to remain in service if this prolongs?

Depending on your line of work, you may require a water supply, which may be broken or compromised. In some instances, it may

take months to replace water pipelines because of the short supply and high demand. Do you have a water purification plan or a big enough reserve to last? The standard transportation routes may be damaged, causing travel times to be delayed. Do you have an alternative route or

CREATE A PLAN

An earthquake may not only damage your business model and the facility's outer structure, but it can also damage your contents and

employees. You can minimize this harm by securing your belongings, creating a plan of action and holding safety meetings.

SECURE YOUR BELONGINGS:

- Secure valuable electronics items such as computers and televisions. - Keep space cleared under your desk so you can "drop, cover and hold on." - Back-up computer files on regular basis, and store these off site.

- Move items away from doorways and exits.

- Secure shelving units and filing cabinets.

- Lock filing cabinets when not in use. - Move heavy items onto lower shelves.

- Install strong latches on cabinets to hold doors closed and keep items from falling out. - Brace overhead light fixtures.
- Secure the refrigerator, and lock or consider removing wheels if applicable. - Hang mirrors and pictures on closed hooks. - Move flammable or hazardous materials to the ground or a lower shelf.

In the event of a major earthquake, here is what you should do:

www.earthquakes.usgs.gov.

DURING

If you are inside:

If you are outside:

Avoid buildings, windows,

wires and power lines.

trees, vehicles, signs, utility

Get down low in a clearing,

stay there until the shaking

cover your head and neck and

Stay outside.

If you live in an earthquake hazard zone, you are probably aware that the

it's important to check on its magnitude. Within one to two minutes, an

majority of earthquakes aren't even felt. However, if you do feel an earthquake,

earthquake's location and magnitude are available at www.data.scec.org and

and knees under your desk or along an interior wall, cover your head and neck, and/or hold on to the legs of the desk.

Stay inside; do not go outdoors.

Move away from windows and anything that could fall on you (unsecured cabinets, light

fixtures, wall hangings)

Do not use elevators.

"Drop, Cover and Hold on." Drop to your hands

stops.

IF YOU ARE ON THE ROAD/DRIVING:

Pull over to the side of the road or a curb and stop as

quickly and safely as possible. Set your parking brake and stay in the vehicle until the shaking stops.

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