



## **DURING THE EARTHQUAKE**

<b>REMAIN CALM</b>	Do not panic, and do not attempt to go outside. Protect yourself.
<b>ACT QUICKLY</b>	Move away from windows, temporary walls or partitions, and/or freestanding objects such as files, cabinets, shelves, and hanging objects.
<b>DUCK</b>	Duck or drop down to the floor.
<b>COVER</b>	Take cover under a sturdy desk, table, or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms.
<b>HOLD</b>	If you take cover under a sturdy piece of furniture, hold on to it and be prepared to move with it.
<b>STAY PUT</b>	Hold this position until the ground and/or building stops shaking and it is safe to move. Stay inside; do not attempt to exit the building during the shaking.

### ***IF YOU ARE OUTSIDE***

If you are outdoors when the quake occurs, stay there. Move away from structures, power poles, lampposts, or retaining walls that could fall during the quake and avoid fallen electrical lines. If possible, move to an open area.

### ***IF YOU ARE IN AN ELEVATOR***

If you are in an elevator, you are probably better protected than most people. The elevator is designed to not fall down the shaft, and nothing heavy can fall on you. Building maintenance personnel will contact each elevator car as quickly as possible and advise you how rescue will occur. Upon being rescued, take directions from the Floor Warden of that floor or building management. If you have a medical or other emergency, use the phone in the car, it will connect you to Security.



## EMERGENCY SUPPLY CHECKLIST

The following is a list of recommended supplies for all occupants and staff. Remember, you may be on your own for 72 hours.

- Portable radio and extra batteries
- Flashlights and extra batteries or light sticks
- Whistle
- Sturdy shoes
- Heavy gloves
- Dust masks
- Goggles
- Change of clothing
- Water -2 quarts to 1 gallon per person per day
- Food -packaged, canned, survival food bars, etc. (Can opener -non-electric)
- First Aid Kits and First Aid Book
- Large plastic bags for trash, waste, and water protection
- Extra prescription for medicines
- Extra glasses or contact case and solution
- Cash (ATMs may not work)
- Emergency telephone contacts, including out-of-state contacts

Supplies should also be stored in your car and at home. For additional information on recommended supplies contact the American Red Cross.

**IMPORTANT**

**BE PREPARED!**