

Safety Procedures

In Case of a Fire

- If you see a fire: Activate the nearest fire alarm, then evacuate the building.
- When a fire alarm is activated: It must be treated as a real emergency. Evacuate the building. Use the stairway, proceeding down to the ground floor, never up. Never use the elevator.

In Case of an Earthquake

A) During an Earthquake:

Avoid Hazards

- Resist the urge to run. Do not leave the building as danger from falling debris is greater.
- Do not use elevators.
- Move away from windows, glass partitions, and potential falling objects.

Take Cover

- Duck under a sturdy desk or table, crawl underneath a bed, or brace yourself with your back against an inside wall, away from glass windows.
- Protect your head and neck from falling debris by covering them with one arm.
- Hold on to furniture
- In a wheelchair: lock wheels and duck as low as possible. Use anything to protect your head and neck.
- In a crowded place: avoid getting trampled.
- In an elevator: stay put, wait for assistance.

B) After an Earthquake:

Stay Safe

- Stay calm. Assess your surroundings. Check for injuries, gas leaks, and fires. Do not turn on lights or light matches until you are sure there are no gas leaks.
- Extinguish open flames.
- Be prepared for aftershocks. Move to a safer area in building interior or outside. Do not re-enter damaged buildings.
- Evacuate the building if there is a major structural damage or fire hazard.

Provide Aid

- Give first aid to injured persons. Do not move victims unless absolutely necessary.
- Report hazards to emergency personnel.

Follow Instructions

- Monitor battery powered or car radio for directions.
- Replace telephone handsets that have been shaken off as open phone lines put a strain on the system and interfere with emergency communications.
- Do not use telephones except to report medical emergencies, fires, chemical spills, gas leaks or other hazards.
- Do not use elevators.
- Do not leave area or return home until authorities say it is safe to do so -- this could be up to 72 hours.

In case of a gas leak

- Do not pull the fire alarm – this could cause an explosion.
- Call 911.
- Shut down equipment.
- Evacuate building, closing doors as you leave.