

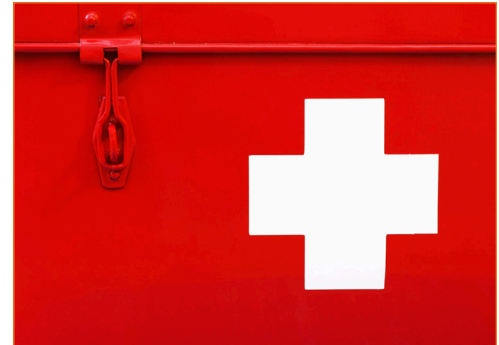
EARTHQUAKE PREPAREDNESS TIPS

Unlike other emergencies, procedures dealing with an earthquake are less specific. Since earthquake magnitude cannot be predetermined, everyone must initiate emergency precautions within seconds after the initial tremor is felt; assuming the worst case. The best earthquake instructions are to take precautions before the earthquake [e.g. secure or remove objects above you that could fall during an earthquake].

EARTHQUAKE PREPAREDNESS TIPS FOR:

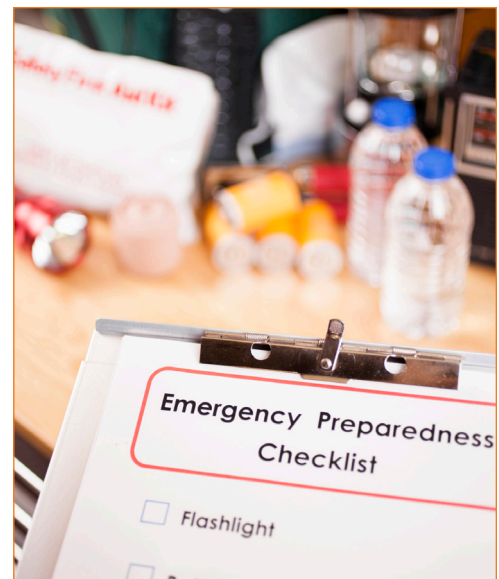
The Office

- ▶ Check your office for overhead shelves that may fall during the quake
- ▶ Have an available flashlight in your office.
- ▶ Know the emergency exits in your area
- ▶ Be trained in CPR and First-Aid
- ▶ Follow the instructions of emergency personnel



The Home:

- ▶ Train family members how to shut off the gas, water & electricity
- ▶ Keep emergency supplies in secure place(s):
 - Water
 - Canned and/or dry food
 - Flashlights w/extra batteries
 - Portable radio w/extra batteries
 - First-aid kit
 - Cash
 - Extra clothes, coats, etc. and
 - Train family members in CPR & first-aid



DURING THE EARTHQUAKE:

- ▶ Remain calm and ACT, do not react.
- ▶ If indoors, seek refuge under a desk or table and hold on. Stay away from windows, shelves and heavy equipment.
- ▶ If outdoors, quickly move from buildings, utility poles, overhead wires and other structures. CAUTION! Avoid downed power or utility lines as they may be energized. Do not attempt to enter buildings until you are advised to do so by proper authorities. If in an automobile, stop in the safest place available, preferably in an open area away from power lines and trees. Stop quickly as safety permits and stay in the vehicle for shelter.

- ▶ Should you become trapped in a building, DO NOT PANIC!
 - If a window exists, place an article of clothing [shirt, coat, etc.] outside the window as a marker for rescue crews.
 - If there is no window, tap on the wall at regular intervals alerting emergency crews.
 - The CalArts Facilities Department or Campus Safety will search all buildings after a major earthquake if it is determine it is safe to do so.

AFTER INITIAL SHOCK:

- ▶ Be prepared for aftershocks. Aftershocks are usually less intense than the main quake, but can cause further structural damage.
- ▶ Protect yourself.
- ▶ Evaluate the situation and if necessary call the Facilities Dept. or Campus Safety (661)222-2702 or use the Emergency Phone for emergency assistance.
- ▶ Do not use lanterns, torches, lighted cigarettes or open flames because gas leaks could be present.
- ▶ Open windows to ventilate the building. Watch for broken glass.
- ▶ If a fire is caused by the earthquake, implement fire procedures.
- ▶ Determine whether or not anyone has been trapped in the elevators or by falling objects. If so, notify CalArts Facilities (661)253-7807 or Campus Safety (661)222-2702 or use Emergency Phones located around campus, so emergency rescue operations can be initiated.
- ▶ Check water, gas and sprinkler valves for leaks. If there are leaks, immediately report them to CalArts Facilities (661)253-7807 or Campus Security (661)222-2702 or use Emergency Phone.
- ▶ If the integrity of the structure appears to be rapidly deteriorating, immediately evacuate the building.
- ▶ DO NOT USE THE TELEPHONE UNLESS IT IS ABSOLUTELY NECESSARY FOR EMERGENCIES
- ▶ Damaged facilities should be reported to CalArts Facilities or Campus Safety or Emergency Phone. NOTE: Gas leaks and power failures create hazards. Please refer to the Utility Failure section of this handbook.
- ▶ If an emergency exists, call CalArts Facilities (661) 253-7807 or Campus Safety (661)222-2702 or Emergency Phone. The Institute cannot depend on 911 services in natural disaster(s).
- ▶ If the building's fire alarm sounds, quickly walk to the nearest marked exit and ask others to do the same.
- ▶ Do not use elevators.
- ▶ **Once outside, move to the CalArts soccer field, be aware and keep clear of overhead power lines or other structures that may fall. Keep fire lanes, hydrants and walkways clear for emergency crews and equipment.**
- ▶ Be cooperative and follow instructions of emergency personnel.
- ▶ Do not return to an evacuated building until the "ALL-CLEAR" signal is given. Assembly area designations will occur when surveys are completed.