

What to do Before an Earthquake

Do your employees know what to do in an earthquake? Regular planning and practicing better prepare them to react safely when the ground shakes. Here are some steps to prepare your staff and workplace for an earthquake:

For all workplaces:

- Secure shelving and cabinets to the wall.
- Place heavier items on lower shelves.
- Mount pictures to the walls with screws or earthquake "J" clips.
- Secure computer equipment so it doesn't fall or become airborne.
- Ensure each employee has a 24-hour emergency pack, that it isn't expired, and they know where it is.
- Have a pair of sturdy shoes available to better navigate the conditions after an earthquake.
- Have a battery-powered radio and fresh batteries.
- Establish an out-of-area contact for your workplace.
- Ensure your employees have the contact information and that they shared it with their family members. This central contact is used to help reconnect after an emergency.
- Keep fire extinguishers and flash lights in good working condition.

Everyday

- Keep doors, exits, and aisle ways clear at all times to allow for easy evacuation.
- Make sure all exits are marked and accessible.
- Keep areas under the desk uncluttered so people can take cover during an earthquake.

At least twice per year

- Practice Drop, Cover, and Hold On.
- Practice your building evacuation plan.
- Make sure employees know your designated meet-up location.
- Review your evacuation plan after each practice drill.
- Practice what to do in case someone gets trapped.
- Ensure you have your employees' cell phone numbers so you can call or text them if they don't arrive at the designated meeting place.
- Train employees how to turn off gas and electricity.

If applicable to your business

- Secure racks in warehouses and storage facilities to the ground and/or wall.
- Ensure incompatible chemicals are separated by distance or physical barriers in accordance with Cal/OSHA regulations.
- Make sure that all electrical panels are correctly labeled and free of obstacles.
- Ensure that compressed gas cylinders are properly secured.
- Wrap or strap loose items on high racks, or add toe boards to shelves to prevent loose items from falling off during an earthquake
- Ensure scaffolds are stable and steady, with guardrails installed according to Cal/OSHA standards.
- Keep heavy equipment away from the excavation edge.
- Ensure that proper fall protection is utilized on roofs or other elevated working areas.
- Ladders should be installed on firm, level surfaces.

*Together,
we'll keep
California
working.*