

Loss Control Services: SAFETY TOPIC OF THE MONTH

M.1117: Earthquake Safety Awareness**Facilitator Outline**

Purpose: Monterey Educational Risk Management Authority - Loss Control Services provides these monthly topics to promote safety awareness, injury prevention and regulatory compliance for member districts. These topics may be adapted specifically to the needs of your district by editing and reformatting. If desired, the topic may be expanded with video/DVD, Powerpoint, or other media.

Instructions: Make copies of the handouts and quiz for those attending. As the facilitator for this training – please keep track of attendance in accordance with your district recordkeeping requirements. Thirty minutes should be allocated to allow for review/discussion of the handouts and the quiz – it is possible to condense the topic time to 15 minutes or less if time constraints are severe. You may use the quiz as a pre or post discussion topic; using it as a pre-quiz and then discussing the answers after review of the materials is a good way to assure an interactive session in a minimal amount of time.

Answers to Handout #2: Earthquake Safety Awareness

1. According to the US Geological Survey, there is a ? chance that a 6.7 magnitude or greater earthquake will occur in California in the next 30 years.
a) minimal b) 25 % **c) 60 %** d) 80% e) indeterminate
2. The best way to survive an earthquake, or any other emergency, safely is to _____.
a) rely on others **b) prepare, plan, and practice** c) procrastinate d) move to Idaho
3. Furniture - bookshelves and file cabinets along with storage racks and shelving should not be strapped or attached to the wall to keep it stable and upright. True **False** “not” is incorrect
4. Storing needed items under desks and tables is good as it will protect them from damage. True **False**
(False because that is a shelter point for a duck, cover, hold)
5. A supply of basic sanitation items and drinking water should be kept available. **True** False
6. Basic backup emergency supplies kept in an automobile should include (circle all that apply).
a) comfortable shoes b) flares **c) working flashlight** **d) small first aid kit** e) wrecking bar
7. How long a period of time should basic supplies be stocked for an emergency?
a) 1 day **b) 3 days** c) 7 days **d) 72 hours** e) 30 days f) one week g) indefinite
8. The Red Cross is a good resource for emergency preparedness. **True** False
9. During an earthquake, the basic self-protection principle is to:
a) Drop and Roll b) get help from someone **c) Duck, Cover, Hold** d) SIP (Shelter In Place)
d) Exit, Look, Leave e) none of these are correct f) all of these are correct
10. Earthquakes aren't planned, but we can plan and practice to survive. **True** False
11. The “bonus” question adds extra feedback and interactive discussion from the group.

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Earthquake Safety Awareness

According to the US Geological Survey, there is a 60% chance that a 6.7 magnitude or greater earthquake will occur in California in the next 30 years. An earthquake of this size poses an immediate hazard to worker safety, strains public services and disrupts business. The best way to survive an earthquake, or any other emergency, safely is to prepare, plan, and practice. There are 4 basic steps.

1. Prepare for an earthquake.

- a) Large equipment - boilers, tanks, and machines need to be secured properly so they will not fall over in an earthquake. Furniture - bookshelves and file cabinets along with storage racks and shelving should be strapped or attached to the wall to keep it stable and upright.
- b) Survey your workspace to make sure that heavy items are stored at lower heights or secured so they won't fall. Photos and pictures should be hung onto the wall with screws or earthquake "j" clips.
- c) Keep doors, exits, and aisle ways clear at all times for quick access evacuations. Keep areas under desks and tables uncluttered to make room to take cover in an earthquake.
- d) Store chemicals properly and in compatible groups.

2. Gather emergency supplies.

- a) Fire extinguishers should be charged and inspected monthly so they are always ready to use. Periodically test fire alarms, sprinklers, and emergency lighting.
- b) Keep flashlights, a radio, extra batteries, and a first aid kit on hand at all times. Consider stockpiling food, water, blankets, and sanitary supplies such as toilet paper and portable toilets.
- c) Keep enough supplies to last 72 hours for the number of people that may need to shelter at your home or work facility after an earthquake.
- d) Prepare personal emergency supplies for your car, including comfortable clothes and shoes, a working flashlight, blanket, small first aid kit, food and water.
- e) Have necessary medications readily available.

3. Make an emergency plan at work and at home.

- a) Businesses must have an emergency evacuation plan that details how employees will evacuate from the building, where they will meet, how to account for everyone, and how to get further instructions to act.
- b) Current emergency contact phone numbers for all employees and management are critical in an emergency. Businesses should also list and prioritize their functions in a Business Continuity Plan (BCP) that ensures access to the people, materials, and other supplies needed to continue work after an earthquake.
- c) Employees should have family emergency plans in place at home in case they are stranded at work or required to work after an earthquake. Keep enough emergency supplies on hand to maintain your family for at least 3 days. Make lists of emergency contact phone numbers and determine a meeting place for the family after an emergency. The Red Cross is a good resource for preparedness at home.

4. Practice and train on your emergency procedures.

- a) Practice emergency evacuations. Get training on first aid and CPR techniques.
- b) Remember to **Duck, Cover and Hold** in an earthquake. During an earthquake, duck or drop down on the floor. Take cover under a sturdy desk or table and hold on to it so that you can move with it during the shaking. If you cannot take cover, stand against an interior wall and protect your head and neck with your arms.
- c) Practice your business recovery procedures by inspecting and restarting equipment and computers in the proper and prioritized order.

Earthquakes aren't planned, but we can plan and practice to survive.

Handout #2: PRE -QUIZ - *Earthquake Safety Awareness*

Name: _____ Date: _____

Department _____ Job Title _____

Instructions: Please provide the best answer for each question – the “best” answer may be open to discussion during review of the quiz!

1. According to the US Geological Survey, there is a ? chance that a 6.7 magnitude or greater earthquake will occur in California in the next 30 years.
a) Minimal b) 25 % c) 60 % d) 80% e) indeterminate
2. The best way to survive an earthquake, or any other emergency, safely is to _____.
a) Rely on others b) prepare, plan, and practice c) procrastinate d) move to Idaho
3. Furniture - bookshelves and file cabinets along with storage racks and shelving should not be strapped or attached to the wall to keep it stable and upright. True False
4. Storing needed items under desks and tables is good as it will protect them from damage. True False
5. A supply of basic sanitation items and drinking water should be kept available. True False
6. Basic backup emergency supplies kept in an automobile should include (circle all that apply).
a) Comfortable shoes b) flares c) working flashlight d) small first aid kit e) wrecking bar
7. How long a period of time should basic supplies be stocked for an emergency?
a) 1 day b) 3 days c) 7 days d) 72 hours e) 30 days f) one week g) indefinite
8. The Red Cross is a good resource for emergency preparedness. True False
9. During an earthquake, the basic self-protection principle is to:
a) Drop and Roll b) get help from someone c) Duck, Cover, Hold d) SIP (Shelter In Place)
d) Exit, Look, Leave e) none of these are correct f) all of these are correct
10. Earthquakes aren't planned, but we can plan and practice to survive. True False
11. Bonus Question: Do you have something to add to the discussion regarding your experience with situations involving earthquakes? _____

