

Earthquake Safety

Policy: To provide for the safety of the staff and passengers in the event of an Earthquake. The chances of a major earthquake happening in Indiana are small. However, there are two Seismic Zones that do affect our state. They are the New Madrid and the Wabash Valley Seismic Zones. With this in mind, the following procedures have been implemented.

Procedure: Advanced warning is not currently an option when it comes to Earthquakes. In the event an Earthquake occurs it is extremely important that all employees have a clear understanding of the safety precautions to be taken.

- ✓ The most important thing you can do during an earthquake is to remain calm. By doing this, you will be in a better position to assess your situation and instill confidence in those around you. Think through the consequences of any action you take. Try to calm and reassure others.
- ✓ If indoors, stay there. Get under a table or desk: in a corner away from windows. Watch for falling plaster, bricks, light fixtures and other objects. Watch out for high bookcases, filing cabinets, shelves, and other furniture or appliances which might fall or topple. Do Not run outdoors – you may be hit by falling debris or electrical wires.
- ✓ If in a high-rise office building, move away from windows and outside walls. Get under a desk or table. Do not dash for exits, wait for the shaking to stop and await safety instructions. Do Not use the elevators until they are inspected by a qualified technician.
- ✓ If in a crowded area, do not rush for a doorway. If possible, duck under a fixture or other item that will help protect you from falling debris.
- ✓ If outside, avoid buildings, walls, power poles and other objects which could fall during the earthquake. If possible, move to an open area away from all hazards.
- ✓ If in a vehicle, pull to the side of the road and stop in the safest place available. Avoid bridges, overpasses, and power lines. Remain inside you vehicle until the shaking is over. Turn on your radio for news and information.
- ✓ Check the condition of your surrounding areas. Is your office/vehicle safe to continue using, if so begin assisting your co-workers and/or passengers.
- ✓ Establish communication with base operations for further instructions.
- ✓ Drivers – Do Not unload your passengers if there is any doubt about the continued safety of those passengers in doing so.