

**If inside:**

1. Move away from windows, mirrors, tall bookcases, file cabinets or high stacked items and out from under beams, architectural elements and suspended light fixtures.
2. *Drop, Cover, and Hold On.* Drop to the floor, take cover under a sturdy desk or table, and hold on to it firmly.
3. If you are not near a desk or table, drop to the floor against the interior wall, close eyes, clasp both hands behind neck, and cover ears and head with forearms.
4. Do not go outside! Do not move or evacuate the building unless instructed to do so by emergency personnel.

**If evacuating:**

1. Calmly exit the building by the nearest safe exit and report to the designated assembly area.
2. Assist handicapped persons and anyone with manageable injuries.
3. Do not attempt to move anyone who is severely injured.
4. Take your purse and emergency backpack, if possible, but do not take time to collect all belongings or to shut down computers.
5. DO NOT run, use elevators, or close doors behind you.
6. DO NOT smoke, light matches or activate any equipment or electrical switches.
7. STAY AWAY from any structures, debris or utility lines.
8. Designated personnel will take roll sheets with them and take roll in the assembly area.
9. Designated personnel will take the first aid kits and deliver them to the command group area.
10. Report attendance and injuries to command personnel.
11. Assemble with your division in the designated area and remain there until instructed otherwise.
12. Do not attempt to re-enter the building until it has been officially declared safe.
13. Be prepared for aftershocks.
14. Keep a radio on for information and updates. Websites can also be another source of information.

**If outside:**

1. Move away from buildings/areas subject to falling debris, glass, electrical wires, poles or trees.
2. The safest place is in the open. Move away from structures, poles and overhead wires, and trees.
3. Stay low, close eyes, and cover ears and head with forearms.
4. Do not enter buildings until they have been officially declared safe.
5. Be prepared for aftershocks.
6. Keep a radio on for information and updates.

Report the incident ASAP to your site supervisor and the following individual(s). Submit any requested documentation immediately.

List emergency contact numbers here:

Superintendent's Office (714) 736-4241

**EARTHQUAKE**