

Earthquake Preparedness Checklist

To prepare your workplace for the risk of an earthquake:

1. Evaluate risk:

- Conduct a hazard hunt. Look for...
 - Unsecured objects** that can fall or slide: bookshelves, filing cabinets, or other tall office furniture
 - Heavy objects** on high shelves or unlockable cabinets
 - Glass windows** with desks/common work areas beneath them
 - Hanging plants** or heavy wall ornaments and paintings

2. Identify safe zones:

- Find the safest spaces in your workplace:
 - In an **office building**, the safest place is usually under a desk, which protects you from falling or sliding objects.
 - In **industrial buildings**, find tables that protect you from heavy equipment or supplies.

3. Practice “stop, drop, and hold”:

- Incorporate earthquake drills into your seasonal emergency drilling:
 - At a clear signal, everyone in the office should: **stop** what they’re doing, **drop** under a surface, and **hold** on tight.

For more on earthquake preparedness, go to www.ready.gov/earthquakes.