
PREPAREDNESS CHECKLIST FOR FACULTY

Are you ready for the Quake ?

A major quake on the Hayward fault could damage many buildings on campus, in some cases forcing closure for weeks or months, and will certainly interrupt utility services. This checklist is provided to help faculty consider precautionary steps to protect students, post-docs and staff, secure research materials, and safeguard facilities and equipment.

- ☐ Copies of irreplaceable notes, notebooks, class notes, manuscripts, and other documents are kept in a safe location off campus.
- ☐ Computer files are backed up by UCBackup, or elsewhere off campus (<http://socrates.berkeley.edu/~ucbackup>).
- ☐ Irreplaceable living specimens (animals, plants, stocks, cell lines, DNA constructs etc.) are copied and distributed to sites outside the Bay Area.
- ☐ You have discussed with OLAC the feasibility of transporting and housing animals in a facility away from the Bay Area, in the event that becomes necessary.
- ☐ Researchers and staff are trained in emergency response and familiar with the provisions of your Building Emergency Plan (contact your Building Coordinator or Department Safety Coordinator for information on the BEP).
- ☐ Laboratory researchers and staff know which lab appliances are supported by back-up generators, and know how to maintain the research materials in appliances without back-up power if necessary.
- ☐ Duplicate copies of drawings, diagrams, plans, or specifications of unique equipment or experimental apparatus are maintained in the event that the scientific equipment needs to be reconstructed.
- ☐ Bookshelves, files, appliances, equipment etc. are bolted, braced, or tied down so they will be neither life safety hazards nor damaged and lost.
- ☐ You have considered the possibility of relocating graduate students, postdocs and research staff with colleagues outside the Bay Area to continue research projects, in the event your normal space becomes unusable.
- ☐ You keep a list of important phone numbers handy both in your office and at home.