

**Purpose:**

To outline the actions to be taken during and after an earthquake.

**Scope:**

This procedure applies to all owned/leased facilities under the authority of the Deputy Minister/President of YG Departments/Corporations and all the people in the facility.

**Hazards:**

- Tall Shelves
- Bookshelves
- Tall, Heavy Lamps
- Hanging Plants
- Heavy Objects on Walls
- Heavy Objects on Shelves
- Windows
- Light Fixtures
- Desks by Windows, etc.
- Heavy Pictures
- Unsecured TV, Typewriters, Computers
- Filing Cabinets
- Ceiling Tiles
- Signs
- Fans

During an earthquake there is a risk that the above items and other items will shift and fall striking an employee or visitor.

**Responsibilities**

Senior Management

- Establish Emergency Procedures for an Earthquake event for each department/crown asset facility under their authority.

Manager

- Post an Earthquake procedure for all locations under your authority
- Ensure Supervisor/Workers participate in “Earthquake” education and training.
- Consult the Joint Health & Safety Committee/Representative to establish education and training specific to the workplace.
- Consult with JOHSC and ensure annual review of procedure and training

Supervisor

- Ensure workers receive and participate in “Earthquake” education and training specific to the workplace.

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- Document education and training for all workers under their authority.

Workers

- Participate in “Earthquake” education and training in the workplace.
- Identify to the Supervisor any concerns that may arise as a result of their knowledge and understanding of the procedure.
- Be aware of evacuation routes and alternate routes.  
Keep evacuation routes clear of any obstructions.
- Participate in drills

Joint Occupational Health & Safety Committee/Representative (JOHSC)

- Consult with Senior Management/Manager/Supervisor on matters directly related to the development, implementation, education and training of the “Earthquake” program within the Department/Corporation.
- Make recommendations to improve the “Earthquake” program.
- Review the effectiveness of the “Earthquake” program through regular inspections and worker consultation.

**Procedures**

Inside during the shaking

In an office building, the safest place is usually under a desk, protecting you from filing cabinets, bookshelves and other tall office furniture that could easily fall during an earthquake. In industrial buildings, with the additional hazards of heavy equipment and supplies, try to locate safe places in advance.

- Stay inside
- Do not attempt to exit
- Move away from windows and mirrors that may shatter and objects that may fall
- Crawl under a strong table, counter or desk if possible
- Do not stand in a doorway if there is the possibility that the door will slam close on you
- Drop to your knees and cover your head and neck with your hands
- Wait for the shaking to stop
- Assess for damage
- Evacuate if necessary and safe to do so
- Do not use the elevator.

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Outside during the shaking

- Stay outside
- Move away from buildings and power lines
- Avoid overhanging structures
- Remain in your location until the shaking stops

After the shaking

- Expect aftershocks.
- Check for fire, electrical and other hazards
- Follow usual procedure for fire
- Account for all staff and visitors
- Floor Warden will check for people trapped in the workplace
- Leave doors to rooms open (unless there is a fire)
- Assess if anyone is injured and provide medical assistance where required
- Check telephone lines and notify Supervisor if there are problems
- Minimize telephone and cell use
- Do not evacuate, but check to ensure the routes are clear
- Conserve water - do not flush the toilets
- Assess damage in your unit
- Use caution when opening doors to rooms or cupboards, as objects may fall
- Post signs indicating dangerous areas
- Notify your supervisor of unsafe situations

**Training:**

- First Aid for the providers at the workplace
- Emergency Procedures to new employees on first day of employment
- Emergency Procedures review to all employees annually
- Regular evacuation drills

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