



BEFORE

1. Conduct a “nonstructural” assessment of your space.
 - Identify primary and secondary evacuation routes.
 - Move large or bulky material (boxes, heavy binders, etc.) to lower shelves to prevent falling items from causing injuries.
 - Secure heavy furniture to the wall (contact CPFM or your facility manager for assistance) to prevent injury or blocked evacuation paths.
2. Identify safe places to **drop, cover, and hold** in rooms or buildings where you regularly spend time.



Drop, take cover under sturdy furniture, and hold on to it.

DURING

Inside

1. Drop, cover, and hold: Take cover under sturdy furniture and hold on, protecting your neck and head.
2. If you cannot take cover under furniture, drop into the fetal position; put your head down and cross your arms over your neck and head. Stay in this position until the shaking stops.
3. Avoid windows and unsecured objects.
4. Stay inside until shaking stops, then evacuate the building.
5. Take keys, wallets, purses, and emergency supplies with you, as you will not be allowed to reenter.
6. Expect fire alarm and sprinkler systems to activate.



Stay away from windows and objects that could fall.

Outside

1. Move to an open area away from trees, buildings, walls, and utility poles and lines. Avoid entering buildings.
2. If you are in a moving vehicle, pull to the side of the road quickly while avoiding overhead hazards such as trees, buildings, overpasses, and utility poles.



Evacuate to the building assembly point after the shaking has stopped.

AFTER

1. Do not reenter buildings until declared safe by emergency authorities.

