## **EMERGENCY PROCEDURES • EMPLOYEE HANDBOOK**

## 9. EARTHQUAKE

In the event of an earthquake, occupants will be given specific instructions over the public address system or through orders issued by the floor emergency officers.

## IF AN EARTHQUAKE OCCURS

- 1. Take immediate shelter under tables, desks or other objects that will offer protection against flying debris. Protect your face and head with your arms.
- 2. Remain under cover until tremors stop.
- 3. Evacuate the building using the nearest safe exit when it is safe to do so. However, before using emergency stairwells, await instructions because of possible structural damage to stairwells.
- 4. Upon exiting the building, proceed immediately to a position at least 100 metres from all buildings and away from overhead power lines that may be knocked down by aftershocks.

Note: Occupants requiring special assistance during an emergency should refer to page 6 of this booklet for instructions.