

CHECKLIST

Earthquake Preparedness for Businesses

Provided by Atlas Insurance Agency, Inc.

Date:

Review conducted by:

Earthquakes occur suddenly and without warning. They can cause serious injury, death, business interruptions, and damage to buildings and their contents. They can also disrupt utility services and trigger landslides, avalanches, flash floods, fires, and huge ocean waves called tsunamis. Aftershocks can occur for weeks following an earthquake.

Businesses should have a plan for earthquakes. Consider the following preparedness guidelines.

PREPARATION PROCEDURES	NOT COMPLETED	COMPLETED	COMMENTS
Check with local government agencies for the earthquake risk for your area.	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure compliance with all applicable building codes.	<input type="checkbox"/>	<input type="checkbox"/>	
Have the facility inspected by a structural engineer to assess its vulnerability to earthquakes.	<input type="checkbox"/>	<input type="checkbox"/>	
Based on feedback from the engineering inspection, prioritize and develop building strengthening measures.	<input type="checkbox"/>	<input type="checkbox"/>	
Inspect the facility for items that could fall, spill, break or move during an earthquake.	<input type="checkbox"/>	<input type="checkbox"/>	
Place large and heavy objects on lower shelves or the floor and hang heavy items away from where people may be located.	<input type="checkbox"/>	<input type="checkbox"/>	
Properly secure shelves, cabinets, tall furniture, desktop equipment and fixtures.	<input type="checkbox"/>	<input type="checkbox"/>	
Secure fixed equipment and heavy machinery to the floor.	<input type="checkbox"/>	<input type="checkbox"/>	
Add bracing to suspended ceilings if necessary.	<input type="checkbox"/>	<input type="checkbox"/>	
Install safety glass where appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	
Secure large utility and process piping.	<input type="checkbox"/>	<input type="checkbox"/>	
Save copies of facility design drawings that can be used to assess the facility's safety after an earthquake.	<input type="checkbox"/>	<input type="checkbox"/>	
Review the processes for handling and storing hazardous materials and ensure incompatible chemicals are stored separately.	<input type="checkbox"/>	<input type="checkbox"/>	
Establish procedures to determine whether evacuation is necessary after an earthquake.	<input type="checkbox"/>	<input type="checkbox"/>	

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Designate an area in the facility, away from exterior walls and windows, where personnel should gather after an earthquake if evacuation is not necessary.	<input type="checkbox"/>	<input type="checkbox"/>	
Provide training to personnel on how to drop, cover and hold on while avoiding windows, skylights and items that could fall if they are indoors during an earthquake.	<input type="checkbox"/>	<input type="checkbox"/>	
Provide training to personnel on avoiding elevators and using the stairways if evacuation is necessary.	<input type="checkbox"/>	<input type="checkbox"/>	
Provide training to personnel on how to move into the open and away from buildings, streetlights and utility wires if they are outdoors during an earthquake.	<input type="checkbox"/>	<input type="checkbox"/>	
Provide training to personnel on how to react to an earthquake if they use a wheelchair or walker with a seat or if they have a disability that could impact their response.	<input type="checkbox"/>	<input type="checkbox"/>	
Establish emergency plans for addressing secondary perils that threaten all locations (e.g., fires and power outages) and those that may be location-dependent (e.g., flooding, tsunamis, landslides, mudslides and avalanches).	<input type="checkbox"/>	<input type="checkbox"/>	
Place fire extinguishers in strategic locations, train employees on how to use them and inspect the fire extinguishers on a regular basis.	<input type="checkbox"/>	<input type="checkbox"/>	
Review insurance policies to ensure earthquakes and their associated losses are covered.	<input type="checkbox"/>	<input type="checkbox"/>	
Develop policies on when it is safe to enter the building, initiate cleanup and repair, and return to work.	<input type="checkbox"/>	<input type="checkbox"/>	
Develop a business continuity plan.	<input type="checkbox"/>	<input type="checkbox"/>	

For further risk management guidance, contact us today.