



Title: Earthquake Procedure
Department: REMS
Functional Area: Emergency Management

Earthquake Procedure

ORIGINATING DATE

21 October 22

REVISION DATES

27 OCTOBER 22

CUSTOMER CATEGORY

Employees, Students and Visitors

PURPOSE

Provide guidance and response strategies on earthquakes to the campus community promoting university-wide competency, preparedness, readiness and safety.

KEY TERMINOLOGY

Aftershock: An earthquake of similar or lesser intensity that follows the main earthquake or mainshock.

Earthquake: A sudden slipping or movement of a portion of the earth's crust accompanied by ground shaking or a series of vibrations. Earthquakes can cause volcanic or magmatic activity.

Evacuate: Evacuate is an action that is called when there is a need to move people from one location to another. Evacuate is called as, "Evacuate! To a Location."

Evacuation Assembly Point (EAP): A pre-designated safe zone where people are to gather in the event of an emergency evacuation from an area or building, such as a fire. EAPs provide refuge from the event, an opportunity to account for people and the ability to share information.

Foreshock: Smaller earthquake that may precede the larger earthquake or mainshock.

Mainshock: Largest earthquake in a sequence that occurs after the foreshock and before the aftershock.

Shelter: Shelter is an action that is called when specific protective actions are needed based on a threat or a hazard. Shelter is called as, "Shelter! For a Hazard. Using Safety Strategy."

Standard Response Protocol (SRP): A method to communicate and respond to emergencies through the use of standardized actions to include HOLD-SECURE-LOCKDOWN-EVACUATE-SHELTER.



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PREREQUISITES

- 1.1. Make available earthquake training to the campus community reinforcing principles of this procedure to all participants.
- 1.2. Encourage members of the campus community to proactively prepare for an earthquake by maintaining an emergency supply kit for their personal work and living space.
- 1.3. Encourage members of the campus community to periodically evaluate their work and living space for earthquake hazards such as unsecured heavy objects.
- 1.4. Ensure SRP awareness and training resources are available to the campus community through SRP posters, SRP one-pagers, the SRP website, SRP videos and other channels.
- 1.5. Encourage members of the campus community to participate in the OT Alert program, and to actively monitor all incoming messages.
- 1.6. Conduct earthquake drills to test this procedure, related systems and training with the intent to build university-wide competency in responding to earthquakes.

SRP ACTIONS

Oregon Tech has adopted the I Love U Guys Foundation's SRP to standardize how it communicates and responds to emergencies impacting its campuses and people. The SRP supplements the university's emergency procedures by providing consistent, clear, shared language and actions that the campus community and first responders can apply during any emergency. Through this approach, members of the campus community will utilize the SRP actions of HOLD-SECURE-LOCKDOWN-EVACUATE-SHELTER to define their decisions during crisis.

In the case of an earthquake, the following SRP actions may apply based on the circumstances of the event:

- 2.1. **During an earthquake**, implement the **Shelter Procedure: "Shelter for Earthquake! Remain Inside and Move Away from the Windows. Drop! Cover! Hold On!"**
- 2.2. **Immediately following an earthquake**, and when safe to do so, implement the **Evacuate Procedure: Evacuate! To a Location."**

PROCEDURE

Earthquakes can strike suddenly, without warning and at any time of the year. During an earthquake remain calm and ACT, don't react.

Earthquakes represent one of the greatest natural disaster threats to people living in the Pacific Northwest. Every individual should have a disaster preparedness plan and know what to do

before, during and after an earthquake. The steps taken before, during and after an earthquake will help make you safer and reduce injuries, damage and losses.

Below, you will find earthquake response strategies. Since every incident varies, you should be flexible in determining which strategy works best in your specific situation. These safety guidelines are not all inclusive, but if understood, reviewed periodically and trained, they can increase your chances of effectively responding to an earthquake.

Response Strategies

During the Earthquake

3.1. If **indoors**, stay indoors. Do not attempt to leave the building.

- Remain calm but act quickly.
- Immediately enact personal protective measures.
 - **DROP** where you are, onto your hands and knees. This position protects you from being knocked down and reduces your chances of being hit by falling objects.



- **COVER** your head and neck with one arm and hand
 - **Seek Shelter:** If a sturdy table, desk or other piece of furniture is nearby, crawl underneath for shelter.
 - **No Shelter:** If no shelter is nearby, crawl next to an interior wall away from windows and free of other safety hazards.
 - Stay on your knees; bend over to protect vital organs.



- **HOLD ON** until shaking stops.
- **Under a Shelter:** Hold on with one hand, be prepared to move with your shelter if it shifts.
- **No Shelter:** Hold on to your head and neck with both arms and hands.



- Other protective measures to consider.
 - Keep away from display cases, doorways, heavy objects, windows and shelves.
 - Do not use elevators.

3.2. If **outdoors**, stay outdoors. Do not attempt to enter a building.

- Remain calm but act quickly.
- Move to an open area away from buildings, utility poles, overhead wires, parking garages and other structures.
- Avoid downed power or utility lines as they may be energized.
- Do not attempt to enter buildings until you are advised to do so by a first responder or member of Oregon Tech Campus Safety.

3.3. If in a **vehicle**, stop driving.

- Remain calm but act quickly.
- Stop as quickly as safety permits in the safest place available, preferably an open area away from buildings, power lines, signs, trees and waterways that may flood.
 - Avoid parking under bridges and overpasses or any other hazard that might fall on your vehicle.
- Turn off the engine, set the parking brake and stay seat-belted in your vehicle until the earthquake is over.
 - Only leave your vehicle if staying inside poses an immediate threat to the welfare of you and your passengers.



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- Turn on your radio for emergency broadcast information and further instructions.

After the Initial Shock

- 3.4. Be prepared for aftershocks that may cause further structural damage or shifting.
- 3.5. Check the people around you for injuries; provide first aid. Do not move seriously injured persons unless they are in immediate danger.
- 3.6. If safe to do so or as directed by Campus Safety or first responders, evacuate the area or building, follow evacuation procedures.
 - If the situation appears unsafe, await assistance from Campus Safety or first responders.
- 3.7. Once outside, continue to assess the situation and immediately proceed to the nearest EAP.
 - If unsure of the EAP location or none has been designated for your area or building, move to a clear area that is at least 500 feet away from the affected area or building.
- 3.8. Once in a safe location, call or text 911, then notify Campus Safety of any serious injuries, fires, entrapped individuals or other life-threatening hazards.
- 3.9. As soon as you are clear of the area or building, monitor OT Alert for guidance and information.
- 3.10. Remain at the EAP until you are released by Campus Safety, first responders or receive an OT alert all clear message.
 - Do not return to an evacuated area or building until you receive authorization from Campus Safety, first responders or an OT Alert message.

If You Are Entrapped

- 3.11. If you are entrapped, remain calm and utilize the following actions to alert rescuers and care for yourself and others.
 - Assess your physical condition, and the physical condition of others. Render first aid for immediate life-threatening injuries. Utilize all available resources to prevent loss of life.
 - Do not move seriously injured persons unless they are in immediate danger.
 - If you have a cell phone, immediately attempt to call or text 911 providing your location and other relevant information to aid in your rescue.
 - Cover your nose and mouth with anything you have on hand to prevent breathing in dust and other debris.

- Shout only as a last resort to prevent dust inhalation, tiring too quickly or losing your voice.
- If a window is available, place an article of clothing (i.e., shirt, coat, etc.) outside the window as a marker for rescuers.
- If there is no window, regularly tap on a pipe or wall so that rescuers can hear you.
- If possible, use your cell phone light, a flashlight or whistle to signal your location to rescuers.
- If available, pull a manual fire alarm pull station.

People with Disabilities and Other Access or Functional Needs

3.12.If you use a cane **DROP, COVER** and **HOLD ON** or sit on a chair, table, etc. and cover your head and neck with both hands. Keep your cane near you for later use.



3.13.If you use a walker or wheelchair **LOCK** your wheels (if necessary).

- Carefully get as low as possible, bend over and **COVER** your head and neck with your arms, a pillow, or other protective material.
- **HOLD ON** until the shaking stops.



3.14.Additional earthquake safety resources for people with disabilities and other access or functional needs are available at Earthquake Country Alliance (<https://www.earthquakecountry.org/accessibility>) and FEMA (<https://www.fema.gov/fact-sheet/key-earthquake-safety-tips-people-disabilities>).



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RESULT

4.1. At the conclusion of an earthquake the intended result is that Oregon Tech’s emergency procedures, systems and training have effectively protected members of the campus community from harm.

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Douglas Tripp
Director - Resilience, Emergency Management and Safety

Date

Department Authority

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Erin Foley
Vice President – Student Affairs/Dean of Students

Date

Executive Authority