



11.0 Emergency Procedures – Earthquake

11.1 Building Emergency Directors and Floor Warden – Instructions

If you are indoors - During the Shaking

1. **DROP** to the ground
2. Take **COVER** by getting under a sturdy desk or table
 - a. If you can't get under something strong, or if you are in a hallway, crouch against an interior wall and protect your head and neck with your arms.
 - b. Stay away from an exterior wall as it is more likely to sustain damage during an earthquake.
 - c. Stay away from windows, shelves, and heavy objects that may fall
3. **HOLD ON** to the object that you are under so that you remain covered. Be prepared to move with the object until the shaking has finished.
4. Stay indoors till the shaking stops and you are sure it is safe to exit. In most buildings in British Columbia, you are safer if you stay where you are until the shaking stops.

If you are indoors - After the shaking stops

1. Count to 60 to allow debris to finish falling after the shaking stops and before attempting to exit.
 - Assess your immediate surroundings for dangers (i.e. check for fires, gas leaks, exposed/arcing electrical components/wires, leaking sewage pipes, broken water pipes, dangling fixtures/furnishings).
2. Determine whether it is safer to stay indoors or evacuate. Do not assume it is safe to exit. Proceed with evacuating the building if it is safe/necessary.
3. Begin Evacuation Procedures:
 - Urge people to stay calm and evacuate in a quick and orderly manner. WALK, DO NOT RUN.
 - Do not allow building occupants to use the elevator(s).
 - Repeat DROP, COVER, AND HOLD procedure before resuming evacuation if an aftershock occurs during evacuation and you are still inside the building.
 - If possible, assist occupants that are unable to evacuate using the stairs. Refer to **Appendix 3: Persons Requiring Assistance** and **Appendix 4: Personal Evacuation Plan**. Alternatively, individuals having difficulty can be directed to an area of refuge or a safe location inside the building. Building Floor Wardens and Building Emergency Directors must relay the location of these occupants to the Fire Department.
4. Upon exiting the building, direct evacuated occupants to the Predesignated Meeting Area located: **On Main Mall, west of the whale on the middle grass median**
5. Proceed to pre-determined meeting location for Building Emergency Directors (BEDs) and Building Floor Wardens located: **On Main Mall, west of the whale on the middle grass median** Building Floor Wardens to report information about the earthquake, the evacuation, or about the building as required to the BED.
6. Ensure all evacuation information from Building Floor Wardens is reported to the Building Emergency Director and that information is relayed over to First Responders when they arrive. Once evacuated,



DO NOT ALLOW ANYONE TO RE-ENTER THE BUILDING until the Fire Department or authorized UBC building officials give permission to do so.



11.0 Emergency Procedures – Earthquake

11.2 Building Emergency Directors and Floor Warden – Instructions

If you are outdoors - During the Shaking

1. Stay outside if you are outdoors when the shaking starts, you should find a clear spot away from buildings, trees, streetlights, and power lines, then:
 - a) **DROP** to the ground,
 - b) **COVER** your head from falling debris. If you are in a crowded area, take cover where you won't be trampled.
 - c) **HOLD ON** until the shaking stops.

If you are outdoors - After the shaking stops

1. Count to 60 to allow debris to finish falling after the shaking stops.
2. Assess your immediate surroundings for dangers. (e.g. fallen wires). Stay away from exterior walls and heavy objects which may fall.
3. Proceed to pre-determined meeting location for Building Emergency Directors and Building Floor Wardens located: **On Main Mall, west of the whale on the middle grass median** Building Floor Wardens to report information about the earthquake, the evacuation, or about the building as required to the Building Emergency Director.
4. Ensure all evacuation information from Building Floor Wardens is reported to the Building Emergency Director and that information is relayed over to First Responders when they arrive
5. Do not enter your building to evacuate occupants.
6. **DO NOT ALLOW ANYONE TO ENTER THE BUILDING** until the Fire Department or authorized UBC building officials give permission to do so.

***NOTE:** UBC strongly encourages staff, faculty, residents and students to be personally prepared by having [72 hours emergency preparedness kits](#).*



11.0 Emergency Procedures – Earthquake

11.3 Building Occupants – Instructions

If you are indoors - During the Shaking

1. **DROP** to the ground
2. Take **COVER** by getting under a sturdy desk or table
 - a. If you can't get under something strong, or if you are in a hallway, crouch against an interior wall and protect your head and neck with your arms.
 - b. Stay away from an exterior wall as it is more likely to sustain damage during an earthquake.
 - c. Stay away from windows, shelves, and heavy objects that may fall
3. **HOLD ON** to the object that you are under so that you remain covered. Be prepared to move with the object until the shaking has finished.
4. Stay indoors till the shaking stops and you are sure it is safe to exit. In most buildings in British Columbia, you are safer if you stay where you are until the shaking stops.

If you are indoors - After the shaking stops

1. Count to 60 to allow debris to finish falling after the shaking stops and before attempting to exit.
 - Assess your immediate surroundings for dangers (i.e. check for fires, gas leaks, exposed/arcing electrical components/wires, leaking sewage pipes, broken water pipes, dangling fixtures/furnishings).
2. Determine whether it is safer to stay indoors or evacuate. Do not assume it is safe to exit.
3. Proceed with evacuating the building if it safe/necessary and follow instructions of Building Floor Wardens and/or Building Emergency Director.
 - Remain calm, and evacuate quickly and in an orderly manner. WALK, DO NOT RUN.
 - Do not use the elevator(s).
 - Repeat DROP, COVER, AND HOLD procedure before resuming evacuation if an aftershock occurs during evacuation and you are still inside the building.
 - If possible, assist occupants that are unable to evacuate using the stairs. Refer to **Appendix 3: Persons Requiring Assistance** and **Appendix 4: Personal Evacuation Plan**. Alternatively, individuals having difficulty can be directed to an area of refuge or a safe location inside the building, Building Floor Wardens and Building Emergency Directors must relay the location of these occupants to emergency personnel.
4. Proceed directly to the Predesignated Meeting Area located: **On Main Mall, west of the whale on the middle grass median** upon exiting the building, and wait for further instructions from the Building Emergency Director.
5. DO NOT ENTER THE BUILDING until the Fire Department or authorized UBC building officials give permission to do so.

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11.0 Emergency Procedures – Earthquake

11.4 Building Occupants – Instructions

If you are outdoors - During the Shaking

1. Stay outside if you are outdoors when the shaking starts, you should find a clear spot away from buildings, trees, streetlights, and power lines, then:
 - a) **DROP** to the ground,
 - b) **COVER** your head from falling debris. If you are in a crowded area, take cover where you won't be trampled.
 - c) **HOLD ON** until the shaking stops.

If you are outdoors - After the shaking stops

1. Count to 60 to allow debris to finish falling after the shaking stops.
2. Assess your immediate surroundings for dangers (e.g. fallen wires). Stay away from exterior walls and heavy objects which may fall.
3. Proceed directly to the Predesignated Meeting Area located: **On Main Mall, west of the whale on the middle grass median** and wait for further instructions from the Building Emergency Director and/ or Building Floor Warden(s).
4. Do not enter your building to evacuate occupants
5. **DO NOT ENTER ANY BUILDINGS** until the Fire Department or authorized UBC building officials give permission to do so.

If you use a wheelchair:

1. If you are able to, follow **DROP, COVER, and HOLD ON** procedure and seek shelter under a sturdy table or desk.
2. Try to get into an inside corner of the room (or an open area if you are outside), lock the wheels, and cover your head and neck with your arms.
3. Stay away from windows, shelves, and heavy objects that may fall. Additionally, stay away from an exterior wall as it is more likely to sustain damage during an earthquake.
4. Shield your face from falling debris and broken glass with the use of a blanket, seat cushions, or pillow, if available.
5. Move to the Area of Refuge, when the shaking stops or a safe location inside the building until assistance arrives. Building Emergency Directors and Building Floor Wardens will relay this location to emergency personnel.

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