

# 300 CONVENT

## Earthquake Procedures

### During

1. Most earthquake-induced injuries are caused by falling debris that has become dislodged by the quake. During an earthquake, please observe the following:
2. Remain calm, do not panic.
3. Stay in the office area. Do not exit the building.
4. Do not use elevators. If you are in an elevator, exit as soon as possible.
5. Take cover under a desk or another sturdy object or against the wall in the core of the building. Protect your head. DUCK, COVER and HOLD.
6. Move away from the building exterior. Stay away from windows, bookcases, filing cabinets and any objects that may fall or shatter.
7. Do not take cover in emergency stairwells.
8. Floor Wardens should assess damage and injuries and be prepared to expedite evacuation of serious cases.
9. In the event of a fire resulting from an earthquake, follow the fire emergency procedures.

### After

1. Check for injured and assist if possible. Do not move a seriously injured person unless they are in immediate danger.
2. Inspect your floor for damage and make sure you are safe.
3. Check for fires and extinguish if possible.
4. Check for gas and water leaks and electrical shorts. If you suspect a gas leak, DO NOT use matches or cigarette lighters or turn on electrical switches or appliances. If you smell gas, immediately contact the Property Management Office at 210-225-4000 or Service Desk at 210-225-1010.
5. Open doors carefully. Watch for falling objects.
6. Wear shoes for protection from debris and broken glass.
7. Stay away from windows/glassed areas.
8. Replace telephone receivers, in case the telephone system works. Use telephones for emergency calls ONLY.

9. Listen for news and pertinent instructions on the radio or television.
10. Do not spread rumors regarding the building condition, extent of damage and injuries. This may cause a panic.
11. Cooperate with the public safety officials.
12. Be prepared for aftershocks. While aftershocks are generally smaller than the earthquake that generates them, they can cause additional damage.
13. Notify the Property Management Office or Service Desk of any damage to the building.