

NATURAL DISASTER PROCEDURES

Tenant Floor Wardens – Earthquake Procedures

In the event of an earthquake at Grant Thornton Place, Tenant Floor Wardens shall:

- 1) During the shaking, **DROP - COVER - HOLD**. Protect yourself by **dropping** to the floor and taking **cover** under a desk, sturdy table or other piece of furniture. **Hold** on to whatever you are under. If taking cover under a sturdy piece of furniture is not possible, get into a corner and facing out, bring your knees and hands up to protect yourself. Stay away (and face away) from windows (**do not stand in a doorway because you become a silhouette for a shrapnel hazard**). Stay away from anything that can shatter or fall on you. Count out loud (one-one thousand, two-one thousand, three-one thousand) to give yourself a time reference and to assure others around you that you are actively monitoring the situation. Encourage others to count with you so you know who is still safe and to give them something on which to focus.
- 2) Do not leave cover for at least 10 seconds after the shaking has stopped. Make sure it is not dangerous for you to come out from under cover (dangling light fixtures, broken glass, live electrical circuits in close proximity).
- 3) Cautiously leave your protection and begin to do an injury assessment. Try to plot your course around your floor space so that you are no more than a few steps from another safe spot (in case of an aftershock).
- 4) Announce to the floor occupants not to evacuate until the integrity of the stairwells and exits has been checked, and then dispatch Fire Control Teams with fire extinguishers to patrol the floor and extinguish small fires.
- 5) Do a complete check of your floor area, looking for injured or trapped persons, dangerous or shorting electrical circuits, damaged and leaking water lines, and unstable walls, ceilings, or furniture. Return telephone receivers to their cradles if they have fallen off. Reassure everyone and ask them to remain calm while you check for injuries. Barricade off unsafe areas.
- 6) Upon finding injured occupants, render first aid, if qualified. If not qualified, assist those rendering or requiring first aid.
- 7) Any individuals who are trapped in rooms, because of doors shifting in jambs or being blocked by debris, can be removed, if possible, by going through the drywall beside the door to extricate trapped occupants from the room. (Drywall is soft and can be broken through with a hammer or similar object.)
- 8) Check the integrity of the stairwells and exits on your floor and prepare to evacuate if so ordered. An evacuation of your space will be ordered only if the building safety systems have been compromised, the structural integrity of the building has been compromised or the building is on fire. Exterior evacuation of the building onto the street should be discouraged, as it is more dangerous outside the building following an earthquake than within it because of potential falling debris.
- 9) Implement sanitation procedures by placing garbage cans in the washrooms with triple plastic garbage can liners to be used as temporary toilets until the integrity of the sewage systems is checked. (This is to ensure that raw sewage does not pour into the floor spaces below you, should the sewer lines be damaged.)

- 10) Contact the Operations Section Chief or the Building Incident Commander at the Incident Command Post located **at the central alarm and control facility on the south wall of the Lower Lobby main entrance** and advise of the status of your floor, and then follow the instructions of the Operations Section Chief or the Building Incident Commander.
- 11) If ordered to relocate, your recommended primary relocation assembly areas are on the lowest safe accessible floor(s) in the building, unless full building collapse (unlikely) is imminent or the building is experiencing an uncontrollable fire on the lower floors, in which case a full evacuation to a safe area outside will be required. The exterior evacuation is a last resort to be used only if all options to remain in the building have been exhausted. If an evacuation is absolutely necessary, please proceed to a safe area outside of the building. Do not stand near a building due to falling debris and do not stand near any potential hazards (e.g. power lines). Tenants must determine on their own where a safe area is located.
- 12) Report any missing persons to the Operations Section Chief or the Building Incident Commander.

Note: The building operations staff will be actively checking critical building systems following an earthquake and may not be immediately available to assist you with any problems you are experiencing as a result of the earthquake. It is important that you stabilize your floors and deal with spot fires and injuries as best you can and report any problems to building staff as soon as possible. Just be aware that it may be some time before building staff are in a position to assist you and that your corporate emergency response plan should reflect that.