

Earthquake Safety: Office Audit

Method: Conduct an audit of offices and common spaces

- ask the staff/faculty member questions to confirm their earthquake safety knowledge
- look for furnishings/organization that can be modified for greater life safety during an earthquake.
- record “Furnishing mitigation” items in a spreadsheet for ease of future request and tracking

Expected outcomes: Better prepared staff and workplaces for surviving an earthquake

- Staff/faculty are reminded/confirmed of best practices for preparedness
- Staff/faculty arrange their workspace so that potential injury is reduced
- Staff/faculty easily initiate authorized Service requests to address seismic risks.
- Staff/faculty easily can follow-up to confirm all service requests were completed.

Instructions for conducting the Earthquake Safety: Office Audit

- Get departmental/administrative approval for conducting review for your building work areas**
- Notify all colleagues of the coming review, and the date and time it is scheduled for**
 - Note: scheduling this review on the day of the ShakeOut drill is a great way to enhance the preparedness of everyone.
- Provide the Criteria information to all persons at least one week in advance, so that everyone has the opportunity to prepare themselves/their area/their office**
- While going around all work areas at the scheduled time**
 - Quickly review the all Criteria information with each person you audit space for
 - Fill in the Office Audit spreadsheet “Audit details” tab spreadsheet
 - Fill in the “Room#” and “Occupant/use” columns
 - Note any Space Use/Organization changes that should be made
 - Note any recommended “Furnishing Mitigation” action items
 - Tick “follow-up” column when “Furnishing mitigation” is needed
 - Note any other questions/concerns in “notes” column
 - Perform the ShakeOut drill with the person in their work area if possible
 - Play the online guide at: https://www.youtube.com/watch?v=OccRtr64G_A
 - Thank the person for their participation!
- After all areas are audited**
 - Transfer “follow-up” noted items to “Mitigation summary” tab in spreadsheet
 - Get authorization and then submit a Service Request to Facilities Services for “Furnishing mitigation” action items
 - Register your workgroup as participants of ShakeOut activities by sending an email with your Department name, Building location, Number of participants.

Criteria

• Knowledge/Preparedness

- What do you do when everything is shaking
 - Drop, Cover and Hold On!
- What do you do when shaking ceases
 - Count to 60, look around for hazards in your exit pathway from your safe place, and if shaking does not start, make a careful exit from the building.
- Where should your phone, keys and ID/wallet be
 - Keep your phone, keys and wallet/purse with you wherever you go. *Many people in Christchurch were stranded at the University because they could not retrieve their keys/wallet from inside their office/building, even though they were physically fine, and their car/home was accessible.*
- Do you have an Emergency kit in your office
 - A kit in your office will prepare you if you are at work when the big one happens. Backup items needed of a personal nature will ensure you can continue to provide yourself with items for known needs (ie. Prescription eyewear or other)
- Have you made a plan to reunite with your family/friends
 - Predetermining designated contacts, and meeting up locations with your loved ones will likely reduce the amount of time that you do not know where each other are, even when phone service is impacted.
- Where do you go, when it is safe
 - It is best to go to an outside location, away from buildings and large trees. Work together with your colleagues to ensure everyone is able to get to safety and/or that their whereabouts are known.

• Space use/Organization

- Lightweight items stored higher up
 - Falling heavy objects can inflict significant injury.
- Filing cabinet drawers closed and locked when not in use
 - Cabinet drawers can pop out during ground shaking, and File cabinets more easily fall over. Keeping drawers locked keeps files orderly too.
- Bookshelves should not be placed as room/office area dividers (ie. freestanding away from walls)
 - Bookshelves not fastened to wall studs are very likely to fall over during an earthquake.
- Ample space under desk/table to take cover in
 - Keep the area under your desk or work table empty of boxes or other stored items. This is the safest place to protect your self during the shaking.
- Antiskid pads on surfaces
 - Printers/monitors or display items on top of desks, filing cabinet or other furniture are less likely to slide off during shaking.
- Tripping hazards routed out of way
 - When running electrical cords or other wires in office or workspaces, keep them under or next to the walls behind movable furniture.

• Furnishing Mitigation

- Top of bookshelves or filing cabinets anchored to wall studs
- Double stacked bookshelves strapped together
- Bookshelves with shelves fastened in and bars to hold books
- Bulletin/ White board/ Peg board screw fastened onto wall
- Large framed pictures on secure hooks and with addition of putty or Velcro
- Filing cabinets drawers closed and locked when not in use