

January Safety Focus: Earthquake Safety



Earthquakes can strike without warning and knowing what to do can save lives. Follow these steps to protect yourself and others in office spaces during an earthquake and its aftershocks:

During the Earthquake

1. Drop, Cover, and Hold On

- **Drop** to your hands and knees to avoid falling.
- **Cover** your head and neck under sturdy furniture (e.g., desks) or brace against an interior wall away from windows and heavy objects.
- **Hold On** to a sturdy object until the shaking stops.

2. If You Are at Your Desk

- Do not evacuate on your own, encourage others to stay indoors unless directed otherwise.
- Take cover under your desk or a sturdy table.
- Avoid standing near windows, bookshelves, or filing cabinets.

3. If You Are in a Hallway or Stairwell

- Move against an interior wall and crouch down.
- Do not use elevators.

4. If You Are in a Meeting Room or Open Space

- Stay clear of glass walls, light fixtures, or hanging objects.
- Drop to the floor and protect your head and neck until the shaking stops.

5. If You Are Outside

- Move away from buildings, power lines, and trees to avoid falling debris.
- Find an open area and crouch down, protecting your head and neck.
- Stay alert for potential hazards, such as collapsing walls or falling glass.

After the Earthquake

1. Prepare for Aftershocks

- Be ready for additional shaking that may follow the main earthquake.

2. Listen to Public Address Announcements

- Follow building-specific instructions regarding evacuation or remaining indoors.
- Pay attention to updates on building safety.

3. Check for Hazards

- Watch for falling debris, broken glass, or unstable furniture.
- Report hazards like gas leaks or exposed wiring immediately.
- If evacuated, avoid re-entering the building until it has been deemed safe by authorities.

For more tips on earthquake safety, visit the NYC Emergency Preparedness website:

<https://www.nyc.gov/site/doh/health/emergency-preparedness/emergencies-extreme-weather-earthquake.page>

Stay safe and prepared!

NYC DCAS
Citywide Administrative Services
FLSAdmin@dcas.nyc.gov

Post Until 1/31/25

