

## Earthquake Safety Audit: Home Edition

**Method:** Conduct an audit of your family earthquake plans and home preparedness.

- discuss the questions with all family members 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 follow up actions
- assemble Emergency Kit and supplies

**Expected outcome:** Better prepared SFU Staff, family, home and home workspace for surviving an earthquake or other emergency event.

- Family members are reminded of best practices for preparedness
- Home workspace is arranged so that potential injury is reduced
- Seismic hazards within the home are better understood and mitigated to reduce seismic risks.
- Supplies and important resources are readily available

### **Instructions for conducting the Earthquake Safety Audit: Home Edition**

- Set a time for your Home Safety Audit when all members of the family can participate**
  - Note: scheduling this on the day of the ShakeOut drill is a great way to get everyone on board.
- Provide the Criteria information to all persons at least one week in advance, so that everyone has the opportunity to prepare themselves/their room/their work or play space**
- While going around the house at the scheduled time**
  - Quickly review the all Criteria information with each person you audit space for
  - Fill in the Home 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](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
  - Assemble an Emergency Kit, or check the contents if you already have one!  
Your Emergency Kit should be located near the exit, or in a secure area outside your home. For more info on how to build a Kit go to:  
<https://www.getprepared.gc.ca/cnt/kts/bsc-kt-en.aspx>
  - Go over your Family Emergency Plan so everyone knows where you all will meet after the shaking stops!

## 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 home
  - [A kit in your home will prepare you if you are at home 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 family 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 (taller than 4 feet) anchored to wall studs
- Bookshelves with shelves fastened in and bars to hold books
- TVs attached to wall mounts or stands
- Large, heavy furniture not located so it can move and block exit paths, or fastened to wall.
- Large framed pictures on secure hooks and with addition of putty or Velcro
- Filing cabinets drawers closed and locked when not in use