

OFFICE PROCEDURE FOR EARTHQUAKE AND FIRE EMERGENCIES

1.) EARTHQUAKE

If you are inside, stay inside. Do not run outside or to other rooms during shaking.

In most situations, you will reduce your chance of injury from falling objects and even building collapse if you immediately:

- **Drop down** onto your hands and knees before the earthquake knocks you down. This position protects you from falling but allows you to still move if necessary.
- **Cover your head and neck** (and your entire body if possible) under the shelter of a sturdy table or desk. If there is no shelter nearby, get down near an interior wall or next to low-lying furniture that won't fall on you, and cover your head and neck with your arms and hands.
- **Hold on to your shelter** (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts is around.

Source: Centers for Disease Control and Prevention <http://emergency.cdc.gov/disasters/earthquakes/during.asp>

2.) FIRE

PERSON FINDING FIRE-

- A. Report fire by calling 911
- B. Notify receptionist
- C. Get fire extinguisher and attempt to extinguish fire
- D. If unable to extinguish, retreat to nearest safe exit, closing doors as you go

RECEPTIONIST-

- A. Verify that the Fire Department has been called
- B. Notify doctor and staff
- C. Notify adjacent offices if necessary
- D. Clear waiting room assisting patients and families to nearest exit
- E. Retreat to nearest safe exit, closing doors as you go

OFFICE MANAGER-

- A. Assume duties of absent staff person
- B. Await Fire Department in parking lot to provide directions
- C. Turn off main electric switch

MEDICAL ASSISTANT-

- A. Notify physician and patients in each exam room
- B. Check bathroom to be sure it is empty
- C. If there is a procedure in progress, assist the doctor to disengage patient from any equipment
- D. Assist patients and families to nearest exit
- E. Retreat to nearest safe exit, closing doors as you go