

July 1, 2009

TAB E
EARTHQUAKE DAMAGE CHECKLIST

1. PURPOSE: To establish an operational procedure for the Joint Force Headquarters in Salem, Oregon as used in implementing an Emergency Evacuation Plan (EEP) for the assigned facility.

2. RESPONSIBLE DIRECTORATE: The Director of Personnel (AGP) is responsible for the maintenance of this Emergency Action Plan as it pertains to the State Safety Manager.

3. REFERENCES: OAR 104-020-0000; Earthquake Preparedness Drills,
http://arcweb.sos.state.or.us/rules/OARS_100/OAR_104/104_020.html

4. GENERAL INFORMATION:

Is our building safe for occupancy after an earthquake?

The EARTHQUAKE EVALUATION CHECKLIST can be used for two purposes:

(1) After a quake the Chief of Staff (COS), with input from AGI, Evacuation Coordinators (ECs) and the State Safety Manager, must decide on evacuation. The COS and EC's can use the checklist to help decide whether it's safe or unsafe to remain inside.

(2) If evacuation takes place and the facility employees or State Safety Manager is not available to check for safe re-entry, employees may have to decide for themselves, just as they would in their own homes.

Earthquake risks vary across Oregon. They come in many magnitudes, making it difficult to predict the amount of damage that may occur.

In a minor quake it may not be necessary to evacuate the building but on the other hand, if there is significant damage, it is best to evacuate.

Occupancy is likely safe if . . .

- a. The quake leaves little evidence of damage outside the building, and
- b. The basic inspection finds little or no evidence of damage to the building and its interior components.

If the building appears to be unsafe, assume staying inside or re-entering is dangerous. There may be hidden damage to the structure, gas lines, electrical, water, sewer, or other building components. If there is damage, it could worsen under sudden aftershocks.

Instructions: Inspect the building for conditions listed below. Use the answers to help make your decision of whether the building is safe to occupy.

EARTHQUAKE EVALUATION CHECKLIST	YES	NO	More Review Needed
Conditions 1-12 are critical life safety issues. If there is fire, pull alarm and evacuate. If response to any other item is YES, STOP and report to your Director, AGI Facilities or State Safety Manager at once.			
1. Fire? If yes, pull the fire alarm!			
2. Smell of natural gas?			
3. Building collapsed, partially collapsed, or moved off its foundation?			
4. Roof or floor framing separated from vertical supports or broken open?			
5. Arcing wires or smoking equipment?			
6. Large diagonal or stepped cracking in un-reinforced masonry walls?			
7. Walls collapsed, out of plumb, or tilted floors?			
8. Collapsed ceiling, lights or ducts?			
9. Significant cracks in beams or supports?			
10. Dislodged or buckled columns, support posts, or roof trusses?			
11. Danger from falling hazards from adjacent buildings that are damaged?			
12. Facades, windows, or parapets fallen from building or dislodged?			
Continue inspection if answers to 1-12 are NO. Questions listed with a NO condition alone may be critical, but put together, they are important in your evacuation decision. If your answer is NO for all, it is questionable that you need to evacuate.			
13. Water leaks?			
14. Chunks of fallen plaster?			
15. Other fallen debris in building?			
16. Office furnishings have fallen or tipped over?			
17. Light fixtures have come loose?			
18. Office equipment damaged?			
19. Windows or mirrors have cracked?			
20. Wall cracks more than 1/4 of an inch wide?			
21. Cracks that extend clear through wall?			
22. "X" shaped cracks in exterior wall?			
23. Sudden loss of phone or power?			
24. Sticking doors?			