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### Earthquake Checklist

Mark with a Y or N to indicate if the requirements are met or not.

- Secure all shelving in high traffic areas with bolts and hardware.
- Store heavy items at the bottom of shelving units.
- Secure file cabinets with locks or bars.
- Lock wheels of rolling carts and units.
- Secure refrigerators and freezers as well as boilers, HVAC units, and water heaters.
- Have an adequate supply of safely stored potable water.
- Be sure to have emergency supplies such as: flashlights and batteries, radio, heavy gloves, disposable outerwear, protective boots, plastic sheeting, and duct tape.
- Assign staff for accountability in all areas.
- Know how to turn off electricity and gas lines into the facility.
- Post and practice procedures for an emergency action plan.
- Teach employees the “duck, cover, and hold” procedure.
- Avoid areas of high glass exposure.
- Have a plan for the aftermath of the hurricane.