

Earthquake Readiness Checklist

Risk Assessment

- Conduct a hazard assessment of the premises.
- Evaluate building safety and consult with structural engineers.

Emergency Plan Development

- Develop an emergency response plan.
- Assign roles and responsibilities to employees.

Employee Training and Drills

- Train employees on earthquake safety procedures.
- Schedule and conduct regular earthquake drills.

Emergency Supplies and Equipment

- Stock emergency supplies (first aid, water, food, flashlights, batteries).
- Secure heavy equipment and furniture.

Communication Plan

- Establish communication protocols.
- Utilize multiple communication channels (emails, texts, social media).

Business Continuity Planning

- Develop a business continuity plan.
- Regularly back up important data and store copies offsite.

Insurance and Financial Preparedness

- Review and update insurance coverage.
- Establish an emergency fund for recovery costs.

Community and External Resources

- Collaborate with local authorities and emergency services.
- Engage with community preparedness programs.

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