


GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER		
TITLE: Natural Disaster: Earthquake Response Plan	POLICY NO: AD-HS-12	Page 1 of 2
RESPONSIBILITY: Health and Safety		
APPROVED BY:  THERESA C. ARRIOLA, DIRECTOR	DATE OF ORIGINAL APPROVAL: 10/31/2016	
	LAST REVIEWED/REVISED: 9/20/19	

PURPOSE:

To provide an emergency response plan for consumers, visitors, and staff to protect themselves and to assist others in the event of an earthquake.

POLICY:

- A. Guam Behavioral Health and Wellness Center (GBHWC) shall delineate general safety, security response, and recovery guidelines before, during, and after the occurrence of an earthquake that may directly or indirectly affect GBHWC's consumers, visitors, staff, and property.
- B. All GBHWC facilities shall have a safety exit route and evacuation plan.
- C. GBHWC shall provide annual training and conduct announced and unannounced earthquake drills in all GBHWC facilities to ensure staff is competent in the response procedures.
 - 1. The Safety Officer shall conduct the trainings and unannounced drills for all personnel.
 - 2. Training shall include the evacuation plan and escape route so that staff will be knowledgeable and able to implement the plan when an emergency situation arises.

PROCEDURE:

- A. During the Shaking
 - 1. DROP: If inside, stay in place.
 - a. Advise coworkers, consumers, and visitors to do the same. Do not try to exit using stairways during the shaking.
 - b. Move away from windows that might shatter and tall shelves or other objects that might collapse on you.
 - c. Watch for falling objects such as light fixtures or pieces of ceiling.
 - 2. COVER: Take shelter, if possible.
 - a. Under a strong table, counter, or desk, if you are able.
 - b. Sometimes these furnishings move, so be ready to move with them.
 - c. Do not stand in a doorway. Doorways are not safer than other locations, and they may be more dangerous.
 - 3. HOLD ON: If outside when the shaking begins, stay there.
 - a. Hold on to something sturdy and stay where you are until the shaking stops.
 - b. Get away from buildings and power lines. Many injuries are caused by pieces of buildings falling or those exiting buildings.

B. Immediately After the Shaking Stops

1. Evacuate to meeting areas when safe to do so, taking note if anyone is injured or trapped, and summon medical assistance, as necessary.
2. Listen for announcements for further guidance. The Director (or his/her designee) shall determine if it is necessary to activate the GBHWC Command Post.
3. If your area has not sustained heavy structural damage, you do not need to evacuate immediately unless other events warrant it such as fire, damaged flooring, etc.
4. If ordered to evacuate by the Director (or his/her designee), follow the *GBHWC General Evacuation Plan (AD-HS-06)* to the furthest extent possible. However, be aware of the following:
 - a. Check exit routes for damage to make sure evacuation is possible.
 - b. Do NOT use the elevators.
 - c. Assign staff to help clear debris, open blocked doorways, and establish an exit route for all to follow.
 - d. Supervisors shall instruct ambulatory consumers and staff to leave the building in an orderly manner using the evacuation route and designated meeting areas. Non-ambulatory consumers should be assisted by staff.

C. During the Aftermath

1. Re-entry into the building will only be allowed after the Director (or his/her designee) gives the all clear.
2. Division supervisors are responsible for documenting property damage in their respective areas as soon as possible and immediately reporting such damage to the Facility Operations Supervisor.

RELATED POLICY(IES): *AD-HS-06 General Evacuation Plan*



GUAM BEHAVIORAL HEALTH & WELLNESS CENTER

790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913

TEL: (671) 647-5330 FAX: (671) 649-6948


REVIEW AND ENDORSEMENT CERTIFICATION

The signatories on this document acknowledge that they have reviewed and approved the following:


Policy Title: Natural Disaster: Earthquake Response Plan

Policy No: AD-HS-12

Initiated by: Health and Safety

Date	Signature
9/11/19	

Alfred Garrido
Safety Officer

Date	Signature
9/19/19	

Carissa Pangelinan
Deputy Director