SOCIAL SERVICES AGENCY
ADMINISTRATION POLICIES & PROCEDURES MANUAL

Subject: **SHORT-TERM NOTICE OF POTENTIAL EARTHQUAKE** Number: D 23

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Approved: Date: 1/6/94

I. PURPOSE

The purpose of this policy and procedure is to establish an agency-wide preparedness strategy for short-tern notice of a potential earthquake. This plan shall be activated in the event of an “Earthquake Alert”, “Earthquake Advisory”, “Imminent Alert”, or readiness condition one, two, three. These alerts are issued by the County of Orange Emergency Management Council.

II. POLICY

All Social Services Agency employees shall be prepared to take precautionary action and mitigating measures upon the short term notice of a pending earthquake. These activities are instituted as an effort to prevent death and injury, protect property, and to prepare staff and clients for an immediate response to an actual earthquake. Critical County Social Services Agency priorities include: 1) safety of employees and clients in county facilities; 2) maintenance of essential welfare service to clients; and 3) preservation of equipment, supplies and records. Critical employees for seventy-two (72) hours of emergency operation.

References

Comprehensive Earthquake Preparedness Planning Guidelines:

Southern California Earthquake Preparedness Project (SCHEPP) 08-83-14, August 1983,

SCHEPP recommendation number 23-Internal Disaster Plan for Social Services Agency, June 1993,

Orange County Emergency Plan, adopted June 23, 1987, by Resolution #87-922,

Employee Relations Resolution, adopted July 31, 1984, by Resolution #1174,

County of Orange Short-term Earthquake Predictions Response Plan,

County of Orange Social Services Agency Administrative Policies & Procedures Manual, Earthquake Preparedness: Preparing for the Big Earthquake, 1993 and,

California Earthquake Advisory Plan.

New Procedure

III. PROCEDURE

A. Definitions

1. Earthquake Forecasting: The State Office of Emergency Services uses five terms to describe different levels of earthquake forecasting: Earthquake Advisory, Earthquake Alert, Imminent Alert, Earthquake Predictions, and three readiness conditions (i.e. one, two, and three) related to the earthquake predictions.

An earthquake alert and an imminent alert are considered a formal earthquake prediction while an earthquake

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advisory is not considered a formal earthquake prediction.

Predictions forecast earthquakes before they occur and include expected magnitude, location, time and likelihood of an anticipated earthquake. Readiness conditions are used in conjunction with an earthquake prediction whether it be an Earthquake Alert or an Imminent Alert.

Earthquake advisories deal with forecasting of earthquakes before an actual earthquake occurs and also advising on continuing seismic activity following earthquakes. The advisories are based on special concerns of the scientific community regarding evolving seismic sequence and where there may be significant public safety conditions.

2. Imminent Alert: Is defined by the State Office of Emergency Services as a notification of a shot-term earthquake prediction when the probability to occur is very high, within **several hours to three weeks**. It is County policy to take precautionary measures within twelve (12) hours of a predicted earthquake. An Imminent Alert is considered a formal earthquake prediction.

The Orange County Fire Department/Emergency Management Division will determine whether or not non-essential County facilities will be closed down. Their decision will be transmitted to the Social Services Agency shortly after the declaration of an imminent alert.

If the decision is to close down all or selected non-essential facilities, Building Managers will be notified. As with any office closure, employees identified as non-essential will be sent home, or if not on duty, or in the field, told to stay at home or go home. These staff will be on either compensatory, vacation or unpaid time. All personnel who are released will be placed on leave status.

NOTE: Employees identified as essential may also request compensatory or vacation time off, or unpaid time off, and their request will be handled on a case-by-case basis as it would during non imminent alert time.

3. Earthquake Advisory: Is defined by the State Office of Emergency Services as a notification of an increased likelihood for seismic activity during a specified period, **usually three to five days**. An Earthquake Advisory is not considered a formal earthquake prediction.

All employees shall continue to work their usual and customary hours and locations. Ant staff wishing to not come to work due to the earthquake advisory status may request compensatory or vacation time off, or unpaid time off, and their request will be handled on a case-by-case basis as it would during non-earthquake advisory times. All personnel who are released will be placed on leave status.

4. Earthquake Alert: Is defined by the State Office of Emergency Services as a notification of seismic activity which may take place **three days to a few weeks** from time of notice. An Earthquake Alert is considered a formal earthquake prediction.

All employees shall continue to work their usual and customary hours and locations. Any staff wishing to not come to work due to the alert status may request compensatory or vacation time off, or unpaid time off, and their request will be handled on case-by-case basis as it would during non-earthquake times. All personnel who are released will be placed on leave status.

5. Earthquake Predictions: Predictions are more specific in identifying location, magnitude, time and probability of occurrence than an “Earthquake Advisory”. There are three levels of earthquake predictions:

6. Earthquake Prediction Readiness Condition one: This condition, as determined by the State Office of Emergency Services, is the lowest level of readiness. It indicates a slight probability of occurrence (0% to 10%) and minimal consequences.

7. Earthquake Prediction Readiness Condition two: This condition, as determined by the State Office of Emergency Services, indicates a moderate probability of occurrence (11% to 49%) and moderate consequences.

8. Earthquake Prediction Readiness Condition three: This condition, as determined by the State Office of

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Emergency Services, indicates the highest level of readiness. It predicts a high probability of occurrence (50% to 100%) and significant consequences.

9. Earthquake Probability Occurrences: The following terms and percentages are:

- a. Long-term Prediction: A prediction of an earthquake that is expected to occur within a few years up to a few decades.b. Intermediate-term Predictions: A prediction of an earthquake that is expected to occur within a period of a few weeks to a few years.c. Shot-term Predictions: A prediction of an earthquake that is expected to occur within a few hours to a few weeks. The short-term prediction can be further defined as follows:
  - Earthquake Alert: Three days to a few weeksImminent Alert: Up to three days.
- Slight Probability Condition 1 0 to 10%Moderate Probability Condition 2 11 to 49%High Probability Condition 3 50 to 100%

B. Notification of Pending Earthquake

1. The Emergency Management Council will contact the Director of Social Services Agency or the Chief Deputy Director and notify them of an earthquake “alert”, earthquake “advisory” or “imminent alert” or readiness conditions one-two-three.

2. The Social Services Agency Director of Chief Deputy Director shall immediately call a planning meeting and notify Division Directors using electronic mail or telephone (See Attachment I for Social Services Agency Executive Chain of Command). They shall use the appropriate format in Attachment II for the designated alert. Each facility/division shall set up their internal notification plan. The Director’s shall notify their supervisory staff. Supervisory staff shall immediately notify their respective employees and when there is an “imminent alert” or “condition three” shall notify only in-house clients and clients who enter the SSA facilities during the “imminent alert” or “condition three’.

3. Each level of managerial/supervisory notification shall have designated alternates to contact in case a Division Director, manager, or supervisor cannot be initially reached.

C. Precautionary Measures to be Taken

1. Executive Management

Social Services Agency Director, Chief Deputy Director, and Division Directors shall immediately meet in person or via a conference call upon notification of the potential earthquake and make a determination and take action regarding the following:

2. Managers and Supervisors

3. Staff

- a. Review short-term notice of potential earthquake policies and procedures.b. Determine which staff are considered critical and non-critical should conditions escalate to where a County decision is made to close non-essential offices.c. Remind Building Managers to check the status of earthquake supplies and security of furniture that can tip over.d. Determine whack non-essential personnel are to be placed on mandatory leave of absence with or without pay. determine when leave would begin and how this would be communicated to employees. Determine when to notify managers to take appropriate actions to instruct employees about the short-term notice of potential earthquake and to request designated employees either to go home or stay at work.e. Determine when and which non-essential facilities and potentially hazardous facilities should be closed as a safety precaution. Communicate decision to managers and request they take immediate action.f. Assure managers and supervisory staff are thoroughly briefed on the situation. Determine if they are aware of the urgency of the matter, and prepare to take immediate action to prepare critical employees and facilities for twenty-four hour emergency operations if necessary.g. Tune radio to a frequency of the Emergency Broadcast System and assure mangers are also tuned in (103.1 FM; 94.3 FM; 107.9 FM; 96.7 FM).h. If warranted, Chief Deputy Director shall supervise the operation of a rumor control hot-line which

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involves keeping in regular communication with staff of the Emergency Operations Center and transmitting need to know information to key management and supervisors.i. Chief Deputy director shall review Executive Management Pending Earthquake Checklist with Division Directors (see Attachment III).j. Document all actions taken.

- k. Immediately call a staff meeting and review with employees emergency plans, procedures, priorities, and protocols specific to their division, section or unit. Discuss pre-disaster preparedness/readiness. Discuss actions required to protect the public from injury in a Social Services Agency facility.l. If the County has determined that non-essential staff of this decision and tell them they will need to either take compensation time, vacation time or unpaid time. Send non-essential staff home as quickly as feasible upon notification to close down non-essential services. If Agency offices are to be closed during imminent alert period or readiness condition “three”, upon notification of one of these alerts, clients and staff should be provided with earthquake preparedness information through an appropriate brochure.m. Review with staff your areas’ buddy system and assure that each person who is assigned a buddy is aware of whom the buddy is and that the buddy is aware of his responsibilities.n. Assure all employees know where their first aid kits and three day emergency supplies are located. In conjunction with Social Services Agency/Management Services, check contents to assure items are current and have not exceeded expiration dates. Assure flashlights work, fire extinguishers are charged, and first aid kits contain minimum required items This would also be done on a regular basis throughout the year.o. The following action items should be already been completed. If time permits, these items should be reviewed and implemented:p. Document all actions taken.
  - 1) Supervisors shall request staff to look in each room in their area and identify potentially dangerous objects which could fall or be hurled through the air during an earthquake. Upon identification of such objects, take immediate action to mount or move objects so they are no longer a danger.2) Building Managers shall on a yearly basis complete a facility earthquake preparedness assessment (See Attachment V “Facility emergency Preparedness Check List”). This assessment is not structural in nature and would be performed by the Building Manager.3) Based upon the assessment, Building Managers shall take whatever actions are necessary to improve upon building earthquake safety. As appropriate, evacuate any facility that would be potentially unsafe.
  - 1) Brief staff on how to help those clients who are physically present in County facilities to avoid “self” injury or death. Briefing should include fire prevention, explosion prevention, maintaining calm, retrieval of emergency supplies, and building evacuation procedures.2) Update and make accessible at work and home employee contact lists and skills lists.3) Review and update Recall/Notification Lists for the minimal number of personnel required to support Social Services Agency essential operational requirements in the event of an emergency. Managerial staff shall have lists of their employees’ home telephone numbers and maintain the lists at home and at work. Division Managers and Building Managers shall develop their own notification list for distribution by the Advanced Office system (AOS). The list should be updated regularly. 4) Assure employees have the home and office telephone numbers of their supervisor and first level manager. These numbers are to be kept confidential and used only for official and emergency purposes.5) Take necessary action to protect critical equipment and public records.
- The following staff precautionary measures to be taken should be implemented not only upon notification of an imminent, advisory, alert or readiness conditions “one, “two”, “three” for a potential earthquake, but also on a regular basis throughout the year. Upon notification of a potential earthquake, these actions should only take minimal time to review if they have been regularly reviewed throughout the year.q. Review emergency plans, procedures, priorities and unit protocols to be prepared for a potential earthquake. Preparedness improves the effectiveness of staff to respond to earthquakes during work hours.r. Take a personal inventory of your work area and assess relative risks to you, colleagues and the public. Share your findings with your immediate supervisor (i.e., blocked exits; fixtures and work components which could become potentially dangerous during an earthquake; absence of first aid kits, equipment safety, and accident prevention signs in the work area; filing cabinets, storage and wall lockers are properly anchored to prevent tipping; wall lockers, filing cabinets, and objects or materials that could become missiles; stairways not cluttered with material or blocked; halls clear of equipment and supplies; emergency telephone numbers for fire and emergency medical services are conspicuously posted near each telephone).s. If staff have their own emergency kits for their work place, assure the the kit contains food, drinking water, jacket or sweatshirt, pair of sturdy shoes, flashlight, batteries and spare bulbs, battery operated radio, essential medication, blanket, small first aid lit, extra pair of eyeglasses and/or contact solution, whistle or other signaling device.t. Prepare your family for the possibility of an earthquake and review earthquake survival guides and tips with your family.u. Alert your family that if a catastrophic earthquake hits you may be required to provide critical/essential services to

clients.v. During an “imminent” alert or condition “three” inform clients who are physically present in an SSA facility of the potential earthquake and distribute to them a copy of ATTACHMENT IV, “WHAT TO DO WHEN AN EARTHQUAKE STRIKES!”. Post signs in appropriate locations throughout the work place accessible to clients informing them of the “imminent” alert of condition “three”. The sign should contain instructions for building evacuation and tips regarding what should be done during and immediately after an earthquake (See Attachment IV).w. During an “imminent” alert or condition “three”, review the Short-term Earthquake Prediction Message (Attachment II) with clients who are physically present in an SSA facility within the first few minutes of client contact and distribute to the client a copy of ATTACHMENT, “WHAT TO DO IF AN EARTHQUAKE STRIKES!”. this will help the client know what to do in case of an earthquake occurring while transacting business within the Social Services Agency facility. Staff review should focus on what the client needs to do for immediate self-protection during and right after the quake.x. Provide supervisors with changes of home addresses and telephone numbers.

D. Leave of Absence during and Earthquake Advisory, Alert or Imminent Notification Period.

1. Essential/Critical Staff

Staff designated as critical or essential in maintaining necessary minimal services may not be granted a leave of absence during a short-term notice of an “imminent” alert or readiness condition “three”. The Division Manager shall consider each request on a case-by-case basis.

2. Non-Essential Staff

During an “imminent” alert or readiness condition “three”, staff who are designated as non-essential or non-critical may be requested not to work. The Social Services Agency may also require that non-essential or non-critical employees not work or not return to work even if the employees themselves did not make this request.

E. Essential Operations/Services

SSA’s essential services are Orangewood Children’s Home, Children’s Emergency Response Services and Adult Protective Services. Each of these services are required to follow these policies and procedures. Essential services within Social Services Agency are those services which (1) must operate to meet required 24-hour emergency response mandates; (2) have a custodial role; and (3) must activate/operate in conjunction with the Children’s Emergency Response and Adult Protective Services. These are essential operations during any alert period as well as after an earthquake hits. Critical or essential staff are those staff required to meet basic operational needs of the aforementioned services, recognizing the level of those needs and services can change in times of a given emergency condition.

Adult Protective Services staff are not required to be on duty 24-hours a day. After hours calls are taken by the Child Abuse Registry. Adult Protective Services staff are called after hours only in certain situations.

Non-critical facilities and staff are all others. Conditions are so variable that no plan can precisely classify all County facilities and personnel as essential or non-essential with absolute certainty for every situation. social Services agency shall utilize flexibility in any given “imminent alert” or readiness condition “three” stage.

F. Emergency Self-Sufficiency

It is the responsibility of the manager in charge of each social Services Agency facility to assure that the facility has been prepared for emergency self-sufficiency by stocking food, water and other emergency supplies. The location of emergency supplies shall be posted prominently and listed on the evacuation chart. Social Services Agency/Management services shall periodically update emergency kits providing fresh batteries and replacing outdated first aid and food supplies (every five years).

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MULTI-HAZARD

EMERGENCY STAFFING PROCEDURE

SOCIAL SERVICES AGENCY EXECUTIVE CHAIN-OF-COMMAND

With the exception of the Mass Shelter responsibility under the Orange County Emergency Plan “Annex G” (see below), the following is the Chain-of-Command for the Social Services Agency:

- Work Cellular

Position Name Phone Pager Phone

Director Larry Leaman 541-7707 5743 287-2833

Chief Deputy Director Bob Griffith 541-7783 5744

Director of Agency

Administration Ken Clark 541-7766 5848

Director of

Financial Assistance Angelo Doti 541-7773 5747

Director of

Children’s Services Gene Howard 541-7793 5745 743-0463

Director of Adult

& Employment Services Dianne Edwards 541-7776 5746

*To access pagers, dial 834-7690 and follow recorded message.

MASS CARE & SHELTER RESPONSIBILITY

For Mass Care & Shelter Responsibility under “Annex G,” the Chain-of-Command is:

Director

Chief Deputy Director

Director of Adult & Employment Services

Director of Financial Assistance

Director of Children’s Services

Director of Agency Administration

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SHORT-TERM EARTHQUAKE PREDICTION MESSAGES

Upon notification from State Office of Emergency Services, Orange County, General Services Agency “Control One” will broadcast the following messages:

All Readiness Condition Levels

The State Office of Emergency services has just issued a Short-Term Earthquake Prediction for the (Name of Fault) Fault that could affect the (Describe the Area) area. Orange County has declared a Readiness Condition Level (Level of Alert). Please consult Short-Term Earthquake Prediction Response Plan for further instructions.

Readiness Condition One

The Orange County Emergency Management Council has just issued a Readiness Condition “One” Short-Term Earthquake Prediction Alert. This means that there is a slight chance of an earthquake occurring within the next 72 hours on the (Name of Fault) Fault. It is believed that the earthquake might be as large as (Richter Mag.) Richter magnitude. Should the earthquake occur, it could affect the (Describe the Area) area. Additional information will be released as it becomes available.

Readiness Condition Two

The Orange County Emergency Management Council has just issued a Readiness Condition “Two” Short-Term Earthquake Prediction Alert. This means that there is an increased likelihood of an earthquake occurring within the next 72 hours on the (Name of Fault) Fault. It is believed that the earthquake might be as large as (Richter Mag.) Richter Magnitude. Should the earthquake occur, it could affect the (Describe the Area) area.

(---) will hold a media briefing at (Time of Briefing) at the (---) where additional information will be provided.

Please do not contact Emergency Management Council or any other emergency response agency for further information as it is not available at this time. More information will be available at the media briefing.

Readiness Condition Three

The Orange County Emergency Management Council has just issued a Condition “Three” Short-Term Earthquake Prediction Alert. This means that there is a significant likelihood of an earthquake occurring within the next 72 hours on the (Name of Fault) Fault. It is believed that the earthquake might be as large as (Richter Mag.) Richter magnitude/ Should the earthquake occur, it could affect the (Describe the Area) area.

The Orange County Emergency Operations Center is being activated. A press briefing will be held at (Time of Briefing) at the (---) where additional information will be provided.

Please do not contact Emergency Management Council or any other emergency response agency for further information as it is not available at this time. More information will be available at the media briefing.

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Date: 1/6/94

EXECUTIVE MANAGEMENT PENDING EARTHQUAKE CHECKLIST

Date of Notice

Nature of Advisory: Imminent Earthquake Alert Earthquake Advisory

- Readiness Condition Three Readiness Condition TwoReadiness Condition One

Signature of Person Completing Checklist

  - Person Ready for Action

Item/Action Responsible Yes No Comments

1. Chain of Command updated Chief Dep. Director

2. 24-Hour Executive Mgmt. Chief Dep. Director

Staffing Patterns in Place

3. Primary site for Executive and Chief Dep. Director

Administrative Mgmt. Ready for Use

4. Alternate Site for Executive and Chief Dep. Director

Administrative Mgmt. Ready for Use

5. Employee Skills List Ready for Use Personnel Manager,

6. Emergency crisis intervention Children’s Services Dir.

Counseling ready to go Adult & Emp. Svcs. Dir.

7. Management, systems, analyst, Dir. of Administration

clerical, fiscal, accounting

and personnel staff alerted to

maintain critical Social Services

Agency headquarters operations

8. Division Disaster Plans reviewed Division Directors/Managers

by Managers and staff alerted to

be ready to provide critical services

9. Division Directors and Managers Division Dir./Managers

contact lists updated and ready

for use

10. Orangewood Children’s Home staff Children’s Services Director

ready to react

11. Minimum supplies, materials, and All Division Directors

equipment necessary to maintain

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critical functions (i.e.,

electricity, water, emergency

food, telephone, first aid kits)

12. Operation of Children's Children's Services Director

Services Response and Adult Adult & Employment

Protective services ready to go Services Director

- Division Manager

Attachment IV

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COUNTY OF ORANGE

SOCIAL SERVICES AGENCY

FOR CLIENTS AND STAFF:

WHAT TO DO WHEN AN EARTHQUAKE STRIKES!

DURING THE EARTHQUAKE:

* Act immediately when you feel the ground or building shaking.

* Take cover (kneel down and cover head with arms) under a heavy desk, table, bench or against inside walls or door frames. If the desk, table, etc. moves, be sure to move with it.

* Stay away from glass, windows, mirrors, skylights, shelves, furniture or objects that may fall over. Stay away from chimneys, heavy objects (such as refrigerator or machinery) that may topple or slide across the floor.

* Remain in the same position for a few minutes, wait for after shocks.

* Follow Facilities Evacuation Instructions.

* Do not evacuate building until instructed by a supervisor or other Social Services Agency official.

* Do not run outdoors. You might be hit by falling debris or electrical wires.

* Do not dash for exits, since stairways may be broken and jammed with people.

* Never use elevators since power may fail. If already in an elevator, stop at the nearest floor and take cover against wall.

* Check that all telephones are correctly "on hook" so system does not indicate "busy" to incoming or internal calls. Do not try to use telephones for any calls except in genuine life or death emergency.

REMEMBER THAT THE GREATEST DANGER DURING AN EARTHQUAKE IS FROM FALLING DEBRIS.

Attachment V

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BUILDING MANAGER'S FACILITY EARTHQUAKE PREPAREDNESS CHECKLIST

Building Managers shall quarterly complete this "Facility Earthquake Preparedness Checklist." The primary purpose of this assessment is to help save lives.

Based upon this assessment, Building Managers shall take whatever actions are reasonably necessary to improve upon the facility's earthquake safety.

Date of Assessment:

Building Address:

Building Manager's Signature:

- Action Taken toImprove Situation:

Item Yes No Comments

(1) Removed:

(A) hanging plants

(B) books and boxes on high shelves

(2) Securely fastened:

(A) plants on narrow shelves

(B) unsecured shelving and racks

(C) unsecured high file cabinets

(D) unsecured wall fixtures

(E) unsecured computer terminals

(F) unsecured typewriters

(G) fire extinguishers

(3) Eliminated hallway/corridor blockage

(4) All fire extinguishers marked properly

(5) Functional first aid kits are located throughout facility

(6) Held required evacuation drills

(7) Employees are aware of:

(A) emergency supply locations

(B) emergency exits routes and alternate routes

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- Action Taken toImprove Situation:

Item Yes No Comments

(C) that they should store in their desks

such items as flashlights, storable

nutrition, medications extra glasses

or contact lenses/cleaners

(D) that if a quake hits they should

(1) get under a sturdy table or desk,

(2) watch for falling and sliding

(3) stay away from windows, outer

(4) brace themselves against a wall

(5) duck and cover their heads with

(6) move to an open area if outdoors

(7) stay away from trees, power lines,

- or stand in a strong doorway
- objects
- walls, and outside doorways
- if in a hallway or corridor
- their arms
- and other structures

(8) Identified and:

(A) cured or weakened parapets,

cornices or signs over building

entrances or exits

(B) unbraced lighting fixtures or

suspended ceilings which could

fall on building occupants

(C) gas lines which could rupture

and cause a fire

(D) threats to occupants leaving

the building

(E) cracked windows which need

repair or replacement

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(F) flammable liquids in breakable

container and glass containers

and replaced with plastic containers

- Action Taken toImprove Situation:

Item Yes No Comments

(G) computers or valuable instruments

that could fall off work surfaces

and crash to the floor

(9) Encourage key employees to take first aid courses

(10) Have on hand a supply of brochures regarding

earthquake safety to be distributed to staff

and clients in the event of an imminent alert or

Readiness Condition Three

(11) Moved desks and work stations away

from windows and glass partitions

(12) Removed books from non-anchored

shelf units

(13) Close curtains and/or blinds in front

of glass windows

(14) Placed file cabinet drawers in latched

positions

(15) Disassembled any stacked block and board

shelves

(16) Relocated large, heavy, breakable items to

lower shelves or the floor

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