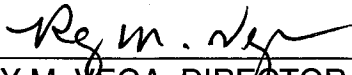


Guam Behavioral Health and Wellness Center		
TITLE: Natural Disaster: Earthquake Response Plan	POLICY NO.: AD-HS-12	PAGE: 1
APPLICABILITY: Administrative	REFERENCES:	
APPROVED BY:  REY M. VEGA, DIRECTOR	EFFECTIVE: 10/31/16	REVISED:

POLICY:

- A. To provide an emergency response plan for consumers and staff to protect themselves and to assist others in the event of a natural disaster such as an earthquake.
- B. 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.
- C. All GBHWC facility shall have a safety escape route, evacuation plan.
- D. GBHWC shall provide annual training and conduct announced and unannounced earthquake drills to staff in all GBHWC facility to ensure staff is competent in the response procedures.
 - a. The Health and Safety Officer shall conduct the trainings and unannounced drills for all personnel.
 - b. Training shall include the evacuation plan or escape route, that staff would be knowledgeable and able to implement the plan when an emergency situation arise.

PROCEDURE:

A. During the Shaking

- I. **DROP:** If inside, stay in place.
 - a. Advise coworkers, patients, and visitors to do the same. Do not try to exit down stairways during the shaking.
 - b. Move away from windows that might shatter and from tall shelves and other objects that might topple on you.
 - c. Watch for falling objects such as light fixtures or piece 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.

Guam Behavioral Health and Wellness Center		
TITLE: Natural Disaster: Earthquake Response Plan	POLICY NO.: AD-HS-12	PAGE: 2

- 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 on passersby or those exiting the buildings.

B. Immediately After the Shaking Stops

- a. Evacuate to meeting areas when safe to do so, taking note if anyone is injured or trapped and summon medical assistance as necessary.
- b. Listen for announcements for further guidance. The Director (or his/her designee) shall determine if it is necessary to activate the GBHWC Command Post.
- c. If your area has not sustained heavy structural damage, you do not need to evacuate immediately unless other events warrant it such as fire, flooring, etc.
- d. If ordered to evacuate by the Director (or his/her designee), follow the GBHWC AD-HS-08 General Evacuation Plan to the extent possible. However, be aware of the following:
 - 1. Check exit route for damage and to make sure evacuation is possible.
 - 2. Do not use the ELEVATORS!!
 - 3. Assign staff to help clear debris, open blocked doorways, and establish an exit route for all to follow.
 - 4. Supervisors shall instruct ambulatory consumers and staff to leave the building in an orderly manner using the evacuation route and designated meeting areas. Assist non ambulatory consumers.

Guam Behavioral Health and Wellness Center

TITLE: Natural Disaster: Earthquake Response Plan

POLICY NO.:
AD-HS-12

PAGE: 3

C. During the Aftermath

1. Reentry 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 as soon as possible in their respective areas; and immediately reporting such damage to the Facility Operations Supervisor.

REFERENCES:

SUPERSEDES:

- A. Title; Policy No.; Effective date/signature date; Approving individual's name

GBHWC POLICY AND PROCEDURE REVIEW AND ENDORSEMENT CERTIFICATION

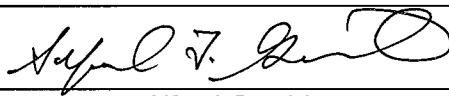
The signatories on this document acknowledge that they have reviewed and approved the following:

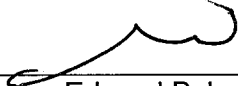
Originator: Health and Safety

Policy No: AD- HS 12

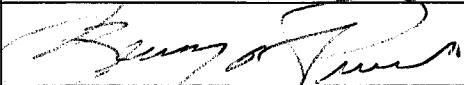
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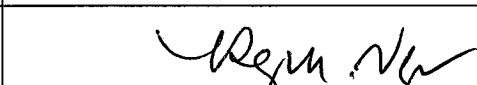
Policy and Procedure

	Date	Signature
Reviewed/Endorsed	10/27/16	
Name and Title	Alfred Garrido Health and Safety Officer	

	Date	Signature
Reviewed/Endorsed	10-31-16	
Name and Title	Edward Palacios Facility Operations Officer	

GBHWC
POLICY AND PROCEDURE REVIEW AND ENDORSEMENT CERTIFICATION

	Date	Signature
Reviewed/Endorsed		
Name and Title	Benny Pinaula Deputy Director	

	Date	Signature
Reviewed/Endorsed	10/31/16	
Name and Title	Rey Vega Director	