

EARTHQUAKE Awareness GUIDE



DROP!



COVER!



HOLD ON!



MSIG

Insurance
that sees
the heart
in everything

1 Drop



DROP to the ground

2 Cover



COVER your head, neck and body.

3 Hold On



HOLD ON to your shelter and be prepared to move with it until the shaking stops.

Remember, “**Drop, Cover and Hold On**”. These are the key actions that you should follow in the event of an earthquake. Keep this guide with you and remember the guidelines in case of disaster.



1 Protect Yourself



Drop, Cover and Hold On immediately!



DROP!

- **DROP** to the ground.

COVER!

- **COVER** your head and neck with your arms and seek shelter by getting under a study desk or table if nearby.

HOLD ON!

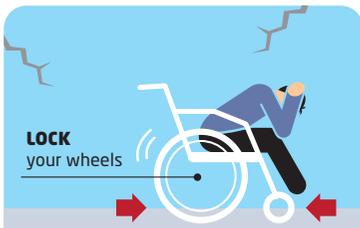
- **HOLD ON** to your shelter and be prepared to move with it until the tremors stop.

In the event of an earthquake:

- ***If** there is **no table or desk** near you, drop to the ground and then if possible move to an inside corner of the room. Be in crawling position to protect your vital organs and be ready to move if necessary, and cover your head and neck with your hands and arms.



- ***If** you are in a wheel chair, **lock your wheels** and remain seated until the tremors stop. Always protect your head and neck with your arms, a pillow, a book, or whatever is available.



2 At the Office

DROP! 

• **DROP** to the ground.

COVER! 

• **COVER** your head and neck with your arms and seek shelter by getting under a desk or table if nearby.

HOLD ON! 

• **HOLD ON** to your shelter and be prepared to move with it until the tremors stop.

In the event of an earthquake:

- 1** **Move away** from glass, windows and furniture.



- 2** After the earthquake, e.g. two to five minutes after the earthquake, **turn off** any **flames** in the kitchen and office.



- 3** **Follow** the **instructions** of the **staff** and **keep calm**.



- 4** **Do not** use lifts!
Take stairs!



- 5** **Do not rush** towards emergency exit and stairs. Calmly secure an evacuation route and make your exit.



- Cover your head with your bag, etc. to protect yourself from falling objects.
- Follow the instructions of the staff and announcement.



- 6** If you are in a lift when an earthquake occurs, **push every button** and get off at the first floor the lift stops at.



3 At Home



DROP!



• **DROP** to the ground.

COVER!



• **COVER** your head and neck with your arms and seek shelter by getting under a study desk or table if nearby.

HOLD ON!



• **HOLD ON** to your shelter and be prepared to move with it until the tremors stop.

In the event of an earthquake:

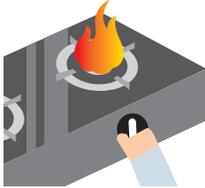
- 1 Move away** from glass, windows and furniture.



- 2 Do not rush out** of the house. Stay inside. Roof tiles or broken windows may fall down and hit you.



- 3** After the earthquake, e.g. two to five minutes after the earthquake, **turn off stove** and any other **flames** in the kitchen.



- 4 Secure an exit** for escape when the tremors stop. Open doors and windows.



- 5 Check and secure** the safety of your family and home.
- Check and secure the safety of your family.
 - Seek out disaster and evacuation information.
 - Watch out for broken glass and toppled furniture.



- 6** After getting out of the house, **cooperate** with your neighbours to **rescue people** trapped inside their houses and under furniture. Also, extinguish fire.



4 At Outdoors

1 **Move to a clear area** if you can safely do so.

2 **Protect** your head with your bag, etc.



3 **Avoid** being near power lines, walls, trees, signage, buildings, vehicles, and other hazards.



5 In the Vehicle

1 **Do not** slam on the brakes. Hold on to the steering wheel firmly.



2 **Slowly** decelerate and **pull over** to the side of the road.



3 **Avoid** flyovers, power lines, signage and other hazards.



4 **Stay inside** the vehicle until the tremors over.



5 **Listen** to the car radio for information.



6 At the Coastal Area

DROP!



COVER!

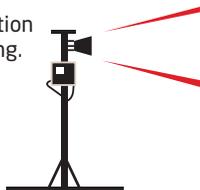


HOLD ON!



1 **Drop, Cover** and **Hold On** until the tremors stop.

3 **Seek out** information on Tsunami warning.



2 **Walk away**, rather than driving from the beach and low line areas. Move to higher ground immediately.



Essential Supplies

For the first several days after a disaster, such as earthquake, there **may be interruptions of essential services** including water, gas, electricity and telephone service, as well as limited food supplies.

In consideration of such situation, it is critical to **prepare emergency supplies stock for at least two to three days.**

 **Water** - Four litres per person per day. Change water every three to five months.

 **Food** - Canned or precooked, requiring no heat or water. Consider special dietary needs for infants, the elderly and etc.

 **Flashlight** with spare batteries and bulbs.

 **Battery operated radio** with spare batteries.

 **Large plastic trash bags** for trash, waste, water protection, ground cloth, temporary blanket.

 **Hand soap** and/or **disinfecting hand cleaner gel** that does not require water.

 **Feminine hygiene supplies, infant supplies, toilet papers.**

 **Essential medications** as required for glasses if you normally wear contacts.

 **First aid kit** with instructions.

 **Paper plates, cups, plastic utensils, cooking foil and plastic wrap** (wrap around plates so that they are re-usable) and paper towels.

 **Extra clothes.**

 **Pen and notepad.**

 **Cash.**

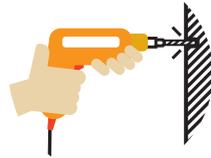
 **Lighters, matches, charged external batteries** (Powerbank).

Essential Preparations at Home

- Secure** water heaters, refrigerators and tall and heavy furniture to the walls to prevent falling.



- Move heavy items** to lower shelves, and **install** latches or other locking devices on cabinets.



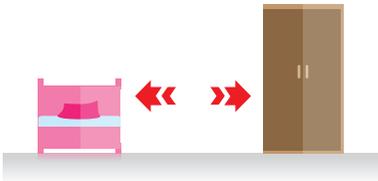
- Install** flexible connections on gas appliances.



- Remove** or isolate flammable materials.



- Move beds** and children's play areas **away from heavy objects** which may fall in an earthquake.



- Establish **family meeting points** with alternate sites inside and outside of your home for all members to gather in the event of an evacuation.



- Establish **reunion sites** with alternate sites for when the family is not at home, e.g., local shelter, neighbour's house, park or school.



- Designate a person** outside of your immediate area for separated family members to call to report their location and condition if separated.



- Learn or establish **disaster policy/planning** at your children's school.

- Local Shelter** Learn where the **nearest designated shelter** for your neighbourhood is.



Essential Preparations at The Office

To protect employees and customers, discussing disaster prevention measures on a regular basis is important.

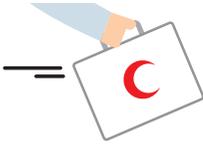
- Secure** water heaters, refrigerators and tall and heavy furniture to the walls to prevent falling.



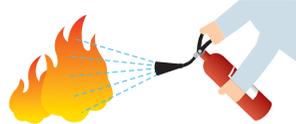
- Each employee** should be able to do his or her part in emergency response activity.



- Initial rescue and first-aid.



- Prevent fire** and put out any existing fire immediately.



- Gather and provide **accurate information. Cooperate** with local residents.



- When secondary disasters occur, such as fire, **evacuate immediately.**





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