

EARTHQUAKE PREPAREDNESS

SELF INSPECTION CHECKLIST

PLANNING	YES	NO
<ul style="list-style-type: none"> • Earthquake response plan exists (assembly area, visitor management, personnel inventory, responsible person to determine building re-entry, etc.) 		
<ul style="list-style-type: none"> • Earthquake response plan is updated annually and after major facility changes. 		
<ul style="list-style-type: none"> • Employees are trained in earthquake preparedness (notification, evacuation and recovery). 		
<ul style="list-style-type: none"> • Evacuation plans are practiced at least annually. 		
<ul style="list-style-type: none"> • New construction and equipment are assessed for earthquake risk. 		
MANUFACTURING & STORAGE FACILITIES	YES	NO
<ul style="list-style-type: none"> • Storage racks are secured. 		
<ul style="list-style-type: none"> • Items on racks are stored properly: <ul style="list-style-type: none"> - items critical to production and personnel hazards cannot move off racks; - heavy items and physically unstable items are stored on lower shelves. 		
<ul style="list-style-type: none"> • Work benches are braced or anchored. 		
<ul style="list-style-type: none"> • Valuable or vital equipment on work benches is fastened to supporting surface. 		
<ul style="list-style-type: none"> • Heavy mobile equipment is secured. 		
<ul style="list-style-type: none"> • Cranes subject to uncontrolled motion have manual rail clamps or other securement. 		
<ul style="list-style-type: none"> • All mechanical equipment is bolted to a structural floor or wall at each corner/leg. 		
<ul style="list-style-type: none"> • Equipment sensitive to minor movement is anchored and braced. 		
<ul style="list-style-type: none"> • Electrical equipment is securely anchored to concrete floor. 		
<ul style="list-style-type: none"> • Conveyors that move product are secured. 		
<ul style="list-style-type: none"> • Roof-mounted equipment is supported by vibration isolators and has sway bracing. 		
<ul style="list-style-type: none"> • Obsolete items are removed from the area. 'Out of Service' items are labelled. 		
<ul style="list-style-type: none"> • All tanks are strapped, bolted or welded to the saddle, concrete pad or support legs. Straps and bolts are inspected at regular intervals and tightened. 		
<ul style="list-style-type: none"> • Hazardous liquid tanks have permanent roofs, internal baffles and trenches/dikes. 		
<ul style="list-style-type: none"> • Hazardous chemicals are stored in unbreakable containers near the floor. Incompatible chemicals are separated. 		
<ul style="list-style-type: none"> • Drums of flammable/combustible/hazardous liquids are stored 2 tiers high or less. 		

• Pipes passing through walls have adequate clearance and use flexible couplings.		
• Piping supported by pipe racks or braced by building walls is securely anchored.		
• Pipes have sufficient flexibility.		
• Hazardous pipelines have seismic-shock isolation valves (e.g. gas).		
• Piping and shut-off valves are labelled.		
OFFICES, MANUFACTURING & STORAGE FACILITIES	YES	NO
• Tall, heavy, unstable and top-heavy cabinets, shelves and other items are secured.		
• Suspended ceilings and overhead light fixtures are secured.		
• Masonry walls and fences are supported.		
• Gas lines, sprinkler and hazardous material piping is designed to prevent rupture.		
• Computers, monitors and raised floors supporting them are secured.		
FIRE PROTECTION	YES	NO
• Shock actuated automatic shut-off valves are provided on gas lines.		
• Hazardous material lines can be remotely shut off from an accessible area.		
• Flammable liquid lines have automatic excess-flow valves.		
• Open tanks for corrosive or flammable liquids have sufficient freeboard.		
• Electrical service has a sufficient number of safe, remote shut-offs.		
• Automatic-starting process equipment is not used.		
• Fire-pump piping has flexible couplings on intake and discharge. Components are braced. (Compliance with NZS 4541:2007.)		
• Diesel-powered fire pumps are located in an earthquake-resistant structure. All components are braced. Electric-powered pumps have an emergency power supply. (Compliance with NZS 4541:2007.)		
• Sprinkler systems are supported and braced to resist earthquake forces. (Compliance with NZS 4541:2007.)		
• Sprinkler control valves are designed for earthquake exposure.		
• Clearance is provided where sprinkler pipes pass through walls or floors.		
• Portable first-aid and fire-fighting equipment is available and wall mounted.		