###### Procedure for Responding to Earthquakes

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| **Responsibility** | **Step** | **Action** |
| **Building Services Manager**  | **1** | Preparatory MeasuresEnsure that structural designs of buildings inclusive of cell site towers and microwave dishes are in keeping with earthquake resistance standards as required by the Country’s Building Code. |
| **Safety Manager**  | **2** | Ensure that a Drill/Simulation schedule is developed and maintained for All Company owned locations. |
| **BCM Managers**  | **3** | Ensure that assembly points are identified and these designated areas communicated to staff. |
|  | **4** | Ensure that annual earthquake drills/simulations are conducted to increase employees’ awareness of and response to earthquakes. |
| **Line Managers**  | **5** | Ensure that non-structural hazards in buildings are identified and the appropriate corrective actions taken. |
| Employees | **6** | During the EarthquakeIf Indoors:Remain in-doors and take cover under a table, desk or any other sturdy structure. |
|  | **7** | Move away from glass doors or windows that may shatter. |
|  | **8** | After the earthquake, remain in the same position for at least30 seconds to ensure that there are no immediate aftershocks. |
|  | **9** | Evacuate the building using the emergency or other exits. **DO NOT USE ELEVATORS.** |
|  | **10** | In the event of a major earthquake, if you are in close proximity to the sea, make your way as far inland as possible, as there is a possibility of a tidal wave. |
|  | **11** | **If Outdoors:**Move away from buildings, walls and power-lines. |
|  | **12** | Stay away from underpasses or bridges. If in a motor vehicle, stay there. |
|  | **13** | In the event of a major earthquake, if you are in close proximity to the sea, make your way as far inland as possible, as there is a possibility of a tidal wave. |

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|  |  | **After The Earthquake:** |
| **Responsibility** | **Step** | **Action** |
| BCM Manager | **14** | Ensure that everyone is accounted for and that those who have been injured are provided with first/medical aid. |
|  | **15** | Buildings are checked for trapped or missing persons |
|  |  | The relevant authorities are notified of any injuries or damages, for example, the Office of Disaster Preparedness and Emergency Management (ODPEM), and the Fire Department. |
| **Building Services Manager** | **16** | Ensure that the utilities are turned off at the main distributionPoints. |
|  | **17** | Check for gas or water leaks or damages to the sewage line. |
| **BCM Managers** | **18** | Ensure that no one re-enters the buildings after a major earthquake. |
| **HOD Risk Mitigation and Environmental Protection** | **19** | Co-ordinate the search and rescue activities, in the event of a major earthquake. |
| **The BCM & Welfare Manager** | **20** | Ensure that the necessary first aid and emergency aid are made available to the injured persons. |
| **BCM Managers** | **21** | Coordinating damage assessment and reporting their findings to the Insurance Manager. All reports of damage must be recorded on the Damage Report form [**(Exhibit 1)**](#exh1)**.** |
| **BCM & Environment Manager** | **22** | Ensure that all wastes generated, is disposed of in an environmentally sound manner. |
| **BCM Managers** | **23** | Ensure that annual simulation exercises are carried out. |
|  | 24 | Document test results and submit copy to the BCM and Environment Manager. |
|  | 25 | Maintenance of PlanReview annual changes made to Earthquake Plan and circulate to the DRP Committee members prior to being implemented.  |
| EOC Chairman | 26 | Complete an evaluation exercise to include documentation, debriefing and reporting to the DRP Committee. |

 **Appendix 1**

**Categories of Earthquakes**

Earthquakes are classified according to their intensity, which are measured on the Richter scale. Below are the various categories of earthquakes:

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| **CATEGORY** | **INTENSITY** | **CHARACTERISTIC** |
| **MINOR** | 4.0 and less on the Richter scale. | Usually does not cause any damage. Earthquakes below 2.0 are usually not felt. |
| **MINOR - SERIOUS** | 5.0, but less than 6.0 on the Richter scale | Minor damage may result. |
| **SERIOUS** | 6.0, but less than 7.0 on the Richter scale. | Such earthquakes are considered strong and serious damage usually result. |
| **MAJOR** | 7.0 and above on the Richter scale. | Major damage and losses usually result. |