

### III. Mitigation: The Easy Dozen: Simple Tasks

Date Done	Task
	1. Be sure that your address is easily visible from the road so emergency vehicles can find you.
	2. Post evacuation routes in highly visible areas around and on each floor of your facility.
	3. Clearly mark all emergency exits.
	4. Ensure that exits are easily accessible. Keep office aisles, hallways, and exit routes clear at all times
	5. Clearly mark gas and water shut-off valves. Post legible instructions on how and when to shut off each one. Keep a set of tools, including a pipe and crescent wrench nearby. If your staff does not have access to the shut off valves, list the person (s) who has shut off responsibility and how to contact that person.
	6. Keep a standard telephone. Cordless telephones will not operate in a power failure.
	7. Make sure your fire extinguishers are ABC type fire extinguishers. Have them checked once a year.
	8. Throw away all unnecessary chemicals and cleaning fluids. Isolate what remains. Keep chemicals upright, sealed tightly and safely locked away.
	9. Secure pictures, furniture, appliances, and other free standing objects such as filing cabinets so they won't fall in an earthquake.
	10. Keep the area underneath each desk clear for quick drop & cover.
	11. Store your heavy items in and on the lowest shelves of closets, shelves and cabinets. Make sure cabinet doors can be closed securely.
	12. Check that your water heater is strapped and fitted with a flexible gas supply line. Contact <b>PG&amp;E</b> for further details: (800) 743-5000 or <a href="http://www.pge.com">www.pge.com</a> .