School/Site Name:
Sequoia Middle School

Securing Equipment, Furnishings, Materials
SEMS Basic Requirements
Review each item at your site and initial completion.

AREA TO REVIEW	DANGER ESPECIALLY DURING EARTHQUAKE INCLUDING INJURY AND DEATH	EXAMPLES OF HOW TO SECURE	INITIAL
1. UTILITIES Water heaters, cylinders for gas, water bottles, water containers, etc.	Easily jarred, may fall or topple, could be thrown across open space, could fall and explode causing damage or fire.	Tying into walls with metal strapping if in open area, placement in enclosed area.	VV
2. EQUIPMENT Laboratory and shop equipment, chemicals, utensils, microscopes, other equipment on open shelves.	May be thrown from shelves, could explode when hits floor or walls, could result in chemical fire, explosion or serious injury.	Use elastic cords or wood strips 2-3" above a shelf to hold items in place. Place items in cabinets with secure latches. Cover glass doors with protective liner. Bolt down or latch equipment when not in use.	VV
3. TALL CABINETS Cabinets or storage areas with boxes, furniture or equipment stored loosely on top. Classrooms with open storage use above built-in cabinets.	Can easily be jarred and fall or be thrown across populated area.	Remove all items from the tops of cabinets in open areas or securely bolt and/or tie items down to top of cabinet or adjoining wall.	VV
4. BOOKCASES AND MOVEABLE CABINETS over 42 inches high.	Can easily topple, be moved, or be emptied with items being thrown across populated space.	Tie into wall with "L" brackets or bolt to wall or floor. Use metal strips across the tops of a series of bookcases in parallel (e.g., library).	VV
5. CABINET DOORS	Will pop open and can displace contents across populated space.	Use latches that hold doors securely closed.	VV
6. WALL HUNG ADJUSTABLE SHELVING All loose shelves.	Will fall with contents, could be thrown with contents across populated space.	Screw, nail or wire loose shelves to brackets /supports.	VV
7. HANGING PLANTS All hanging items.	Will swing, may come off open hooks, could drop if not secured into ceiling.	Use enclosed hooks or close the hook. Make sure hanger is secure to ceiling.	VV
8. FILE CABINETS Over 42 inches high.	Drawers can open and contents displaced.	Place in areas least likely to be in direct line with personnel work area or use bars through drawer handles to prevent them from opening.	VV
9. ROOM DIVIDERS Over 42 inches high.	May fall down or be displaced across the room	Bolt to floor or wall.	VV
10. PROJECTOR SCREENS WALL MAPS	Could fall or be displaced across the room.	Make certain they are appropriately bolted to wall.	VV

School/Site Name:
Sequoia Middle School

STRUCTURAL CONSIDERATIONS

SEMS Basic Requirements

Review each item at your site and initial completion.

AREA TO REVIEW	DANGER ESPECIALLY DURING EARTHQUAKE INCLUDING INJURY AND DEATH	EXAMPLES OF HOW TO SECURE	INITIAL
1. DOORS AND OPENINGS	Flooring may change in height on either side of a door or opening preventing passage due to not being able to open door.	Identify a second exit from each room and make certain that all doors are in excellent operating condition.	VV
2. WINDOWS	Can burst and shatter.	Replace any broken windows with tempered glass, use some other type of replacement material, or use a special glass coating to reduce shatter possibility.	VV
3. TRAILERS ON STANDS OR BLOCKS	Can collapse, fall off stands, result in fire or other hazard.	Replace blocks or stands with permanent foundations.	VV
4. OTHER Areas you may have thought of, or are specific to your site.			VV