

Warehouse & Operations Earthquake Readiness Checklist

For DCs, fulfillment centers, 3PLs and ops-heavy teams. Work through it before the drill, practice it on **October 15**, and keep it posted.

Site: _____

Completed by: _____

Date: _____

1 Before the drill

NOW TO OCT 14

- ☐ **Register your site** at shakeout.org/california (free for businesses).
- ☐ **Walk every rack aisle.** Check anchors and base plates, bent or dented uprights, damaged beams, and missing beam locks or safety pins. Tag and offload damaged bays.
- ☐ **Confirm loads match posted rack capacities.** No overhanging or unstable pallets.
- ☐ **Fix top-heavy storage.** Move heavy and loose items to lower levels. Stretch-wrap, net or band loose cartons up high.
- ☐ **Secure what can tip or fly:** tall shelving, cabinets, office furniture, monitors. Strap or chain compressed gas cylinders and propane tanks.
- ☐ **Store hazmat and chemicals** in closed, secured cabinets with SDS sheets on hand.
- ☐ **Keep exits, egress routes and fire aisles clear.** Nothing staged in front of exits, panels or extinguishers.
- ☐ **Pick safe spots for each zone.** Interior walls away from rack faces, windows and tall items. Short distances only.
- ☐ **Set an assembly point** away from the building, trailers, trees and power lines: _____
- ☐ **Know your shutoffs** (gas, water, electrical) and who is trained to use them.
- ☐ **Plan for everyone on site:** temps, visitors, drivers, people with disabilities, and every language your crew speaks.
- ☐ **Turn on alerts.** MyShake app or phone emergency alerts for supervisors.
- ☐ **Assign roles** (name and backup):

Incident lead	_____
Headcount	_____
First aid	_____
Utilities / facilities	_____
Systems / IT	_____
Carrier & customer comms	_____

2 During shaking

SECONDS COUNT

- DROP**
onto hands and knees

COVER
head and neck

HOLD ON
until shaking stops
- ☐ **Drop, Cover, Hold On where you are.** Do not run for the doors or outside. Do not stand in a doorway.
 - ☐ **No sturdy table nearby?** Get down next to an interior wall and cover your head and neck with both arms. Only move a step or two, and only to get away from rack faces, glass or tall items.
 - ☐ **Forklift and MHE operators:** stop, lower forks and load to the floor, neutralize controls, set the brake. Stay seated with the seatbelt on. Do not jump off.
 - ☐ **Operators at height** (order pickers, lifts): stay on the platform with fall protection attached and hold on. Do not climb down while shaking.
 - ☐ **Outside on the dock or yard:** move to open space if you safely can, away from the building, trailers and power lines. Then Drop, Cover, Hold On.
 - ☐ **Drivers in vehicles:** stop, set the parking brake, stay inside.

3 After shaking

FIRST 60 MINUTES

- ☐ **Check yourself, then others.** Give first aid. Call 911 for serious injuries.
- ☐ **Expect aftershocks.** Move carefully. Watch for fallen product and debris.
- ☐ **Evacuate if needed** on foot. Use stairs, not elevators, from mezzanines. Stay clear of building edges.
- ☐ **Headcount at the assembly point** against the shift roster, including temps, visitors and drivers.
- ☐ **Look for fire and gas.** Shut the gas main only if you smell gas, hear hissing or see the meter spinning. Treat downed lines as live.
- ☐ **Spills and battery areas:** isolate, treat unknown materials as hazardous, call the fire department.
- ☐ **No re-entry to rack aisles until inspected.** Barricade leaning or damaged racks and aisles with spilled product. Call a structural engineer experienced with racks for serious damage.
- ☐ **No forklift back in service** until it is checked and any damage is reported.
- ☐ **Photograph damage before cleanup.**

4 Business continuity

KEEP SHIPPING

- ☐ **WMS/ERP backups** run and tested. Know where they live and who can restore them.
- ☐ **Offline pick and ship process** written down: printed pick lists, manual labels, paper BOLs, and a printed copy of open orders.
- ☐ **Power for the essentials.** UPS or generator for network gear, label printers and scanner chargers.
- ☐ **Admin logins and vendor support** numbers stored somewhere off-site.
- ☐ **Know your coverage.** Does your policy cover earthquake damage and business interruption?
Policy # _____
Claims line _____
- ☐ **Damage log ready:** location, SKU, qty, photo ref. Keep damaged goods segregated until the claim is settled.
- ☐ **Supplies on site** for at least 3 days, ideally 2 weeks: water (1 gallon per person per day), first aid, flashlights, batteries, radios, work gloves, goggles, dust masks, hard hats, gas and water wrench.
_____ people × _____ days = _____ gallons of water

Key contacts

WHO	NAME	PHONE / EMAIL
Site incident lead		
3PL / warehouse partner		
Primary carrier(s)		
Top customers		
WMS / ERP / IT support		
Landlord / facilities		
Rack inspector / engineer		
Insurance broker		
Gas & electric utility		
Fire dept (non-emergency line)		
Cleanup / restoration vendor		

Customer update template

SEND WITHIN THE FIRST FEW HOURS

Subject: Operations update from [Company], [date]

An earthquake affected our [city] facility at [time]. Our team is safe and accounted for. [OR: We are still confirming the safety of our team.]

We have paused shipping while we inspect the building and racking. We expect to share our next update by [time/date]. Orders placed after [cutoff] may ship [new estimate].

Your contact for questions is [name, phone, email].

5 Drill-day run sheet

THU, OCT 15

TIME	ACTION	OWNER
By Oct 14	Tell staff, temps and drivers the plan. Give carriers a heads-up on a short dock pause.	
9:45 a.m.	Brief shift leads on roles. Print the roster for headcount.	
10:10 a.m.	Announce the drill on PA and radios. No new lifts at height.	
10:14 to 10:16	MyShake sends a drill alert to phones (10:14 Bay Area, 10:15 LA region, 10:16 rest of CA).	
10:15 a.m.	Drop, Cover, Hold On for about a minute. Forklift operators practice stop, lower, brake.	
10:17 a.m.	Optional: walk to the assembly point and run headcount. Time it: _____ min.	
10:30 a.m.	Practice a rack and damage walk. Ship one test order using the offline process. Test the call tree.	
10:45 a.m.	Debrief: what slowed us down? Owners and due dates below.	

Debrief: fixes and owners

GAP WE FOUND	OWNER	DUE