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QuakeSmart Business Toolkit

Step 2: Make a Plan

After you have identified the potential earthquake risks and how they could impact your business, it's time to create your mitigation plan and decide on techniques and solutions to reduce your risks from earthquakes. Knowing how to make a mitigation plan will take you one step closer to becoming a more resilient business. As the backbone of the nation's economy, America's businesses must be ready and able to withstand and recover rapidly from disasters — this takes some planning. Unfortunately, small businesses are more vulnerable to losses from earthquakes because they typically have fewer resources to devote to the development of mitigation plans. Larger businesses may have emergency management and continuity of operations plans as well as other resources but they may not have the knowledge on how to effectively integrate mitigation into their planning and decision making process.

Based on your identified earthquake risks, the work plan templates on this page could be used to support your earthquake mitigation planning process.

Earthquake Mitigation Plan Template

Company: \_\_\_\_\_

Project Lead: \_\_\_\_\_

Name: \_\_\_\_\_

Title/Department: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Executive Summary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Background: (Summary description of seismic risk to include priorities) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Goals & Objectives: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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### **Mitigation Project Plan (Do It-Yourself):**

These are nonstructural earthquake mitigation activities that can be completed by someone with common tools and readily available materials. The lists below are non-inclusive. For full guidance on nonstructural risks, please refer to [\*FEMA E-74: Reducing the Risks of Nonstructural Earthquake Damage\*](#).

Nonstructural Risks	Potential Mitigation Solutions	Assigned To	Budget	Completion Date
<b>Building Utility Systems</b>				
Propane Tanks	<i>Remove from high risk areas, secure in low traffic area</i>			
Water Heater	<i>Brace to wall studs, use flexible connectors</i>			
<b>Furniture and Contents</b>				
Computers	<i>Strap or Velcro® monitor/laptop to desk, latch desktop to desk</i>			
Tall Shelving	<i>Attach to wall with brackets</i>			
Library Stacks	<i>Brace to floor, install guards for books</i>			
Tall File Cabinets	<i>Secure to wall, install cabinet latches</i>			
Drawers and Cabinets	<i>Install latches to drawers and cabinets</i>			
Compressed-Gas Cylinders	<i>Attach to wall with chains or braces</i>			
Hazardous Materials	<i>Remove from business area</i>			
Fragile Artwork	<i>Secure to walls with screws and to tables with putty</i>			
Miscellaneous Furniture/Fixtures	<i>Secure ceiling fans and lights with safety cables</i>			

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### Mitigation Project Plan (Engineering-Required Mitigation Projects – Hire A Professional)

Assessing structural risks and more complex nonstructural risks requires the services of a structural engineer or other design professional to accurately evaluate and design reasonable mitigation measures. The following list is not all-inclusive; it is meant to guide you when speaking with a professional. So when in doubt, hire a professional!

Nonstructural Risks	Potential Mitigation Solutions	Assigned To	Budget	Completion Date
<b>Building Utility Systems</b>				
Piping				
HVAC Equipment & Ducts				
Suspended Space Heater				
Fuel Tank				
Air Compressor				
Automatic Fire Sprinkler Piping & Heads				
<b>Architectural Elements</b>				
Built-in Partitions				
Suspended T-Bar Ceilings/Light Fixtures				
Stairways				
Windows				
Roof Parapets				
Exterior Veneer/ Exterior Signs				
Freestanding Walls or Fences				
<b>Furniture and Contents</b>				
Freestanding Half-Height Partitions				



