



City of Ashland Building Safety Division

51 Winburn Way • Ashland, OR 97520
Phone (541) 488-5305 • Fax (541) 488-6066
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Directive

BD-DIR-0001

PREPARATION FOR SEISMIC EVENT

Policy Summary:

Outlines steps to be taken to prepare for a seismic event.

Background:

Seismologists have concluded that a major magnitude seismic event could occur at any time in the Pacific Northwest. The City's Emergency Operation Plan outlines the general responsibilities of senior City staff for various disasters, including seismic events. This policy is intended to provide more specific guidance for Building/ Safety Division staff in the preparation for such an event.

Discussion:

It is assumed for the purposes of this policy that a major magnitude seismic event will damage the City Hall building to the extent that it will be inaccessible and/or unusable to carry out either normal or emergency response functions. Additionally, it is assumed that many Community Development staff members will be unavailable to report to work during the initial stages of response.

Policy:

In order to enhance our effectiveness in carrying out our assigned duties in the event of a major magnitude seismic event, the Community Development Department will implement the following directives:

1. Priority responsibilities of the Community Development Department will be to:
 - a. Perform post earthquake assessment of structures as outlined in the Applied Technology Council ATC 20 procedures,
 - b. Strive to provide the same services as prior to the seismic event, and
 - c. Respond to requests from the Command Center as staffing allows.
2. Designated locations for Department staff to assemble and perform the functions outlined above (in order of availability) are as follows:
 - a. Community Development – 51 Winburn Way
 - b. City Hall – 20 E. Main St.
 - c. Main Fire Station
3. When at City Hall, City vehicles shall be parked in locations previously identified as reasonably safe from damage caused by structures which could collapse in a seismic event.
4. A list of telephone numbers (including those for inspector cellular telephones) shall be maintained by the Department. Each staff member shall maintain this list at their residence or some other available location during non-working hours.
5. Cellular telephones assigned to the field inspectors will be taken home with the inspectors on evenings and weekends.
6. There will be at least three sets of keys for each City vehicle assigned to the Department. The sets of keys will be distributed as follows:
 - a. At City Hall in the inspector work area
 - b. With (or readily available to) each inspector during non-working hours
 - c. At the City shops
7. Appropriate staff will receive training in the ATC 20 procedures. Steps will be taken to ensure that this training remains current.
8. Appropriate steps will be taken to ensure that all data in Eden is protected from earthquake damage and that this data will be available as quickly as possible after the event takes place.
9. Post earthquake permit policies & standards will be developed and maintained.



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10. Appropriate supplies for performing the above functions will be located in the trunks of Department vehicles.

These supplies will be maintained in working order. The following lists examples of appropriate supplies:

- a. Hardhats
- b. ATC 20 manual
- c. ATC 20 placards
- d. Flashlights
- e. Clipboards
- f. Tape measures
- g. Tools
- h. Code books
- i. Gloves (rubber and leather)
- j. Barricade tape
- k. Inspection forms
- l. Staplers/staples
- m. First aid kits (with CPR mouthpieces & rubber gloves)
- n. Permanent markers
- o. Tyvek coveralls
- p. Flares (6)
- q. Roll of duct tape
- r. Dust masks
- s. Orange safety vest
- t. H.D. breather masks with filters