SAFETY AND SURVIVAL
IN
EARTHQUAKES
AND EMERGENCIES

A DISASTER PREPAREDNESS PLAN

Revised June 18, 2014
MEMORANDUM

To: New Staff and Students
From: Brett Boston – Office of Environmental Health and Safety
Subject: Disaster Preparedness Plan

Enclosed is a copy of WesternU’s Disaster Preparedness Plan. I would like to stress to you the importance of being familiar with evacuation procedures in the event of a disaster. Please take the time to review the plan – and know what to do in the event of an emergency!

We will have “practice drills” during the year. If you are on campus, please evacuate to one of our Emergency Assembly Areas quickly and check in with a member of the Evacuation/Assembly Team.

It is strongly recommended that everyone keep emergency supplies in their vehicle. The following is suggested:

- A zippered backpack
- Comfortable shoes and shocks
- A pair of jeans/sweats and jackets
- One quart of water (minimum)
- Flashlight and Batteries
- Road map of the area
- Packaged food with extended shelf life
WESTERN UNIVERSITY OF HEALTH SCIENCES
EARTHQUAKE/EMERGENCY PLAN

The following pages include an emergency plan for the University in the event of an earthquake or other major emergency. In addition to the general plan, there are detailed assignments for each major responsibility.

SAFETY COORDINATORS/FLOOR CAPTAINS

A Safety Coordinator/Floor Captains is designed for each building, floor or work area. Safety Coordinators should have a thorough understanding of their buildings as well as office assignments and special needs of those in the building.

In the event of an emergency, the Safety Coordinator/Floor captains will ensure everyone has vacated the building. Individuals needing first aid will be assisted.

Each member of the faculty and staff and each student are asked to assemble in the University-designated area immediately following a disaster.

YOU ARE ASKED TO FOLLOWING THESE PROCEDURES:

1. Follow earthquake or other emergency procedures as outlined in this manual.
3. Assemble in the closest designated area for your building or work location.
4. Remain in the designated disaster area until identified by a member of the Evacuation/Assembly team (Safety Coordinator).
5. If you need to leave your assembly area, please notify a member of the Evacuation/Assembly team.
6. You will be permitted to leave campus as quickly as possible after checking in with your area monitor if you are not needed for the search and rescue efforts.
7. In the event of a major earthquake/emergency, you may be asked to remain on campus. Emergency provisions, water, food, blankets, etc., will be provided.
TRAINING DRILLS

Quarterly meetings will be held for all Safety Coordinators/Floor Captains to keep them updated.

The office of Environmental Health and Safety in conjunction with the Safety Coordinators/Floor Captains will conduct unannounced drills at least once a year.

EVACUATION DRILLS

Sounding fire alarm bells initiate evacuation drills at WesternU. When the alarm sounds, everyone is to leave the affected facility in an orderly manner and proceed to the nearest evacuation assembly area.

At the conclusion of any evacuation, the Safety Coordinator will inform everyone at their respective area when they may return to their facility.
DISABILITY ISSUES

You do not have to identify as a person with a permanent disability to qualify for needing assistance. There are many people, including those who identify and those who do not identify as having a disability or who have no visible disability, who may also need assistance. Some people may need assistance because of conditions that are not apparent. Others may have obvious disabilities or conditions but may not need assistance. Some people may perform well in a drill but some will experience problems in emergency situations.

Many do not recognize their own need for assistance. Encourage your friends and colleagues to identify themselves, if you think they may need specific assistance during an emergency. Use a checklist to help people feel free to self-identify as needing assistance (see Will You Need Assistance in an Emergency Evacuation?). Let people know that while self-identification is voluntary, you can ask that the information be kept confidential and that it only be shared with those who have responsibilities for emergency response.

- Is your name on the current log containing the names of all people need assistance?
- Is the list updated frequently so it can also include people who may have temporary activity restrictions?
- CALL SECURITY FOR ASSISTANCE
- EXT. 3000
Immediate Action:

In the event of an earthquake take the following action:

☐ Remain where you are! **RESIST THE URGE TO PANIC AND RUN!**

☐ If you are indoors, **DO NOT LEAVE THE BUILDING!** Seek immediate shelter under a heavy desk/table, or cover your head, or brace yourself against an inside wall. Get at least fifteen feet (15’) away from windows. In a **classroom/auditorium** stay in your seat and protect your head with your arms or place your head between your knees. **DO NOT GO OUTSIDE!** You could be injured by falling debris.

☐ If you are outdoors, move to an open area away from buildings, trees, power poles and overhead electrical wires. **DO NOT GO INSIDE!** Falling objects could hit you as you try to enter the building.

☐ If you are in a moving car, pull over and stop. Avoid power lines, tall buildings, and freeway over/underpasses. If power lines do fall on your vehicle, do not attempt to leave your vehicle until the lines are removed or you have assurance that there is absolutely no power being transmitted through them. **DO NOT TOUCH** any metal parts of the car.

☐ The initial trembler will last from a few seconds to two or three minutes. Do not attempt any action until all shaking has stopped.

☐ When instructed, **carefully** exit buildings through front or rear emergency doors and immediately go to the following areas:

- **MAIN CAMPUS:** ANY EVACUATION ASSEMBLY AREA
- **WESTERN MEDICAL CENTER:** EAST PARKING LOT
- **HILLS WELLNESS CENTER:** SOUTH PARKING LOT
- **NSC:** EAST PARKING LOT
- **ANDERSON TOWER:** WEST PARKING LOT
After you have carefully evacuated your building, please walk to the following assembly areas. These are recognizable by a **TRIANGLE-SHAPED SIGN, PAINTED ORANGE WITH SIGHT NUMBERS ON THEM**:

<table>
<thead>
<tr>
<th>Building</th>
<th>Assembly Area #</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Professional Center</td>
<td>4</td>
<td>HSC building in parking lot</td>
</tr>
<tr>
<td>Heath Science Center</td>
<td>5</td>
<td>Behind HSC building South</td>
</tr>
<tr>
<td>Student Services Center</td>
<td>6</td>
<td>Behind building in South parking lot</td>
</tr>
<tr>
<td>Bookstore</td>
<td>2</td>
<td>Behind Bookstore in North parking lot</td>
</tr>
<tr>
<td>Administration and Research Center</td>
<td>1</td>
<td>Behind building in North parking lot</td>
</tr>
<tr>
<td>399 North Garey</td>
<td>1</td>
<td>West Parking lot</td>
</tr>
<tr>
<td>Business Center</td>
<td>2</td>
<td>North of building in parking lot</td>
</tr>
<tr>
<td>Library and IT</td>
<td>6</td>
<td>East of building in parking lot</td>
</tr>
<tr>
<td>Vet Med Care Center</td>
<td>7</td>
<td>Parking lot</td>
</tr>
<tr>
<td>Banfield Hospital</td>
<td>7</td>
<td>Parking lot</td>
</tr>
<tr>
<td>Nursing Science Center</td>
<td>8</td>
<td>NSC East Parking Lot</td>
</tr>
<tr>
<td>Health Education Center</td>
<td>4 or 7</td>
<td>Parking lot North side</td>
</tr>
<tr>
<td>Patient Care Center</td>
<td></td>
<td>Sidewalk on 2nd St.~ Move to parking lot North of HEC</td>
</tr>
<tr>
<td>Hills Wellness Center</td>
<td></td>
<td>West parking lot</td>
</tr>
<tr>
<td>Anderson Tower</td>
<td>9</td>
<td>West parking lot</td>
</tr>
</tbody>
</table>
1. Remain in your assigned assembly area until you are released to leave. You will be permitted to leave as quickly as possible, if you are not needed for search and rescue efforts.

2. In the event of a major earthquake or other emergency, you may be asked to remain on campus. Emergency provisions will be provided.

3. **Do not drink water from faucets** until quality has been checked. Ruptured lines could result in contamination. Also, carefully examine bottled water to ensure shattered glass has not penetrated the container.

4. **Do not spread rumors.** We will attempt to have accurate information available for you through the network of Associate Safety Coordinators, the First aid/Triage team, and/or an Ancillary Services team.

5. **Do not use or ask to use the telephone.** Telephone lines, if working, will need to be used for emergency communications.
TAKE SPECIAL PRECUATIONS

1. Expect aftershocks. These will vary in magnitude and continue for several days, perhaps weeks.

2. **DO NOT USE ELEVATORS.**

3. Watch for falling debris

4. In power fails, do not ignite an open flame.

5. Wear shoes and watch for electrical wires, broken glass, etc.

6. **DO NOT** turn on electrical switches. This could trigger an explosion.

7. If you can assist an injured person to the assembly area, please do so. **DO NOT** move more seriously injured persons unless they are in immediate danger of further injury. Recognize and assist individuals who are suffering from shock or emotional distress.

8. Stairwells could be damaged. Step carefully and use an alternate route if necessary.
EARTHQUAKES/EMERGENCIES OCCURRING AFTER HOURS, WEEKENDS, AND HOLIDAYS

Remember that even during these hours there may be some employees or students working in their offices, laboratories, or in the medical library. Those individuals are asked to ensure that co-workers and fellow students are safe, identify those in need of first aid, and be prepared to assist with search and rescue efforts.

The following staff is asked to report to the EMERGENCY OPERATIONS CENTER (E.O.C.) as quickly as possible. The E.O.C. is located in the H.R. Conference Room in the Business Center.

Brett Boston    Dr. Pumerantz
Dr. Sheree Aston     Kevin Shaw
Dr. Gary Gugelchuk   Dr. Tom Ford
Dr. Phil Nelson      Todd Clark
Dr. Paula Crone    Dr. Daniel Robinson
Dr. Steven Henriksen  Jeff Keating
Dr. Elizabeth Hoppe  Dr. Lawrence Harkless
Dr. Steven Friedrichsen    Dr. Beverly Guidry
Dr. Stephanie Bowlin

WESTERN UNIVERSITY MEDICAL CENTER:

Dr. Alan Cundari – or – James Elliott

All other individuals are asked to remain away from campus facilities until the campus is reopened.

A RECORDED MESSAGE will be placed on the University’s main number with instructions: (909) 623-6116.

UNIVERSITY EMERGENCY ORGANIZATION

During a major emergency, Philip Pumerantz, Ph.D., PRESIDENT, will be in direct control of the campus and of our medical centers. If the President is not available, the chain of command is as follows:

Dr. Gary Gugelchuk    D.O., Provost/COO
Dr. Tom Fox          VP/Deputy COO
Mr. Kevin Shaw       CFO/Treasurer
Mr. Brett C. Boston   Director of Environmental Health and Safety

CAMPUS EMERGENCY OPERATIONS CENTER

The Facility Manager’s office in the Business Center will be the E.O.C.

EMERGENCY PHONE NUMBERS

Emergency Operator     DIAL 911
Campus Security        DIAL 909-706-3000
### HOSPITALS

<table>
<thead>
<tr>
<th>Hospital Name</th>
<th>Location</th>
<th>Emergency Room</th>
<th>Main Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chino Valley Medical Center</td>
<td>5451 Walnut, Chino</td>
<td>(909) 464-8666</td>
<td>(909) 464-8600</td>
</tr>
<tr>
<td>Foothill Presbyterian Hospital</td>
<td>250 S. Grand Ave., Glendora</td>
<td></td>
<td>(626) 963-8411</td>
</tr>
<tr>
<td>Citrus Valley Inter-Community Medical Center</td>
<td>303 N. 3rd Ave., Covina</td>
<td>(626) 331-7331</td>
<td></td>
</tr>
<tr>
<td>Kaiser Foundation Hospital</td>
<td>9961 Sierra Avenue, Fontana</td>
<td>(909) 427-5000</td>
<td></td>
</tr>
<tr>
<td>Loma Linda University Medical Center</td>
<td>Barton Road &amp; Anderson St., Loma Linda</td>
<td>(909) 824-0800</td>
<td></td>
</tr>
<tr>
<td>Pomona Valley Hospital Medical Center</td>
<td>1798 N. Garey Ave., Pomona</td>
<td>(909) 865-9500</td>
<td></td>
</tr>
<tr>
<td>San Antonio Community Hospital</td>
<td>999 San Bernardino Road, Upland</td>
<td>(909) 985-2811</td>
<td></td>
</tr>
</tbody>
</table>

### FIRE/PARMEDICAS

DIAL 911

### PUBLIC UTILITIES

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Southern California – EDISON</td>
<td>(909) 986-5861</td>
</tr>
<tr>
<td>Southern California – GAS</td>
<td>(909) 592-1799</td>
</tr>
</tbody>
</table>

### SHERIFF

DIAL 911

### POMONA POLICE DEPARTMENT

DIAL 911

### RADIO STATIONS

<table>
<thead>
<tr>
<th>Station</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>KFI</td>
<td>640 AM</td>
</tr>
<tr>
<td>KFXM</td>
<td>590 AM</td>
</tr>
<tr>
<td>KMPC</td>
<td>710 AM (Spanish)</td>
</tr>
<tr>
<td>KNSE</td>
<td>1540 AM</td>
</tr>
<tr>
<td>KWOW</td>
<td>1600 AM</td>
</tr>
<tr>
<td>KBIG</td>
<td>98.6 FM</td>
</tr>
<tr>
<td>KDUO</td>
<td>97.5 FM</td>
</tr>
<tr>
<td>KGGI</td>
<td>99.1 FM</td>
</tr>
<tr>
<td>KNTF</td>
<td>93.5 FM</td>
</tr>
<tr>
<td>KOST</td>
<td>103.5 FM</td>
</tr>
</tbody>
</table>

* Radio KFI is the Emergency Information Station for Southern California
It is strongly urged

That EVERY FAMILY with children

Devise a plan of action

that assures responsible care for their children

in the event of a major catastrophe!
**FAMILY EMERGENCY INFORMATION LIST:**

**Reunion points if separated:**

1. _____________________________________________________________________________
2. _____________________________________________________________________________
3. _____________________________________________________________________________
4. _____________________________________________________________________________

**Weekday contacts:**

<table>
<thead>
<tr>
<th>Father</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mother</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Child's School</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
</tbody>
</table>

**Policy:**

- Hold: __________
- Release: __________

**Out of town/state family contact center:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>City</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>______</td>
<td></td>
<td>______</td>
</tr>
</tbody>
</table>

**Utilities Locations:**

- Emergency Supplies: ______________________________________________________________________
- Gas Valve: ________________________________________________________________________________
- Electrical Panel: ________________________________________________________________________
- Water Valve: ____________________________________________________________________________

**Emergency Broadcast Radio Station:**

- A.M. __________
- F.M. __________
- Frequency: ______________

**Insurance Information:**

- **Health Insurance Carrier:** ____________________________  Agent: ____________
  - Phone # ________________  Policy # ________________
  - Address: ________________________________________________________________________

- **Home Insurance Carrier:** ____________________________  Agent: ____________
  - Phone # ________________  Policy # ________________
  - Address: ________________________________________________________________________

- **Vehicle Insurance Carrier:** ____________________________  Agent: ____________
  - Phone # ________________  Policy # ________________
  - Address: ________________________________________________________________________

**Local Emergency Numbers:** 911

- Policy Department: ____________  Fire Department: ____________
- Ambulance: ____________  Poison Control Center: ____________
- Physician: ____________  Hospital: ____________
California Earthquake Preparedness
Steps to take during an Earthquake:

When an earthquake strikes

**DUCK, COVER AND HOLD**

Whether you are in your home, a school classroom, or a high-rise or another type of building, it is important to know how to protect yourself during an earthquake. Practice what to do during an earthquake and teach yourself and your family members to react automatically when the shaking starts. If you are outdoors when the shaking starts, get into an open area away from trees, buildings, walls and power lines. If you are indoors, follow the steps below:

**DUCK**
Duck or drop down to floor.

**COVER**
Take COVER under a sturdy desk, table or other furniture. If that is not possible, seek COVER against an interior wall and protect your head and neck and arms. Avoid danger spots near windows, hanging objects, mirror or tall furniture.

**HOLD**
If you take cover under a sturdy piece of furniture, HOLD onto it and be prepared to move with it. HOLD the position until the ground stops shaking and it is safe to move.
Campus Map

1. Nursing Science Center (NSC) (350 S. Garey Avenue)
2. Technology Training Center (TTC)
2A. Harriet K. & Philip Pumperantz Library and Learning Resource Center (LRC)
3. University Research Center (URC)
3A. Administration & Advancement Center (AAC)
3B. Booth Book Center (BBC)
3C. Student Services Center (SSC)
3D. Harris Family Center for Disability and Health Policy (COHP)
4. University Services Center (USC)
4A. Business Center (BC)
4B. Health Sciences Center (HSC)
5. Veterinary Medicine Center (VMC)
5A. Veterinary Pathology Center (VPC)
5B. Ethan Allen Park
5C. Health Professions Center (HPC)
6. Barfield Veterinary Clinical Center (BVCC)
6A. Health Education Center (HEC)
7. Patient Care Center (PCC)
7A. Parking Structure

Pomona Train Station