

SAFETY AND SURVIVAL

IN

**EARTHQUAKES
AND EMERGENCIES**



The discipline of learning. The art of caring.

**A DISASTER PREPAREDNESS
PLAN**

Revised July 12, 2010



The discipline of learning. The art of caring.

309 E. 2nd Street, Pomona, CA 91766-1889 • (909) 623-6166 • FAX (909) 629-7255

MEMORANDUM

To: Staff and Students

From: Brett Boston – Office of Environmental Health Safety and Security

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 socks
- 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

A Safety Coordinator 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 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 areas immediately following a disaster.

YOU ARE ASKED TO FOLLOWING THESE PROCEDURES:

1. Follow earthquake or other emergency procedures as outlined in this manual.
2. Assist injured co-workers and students. Notify Safety Coordinators of needed first aid assistant.
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 to keep them updated.

The office of Environmental Health and Safety in conjunction with the Safety Coordinators 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

EARTHQUAKE OR OTHER MAJOR EMERGENCY GUIDELINES

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

399 NORTH GAREY

WEST PARKING LOT

HILLS WELLNESS CENTER:

SOUTH 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:**

Building	Assembly Area #	Location
HPC Health Professional Center	4	HSC Building in parking lot #7
HSC Health Sciences Center	5	Behind HSC Building #6
	3	
Student Services	6	Behind building in South parking lot #6
Bookstore	2	Behind Bookstore in North parking lot #2
Administration and Research Center	1	Behind building in North parking lot #2
399 North Garey	1	West Parking Lot
Business Center		Behind building in North parking lot #2
	2	
Library and IT	6	East of building in parking lot #5
Vet Med/Vet Med Care Center	7	Parking Lot #13
Banfield Hospital	7	Parking Lot #13
NSC Nursing Science Center	8	NSC East Parking Lot
HEC Health Education Center	4 or 7	Parking Lot #13 or #7
PCC Patient Care Center		Sidewalk on 2 nd Street
Hills Wellness		West Parking Lot

SPECIAL CONSIDERATIONS

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 Warren Lawless Conference Room in the Administration building.

Brett Boston
Dr. Benjamin Cohen
Dr. Gary Gugelchuk
Dr. Phil Nelson
Dr. Clinton Adams
Dr. Steven Henriksen

Dr. Pumerantz
Kevin Shaw
Dr. Howard Pardue
Todd Clark
Dr. Daniel Robinson
Dr. Bev Guidry
Dr. Stephanie Bowlin

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

UNVIERSITY 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. Benjamin Cohen,	D.O., Provost/COO
Dr. Gary Gugelchuk	Senior Vice President
Mr. Kevin Shaw,	CFO/Treasurer
Mr. Brett C. Boston	Director of Environmental Health and Safety

CAMPUS EMERGENCY OPERATIONS CENTER

The E.O.C. is located in the Warren Lawless Conference Room in the Administration building.

EMERGENCY PHONE NUMBERS

Emergency Operator
Campus Security DIAL 909-706-3000

DIAL 911

HOSPITALS

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

FIRE/PARMEDICS

DIAL 911

PUBLIC UTILITIES

Southern California – EDISON	(909) 986-5861
Southern California – GAS	(909) 592-1799

SHERIFF

DIAL 911

POMONA POLICE DEPARTMENT

DIAL 911

RADIO STATIONS

* KFI	640 AM	KBIG	98.6 FM
KFXM	590 AM	KDUO	97.5 FM
KMPC	710 AM (Spanish)	KGGI	99.1 FM
KNSE	1540 AM	KNTF	93.5 FM
KWOW	1600 AM	KOST	103.5 FM

* 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:

	<u>Address:</u>	<u>Phone:</u>
Father _____	_____	_____
Mother _____	_____	_____
Child's School: _____	_____	_____
Policy: _____		
Hold: _____		
Release: _____		

Out of town/state family contact center:

Name: _____
Address: _____
City: _____ State: _____

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

Police Department: _____	Fire Department: _____
Ambulance: _____	Poison Control Center: _____
Physician: _____	Hospital: _____

BEAT THE QUAKE

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

Duck or drop down to floor.

COVER



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



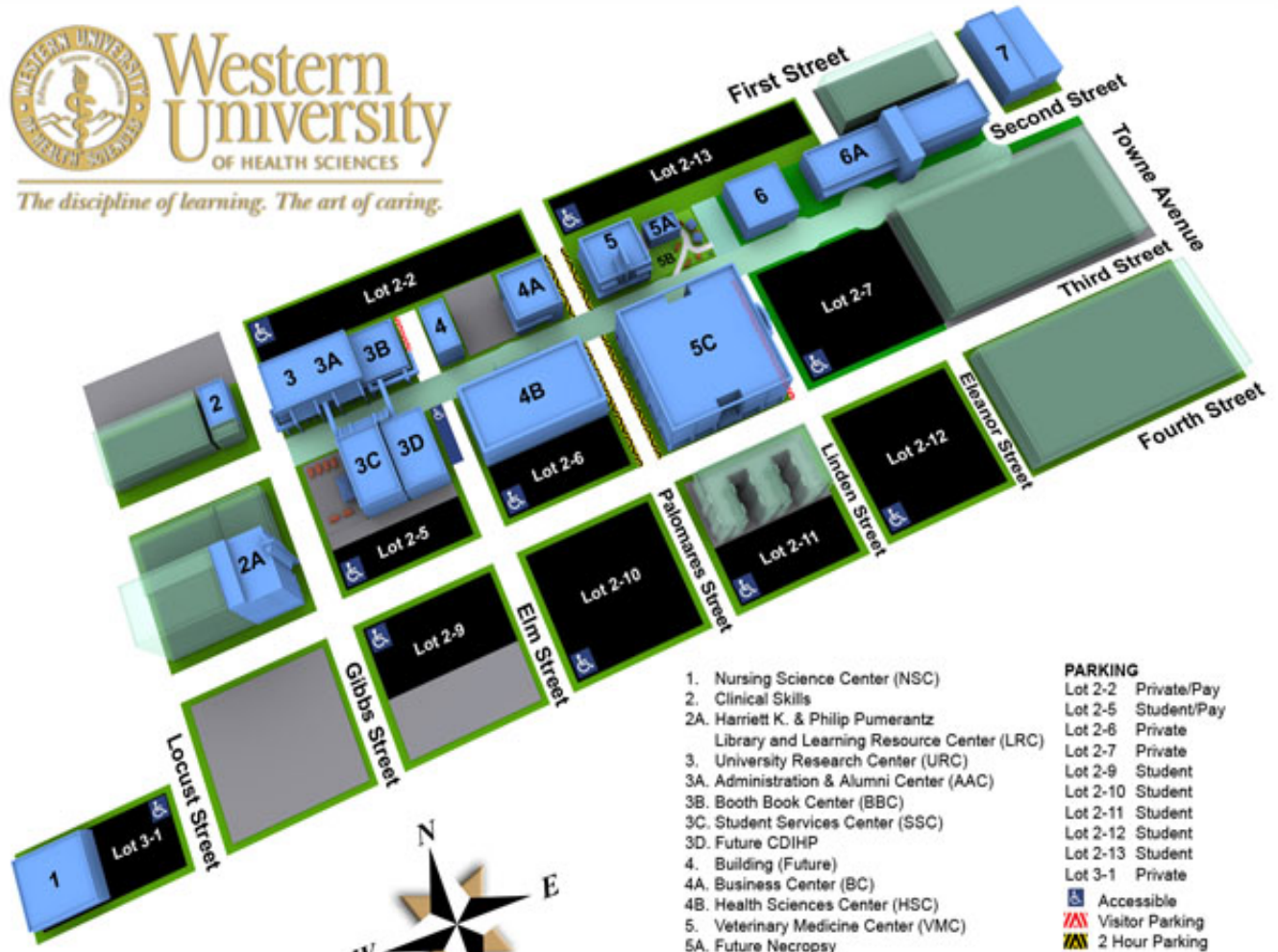
HOLD

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.



Western University OF HEALTH SCIENCES

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1. Nursing Science Center (NSC)
2. Clinical Skills
- 2A. Harriett K. & Philip Pumerantz Library and Learning Resource Center (LRC)
3. University Research Center (URC)
- 3A. Administration & Alumni Center (AAC)
- 3B. Booth Book Center (BBC)
- 3C. Student Services Center (SSC)
- 3D. Future CDIHP
4. Building (Future)
- 4A. Business Center (BC)
- 4B. Health Sciences Center (HSC)
5. Veterinary Medicine Center (VMC)
- 5A. Future Necropsy
- 5B. Ethan Allen Park
- 5C. Health Professions Center (HPC)
6. Veterinary Clinical Center
- 6A. Future Health Education Center
7. Future Clinic and Parking Structure

PARKING

- Lot 2-2 Private/Pay
- Lot 2-5 Student/Pay
- Lot 2-6 Private
- Lot 2-7 Private
- Lot 2-9 Student
- Lot 2-10 Student
- Lot 2-11 Student
- Lot 2-12 Student
- Lot 2-13 Student
- Lot 3-1 Private
- Accessible
- Visitor Parking
- 2 Hour Parking

