

SAFETY AND SURVIVAL

IN

EARTHQUAKES
AND EMERGENCIES



A DISASTER PREPAREDNESS
PLAN

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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 empl

EMERGENCY PHONE NUMBERS

It is strongly urged

That **EVERY FAMILY** with children

Devise a plan of action

FAMILY EMERGENCY INFORMATION LIST:

Reunion points if separated:

DUCK



