

PEPPERDINE UNIVERSITY

EMERGENCY PREPAREDNESS GUIDE

2010–2011

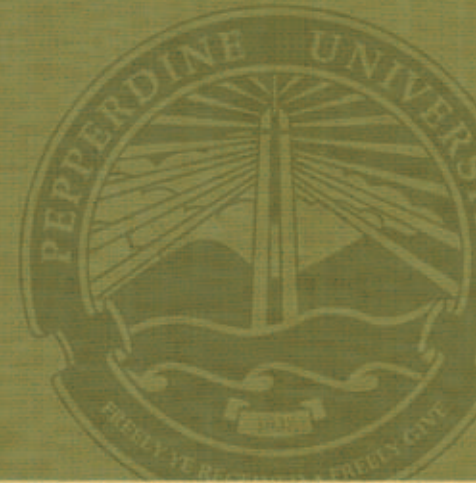





TABLE OF CONTENTS

INTRODUCTION	4
About this Guide	5
Pepperdine Emergency Personnel	6
Emergency Communication at Pepperdine.....	8
 NATURAL DISASTERS	9
Avalanches	10
Earthquakes	12
Fires	14
Red Flag Warnings	14
Structure Fires.....	15
Wildfires.....	17
Landslides.....	19
Riptides.....	21
Severe Winds.....	22
Tsunamis	23


 MEDICAL EMERGENCIES	25
Automated External Defibrillator (AED)	26
Disease Prevention	27
First Aid.....	28
Anaphylaxis (Allergic Reaction)	29
Asthma Attack	30
Broken Bones	32
Burns	33
Choking.....	34
Dehydration and Heat Stroke	36
Frostbite.....	38
Head, Neck, and Back Injuries	39
Hypothermia	41
Open Wounds.....	42
Nosebleeds.....	43
Seizure.....	44
Shock.....	45
Sprains.....	46
Hazardous and Infectious Materials	47

 **CRIME..... 49**


Active Shooter 50
Crime in Progress/Civil Disturbance 53
Reporting a Person of Concern 55
Terrorist Incidents..... 56

 **UTILITY OUTAGES..... 58**


Electrical Outages..... 59
Gas Outages..... 62
Water Outages..... 63

 **PERSONAL PREPAREDNESS 65**


Communication Planning..... 66
Evacuation and Relocation 67
Evacuation and Relocation of Persons with Disabilities 69
Flooding and Water Damage..... 71
Personal Preparedness Planning 72
Post-Disaster..... 76
Roadblocks..... 77
Supplies 78

 **WILDLIFE 81**

Mosquitoes..... 82
Mountain Lions..... 84
Poison Ivy and Poison Oak..... 86
Rattlesnakes 88
Spiders 90
Stinging Insects..... 92
Ticks..... 94

 **PSYCHOLOGICAL ASSISTANCE 96**

Anxiety..... 97
Depression 98
Post-traumatic Stress Disorder (PTSD)..... 99
Resources for Faculty & Staff 99
Resources for Students 100

 **RESOURCES..... 101**

Pepperdine University Contact Information 102
Additional Contact Numbers 103
Local Media Resources 104
Web Resources..... 105

INTRODUCTION

ABOUT THIS GUIDE

This information is designed to assist you in responding to emergencies that may impact you while attending classes, working, or residing at one of the University's campuses in Southern California; it also includes information on how to respond to some emergency situations you may encounter while away from the University. We encourage you to read the document and refer to it as needed.

Because the Malibu campus is susceptible to road closures and detours, please pay close attention to the alternative routes to campus found on page 77. For road conditions affecting the Malibu campus and campus/class closures, please call (310) 506-ROAD (7623). Updated emergency information is also available online on Pepperdine's Emergency Information Web page found at <http://emergency.pepperdine.edu> or by clicking on the "Emergency Information" link on the bottom of the Pepperdine University home page (www.pepperdine.edu). Up-to-the-minute information regarding road closures and weather in the Los Angeles/Ventura/Orange County region is also available from AM radio stations KNX 1070 and KFWB 980.

If you have any questions or comments regarding this material, please contact the Department of Public Safety at (310) 506-4700 or the Office of Insurance and Risk at (310) 506-4410.



PEPPERDINE EMERGENCY PERSONNEL

Pepperdine University's emergency preparedness plans are facilitated by several internal groups that are tasked with overseeing various aspects of the University's emergency operations. These groups report to the Chief Administrative Officer who then reports directly to the Executive Vice President. The specific responsibilities for each group are outlined below.

EMERGENCY OPERATIONS COMMITTEE (EOC)

Pepperdine's EOC is the decision-making body for the University during emergencies. The EOC is comprised of upper-level administrators representing all areas of the University. The EOC maintains emergency action plans for specific emergency situations. These plans are regularly updated as new information and/or best practices become available. The University's EOC is experienced in handling emergency situations and places the highest priority on the safety of the University's faculty, staff, and students.

DISASTER MANAGEMENT TEAM (DMT)

The DMT includes the University's EOC and several working groups representing Campus Operations, Student Affairs, the University's five schools, Graduate Campuses, Information Technology, International Programs, and on-campus residents.

DEPARTMENT OF PUBLIC SAFETY (DPS)

The Department of Public Safety is committed to providing and maintaining a safe and secure environment while respecting the rights and dignity of those individuals utilizing the programs and facilities of Pepperdine University. For additional information, please see the [Public Safety Web site \(www.pepperdine.edu/publicsafety\)](http://www.pepperdine.edu/publicsafety).

CRITICAL SUPPORT PERSONNEL (CSP)

University departments designate Critical Support Personnel for their area. These individuals form a "skeleton crew" for the department allowing the most important business processes to continue in emergency situations. During an emergency or unusual event affecting the University, Critical Support Personnel who receive specific instruction to do so should report to campus. Critical Support Personnel should seek instruction on whether or not to report to campus if they do not hear from their supervisor. Additionally, some Critical Support Personnel should report to campus even when communication lines fail, and they do not receive a specific request to do so. Talk with your supervisor to determine if you serve as Critical Support Personnel for your department.

If you have a Critical Support Personnel role, consider how this may impact your emergency plans with your children, spouse, and other possible family obligations. Discuss any concerns or questions you might have with your supervisor.

PEPPERDINE EMERGENCY PERSONNEL (CONTINUED)

EMERGENCY RESPONSE TEAM (ERT)

In the event of an emergency during business hours, volunteer faculty and staff members assist Public Safety with building evacuations and directing occupants to designated staging locations. ERT members can be easily identified by their red hats and jackets. Once at the designated staging location, ERT members take attendance to ensure that everyone has made it safely out of the building.

If you are interested in serving as an ERT volunteer, please contact Insurance and Risk at (310) 506-4410.

RESIDENTIAL EMERGENCY RESPONSE TEAM (RERT)

The RERT functions similarly to the ERT, serving the student residential community on the Malibu Campus. The RERT is composed of Housing and Community Living staff members. During emergencies requiring the University community to relocate, RERT members will go to each residence hall and on-campus apartment to inform the residents of the situation. The RERT works alongside Dining Services to provide food during emergencies requiring relocation.

THREAT ASSESSMENT TEAM (TAT)

Pepperdine University takes threats against any member of its community seriously and seeks to address all such threats as soon as they are discovered. To analyze threats, the University maintains a multi-disciplined TAT. This team collects facts regarding any perceived threat; with this information, the TAT determines whether a threat exists and the level of risk such a threat poses. The team works in conjunction with law enforcement and develops threat management strategies.

The TAT includes members of the University administration, representatives from DPS, outside psychological consultants, and other members of the community as needed. Threats are evaluated on a case-by-case basis; based on the situation, the TAT may request assistance from other members of the University community.

EMERGENCY COMMUNICATION AT PEPPERDINE

It is vitally important that emergency situations involving the University community be reported in an accurate and timely manner to both emergency responders and members of the Pepperdine community. During an emergency, please keep phone lines clear except when necessary to report serious hazards or injuries.

REPORTING AN EMERGENCY

If you are on the Malibu campus when an emergency occurs, notify the Department of Public Safety at (310) 506-4441. Calling the Department of Public Safety allows officers to respond directly to the scene. DPS will contact outside emergency personnel as needed and direct them to the correct location.

If you are at any other location when an emergency occurs, call 911. If you are at a Pepperdine graduate campus, call the Department of Public Safety at (310) 506-4442 after you have called 911.

For additional contact information, please refer to page 102–103 of this guide.

HOW THE PEPPERDINE COMMUNITY RECEIVES EMERGENCY INFORMATION

In appropriate circumstances, faculty, staff, and students will receive information sent directly to them via Everbridge Aware, e-mail, or communication from coworkers, supervisors, or Emergency Response Team (ERT) members.

Everbridge Aware: The Everbridge Aware emergency communication system allows the University to send messages directly to community members. These messages can be sent to e-mail; cell, office, and home telephones; SMS/text message; and designated emergency contacts. The system is dependent upon the contact information provided in the WaveNet Portal by each individual. This system is only used for testing and emergency communications.

Specific instructions for updating personal contact information for Everbridge Aware are available [here](#) (<http://emergency.pepperdine.edu/emergency-communication>).

Emergency information Web page: Pepperdine's emergency information Web page is located [here](http://emergency.pepperdine.edu) (<http://emergency.pepperdine.edu>). This Web page functions as an informational blog for the University during emergencies. Information and decisions affecting the University community are posted on this site in real time by the EOC.

The Web page also lists best practice instructions for community members for incidents ranging from personal medical emergencies to earthquakes, fires, and power outages.



NATURAL DISASTERS

AVALANCHES

What they are: Avalanches are the rapid flow of snow down a slope. They are triggered by an external stress on snow pack, such as earthquakes, rock or ice fall, heavy precipitation, snowmobiles, or skiers. Avalanches normally occur in mountainous areas. Even small avalanches are very dangerous to humans, as they can bury individuals in snow, where they can die of suffocation or hypothermia. Skiers, snowboarders, and snowmobilers are at the greatest risk of encountering an avalanche.

How to respond: If you are caught in an avalanche, try to get to the side of the avalanche as quickly as possible. Should you fall, immediately remove your equipment, such as skis or a snowboard, and attempt swimming motions. As the snow comes to a rest, if you are buried, create an airspace in front of your mouth and try to thrust an arm, leg, or object above the surface of the snow. Once the snow has stopped moving, enlarge your air space, but otherwise minimize movement to reduce your oxygen consumption.

If you are with someone who is buried in an avalanche, call 911 and begin search and rescue immediately after the snow settles. Do not wait for help to arrive, as those buried for 30 minutes or longer generally will not survive. To find someone who has been buried, do the following:

Try to note where the person was last seen. Visually scan along a downslope trajectory from this point to look for indications of where the victim might be buried.

Victims who are partially or shallowly buried can often be located by scanning the avalanche debris for clothing or equipment.



AVALANCHES (CONTINUED)

- If you and the victim have transceiver radios, switch yours to receive mode and check for a signal.
- First probe random spots of common burial areas, marking the areas that have been searched. Common burial areas include:
 - Below the last point seen
 - Along the flow line of the avalanche
 - Around trees, rocks, and other obstacles
 - Near the bottom runout of the debris
 - Along the edges of the avalanche track
 - In low spots where snow may collect.
- Listen and look for clues, such as beeps, voices, movement, equipment, and body parts.
- Once the victim has been found and his or her head has been freed, send for help and begin first aid.
- **How to prepare:** Those who will be in areas where avalanches could occur should take the following precautions:
 - When in a potential avalanche zone, do not travel alone. Always ski or snowboard with a partner.
 - Always stay on marked ski slopes. Obey all boundary and warning signs.
 - Wear a helmet whenever skiing or snowboarding.
 - If you will spend time away from marked trails, consider taking an avalanche safety course.
 - Those who spend time in backcountry areas should wear an avalanche rescue beacon, an avalanche cord, and carry rescue equipment, including a small shovel, a probe, an avalanche transceiver, and an avalanche airbag system.



EARTHQUAKES

What they are: Earthquakes are a sudden shaking or trembling of the earth and can collapse buildings, break utility lines, and cause landslides and fires. Earthquakes are caused as slowly accumulating pressure from the movement of the earth's tectonic plates is released suddenly. Typically, earthquakes occur along fault lines or near plate boundaries, such as those found in Southern California.

How to respond: Because of the potential earthquake threat, Southern California residents should have an understanding of the best practices for surviving an earthquake:

- **At Pepperdine's Malibu campus, call the Department of Public Safety at (310) 506-4441.**
 - **At all other locations call 911. If at a University campus, please call the Department of Public Safety at (310) 506-4442.**
- If indoors, stay there. Get under a desk or table, or stand in a corner or doorway that does not have doors on it (do not go in a doorway with doors; they can swing back and forth violently). Protect your head, neck, and face.
- If outdoors, get into an open area away from trees, buildings, walls, and power lines.
- If driving, pull over to the side of the road and stop. Avoid overpasses and power lines. Stay in the vehicle until the shaking is over.
- If in a high-rise building, stay away from windows and outside walls. Get under a desk or table and hold on. Do not attempt to use elevators.
- If in a crowded public place, do not rush for the doors. Move away from windows and shelves containing objects that could fall.
- Keep phone lines clear except when necessary to report serious hazards or injuries.



EARTHQUAKES (CONTINUED)

- Do not return to an evacuated building unless directed to do so by Public Safety or public agency personnel.
- After the shaking subsides, turn off computers, unplug electrical equipment, and replace telephone handsets if you are able. Go outdoors and stay clear of buildings, walls, power lines, and trees. If on a Pepperdine campus, report to your ERT or RERT member.
- It is possible that roads will be blocked and impassable. Be prepared to stay where you are for a few hours (at graduate campuses) or for several days (at Malibu).
- Store bottled foods, glass, china, and other breakables on low shelves or in cabinets that fasten shut.
- Anchor overhead lighting fixtures.
- Install flexible pipe fittings to avoid gas or water leaks. Flexible fittings are more resistant to breakage.
- Locate safe spots in each room in your residence under a sturdy table or against an inside wall. Reinforce this information in your mind by moving to these places during household drills with your family/roommates.

How to prepare: The following are things you can do to protect yourself, your family, and your property in the event of an earthquake:

- Repair defective electrical wiring, leaking gas lines, and inflexible utility connections.
- Bolt down and secure to the wall studs your water heater, refrigerator, furnace, and gas appliances. If recommended by your gas company, have an automatic gas shut-off valve installed that is triggered by strong vibrations.
- Place large or heavy objects on lower shelves. Fasten shelves, mirrors, heavy furniture, and large picture frames to walls. Brace high and top-heavy objects.



FIRES

The potential for building fires poses a threat at any time, anywhere. However, in California, wildfires can pose a unique threat when conditions are right. Wildfires may spread rapidly when fueled by dry brush and pushed by Santa Ana winds, which may gust at speeds greater than 70 miles per hour.

RED FLAG WARNINGS

What they are: Wildfires can spread rapidly in Santa Ana wind conditions. Santa Ana winds are dry winds, typically with less than 25 percent relative humidity, that blow at 25 miles per hour or more. Santa Ana winds accelerate through canyons to upwards of 70 miles per hour as they move toward coastal areas in Southern California. During Santa Ana wind conditions, a Red Flag warning will typically be issued.

The United States National Weather services issues Red Flag warnings to forecast when conditions are ideal for wildfires. Typically, Red Flag conditions include low humidity, higher temperatures, and/or high winds.

How to respond: When a Red Flag warning is issued, the Los Angeles County Fire Department encourages citizens in brush zones to take the following precautions:

- Report any sign of smoke immediately to your local fire department by dialing 911 (If you dial 911 from your cellular phone, you need to know your location).
- Use extreme caution when operating a spark- or flame-producing piece of machinery in hazardous grass or brush areas.



- Do not burn yard waste, trash, bonfires, or other fires.
- Observe parking restrictions that are issued for hilly streets.
- Have an evacuation plan in place and identify two exit routes from your neighborhood. If you are asked to evacuate by fire or police officials, do so immediately. See “Supplies” in the “Personal Preparedness” section of this guide for details regarding what personal possessions to take with you during a wildfire evacuation.
- Report any suspicious persons or vehicles to law enforcement.

FIRES (CONTINUED)

STRUCTURE FIRES

What they are: Structure fires are fires involving the structural components of various residential or commercial buildings, such as homes, apartments, office buildings, or shopping centers. Structure fires are often caused by electrical shortages, accidents, or improperly extinguished cigarettes.

How to respond: If you discover a structure fire, take the following actions:

- Upon discovering a fire, close the door to the room where the fire is located and immediately sound the building fire alarm.
- **At Pepperdine's Malibu campus, call the Department of Public Safety at (310) 506-4441.**
 - **At all other locations call 911. If at a University campus, please call the Department of Public Safety at (310) 506-4442.**
- Contact emergency services. Give your name and the location of the fire. Do not hang up until the dispatcher tells you to do so.
- If the fire is small, you may wish to fight it with a fire extinguisher or building fire hose. Be sure you are using the proper extinguisher for the type of fire you are fighting. If you are not sure, read the instructions on the extinguisher.
- If the fire is large, very smoky, or spreading rapidly, leave the building immediately and report to the designated emergency staging location. Inform others in the building who may not have responded to the alarm



to leave immediately. The alarm may not sound continuously. Even if the alarm stops, continue to evacuate the building and warn others who may attempt to enter the building. **Always evacuate the building if a fire alarm is sounding.**

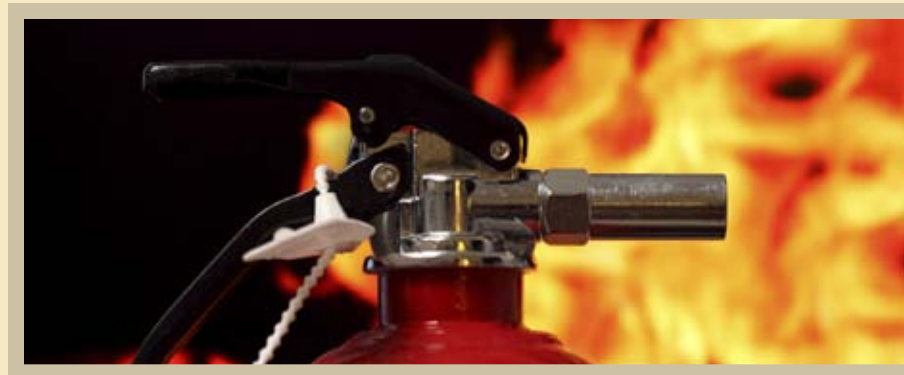
- If time permits, turn off computers, unplug electrical equipment, take your purse or wallet, and close windows and doors before leaving.

FIRES (STRUCTURE FIRES CONTINUED)

- If you have a mobility impairment, request assistance from those nearest you. If no one is there to render assistance, proceed to the nearest stairway landing and shout for help.
- When fire alarms sound, do not use the elevators. An elevator may become a trap. Assist (help carry, if necessary) all disabled persons using the stairs.
- If there is a closed door in your exit path, touch the door lightly with the back of your hand to ensure it is not warm. If it is not warm, open slowly. Be prepared to close the door quickly if smoke or flames are present.
- If there is smoke in your only exit path, crawl on hands and knees, keeping your head as close to the ground as possible to avoid inhaling toxic fumes.
- Relocate to your designated assembly area, which should be a distance of at least 500 feet from the building, and stay out of the way of emergency personnel. If on any Pepperdine campus, report to your Emergency Response Team (ERT) or Residential Emergency Response Team (RERT) member and do not return to the building until instructed to do so by Public Safety or public agency personnel.
- Familiarize yourself with the operation of fire extinguishers. Fire experts recommend use of the PASS method when extinguishing a fire:
 - **P**ull the pin at the top of the extinguisher.
 - **A**im the nozzle at the base of the flame.
 - **S**queeze the handle of the extinguisher.
 - **S**weep the nozzle back and forth until the fire is fully extinguished.
 - See the following video for a [demonstration of the PASS method \(http://www.youtube.com/watch?v=ZCSms-jy0ao\)](http://www.youtube.com/watch?v=ZCSms-jy0ao).
- Have a fire escape plan for your home and ensure that each family member knows the plan. Plan a meeting place outside of your home that all family members can easily get to in the event of a fire in the home. This location should be within walking distance of your home.

How to prepare: Prepare for structural fires by doing the following:

- Ensure that smoke detectors are functioning properly. Test them once a month and change the batteries at least once a year.
- Know where the nearest fire extinguisher is located in your home, office, and/or school.



FIRES (CONTINUED)

WILDFIRES

What they are: Wildfires or brushfires are uncontrolled, non-structure fires that occur in the wilderness, wildland, or brush. Common causes of wildfires are lightning, sparks from rock-falls, spontaneous combustion in nature, and arson. Due to dry conditions, Southern California is particularly vulnerable to wildfires.

How to respond: In the event of a wildfire, remain calm and do the following:

- **At Pepperdine's Malibu campus, call the Department of Public Safety at (310) 506-4441.**
 - **At all other locations call 911. If at a University campus, please call the Department of Public Safety at (310) 506-4442.**
- Contact emergency services. Give your name and the location of the fire. Do not hang up until the dispatcher tells you to do so.
- If you are outdoors, seek shelter in a safe nearby building as far away from the brush fire as possible.
- If you are indoors, close all windows and doors; open all curtains and blinds. Relocate all combustibles away from windows. If time permits, back up important files from your computer hard drive to a disk that you can take with you. Turn off and unplug all electrical equipment.

- At the Malibu campus, if the fire is large you may be instructed to proceed to a designated relocation area (typically Tyler Campus Center or the Firestone Fieldhouse). At the relocation area, report to your RA or your Residential Emergency Response Team (RERT) member.



FIRES (WILDFIRES CONTINUED)

- Because of road closures, traffic congestion, and the possibility that the fire may outrun you, it is normally not advisable to leave the Malibu campus during a wildfire. This is referred to as “sheltering-in-place.” For more information on sheltering-in-place, please see the “Evacuation and Relocation” section of this guide.
- If instructed to relocate, do not return to the vacated location until instructed to do so by Public Safety or public agency personnel.

How to prepare: Dry brush provides fuel for wildfires. Clearing brush away from your home or buildings creates defensible space for the fire department, which may help them save the structure. Brush clearance should involve the following:

- Clear brush 200 feet from your home to create defensible space for the fire department.
- Remove any tree branches that come within 10 feet of the chimney or that hang over your roof.
- Remove leaves, pine needles, and twigs from rain gutters and eaves.
- Screen your chimney outlet to prevent sparks from escaping and potentially igniting roof shingles.
- Stack piles of wood away from buildings or other structures or combustible materials.



LANDSLIDES

What they are: Landslides occur when rock, earth, and/or debris flow from slopes. Landslides may occur following heavy rainfall, earthquakes, or wildfires in areas with little vegetation. Landslides are more common in mountain, canyon, and coastal regions. Pepperdine University community members may experience traffic delays and commuters may need to use detours due to landslides. See page 77 of this guide for more information about alternate routes to the Malibu campus.

How to respond: When facing a landslide or the potential for a landslide, respond as follows:

- During intense storms or rainfall, listen to the radio or watch TV for warnings about heavy rainfall/flash flooding or for information and instructions from local officials.
- Be aware of the following landslide warning signs:
 - Any sudden increase or decrease in water level in a stream or creek that might indicate debris flow upstream. A trickle of flowing mud may precede a larger flow.
 - Tilted trees, telephone poles, fences, or walls, and new holes or bare spots on hillsides.
 - Rumbling sounds that might indicate an approaching landslide or mudflow.
- Be alert when driving. Roads may become blocked or closed due to collapsed pavement or debris.

- If a landslide or debris flow is imminent, quickly move away from the path of the slide. Getting out of the path of a debris flow is your best protection. Move to the nearest high ground in a direction away from the path. If rocks and debris are approaching, run for the nearest shelter and take cover (if possible, under a desk, table, or other piece of sturdy furniture).



LANDSLIDES (CONTINUED)

- Following a slide, stay away from the site. Flooding or additional slides may occur after a landslide or mudflow.
- Check for injured or trapped people near the affected area, if it is possible to do so without entering the path of the landslide or mudflow.
- Report broken utility lines to the appropriate authorities.

How to prepare: If you live in an area that may be vulnerable to landslides, the following preparation is recommended:

- Assume that steep slopes and areas burned by wildfires are vulnerable to landslides and debris flows.
- Learn whether landslides or debris flows have occurred previously in your area.
- Develop emergency and evacuation plans for your family and business.
- Familiarize yourself with alternate routes to your home, school, workplace, emergency medical facility, and any other important locations.



RIPTIDES

What they are: Riptides, also known as rip currents or undertows, are strong channels of water flowing away from the shoreline, typically through the surf line. They can occur on any shore that has breaking waves. Riptides can be dangerous to people in the ocean surf, as they can pull an individual away from the shoreline. Swimmers may drown when they attempt to fight the current and become exhausted; non-swimmers standing in shallow water can be dragged out to deeper waters, where they may drown if they are unable to swim or do not have appropriate flotation devices.

How to respond: If you are caught in a riptide, do not fight the current. Instead, do the following:

- Swim parallel to the shoreline. Most riptides are only 30 to 100 feet wide, and you will likely be able to swim out of a riptide in a few minutes. The diagram indicates the proper way to swim out of a riptide.
- If the current is very strong, float along with it until it disperses. When the current has subsided, swim away from the current and back to the shoreline.
- If you need help returning to the shoreline, signal to a lifeguard for assistance.

How to prepare: Certain precautions can reduce the risk of being caught in a riptide:

- If you or a family member does not know how to swim, learn to do so. Swim lessons are available at many community centers, local pools, or through Pepperdine Athletics for members of the University community and children of Crest members.



- Never swim alone or without lifeguard supervision.
- Swim at least 100 feet away from piers and jetties, where riptides are more likely to form.
- Follow all lifeguard warnings and signage; many beaches have flags that will indicate the safest areas in which to swim.
- If you or your child is unable to swim, do not go into the water without a proper flotation device. Carefully monitor your children at all times when they are in the water.

SEVERE WINDS

What they are: Windstorms severe enough to cause damage may occur at infrequent intervals and may be accompanied by torrential rains.

How to respond: Should severe winds arise, take the following actions:

- The best protection in severe winds is in permanent buildings. If you are outdoors or in your car when severe winds arise, immediately seek shelter in a permanent building. Stay away from windows.
- If you are outdoors during a windstorm and cannot get indoors, stay low to the ground, crouch into a ball, and protect your head.
- Should severe winds occur on campus, steps will be taken to ensure the safety of students/personnel within buildings rather than to evacuate.
- Time permitting, students in temporary structures at Malibu will be moved to a permanent structure. As much as is possible, Public Safety and Emergency Response Team members will follow up on warnings by making a room-to-room inspection of all temporary structures.
- Immediately after the cessation of severe winds, Facilities Management and Planning and Public Safety will inspect the Malibu campus for damage. The building maintenance personnel for other California campuses will do likewise.

How to prepare: Preparation for severe winds includes the following:

- Remain informed of all weather alerts for your geographical area.
- At the time of a warning of impending severe winds, any property or equipment that is not properly anchored should be moved inside a building or tied down. Close all windows.
- Avoid going outdoors as much as is possible during a severe wind advisory.



TSUNAMIS

What they are: Tsunamis are large powerful ocean waves caused by earthquakes below the ocean floor; they are able to travel thousands of miles before making landfall. When tsunamis reach coastal areas, they may damage anything near sea level.

How to respond: Take the following steps to protect yourself from tsunamis:

- After an earthquake, listen to the radio if you are in a coastal area to learn if a tsunami is a potential threat.
- If a tsunami is a threat, immediately relocate inland to higher ground and stay there until the threat is lifted.
- Never try to go to the beach to watch a tsunami. You will be too close to escape if the tsunami arrives.
- While at the beach, if you notice an obvious recession in water away from the shoreline, immediately get as far away from the shoreline as possible. This recession of water is a natural tsunami warning.
- For additional information, see the [Federal Emergency Management Agency \(FEMA\) Web site \(www.fema.gov/hazard/tsunami/index.shtm\)](http://www.fema.gov/hazard/tsunami/index.shtm) on disaster information.



TSUNAMIS (CONTINUED)

How to prepare: Tsunami studies of the Malibu area predict that the University's Malibu campus is sufficiently high enough above sea level to be safe from the threat of a tsunami. If you live in an area at risk for tsunamis, the following steps are recommended:

- Know the height of your street above sea level and the distance of your street from the coast or other high-risk waters. Evacuation orders may be based on these numbers.
- Plan evacuation routes from your home, school, workplace, or any other place you could be where tsunamis present a risk. If possible, pick areas 100 feet (30 meters) above sea level or go as far as two miles (3 kilometers) inland, away from the coastline. If you cannot get this high or far, go as high or far as you can. Practice your evacuation routes.
- Use a NOAA Weather Radio or stay tuned to a local radio or television station to keep informed of local watches and warnings.
- If you are visiting an area at risk from tsunamis, check with your hotel, motel, or campground operators for tsunami evacuation information and find out what the warning system is for tsunamis.





MEDICAL EMERGENCIES

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

What it is: An AED is a portable, self-contained device used to reset an individual's interrupted heart rhythm during a medical emergency. AEDs are found around the Malibu campus; each University graduate campus has a portable AED in the care of the Graduate Campus Director.

Pepperdine University has portable AEDs in twelve fixed locations on the Malibu campus:

- Charles B. Thornton Administrative Center, second floor near OneStop
- Tyler Campus Center, column opposite the Oasis
- Appleby Center, outside the main entrance
- Keck Science Center, third floor near the building link to RAC and Lab 310
- Lovernich Residential Complex, northeast exterior corner of Special Programs
- Firestone Fieldhouse, opposite the vending machines near the doors leading to the pool/weight room
- Odell McConnell Law Center, first floor near Classroom B
- Ralph Strauss Tennis Center, on the north side
- Eddy D. Field Baseball Stadium, on the north side of the press box
- Tari Frahm Rokus Field, halfway down the south straight away

- Facilities Management and Planning break room on the Business Services pad
- Villa Graziadio Executive Center, in the hallway near the Margaret Rockwell Dining Center entrance

The athletic trainers, Campus Recreation, Public Safety, and the Student Health Center also have portable AEDs.



DISEASE PREVENTION

Communicable diseases such as the common cold and the flu are an unpleasant reality in society. Disease can lead to discomfort, a decrease in productivity, serious threats to an individual's health, long-term disability, or even death. Therefore, limiting or preventing the spread of disease is a key way to promote wellness.

To protect yourself and your family from communicable diseases, engage in the following practices:

- Practice healthy habits: eat a balanced diet, exercise regularly, get adequate sleep, drink plenty of water, and control emotional stress.
 - Wash your hands regularly, especially during cold and flu season, and regularly sanitize surface areas at your home and office.
 - Make sure you and your family remain up-to-date on immunizations. Get an annual flu shot, and consult with your physician on immunizations for any specific medical conditions you or your family members may have.
 - If you are sick, stay home from work to avoid spreading disease to your coworkers. Keep your child home from school when he or she is ill.
 - If you have a specific medical condition, be diligent in monitoring and managing your symptoms. Keep up with any medications you need to take, and carefully follow your doctor's instructions on managing your condition.
 - Avoid close contact with those who are sick. If you are at high risk of complications from a communicable disease, avoid public gatherings when the disease is rapidly spreading, such as during flu season.
- Cover your mouth and nose with a tissue when coughing or sneezing. Dispose of used tissues in the trash immediately. If no tissue is available, cover your mouth and nose in the crook of your elbow to avoid passing germs onto your hands.
 - Avoid touching your eyes, nose, or mouth as germs are often spread when a person touches something that is contaminated and then touches his or her eyes, nose, or mouth.



FIRST AID

A medical emergency requires quick, clear thinking in the midst of a stressful situation. In any medical emergency, contact the appropriate emergency service provider. Although there are actions you may take to help mitigate a medical emergency, such actions do not negate the need for professional medical care.

In a medical emergency, always observe the following guidelines:

- Do not move a seriously injured person unless his or her life would be threatened by remaining in the same location.
- **At Pepperdine's Malibu campus, call the Department of Public Safety at (310) 506-4441.**
 - **At all other locations call 911. If at a University campus, please call the Department of Public Safety at (310) 506-4442.**
- Give your name, location, and telephone number. Give as much information as possible regarding the nature of the injury or illness. Do not hang up until directed to do so by the emergency operator.
- Return to the victim, administer first aid, and keep the victim as calm and comfortable as possible. Remain with the victim until emergency personnel arrive.

Should you have further questions on addressing medical emergencies, please consult your physician or the Student Health Center.

Taking first aid and CPR/AED classes may help prepare you for dealing with minor injuries in an emergency. First aid and CPR/AED classes are offered at Pepperdine University as well as through the Red Cross and at community centers such as the YMCA.

In administering first aid, always observe the following guidelines:

- Ensure the scene is safe for you to assist the victim.
- Obtain consent from the victim to assist.
- Use disposable gloves and other personal protective equipment.
- Check the scene and the victim.
- Wash your hands with soap and water after providing care.



FIRST AID (CONTINUED)

ANAPHYLAXIS (ALLERGIC REACTION)

What it is: Anaphylaxis is a hypersensitive allergic reaction that occurs following ingestion, skin contact, injection, or inhalation of an allergen. Such a reaction may cause only minor irritation, or it may be life threatening. Symptoms of anaphylaxis often arise quickly and can include:

- Difficulty breathing
- Itching and hives
- Swelling of the lips, face, neck, or throat
- Fainting
- Flushed appearance
- Vomiting, abdominal pain, or diarrhea
- Low blood pressure
- Anxiety

How to respond: If you or someone with you is exposed to a known allergen, or should you suspect that anaphylaxis is occurring, respond as follows:

- For minor allergic reactions, give the victim an antihistamine, such as Benadryl.
- If the victim has itching or hives, clean the exposed area and avoid further contact with the suspected allergen.
- If the victim has a sore throat, gargle with warm salt water.
- If the victim is having difficulty breathing, faints, experiences a drop in blood pressure, or displays swelling of the face, lips, neck, or throat, seek emergency medical attention immediately.

Individuals with known severe allergies may carry emergency epinephrine autoinjectors known as “EpiPens” or “Twinject”. These can provide some relief from a deadly allergic reaction while waiting for medical assistance; they do not replace emergency medical treatment. To use such a device:

- Remove the locking cap.
- Grasp the device firmly in the fist.
- Jab the device firmly into the victim’s thigh until the click of the spring-loaded needle is heard.
- Hold the device in place for 10-15 seconds as the epinephrine is delivered.
- For the Twinject device, the second dose can be used after 10 minutes if the symptoms have not receded or if they begin to return before receiving medical attention.
- Do not use the device intravenously.

How to prepare: Those with known severe allergies should avoid exposure to such allergens. In addition, those prone to anaphylaxis should prepare and have an “allergy action plan” on file at school, home, or in their office to aid others in case of an anaphylactic emergency. If you or your child is prone to anaphylaxis, consider obtaining several emergency epinephrine autoinjectors.

FIRST AID (CONTINUED)

ASTHMA ATTACK

What it is: Asthma is a chronic inflammation of the lungs in which the airways are reversibly narrowed. During an asthma attack, the muscles in the airways constrict, the airways become inflamed and swollen, and breathing becomes difficult. Symptoms of an asthma attack may include:

- Shortness of breath
- Coughing
- Tightness of the chest
- Wheezing
- Rapid heart rate

How to respond: An asthma attack can be extremely stressful for the victim, so remain calm and try to soothe the victim. Individuals with asthma will generally carry a rescue inhaler to use in asthma attacks; coach the victim in using their inhaler as follows:

- Shake the inhaler before removing the cap that covers the mouthpiece.
- Hold the inhaler so that the mouthpiece is on bottom and the medicine bottle is on top.
- Have the victim take a deep breath, and then let it all out, as much as they can.
- Put the victim's thumb below the mouthpiece and his or her index and middle fingers on top of the medicine bottle. Have the victim hold the mouthpiece between his or her lips and push down on the medicine bottle with one pump.



FIRST AID (ASTHMA ATTACK CONTINUED)

- As the medicine sprays out, tell the victim to slowly and deeply breathe in as much of the medicine as he or she can.
- Have the victim hold his or her breath for a few seconds and then breathe out slowly.
- Wait at least a minute before using the inhaler again.

If there is no inhaler around, or if the victim is allergic to Albuterol (the medication used by inhalers), quickly follow these steps:

- Tell the victim to breathe out to expel the stale air.
- Have them slowly and calmly inhale.
- Repeat the process as necessary.

If the victim continues to have difficulty breathing, seek emergency medical attention.

How to prepare: If you or your child has asthma, discuss the use of controller medications, which can help to control the symptoms of asthma and prevent asthma attacks, with your medical provider. Always carry a full rescue inhaler, and ensure that those with whom you or your child regularly interact (coworkers, teachers, nannies, etc.) know how to use it.

Some factors are known to be asthma triggers; avoiding these triggers can help to reduce the risk of an asthma attack. These triggers include:

- Smoking and secondhand smoke
- Ozone
- Automobile emissions
- Exercising in cold, dry air



FIRST AID (CONTINUED)

BROKEN BONES

What they are: Broken bones occur when high-force impact or stress is applied to the bone. They require medical attention in order to insure that the bone will heal properly. At times, a broken bone will be obvious due to disfigurement of the injured area; in the case of compound fractures, the skin will be broken, revealing the bone. Minor fractures may be more difficult to diagnose.

In general, a bone fracture results in pain, swelling, and, sometimes, bruising from internal bleeding. The patient cannot bear weight or pressure on the injured area, and may be unable to move it without severe pain. The soft tissues around the broken bone may also be injured. The area around or below the fracture may feel numb or paralyzed due to a loss of pulse in that area.

How to respond: If you suspect that a bone has been broken, seek medical attention. Additionally, stabilize and immobilize the affected area until more advanced medical care is available. A broken leg can be stabilized by laying still. A broken arm can be stabilized by:

- Creating a sling with a towel. Wrap the towel around the arm and the victims neck.
- Positioning a rolled newspaper around the arm and taping it in place.
- In the case of a severe break or compound fracture, take steps to minimize shock. See “Shock” section on page 45, for more information.



FIRST AID (CONTINUED)

BURNS

What they are: Burns are injuries to bodily tissues caused by heat, cold, electricity, chemicals, light, radiation, or friction. At times, burns may include serious complications such as shock, infection, electrolyte imbalance, or respiratory distress; they can also lead to scarring and deformity.

How to respond: When exposed to a burn agent, the first response should be to remove the agent to prevent a more severe burn from occurring:

- For heat burns, smother any flames by covering them with a blanket or water. If your clothing catches fire, do not run; stop, drop, and roll on the ground, covering your face with your hands, to smother the flames.
- For liquid scald burns, run cool tap water over the burn for 10 to 20 minutes. Do not use ice.
- When a chemical burn occurs, use a chemical shower, sink, bathtub, or shower immediately if possible. Wash the affected area with soap and water. Determine the chemical that caused the burn and contact emergency services or the Poison Control Center for more information on treating the burn.

Once the burn agent has been removed, take the following actions to treat the burn:

- Remove jewelry or clothing at the site of the burn. If clothing is stuck to the burn, do not remove it. Carefully cut around the stuck fabric to remove loose fabric.

- Watch for signs of shock and hypothermia. Cool the localized burn area without cooling the victim's entire body.
- For minor burns, clean the burn with antibiotic ointment and cover with a bandage. Anti-inflammatory drugs such as ibuprofen and naproxen can be used to help manage pain. Do not put ice or butter on the burned area as these may cause further damage.
- For more serious burns, seek medical attention. Burns that affect more than one percent of the victim's body surface (about the area of the victim's palm) generally should be assessed by a medical provider.



FIRST AID (CONTINUED)

CHOKING

What it is: Choking occurs when the airway is fully or partially blocked by food or another foreign object. It restricts airflow to the lungs and can be potentially fatal. Symptoms of choking include:

- Great difficulty or inability to speak or cry out
- Gasping or wheezing, if breathing is possible
- Violent and largely involuntary cough, gurgle, or vomiting noise
- Desperately grabbing at the throat or mouth, or attempts to induce vomiting by putting their fingers down their throat
- Cyanosis (blue coloration) of the face

How to respond: Choking requires quick response. If you suspect that an individual is choking, ask the victim. If the person is able to answer you by speaking, stay with the person and encourage him or her to cough until their throat is cleared.

If the victim cannot speak and can only nod his or her head, he or she needs emergency help and abdominal thrusts should be attempted:

- Lean the person forward slightly and stand behind him or her.
- Make a fist with one hand. Put your arms around the person and grasp your fist with your other hand in the midline just below the ribs.

- Make a quick, hard movement inward and upward to help the person cough up the object. This should be repeated until the person is either able to breathe or loses consciousness.
- If the person loses consciousness, gently lay him/her flat on their back on the floor.
- To clear the airway, kneel next to the person and put the heel of your hand against the middle of the abdomen, just below the ribs. Place your other hand on top and press inward and upward five times with both hands.



FIRST AID (CHOKING CONTINUED)

If you are alone and begin choking, you can perform abdominal thrusts on yourself. Using a fixed object, such as a railing or a chair, apply hard pressure to your abdomen; you may have to repeat this motion several times.

How to prepare: Choking most commonly occurs while eating. By eating slowly, taking small bites, and fully chewing your food prior to swallowing, you greatly reduce your risk of choking.

Monitor your children carefully while they are eating. Insist that your children eat at the table, or at least while sitting down. They should never run, walk, play, or lie down with food in their mouths. Do not feed children under age 4 round, firm food unless it is chopped completely. All foods should be chopped into pieces no larger than half an inch.

Many household items are choking hazards for small children. Keep such items out of the reach of children and for them check under furniture and between. Common choking hazards might include:

- Balloons
- Small balls
- Coins
- Pen or marker caps
- Marbles
- Small button-type batteries
- Small toys, or toys with small parts



FIRST AID (CONTINUED)

DEHYDRATION AND HEAT STROKE

What they are: Dehydration is the excessive loss of water from the body. It is often caused by prolonged periods of sweating without adequate water consumption, such as during exercise or when out in hot weather. It can also result from vomiting, diarrhea, burns, prolonged exposure to dry air, rapid weight loss, some drug use, or various infectious diseases.

Symptoms for dehydration include:

- Headache and muscle cramps
- Dizziness or fainting
- Visual snow (television-like static in the field of vision)
- Loss of appetite
- Dry, flushed skin
- Reduced urine output
- Constipation
- Lethargy
- Nausea and vomiting

Heat stroke is a condition that occurs when the body produces or absorbs more heat than it can dissipate; along with dehydration, its symptoms include:

- Lack of perspiration
- Confusion, hostility, or seeming intoxicated
- Rapid heart rate
- Temporary blindness
- Complaints of being hot, followed by chills and trembling
- Unconsciousness



FIRST AID (DEHYDRATION AND HEAT STROKE CONTINUED)

How to respond: The best treatment for dehydration is drinking water and stopping fluid loss. Sports drinks, such as Gatorade, are preferable to plain water, as they will help restore an individual's electrolyte balance. To stop additional fluid loss, avoid solid foods and alcohol until hydration is restored.

To treat heat stroke, take the following actions:

- Move the person into a cool place, out of direct sunlight.
- Remove the person's unnecessary clothing, and place the person on his or her side to expose as much skin surface to the air as possible.
- Cool the person's entire body by sponging or spraying cool (not cold) water, and fan the person to lower his/her body temperature.
- Apply ice packs to the groin, neck, and armpits to quickly cool the victim. Do not immerse the person in an ice bath.
- Do not give the victim aspirin or acetaminophen.
- If the person is awake and can swallow, give the person fluids for hydration. Ensure that the person is sitting up enough so that he or she does not choke.

How to prepare: Dehydration can be avoided by drinking plenty of water. When exercising or spending time exposed to heat, be sure to drink enough fluids to replace the water lost to perspiration; drinking about one cup of water every 15 minutes is recommended.

Steps can also be taken to minimize the risk of heat stroke during periods of hot weather:

- Wear light, loose-fitting clothing and a vented, wide-brimmed hat.
- Avoid strenuous outdoor exercise.
- Do not remain or leave children/pets in enclosed, poorly ventilated areas such as automobiles.
- Use cooling fans or air conditioning and rest regularly.
- Avoid alcohol, caffeine, and heavy meals.



FIRST AID (CONTINUED)

FROSTBITE

What it is: Frostbite is a medical condition in which localized tissue damage develops due to exposure to extreme cold. It is most likely to develop in the extremities, such as fingers and toes, and in large, exposed areas of skin. Initially, the skin will appear yellowish or white; a burning sensation may be present. Over time, pain disappears as the skin reddens and swells. Eventually, the skin will harden and appear waxy. The frostbitten area will become discolored, appearing purplish and then black; all feeling will be lost in the area and blisters may occur.

How to respond: If you suspect that frostbite is occurring, do the following:

- Wrap the victim in a blanket and move him or her to a warm area
- Gently apply body heat via skin contact with another person
- Splint or wrap frostbitten extremities to prevent further damage
- Do not rub, massage, shake, or otherwise apply force to the frostbitten tissue
- Seek emergency medical attention

How to prepare: Frostbite can be prevented with adequate protection of the extremities. Wearing gloves, woolen socks, scarves, and caps during cold weather helps to maintain adequate circulation to the extremities. When outside in cold weather, be sure to wear several layers of warm, dry clothing. Avoid tight clothing, cramped positions, smoking, and alcohol use when exposed to the cold, as these can interfere with circulation and contribute to frostbite.

If you find yourself stuck outdoors during cold weather and are unable to get indoors, find shelter from the elements, increase physical activity to maintain body warmth, and keep hands close to the body. Place extra garments around the feet, and cover the face (especially the nose), with a scarf or other clothing.



FIRST AID (CONTINUED)

HEAD, NECK, AND BACK INJURIES

What they are: Head, neck, and back injuries are medical emergencies that, if untreated, can lead to disability, paralysis, or even death. They can be caused by falls, blunt impact, or rapid acceleration or deceleration. Common head, neck, and back injuries include concussion and whiplash.

Concussion is a common head injury classified by temporary impairment of neurological function. Symptoms include:

- Headache
- Dizziness, vomiting, or nausea
- Lack of balance or poor motor coordination
- Light sensitivity, blurred vision, seeing bright lights, or double vision
- Ringing in the ears
- Confusion, disorientation, or difficulty focusing attention
- Restlessness, irritability, or lethargy

Whiplash is an injury caused by sudden distortion of the neck. It is commonly associated with car accidents. Symptoms include:

- Pain and aching in the neck and back
- Pain in the shoulders
- Sensory disturbance to the arms or legs, such as pins and needles
- Headache



FIRST AID (HEAD, NECK, AND BACK INJURIES CONTINUED)

How to respond: Head, neck, and back injuries are emergencies that require prompt medical attention. If such an injury should occur, contact emergency services and do the following:

- Minimize the victim's movement.
- Do not move the patient unless staying in the current location puts the victim at risk of further injury. If you must move, keep the victim as still as possible while moving to a safer location.
- Manually support the victim's head by placing a hand on both sides of the person's head extending the fingers down to the base of the neck. If the head is sharply turned to one side, do not move it. Support the head in its current position.
- Take steps to minimize shock. See "Shock" on page 45 for more information.

How to prepare: Proper safety equipment can often minimize or prevent common head, neck and back injuries. When driving, always ensure that you and all passengers wear their seat belts; properly secure all children in car seats. Always wear a helmet when biking, skateboarding, roller blading, skiing or snowboarding, riding motorcycles or scooters, or playing contact sports such as football or hockey.



FIRST AID (CONTINUED)

HYPOTHERMIA

What it is: Hypothermia is a condition in which one's body temperature drops below the temperature required to maintain normal bodily functions. It can be caused by extended exposure to cold temperatures; immersion hypothermia can develop when the body is surrounded by extremely cold water. Symptoms of hypothermia include:

- Shivering
- Inability to perform complex tasks with the hands; numbness of the hands
- Goose bumps
- Nausea
- Fatigue
- Muscle mis-coordination
- Slow and labored movements; stumbling
- Confusion
- Pale skin
- Blue lips, ears, fingers, or toes

How to respond: If you suspect that hypothermia is occurring, respond as follows:

- Check the victim's breathing and pulse. If the victim is unconscious, has trouble breathing, or has no pulse, seek emergency medical attention. Because the victim's heartbeat may be very weak and slow, check his/her pulse at least once every minute until emergency services arrive.
- Remove all wet clothes and move the person inside.
- Give the victim warm fluids to drink, but do not give them caffeine or alcohol.
- Cover the victim's body with blankets and aluminum-coated foils, and place the victim in a sleeping bag.
- Avoid heating the victim with sources of heat such as radiators or hot water baths.

How to prepare: Wearing appropriate clothing for cold weather can help to prevent hypothermia. Wear wool or synthetic fabrics instead of cotton when out in chilly weather, wear several layers, and always wear a hat, gloves, and warm footwear. In cold-weather water activities, such as kayaking or scuba diving, wear a wetsuit or drysuit, and use a life jacket whenever possible.

Alcohol consumption prior to cold exposure can increase the risk of developing hypothermia. Therefore, avoid drinking alcohol before spending prolonged time in cold weather.

FIRST AID (CONTINUED)

OPEN WOUNDS

What they are: Open wounds are injuries in which skin is torn, cut or punctured. Open wounds can lead to significant blood loss, shock, and infection.

How to respond: The first priority in treating an open wound is generally to stop any bleeding that occurs. Blood can transmit various diseases and pathogens, so disposable gloves and other personal protective equipment should be used.

When an open wound occurs, take the following actions:

- Cover wound with a sterile dressing and apply direct pressure until bleeding stops. If bleeding does not stop, apply additional dressings and bandages and elevate the wound above the heart. If you are unable to stop the bleeding, call emergency personnel.
- Take steps to minimize shock. See “Shock” on page 45 for more information.
- Once bleeding has stopped, clean the wound with an antiseptic solution and remove any foreign objects. Cover the dressing with a bandage. If the wound is deep, seek medical attention; sutures may be required.
- Clean the wound and change the bandage daily to help prevent bacterial infection.



FIRST AID (CONTINUED)

NOSEBLEEDS

What they are: Nosebleeds are a common occurrence and are generally non-threatening. They are often caused by blunt impact, sinus inflammation, foreign bodies in the nose, and allergies.

How to respond: Though they may be frightening, nosebleeds generally do not require medical attention. When a nosebleed occurs, respond as follows:

- Help the victim sit up straight, tip his/her head slightly forward, and blow any clots out of their nose.
- Using the thumb and forefinger, have the victim firmly pinch the soft part of his or her nose shut for 10 minutes. Apply an ice pack to the nose and cheeks to help stop the bleeding
- Help the victim put a light coating of a moisturizing ointment, such as Vaseline, inside his or her nose.
- If the bleeding continues, seek medical attention. In rare occasions, nosebleeds require cauterization.



FIRST AID (CONTINUED)

SEIZURE

What it is: Seizures, or convulsions, are neurological disorders that cause involuntary changes in body movement and function. They can include violent jerking of the body, loss of bodily functions, and unconsciousness.

How to respond: If a seizure occurs, contact emergency services and take the following actions:

- Remove nearby objects.
- Do not hold or restrain the person.
- Do not place anything between person's teeth or in person's mouth.
- Protect the person's head. Place a thin folded towel or clothing beneath it.
- After seizing stops, check airway, breathing, and circulation and address any injuries/bleeding.
- Comfort and reassure person.
- Track the duration of the seizure; if multiple seizures occur, track the amount of time between seizures and the number of seizures that occur. Provide this information to medical personnel.



FIRST AID (CONTINUED)

SHOCK

What it is: Shock is a serious, life-threatening medical condition where insufficient blood flow reaches the body tissues. It can be caused by blood loss or other physical trauma to the body.

Symptoms of shock include:

- Restlessness, irritability, or confusion
- Altered level of consciousness
- Pale/ashen, cool, moist skin
- Distracted look in the eyes or a blank stare, often accompanied by dilated pupils
- Rapid breathing and pulse
- Excessive thirst
- Nausea or vomiting
- Fatigue

How to respond: Shock is a serious medical condition that requires prompt treatment. If you suspect that shock is occurring, contact emergency services and do the following:

- Monitor airway, breathing, and circulation
- Control any bleeding

- If you do not suspect a head, neck, or back injury or broken bones in the hips or legs, elevate legs 8 to 12 inches
- Keep person from getting chilled or overheated
- Comfort and reassure the person
- Transport the person to a hospital immediately



FIRST AID (CONTINUED)

SPRAINS

What they are: Sprains are joint injuries caused by stretching ligaments beyond their normal capacity. The ankle is the most common site for a sprain; other common locations include the knee, fingers, wrist, and toes.

How to respond: If you suspect a sprain has occurred, the following actions should be taken:

- Have the victim rest the injured area; keep pressure off of the joint.
- Give the victim ibuprofen to reduce swelling and encourage him or her to drink plenty of fluids.
- Elevate the injured area above the heart. Start icing the injury immediately after the incident; every two to four hours, ice the area for 20 to 40 minutes.
- Wrap the area snugly with an elastic bandage, but be careful not to cut off circulation.
- If the victim is experiencing significant pain or if the joint appears to be dislocated, seek medical attention. Some ligament injuries may require surgery, physical therapy, or other medical treatment.
- For mild sprains, begin gently exercising the joint one to three days after the injury.



How to prepare: Proper preparation can help to minimize or prevent joint sprains. Use proper safety equipment, such as wrist and ankle guards, when putting stress on joints. Warm up and stretch prior to exercising or engaging in athletic events. Maintain joint strength and flexibility through weight training, stretching, and other regular exercise.

HAZARDOUS AND INFECTIOUS MATERIALS

What they are: Over-the-counter cleaning supplies, chemicals used in the kitchen or bathroom, or chemicals used in classroom laboratories can be dangerous if spilled or used incorrectly. Many household and laboratory chemicals are flammable, corrosive, and/or toxic.

Infectious materials are materials that can transmit the spread of disease. They may include bacterial or viral samples, blood, other bodily fluids, or tainted needles.

How to respond: If a hazardous or infectious material spill occurs:

- **At Pepperdine's Malibu campus, call the Department of Public Safety at (310) 506-4441.**
 - **At all other locations call 911. If at a University campus, please call the Department of Public Safety at (310) 506-4442.**
- Notify emergency personnel. Any additional information regarding the chemicals involved or stored in the impacted area will assist emergency responders.
- Notify your supervisor or professor of the extent and location of the spill immediately.
- If there is any possible danger, evacuate the area immediately.

If a chemical fire occurs:

- Remain calm.
- If time permits, close windows in the room where the fire is located. Close the door behind you as you leave, and immediately sound the building fire alarm. Unless you have been trained specifically in fighting hazardous material fires, do not attempt to extinguish the fire.
- Notify emergency personnel. Any additional information regarding the chemicals involved or stored in the impacted area will assist emergency responders.



HAZARDOUS AND INFECTIOUS MATERIALS (CONTINUED)

- If the fire is large, very smoky, or rapidly spreading, evacuate the building immediately. Inform others in the building who may not have responded to the alarm to evacuate immediately. The alarm may not sound continuously. If the alarm stops, continue to evacuate. Warn others who may attempt to enter the building after the alarm stops. Always evacuate the building if the alarm is sounding.
- When fire alarms sound, do not use the elevators. An elevator may become a trap. Give assistance to (help carry, if necessary) all disabled persons in using the stairs.
- If on campus, relocate to your designated assembly area, which should be a distance of at least 500 feet from the building, and stay out of the way of emergency personnel. Report to your Emergency Response Team (ERT) or Residential Emergency Response Team (RERT) member. Do not return to the building until instructed to do so by Public Safety or public agency personnel.
- Notify either Public Safety personnel or firefighters on the scene if you suspect that someone may be trapped inside the building.

If toxic chemicals come in contact with your skin or eyes, immediately flush the affected area with clear water for at least 15 minutes. Remove contact lenses and contaminated clothing immediately. Use chemical showers or a sink, bathtub, or shower if available. If an infectious material comes in contact with your skin, immediately wash with soap and water.

If a toxic chemical is consumed, contact 911 or Poison Control at (800) 222-1222. Do not attempt to induce vomiting, drink water, or eat until you have verified the proper course of action with medical personnel.

How to prepare: Observing general guidelines when interacting with hazardous and infectious materials will help to protect you, those in your household, and others around you:

- Always read chemical safety warnings prior to use. Familiarize yourself with the dangers involved with the use of chemicals, and do not mix any chemicals without first verifying that it is safe to do so. Some household chemicals, such as bleach and ammonia, release toxic fumes when combined.
- Ensure that chemicals are stored securely and out of the reach of young children. Child-proof all cabinets that contain cleaning supplies and other toxic chemicals. Consider placing stickers on any chemicals that children should not touch.
- When working with hazardous chemicals, wear appropriate protective clothing, including gloves, eye protection, lab coats, respirators, and/or hearing protection.
- When cleaning with hazardous materials, make sure to keep the room well-ventilated. Turn on a fan, keep doors open, and open windows.
- Familiarize yourself with laboratory safety equipment, including eye wash stations, chemical showers, ventilation hoods, and fire extinguishers.





CRIME

ACTIVE SHOOTER

What it is: While rare, workplace and school violence may include armed individuals who begin shooting. This topic is included not to alarm you, but to prepare you for a potentially life-threatening situation. Should an active shooter event occur, Pepperdine University has specific plans in place to required; however, personal preparedness is also vital.

How to respond: An individual must use his/her own discretion during an active shooter event as to whether he/she chooses to run to safety or remain in place. Make a decision, trusting your instincts, to take action to protect yourself and survive the situation. Tell yourself, “I will survive this situation” and prepare yourself to do whatever is necessary to protect your well-being. You generally will have three options:

- Get away: can you safely escape?
 - If you can and you deem it safe, get out and get to a safe place. You will have to rely partially on instinct.
 - Leave your belongings behind, but take your cell phone if it is readily available.
- Hide in a safe place
 - Find a hidden location, preferably with a locking door and furniture that can protect you. If possible, close and lock the outside door to the room. Blockade the door with furniture or other heavy objects.
- Close the blinds, turn off the lights, remain quiet, silence cell phones, spread out away from other individuals, and move behind available cover. Stay on the floor, away from doors or windows, and do not peek out to see what may be happening.
- Make a plan with others in the room about what you will do if the shooter enters. Make a total commitment to action and act as a team with others.
- If possible and safe to do so, report the location of the assailant.



ACTIVE SHOOTER (CONTINUED)

- Confront and take out the shooter
 - If the suspect is in close proximity, you may not have the opportunity to escape or hide. You must use your own discretion about when you must engage a shooter for survival.
 - Make a plan as to how you will survive the situation. Generally, one can either lie motionless and pretend to be unconscious or confront the individual.
 - Make a total commitment to action and act as a team with others if possible.

If you are outside when a shooting occurs:

- Drop to the ground immediately, face down as flat as possible. If within 15 – 20 feet of a safe place or cover, duck and run to it.
- Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight, but they may not be bulletproof.
- When you reach a place of relative safety, stay down, and do not move. Do not peek or raise your head in an effort to see what may be happening.
- Wait and listen for directions from Public Safety and/or law enforcement personnel.

As you are able, you should warn others around you of an active shooter situation. If it is safe to do so, help others escape, keep others away from the danger area, and assist those who are injured. Help others stay calm during and after the incident.

Once you have ensured your own safety, call the appropriate authorities. Do not assume that someone else has reported the incident.

- **At Pepperdine’s Malibu campus, call the Department of Public Safety at (310) 506-4441.**
 - **At all other locations call 911. If at a University campus, please call the Department of Public Safety at (310) 506-4442.**
- Be persistent—phone lines may be jammed.
- Calmly identify yourself and your exact location. Remain calm and answer the dispatcher’s questions. The dispatcher is trained to obtain the necessary and required information for an appropriate emergency response.
- If safe to do so, stop and take time to get a good description of the criminal. Note height, weight, gender, race, approximate age, clothing, method and direction of travel, number and types of weapons, and his/her name, if known. If the suspect is entering a vehicle, note the license plate number, make and model, color, and outstanding characteristics.

ACTIVE SHOOTER (CONTINUED)

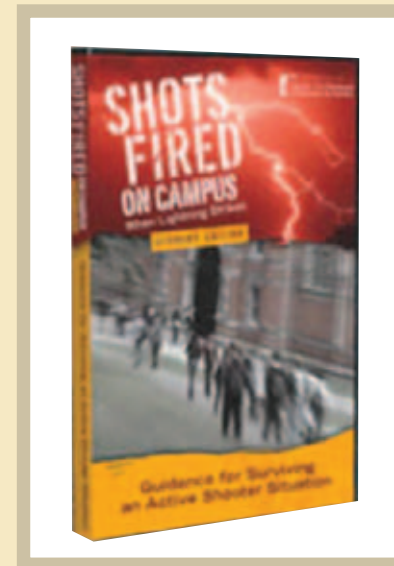
Once law enforcement has arrived, respond appropriately:

- Do not run at them or make sudden movements. The priority of the first responders will be to identify the shooter. Law enforcement will need to ensure that you are not the shooter.
- Do not scream, yell, point, or wave your arms. Do not hold anything in your hands that could be mistaken for a weapon (including cell phones).
- Be quiet and compliant. Show the officers your empty hands.
- If/when asked:
 - Give the number of shooters.
 - Give the location and physical description of the shooter.
 - Give the number and types of weapons.
- When it is safe to do so, you will be given instructions as to how to safely exit your location.
- First responders will be focused on eliminating the threat and may not be able to offer you assistance. Follow their instructions carefully and do not interfere with their duties.

How to prepare: For additional information on best practices and tips for surviving an active shooter incident, please log on to the University's Web portal, [WaveNet \(https://wavenet.pepperdine.edu\)](https://wavenet.pepperdine.edu), and watch the 20-minute "Shots Fired On Campus" video found in the announcements section. Please

contact the Department of Public Safety with any questions or concerns regarding this topic.

Take time to understand your surroundings and environment before an emergency occurs. Ask yourself "What if?" questions, develop a plan, and identify potential escape routes. The best way to ensure that you survive a shooting incident is by preventing it before it begins. This involves notifying the appropriate authorities regarding a potential threat when it arises and not waiting until it is too late to intervene. For more information on this topic, please see "Reporting a Person of Concern."



CRIME IN PROGRESS/CIVIL DISTURBANCE

What they are: Each year, millions of Americans are the victims of crime. The majority of these cases are property crimes such as burglary, larceny, and vehicle theft, but well over one million violent crimes, including murder, rape, and assault, are committed on American soil each year.

Civil disturbances are forms of disturbance caused by a group of people. They are intended to be demonstrations to the public or the government, but they can escalate into general chaos. Civil disturbances include illegal protest marches, sit-ins and other obstructions, riots, and sabotage.

How to respond: Should you ever be the victim of a crime or find yourself in a situation where you feel threatened or unsafe, it is important to report the incident to emergency personnel.

- To report a crime at the Malibu campus, call the Department of Public Safety at (310) 506-4441. At all other locations call 911. If at a Pepperdine graduate campus, make a second call to the Department of Public Safety at (310) 506-4442.
 - Give your name, location, and telephone number.
 - Do not hang up until the dispatcher tells you to do so.
 - Advise the dispatcher of the situation and remain where you are until contacted by an officer unless you deem your location unsafe.

- If a hostile intruder is discovered in your immediate area and you deem it unsafe to evacuate, retreat to a secure location such as an office or room that can be locked. Turn off lights, remain quiet, keep low to the ground, and hide behind a desk or other furniture.
- If safe to do so, stop and take time to get a description of the criminal. Note height, weight, sex, race, approximate age, clothing, method and direction of travel, and his/her name, if known. If the suspect is entering a vehicle, note the license plate number, make and model, color, and outstanding characteristics.



CRIME IN PROGRESS/CIVIL DISTURBANCE (CONTINUED)

- If at a University international program, alert your program director, faculty family, and, if traveling, local authorities.
- If you are assaulted, immediately seek medical attention and notify the authorities. Reporting the crime may help protect others from becoming victims.

In the event of civil disturbance, continue as much as possible with your normal routine. If the disturbance is outside, stay away from doors and windows. Do not interfere with those persons creating the disturbance or with authorities on the scene.

How to prepare: Although there is no way to guarantee that you will not become the victim of a crime, certain steps can help to protect you. These include:

- Do not walk or jog early in the morning or late at night when the streets are deserted. When out at night, have a friend walk with you.
- Carry only the money you will need on a particular day. Do not display your cash or any other inviting targets such as pagers, cell phones, handheld electronic games, or expensive jewelry and clothing.
- Be alert. If you think someone is following you, switch directions or cross the street. If the person continues to follow you, move quickly toward an open store, restaurant, or lighted house. Don't be afraid to yell for help.
- If you believe you are being followed in your vehicle, do not go to your place of residence. Pull into a well-lighted area, such as a gas station, and notify the authorities.
- Try to park in well-lighted areas with good visibility and close to walkways, stores, and people. Make sure you have your key out as you approach your door.
- Make sure that you lock your doors and windows when you leave your residence and at night. Always lock your car, even if it is in your own driveway; never leave your motor running.
- Get to know your neighbors and form a neighborhood watch where you live. Report any suspicious behaviors, individuals, or vehicles to law enforcement.
- If someone tries to rob you, do not fight the perpetrator. It is better to give up your property than give up your life.
- Carry pepper spray. Learn basic self-defense techniques that you can use if you are physically attacked or assaulted.

REPORTING A PERSON OF CONCERN

What it is: While shootings in schools are rare episodes, when they occur, they are often devastating. As an institution of higher learning, it is important for Pepperdine to view these types of incidents with the appropriate perspective. Since 1966, there have been roughly 100 shooting deaths at U.S. universities and college campuses; Virginia Tech was the largest.

Despite shootings on campuses being rare, we as a community must be vigilant and prepared. The Secret Service has studied the 30 major shooting incidents that have taken place at schools since 1974. They found the following similarities:

- Almost all of the individuals who have committed these crimes have been male.
- Almost all were known for being isolated socially.
- Almost all of them planned out their actions in advance, and over three quarters of them actually shared their plans with others before putting them into effect. Unfortunately, in only two cases did anyone report the plan to authorities before the attack.

With these facts in mind, it is critically important that members of our community report threats and potential threats in a timely manner.

How to respond: If you believe an individual poses an imminent threat to a member or members of the University community, please act accordingly:

- Contact the Department of Public Safety immediately. If you are located at a graduate campus and believe imminent danger is likely, please contact 911 immediately and then contact the Department of Public Safety.

- If you do not believe that harm is imminent, but an individual's behavior seems threatening or seems like it could lead to harm to the individual or to the community, you should report the concern.
 - If you are a student or a faculty member, contact Public Safety or your Dean's office.
 - If you are a staff member or other member of the community, contact Public Safety or the Center for Human Resources.
- In the event you would like to submit a report during non-business hours, the Department of Public Safety is open every day, 24 hours a day.

It is better to err on the side of notifying the appropriate individuals than to remain silent; the institution has resources with which to assess these situations and the individual of concern. If you have any questions, please contact the Department of Public Safety.

Department of Public Safety	(310) 506-4442
Seaver College Dean of Students Office	(310) 506-4472
School of Law Dean's Office	(310) 506-4621
GSBM Dean's Office	(310) 568-5689
GSEP Dean's Office	(310) 568-5615
SPP Dean's Office	(310) 506-7490
Center for Human Resources	(310) 506-4397

TERRORIST INCIDENTS

What they are: Terrorist attacks can take many different forms. They may include:

- The use of explosive devices, which throw debris into the air and start fires. Explosive devices can be left in place and detonated remotely or carried by a vehicle or even an individual. Explosive devices are used in most terrorist attacks.
- Biological attacks, which may use bacteria, viruses, and toxins and will typically make people sick.
- Chemical attacks, which use agents that are toxic to people, plants, or animals; such toxins are found in the form of solids, liquids, vapors, or aerosols.
- Radioactive attacks, including nuclear explosions and “dirty bombs.” A “dirty bomb” is designed to spread radioactive material over a region.

How to respond: An individual must use his/her discretion to react to a terrorist incident. As such, understanding best practices for surviving a terrorist incident may help an individual survive.

- Distance yourself from the location of the incident and seek shelter as soon as possible.
- Follow instructions from law enforcement officials.
- If exposed to a chemical agent or if you have trouble breathing, use your clothing as a simple filter by covering your face and breathing through your clothing. Seek medical attention



- If exposed to a chemical, biological, or radioactive agent, change out of any contaminated clothing, shower, put on clean clothing, and seek medical attention as soon as possible.

TERRORIST INCIDENTS (CONTINUED)

How to prepare: There is usually little or no warning prior to a terrorist attack. Preparation in advance is therefore essential. The following practices are recommended for your safety:

- Be aware of your surroundings.
- Note suspicious items, packages, vehicles, activities, or behaviors that seem out of place and report them to the appropriate authorities.
- **At Pepperdine's Malibu campus, call the Department of Public Safety at (310) 506-4441.**
 - **At all other locations call 911. If at a University campus, please call the Department of Public Safety at (310) 506-4442.**
- The U.S. Government has recognized the following as potential terrorist targets; show particular vigilance in these areas:
 - Airports, seaports, and harbors
 - Major cities or landmarks
 - Large crowds
 - Infrastructure such as power plants, transportation centers, or communication centers
 - Business and industrial centers such as Wall Street or a World Trade Center



For additional information, see the [Federal Emergency Management Agency \(FEMA\) Web site on terrorism \(http://www.fema.gov/hazard/terrorism/index.shtm\)](http://www.fema.gov/hazard/terrorism/index.shtm).



UTILITY OUTAGES

ELECTRICAL OUTAGES

What they are: Power outages can result in short or long-term interruption of electrical power to an area. They can be caused by the overload of power grids, damage to power lines, electrical storms, or short circuits.

How to respond: The University has emergency generators that activate automatically during a power outage to provide limited emergency lighting. The Department of Public Safety is supported by a generator that offers a full power supply throughout its portion of the building to sustain emergency operations equipment. The Tyler Campus Center is equipped with an emergency generator to continue food service operations. Critical communication and data equipment are also supported by electrical generators to minimize disruption during an outage. Levels of lighting are adequate to assist in proper evacuation of the facilities and are limited in duration.

If a power outage occurs on campus:

- Remain calm.
- On the Malibu campus, notify Public Safety at (310) 506-4441.
- At other graduate campus, call the coordinator for that location; if there is no answer, please call the Department of Public Safety at (310) 506-4442:
 - Encino (818) 501-1600
 - Irvine (949) 223-2500
 - Westlake Village (805) 449-1181
 - West Los Angeles (310) 568-5737



ELECTRICAL OUTAGES (CONTINUED)

- Give your name, location, and telephone number. Advise the dispatcher or coordinator of the situation and of any additional locations that are without power. The dispatcher or coordinator will immediately notify the appropriate department or agency of the outage.
- Provide assistance to other individuals in your immediate area.
- If you are able, secure files, turn off computers, unplug electronic equipment, and lock windows and doors as you leave.
- If you are in an unlit area, proceed cautiously to an area that has emergency lights.
- If you are trapped in an elevator, remain calm. Use the intercom, emergency telephone, or emergency call button. Public Safety officers or the fire department will be dispatched to your location for assistance.
- If necessary, ERT or RERT personnel and/or Public Safety will move through all public areas with flashlights, escorting people to safety.
- Stand by for instruction from your coordinator or from Public Safety personnel. If instructed to relocate, proceed to one of the designated areas and report to your ERT or RERT member.
- Unless otherwise directed, employees are expected to remain at work until their scheduled shift ends. Employees should immediately contact their supervisor(s) and determine a safe area with enough natural light to perform work functions that do not require power.
- If the Malibu campus loses power for a period of time, messages from the Emergency Operations Committee will be posted in four predetermined Malibu campus locations with updates and instructions. The map on page 59 shows these locations.

If a power outage occurs at your home:

- To turn off the electricity, turn off the individual breakers one-by-one, turning off the main switch last.
- To turn on the electricity, turn on the main switch first, followed by the individual breakers.
- If you suspect a gas leak, do not turn the electricity on or off.
- If you have trouble finding the breaker box or need further clarification on how to shut-off or turn on your electricity, contact your utility provider.
- If switching the breaker will not resolve the issue, contact your electric company. A list of Southern California utility companies' numbers is found in the "Additional Contact Numbers" section of this guide.
- Keep refrigerator and freezer doors closed. Food in a refrigerator will last 12 to 24 hours if the doors are kept closed. A full freezer can last 24 to 48 hours.
- Never go near a downed power line.

ELECTRICAL OUTAGES (CONTINUED)

How to prepare: Power outages will occur from time to time at any location, so it is wise to prepare for them in the following ways:

- Store flashlights, spare batteries, and an emergency radio at your home and workplace.
- Plug expensive electronic equipment (televisions, computers, DVD players, etc.) into surge protectors.
- Know the location of your electric breaker box.
- During times when power grids are at risk of overloading, Southern California utilities will issue a Flex Alert. When you hear a Flex Alert:
 - Turn off all unnecessary lights, computers and appliances.
 - Postpone using major appliances until after 7 p.m.
 - Turn your air conditioning thermostat to 78° F or higher.



GAS OUTAGES

What it is: Natural gas may be used to provide heat and/or fuel for kitchen appliances such as the stove and oven. A gas outage can interrupt this service.

How to respond: At Pepperdine's Malibu campus, Facilities Management and Planning and/or Public Safety personnel will shut off any gas as directed.

If a gas outage occurs at your home:

- If your home is heated by natural gas, keep warm by wearing extra layers of clothing or using electric space heaters. Do not use fireplaces unless they have their own fresh air supply for combustion. Outdoor barbecues, kerosene heaters, and camping heaters should never be used indoors as they emit carbon monoxide.
- If you need to shut off your gas:
 - Know where your gas meter is located. Find the inlet pipe, and using a crescent wrench or the appropriately sized wrench, turn the shut-off valve a quarter turn so that the valve is perpendicular to the inlet pipe, as shown within the red circle in the photo to the right.
 - Once the gas is shut off, only a gas company employee should turn it back on.
- When natural gas service is restored, your gas appliances will need to be relit. Each appliance will have an instruction plate or label for relighting.

How to prepare: Prepare for a gas outage in the following ways:

- Consider storing extra propane or natural gas tanks.
- Consider maintaining a supply of charcoal to use on a grill or camping stove.
- Store extra blankets and warm clothing.
- Keep an adequate supply of food that does not need to be prepared using a stove or oven.
- Consider keeping the appropriate wrench/tool near the shut-off valve.
- Purchase and install bracing kits for gas-powered water heaters and stoves. If these appliances are unsecured, they can fall over and rupture the gas line.
- If you have additional questions or concerns, contact your gas provider. A list of Southern California utility companies is listed in the "Additional Phone Numbers" section of this guide.
- Familiarize yourself with your gas meter.



WATER OUTAGES

What it is: A disaster may cause an interruption in providing clean water through public water pipes. Outages may be caused by earthquakes, water main breaks, or severe weather.

How to respond: At Pepperdine's Malibu campus, Facilities Management and Planning and/or Public Safety personnel will shut off any water as directed.

If a water outage occurs at your home:

- Before using any tap water that you will drink, cook with, or use to brush your teeth, treat it appropriately. If water is cloudy, first filter it through clean cloths or allow it to settle. Next, bring water to a boil and allow it to boil for at least one minute, then allow it to cool and store it in clean containers with covers. If you cannot boil water, bleach may be used to disinfect; add 8 drops of bleach for each gallon of water, stir well, and let it stand for 30 minutes.
 - To flush your toilet, pour water into its back tank until the float begins to rise and push the handle.
- If you need to shut off your water:
 - The water shut-off valve is typically found underground in a concrete box in the sidewalk in front of your home.
 - Open the box and find the shut-off valve. The valve should be parallel to the pipe when the water is on.
 - To turn off the water supply, turn the valve a quarter turn so that it is perpendicular to the pipe. Consider keeping the appropriate wrench/tool near the shut-off valve.



WATER OUTAGES (CONTINUED)

How to prepare: Preparation for a water outage should include the following actions:

- Always keep your house stocked with extra bottled water. Experts recommend that you stock at least a three-day supply of water; one day's supply of water is one gallon per person. Bottled water has an expiration date. Do not drink the water if it is past the stamped expiration date for the bottle.
- 55-gallon water barrels may be purchased from emergency preparedness Web sites. These barrels can store chemically treated water for up to five years. For information on where to purchase water supplies, contact Pepperdine University's Insurance and Risk office at (310) 506-4410.
- Familiarize yourself with your water meter.





PERSONAL PREPAREDNESS

COMMUNICATION PLANNING

A comprehensive family communication plan is vital when facing an emergency situation. Discuss emergency communication with your family; the following suggestions can help as you develop your communication plan:

- Teach your children how and when to dial 911. If you live on the Malibu campus, teach your children how and when to dial 4441 to reach Public Safety.
- Designate an out-of-area contact person for your family. In the event of a local disaster, sometimes it is difficult to reach someone in the same area that has been affected by the disaster. Speak with your out-of-area contact to ensure that he/she is aware of his/her role and is willing to help with your family disaster plan.
- Create an emergency contact card for your family. Ensure every family member has a copy of this card, and consider programming any phone numbers from your emergency contact card into each family member's cell phone. Include the following contact information:
 - Home
 - Work
 - School
 - Cell phone numbers for each family member
 - Emergency contacts
 - Your family's out-of-area contact
 - Other appropriate emergency phone numbers such as contact numbers for doctors, hospitals, etc.



- Keep a list of emergency telephone numbers and a copy of your emergency contact card by each phone in your home.
- Discuss how you will be in contact with your children should there be an emergency while you are at work and they are at school.
- Ensure that the emergency contact information at your children's school is up-to-date. If your family moves, be sure to notify the school.

EVACUATION AND RELOCATION

What it is: In emergency situations, there are times when homes, work buildings, and schools must be evacuated for the safety of the occupants.

How to respond: If a fire alarm sounds or you are directed to evacuate a building by first responders, for your own safety, do so immediately. On any Pepperdine University campus, follow the instructions of ERT or RERT members and Public Safety personnel. Evacuate to your designated evacuation area and check in with your area's ERT or RERT member.

During wildfires affecting the Malibu campus, Pepperdine University shelters-in-place. The practice of "sheltering-in-place" is relocating to a safe location on the premises and remaining there until authorities deem it safe to return to residences or offices. The Los Angeles County Fire Department reviews Pepperdine's shelter-in-place plans on a regular basis and supports the plans as the safest course of action. The University's shelter-in-place plan is well-practiced and has historically proven successful.

If you are instructed to evacuate your home, follow the instructions of law enforcement personnel. Take the following measures if there is time available:

- Open your drapes or other potentially flammable window coverings.
- Close all interior doors of your house.
- Close all windows.

- Move combustible furniture such as sofas and beds away from windows and towards the middle of the room.
- Gather up important documents (insurance papers, birth and marriage certificates, deeds, legal documents, etc.), clothing, important sentimental items, and any other portable valuables.



EVACUATION AND RELOCATION (CONTINUED)

How to prepare: At Pepperdine, you can prepare for an evacuation by doing the following:

- Determine who your ERT or RERT representative is. You may contact any ERT or RERT member for a copy of the University's latest emergency staging maps.
- Know the specific evacuation procedures including routes and exits for your building:
 - Know where the closest stairwell is located.
 - Keep your exit paths clear at all times.
 - Be familiar with at least two different possible evacuation routes in the event that one is inaccessible during an emergency.
- Practice what to do during an evacuation.

To prepare for evacuation from your home:

- Familiarize yourself with your city's municipal evacuation plan to prepare for a potential evacuation. Know the location of the nearest Red Cross Emergency Center to your home.
 - Create a prioritized list of items to grab in the event you need to quickly evacuate your home. Keep the list in an easily accessible place, such as on the refrigerator.
- Identify emergency evacuation routes in your home. It is important to know multiple routes as one or more may become blocked or be dangerous in an emergency.



EVACUATION AND RELOCATION OF PERSONS WITH DISABILITIES

What it is: During an emergency situation, persons with disabilities require special considerations with regard to evacuation and relocation. The individual with the disability is the best authority on how to be relocated.

How to respond: If you are a disabled person, you should respond during an evacuation in the following ways:

- As a first choice, use the building elevator, but never in the case of fire, an earthquake, or a power outage.
- During an emergency, request assistance from those nearest you. If no one is there to render assistance, proceed to the nearest stairway landing and shout for help.
- For individuals with speech impairments, create an instruction card to give to those offering assistance. Ensure that this card is carried at all times.
- If assistance is not immediately available, continue to call for help until rescued. Individuals who cannot speak loudly should carry a whistle or have other means of attracting the attention of others.

In the event of an emergency, designated coworkers or students should assist in the following ways:

- **Visual impairments:** Most persons with visual impairments will be familiar with their immediate surroundings. In the event of an emergency, guide the person to the nearest emergency exit.



EVACUATION AND RELOCATION OF PERSONS WITH DISABILITIES (CONTINUED)

- **Hearing impairments:** Some persons with hearing impairments may not perceive emergency alarms and will need to be alerted to the situation. It is recommended that they be accompanied out of the building by someone without a hearing impairment, as they may need to follow oral instructions given by emergency personnel.
- **Mobility impairments:** If individuals are able to walk up or down stairs, it is advisable that they wait until the heavy traffic has cleared before attempting to evacuate. A colleague should provide assistance in exiting the building, if needed.

How to prepare: Individuals with disabilities should prepare for an emergency ahead of time by instructing coworkers or fellow students on how to assist in an emergency. Individuals with disabilities should be familiar with at least two exits for locations they regularly frequent. The elevator should not be one of these exits.

Students with disabilities should register with the Disability Services Office at the Malibu campus and/or with the coordinator for that campus location:

Disability Services	(310) 506-6500
Encino	(818) 501-1600
Irvine	(949) 223-2500
Westlake Village	(805) 449-1181
West Los Angeles	(310) 568-5737



FLOODING AND WATER DAMAGE

What it is: Serious water damage can occur from a number of sources including but not limited to broken pipes, clogged drains, broken skylights or windows, construction oversights, or inclement weather.

How to respond: If a water leak occurs:

- On the Malibu campuses, notify Public Safety at (310) 506-4441.
- At other campus, call the coordinator for that location; if there is no answer, please call the Department of Public Safety at (310) 506-4442:
 - Encino (818) 501-1600 – Westlake Village (805) 449-1181
 - Irvine (949) 223-2500 – West Los Angeles (310) 568-5737
- Advise the dispatcher or the coordinator of the location and severity of the leak. Indicate whether any valuables, art collections, or books are involved or are in imminent danger. Public Safety or the graduate campus coordinator will notify the appropriate authorities and dispatch officers to assist.
- If at your residence, call your utility company. See the “Additional Contact Numbers” section of this guide found on page 103 for a list of Southern California contact numbers.
- If at your place of employment, contact your facilities department or the location manager.
- If there are electrical appliances or electrical outlets near the leak, use extreme caution. If there is any possible danger, evacuate the area.
- If you know the source of the water and are confident of your ability to stop it (i.e., unclog the drain, turn off water, etc.), do so cautiously.



- Be prepared to assist, as directed, in protecting University and personal property that is in jeopardy. Take only those steps that are needed to avoid or reduce immediate water damage. Cover large objects with plastic sheeting and carefully move small or light objects out of the impacted area.

How to prepare: Water damage in your home from leaks can be minimized with proper regular maintenance of your plumbing system. Regularly clean your gutters and maintain your roof to minimize the risk of structural leaks.

PERSONAL PREPAREDNESS PLANNING

Creating a personal disaster plan provides a roadmap to follow during an emergency. Such preparation allows a family to react quickly, calmly, and with an understanding of each member's responsibilities in a potentially chaotic situation.

Plans should include each member of your family and the locations that each person frequents, including home, work, school, and time commuting in the car.

Consider what potential emergencies could occur at each location. For Southern California locations, the emergency situations listed in this guide may be applicable and helpful.

Review the suggested lists of emergency supplies and consider what supplies to keep in the car, at work, at home, and at school.

Ensure each family member is familiar with the plan and knows his/her individual responsibilities. Periodically review your plan and update it as needed.



PERSONAL PREPAREDNESS PLANNING (CONTINUED)

LOCATIONS FOR WHICH TO PLAN

Home: Your home is the central hub for your family's activities. While any emergency affecting your home will impact your family, thoughtful planning may help to minimize the impact.

Familiarize yourself with your homeowner's or renter's insurance policy. Know the limits of your policy and what coverage it provides. Discuss your insurance coverage and limits with your insurance agent. Many Southern California homeowners' insurance policies specifically exclude earthquake, flood, and wildfire coverage.

Separated from Home: Due to an evacuation order or roadblocks, it may be impossible to reach your home during an emergency.

Identify a place that is central to your family members' jobs, residence, schools, and daycare where family members can meet following an emergency. Arrange with a friend or family member to provide a place to stay should you need to evacuate your residence.

Commuting: Ensure that your car has regular maintenance to keep it functioning in top condition. Consider keeping at least half a tank of gas in your car at all times. Know how to change a tire or where to find the number to call a tow truck. Consider obtaining a roadside assistance program. Some auto insurance policies offer roadside assistance coverage, as do companies such as AAA.



School: While you are at work, your children are likely at school and/or day care. Similar guidelines apply to both a school and a day care setting. Ensure that both you and your children know how your family will respond to an emergency during the work/school day.

PERSONAL PREPAREDNESS PLANNING (CONTINUED)

Talk with your child's school administrators and learn about the school's disaster plan. Ask the school what their plan is for incidents such as an active shooter, an earthquake, a fire, or any of the other emergencies mentioned in this brochure. Talk with your children to ensure that they are familiar with their school's emergency plan. Learn where your children will potentially be evacuated to should there be an emergency.

If you have neighbors whose children go to the same school as yours, discuss the possibility of an emergency carpool plan. Make sure your children are aware of the people in the emergency carpool.

If your child has a chronic medical condition, such as asthma, diabetes, or severe allergies, ensure that your child's school is properly prepared to attend to his or her medical needs. Provide the school nurse or your child's teacher with any medications that would be necessary in a medical emergency.

Work: Understand the emergency plans at your workplace and how these plans and the physical location of your job may impact your family's emergency plans. Consider the distances between the locations where you and your family members are commonly at throughout the day.

Consider any responsibilities you may have during an emergency. If a Pepperdine employee, are you in a Critical Support Personnel role for your department? If uncertain, please discuss this issue with your supervisor.

Travel: When traveling, familiarize yourself with the emergency exits at your hotel or motel, including where they are located in relation to your room. Always lock and deadbolt your door when you are in the room, and use the door's peephole before allowing any individuals to enter your room. If you must travel with valuables, secure them in the hotel's safe, if possible.

Avoid becoming a target of thieves while traveling by not dressing in a way that marks you as an affluent tourist; do not wear flashy jewelry or expensive clothing. Carry the minimum number of valuables, and plan places to conceal them. Your passport, cash, and credit cards are most secure when locked in a hotel safe. When you have to carry them on your person, avoid handbags, fanny packs, and outside pockets that are easy targets for thieves; instead, use inside pockets or a sturdy shoulder bag with the strap worn across your chest. One of the safest places to carry valuables is in a pouch or money belt worn under your clothing.

Pack an extra set of passport photos along with a photocopy of your passport's information page to make replacement of your passport easier in the event it is lost or stolen. Consider bringing traveler's checks and one or two major credit cards rather than cash.

PERSONAL PREPAREDNESS PLANNING (CONTINUED)

Transport any medications in your carry-on luggage. To avoid problems when passing through customs, keep medicines in their original, labeled containers. Bring copies of your prescriptions and the generic names for the drugs. If a medication is unusual or contains narcotics, carry a letter from your doctor attesting to your need to take the drug. If you have any doubt about the legality of carrying a certain drug into a country, consult the embassy or consulate of that country before you travel.

For more tips on travel safety and preparedness, visit the [State Department's Web site \(http://travel.state.gov\)](http://travel.state.gov).

The office of Insurance and Risk and the Department of Public Safety provide consultation regarding business-related travel overseas, best practices for student trip safety, and resources to assist potential emergencies while traveling. Faculty or staff trip-sponsors should alert Insurance and Risk prior to traveling.



POST-DISASTER

Following a disaster, once you have ensured your own safety, you should take the following actions:

- Locate any missing friends, roommates, and/or family members.
- For residential students, contact the University if you are not at a campus-operated shelter by calling (310) 506-4700.
- Advise your out-of-area contact of your status.
- Use safety equipment such as safety glasses and leather gloves when removing debris.
- Exercise extreme caution when entering damaged buildings.
- Exercise extreme care with fire.
- Do not ignite matches or candles if gas leak may be possible.
- Avoid electrical appliances where there is water.
- Stay away from power lines.
- Check water and food before consumption.
- Monitor and obey directives from government and campus officials.
- If you have telephone service, use it only for emergencies.
- Take photographs of any damage you find.



- Do not isolate yourself from others. Interacting with others and talking about the experience will help everyone relieve the stress of the situation.

ROADBLOCKS

What they are: Roadblocks are temporary installations setup to control or block traffic along a road. Roadblocks may be setup due to a traffic accidents, roadwork, obstructions in the road, fires, or for a variety of other reasons.

How to respond: Due to the limited number of routes in and out of Malibu, roadblocks have an impact on traffic in the area. In case of road closures, there are five major routes to the Malibu Campus:

- Las Virgenes/Malibu Canyon accessible from Highway Route 101
- Kanan Road accessible from Highway Route 101
- Pacific Coast Highway south of the Malibu Campus
- Pacific Coast Highway north of the Malibu Campus
- Topanga Canyon to Pacific Coast Highway

How to prepare: Familiarize yourself with the various routes to campus, your home, and other places you frequent. Maps for the Pepperdine community are available at the links below:

- [Routes to the Malibu Campus \(http://tinyurl.com/ygasz9j\)](http://tinyurl.com/ygasz9j)
- [Pepperdine's Southern California campuses \(http://tinyurl.com/yzk72mv\)](http://tinyurl.com/yzk72mv)



SUPPLIES

Emergency supplies can assist you in responding to an emergency or better caring for you and your family following an incident. FEMA and the American Red Cross recommend maintaining, at minimum, a three-day supply of food and water for each individual in your family. For better preparation, store at least a week's supply of food and water for each member of your household.

HOME SUPPLIES

- Battery-powered radio
- Batteries
- Blankets
- Cash (at least \$50-\$100 in small bills). Credit/debit cards may not work if the power is out.
- Cell phone chargers
 - Battery powered
 - Car charger
 - Wall outlet
- Duct tape
- Emergency whistle
- Entertainment: books, board games, and/or puzzles
- Eye glasses/contact lenses and supplies
- Fuel for your grill/barbeque
- Extra bag of charcoal
- Spare propane tank
- Hygiene supplies
- Garbage bags and ties
- Dust masks
- First aid kit
- Flashlight
- Important documents (passports, birth and marriage certificates, insurance papers, wills, deeds)
- Manual can opener
- Medications
 - Over-the-counter allergy, cold, pain medications
 - Check with your insurance provider for information on obtaining urgent prescription medications ahead of time in the case of an emergency.
 - Pay particular attention to vital medications such as insulin, blood pressure and heart medications.
- Non-perishable food for up to two weeks
- Paper and pen
- Paper plates, cups, plastic utensils, paper towels
- Personal identification
- Protective eyewear
- Sanitation supplies and toilet paper
- Sleeping bag for each person
- Spare clothing/shoes
- Spare set of keys
- Tool kit
- Water: store at least one gallon of water per person per day.
- Work gloves (leather)

SUPPLIES (CONTINUED)

In addition to the general supplies listed above, individuals at various stages of life may have unique needs that should be accommodated in emergency planning. Consider adding any relevant items listed below to your home emergency supplies.

ELDERLY PERSONS

- Bag packed with a change of clothes with an ID tag
- Extra pair of eyeglasses
- Hearing aid
- Hearing aid batteries
- List of medications, allergies, any special equipment needed
- Whistle
- Medical insurance and Medicare cards

INFANTS AND PREGNANT WOMEN

Discuss options for prenatal care and/or delivery with your doctor if your hospital is closed or unreachable during a catastrophe.

- Baby bottles
- Baby wipes
- Blankets
- Bottled Water
- Diapers
- Diaper rash ointment
- Dry formula
- Jar food
- Medication
- Pacifiers
- Pediatric first aid supplies
- Powdered milk
- Prenatal medications/vitamins
- Special dietary foods
- Spit-up rags
- Toys
- Warm clothing

PETS

- Blankets/towels
- Clean-up supplies
- Food/water dishes
- Leash
- Home sticker near your front door indicating to rescue personnel that there is a pet in the home
- ID tag: list your out-of-area contact
- Manual can opener
- Microchip number, if your pet is micro-chipped
- Pet carrier
- Two weeks' supply of medication
- Water
- Pet food

SUPPLIES (CONTINUED)

CAR SUPPLIES

Emergencies can occur while you are driving. By storing supplies in your car, you will be prepared for an emergency that occurs while you are away from your home but have access to your vehicle.

- Blankets
- Cell phone car charger
- Change of clothes
- Comfortable walking shoes
- Duct tape
- First Aid kit
- Flares
- Flashlight and batteries
- Food and water for up to three days
- Gas can
- Jumper cables
- Pen and paper
- Personal Emergency Kit: Insurance and Risk has three-day personal emergency kits available for \$25. Call (310) 506-4410 for additional information.
- Properly inflated spare tire
- Radio
- Road map
- Tool kit
- Sanitation supplies
- Scissors
- Work gloves

WORK/SCHOOL SUPPLIES

Pepperdine maintains emergency supplies for use in a catastrophic incident impacting the University. Additionally, you may want to consider having the following items available to you in an emergency.

- Cell phone charger
- Change of clothes/shoes
- Glasses
- Medications
- Personal hygiene items

SUPPLIES FOR RELOCATION

If you are evacuated from your home, you may be sent to a relocation shelter. Do not bring beds, furniture, candles, or heating devices to a relocation shelter.

- Batteries
- Bedding
- Change of clothes
- Comfortable walking shoes
- Flashlights
- Games, books
- Medications
- Pens and paper
- Personal hygiene supplies
- Photo ID with home address/ University ID
- Special dietary foods
- Treasured photographs
- Telephone lists
- Valuable papers



WILDLIFE

WILDLIFE

Southern California's beautiful environment is home to many people and many wild creatures. Being aware of the wildlife commonly found in Southern California may help to prepare you in dealing with encounters with local wildlife.

MOSQUITOES

What they are: Mosquitoes not only produce irritating bites, but can also spread disease. They lay their eggs in stagnant water and are particularly active at dawn and dusk. In recent years, the mosquito-borne disease West Nile virus has been of present in Southern California.

West Nile virus is a viral infection that produces the following symptoms:

- Fever
- Headache
- Chills
- Weakness and fatigue
- Excessive sweating
- Swollen lymph nodes
- Joint pain
- Gastrointestinal symptoms

How to respond: Mosquito bites are irritating but generally harmless. If bitten:

- Keep the bite area clean. Avoid scratching, as this can break the skin and cause infection or scarring.

- Apply a topical antihistamine to the bite to control itching. If itching persists, oral antihistamines or hydrocortisone creams may be used.
- If you experience extreme itching and swelling, or if you begin displaying symptoms of West Nile virus, contact your medical provider.



WILDLIFE (MOSQUITOES CONTINUED)

How to prepare: The following actions will minimize mosquito bites:

- Use an insect repellent containing DEET on exposed skin when outdoors. When applying both sunscreen and repellent, apply the sunscreen first.
- Use mosquito-repelling products, such as citronella candles and torches, when outdoors, particularly around twilight hours.
- Wear light-colored, protective clothing when mosquitoes are present.
- Regularly drain any standing water, including pool covers, bird baths, pet bowls, saucers under flower pots, and garbage receptacles. Drill small holes in the bottom of outdoor garbage cans and recycling bins to aid in drainage.
- Change the water in bird baths, wading pools, and pet bowls at least twice each week.
- Clean and chlorinate your swimming pool regularly.
- Turn any items that can fill with water upside down when not in use.
- Get rid of any unused items that have a tendency to collect water.
- Regularly clean your gutters and rain troughs to prevent standing water.



WILDLIFE (CONTINUED)

MOUNTAIN LIONS

What they are: Mountain lions, also known as pumas or cougars, are large, predatory cats. Mountain lions prefer habitats with dense underbrush and rocky areas for stalking, but they can live in open areas. Mountain lions are territorial and live in areas with low population densities. Southern California serves as the home to many mountain lions.

How to respond: While rare, mountain lion attacks do occur. Should you encounter a mountain lion, take the following actions:

- If you see a mountain lion, maintain eye contact and back away slowly. Do not run; the lion's instinct will be to chase you. Appear as large, loud, and powerful as possible and yell and throw stones.
- If there are children or small pets present, pick them up immediately.
- Do not approach a mountain lion. Allow plenty of space between you and the mountain lion so it can escape.
- If attacked, fight back. Under no circumstances should you fall to the ground or roll into a fetal position. Hit as hard as possible, especially around the animal's head. If you are attacked from behind, try to reposition yourself to meet the cat face to face.
- After an attack, seek prompt medical attention. In addition to any injuries you might sustain, mountain lions can carry rabies.



WILDLIFE (MOUNTAIN LIONS CONTINUED)

How to prepare: When in areas where mountain lions are present, the following guidelines will help prevent attacks:

- Do not go hiking alone.
- Make noise when in areas that mountain lions frequent and live. The noise you make will generally scare mountain lions away and halt any confrontations.
- Keep children within sight. Mountain lions are more inclined to attack children.
- When hiking, carefully pack up all trash and food. Do not leave any trash along hiking trails.
- Avoid stooping, leaning over, squatting, or bending at the waist while in mountain lion territory. Cats are more likely to attack if you are low to the ground.
- Monitor your pets while they are outside. Do not let your pets outside unmonitored if a mountain lion has been sighted in the area.



WILDLIFE (CONTINUED)

POISON IVY AND POISON OAK

What they are: Poison ivy and poison oak are woody vines. Their leaves produce oils that cause an allergic rash when exposed to skin and other soft tissues.

Although not native to California, poison ivy grows in the majority of North America. It has a distinctive appearance, which includes:

- Three almond-shaped leaflets on a stem; these stems sprout from a woody vine, which often clings to a tree.
- Grayish-white berries
- Small white flowers
- Leaflets range in color from light to dark green and turn bright red in the fall.
- Leaflets are generally 3 to 12 centimeters in length, but can grow to be up to 30 centimeters.

Poison oak is common in California. Characteristics include:

- Leaves divided into three leaflets that resemble oak leaves. These leaves sprout from a dense shrub or a woody vine.
- Greenish-white or tan berries
- Small white flowers

- Leaflets are bronze when first unfolding, bright green in the spring, yellow-green to reddish in the summer, and bright red or pink in the fall.
- Leaflets are generally 3.5 to 10 centimeters in length.



WILDLIFE (POISON IVY AND POISON OAK CONTINUED)

How to respond: Take the following steps with poison ivy and poison oak:

- Do not touch any plants that you suspect to be poison ivy or poison oak.
- If exposed, within 10 minutes:
 - Clean the exposed area with rubbing alcohol.
 - Wash the exposed areas with water only (do not use soap yet, as that can spread the oils to other parts of the body).
 - Take a shower with soap and warm water.
 - Using gloves, wipe down everything you had with you, including clothes, shoes, and gear, with rubbing alcohol and water.
- If a rash develops, treat with topical and/or oral antihistamines, hydrocortisone creams, and other ointments such as calamine lotion.
- If a rash is severe, contact your medical provider. Prescription-strength topical, oral, or injection steroids may be necessary.

How to prepare: Prevent exposure to poison ivy and poison oak by doing the following:

- Stay on trails when hiking; do not go into dense shrubbery.
- Wear long sleeves, boots, and pants tucked into your socks or boots when hiking. When handling plants, wear gloves.
- Use a topical ointment, such as Ivy Block, on exposed skin.

- Examine your yard for any plants that may be poison ivy or poison oak. If you identify these plants in your yard, call a professional landscaper to remove the plants. If you choose to remove the plants on your own, spray the plants with an herbicide, remove the plants manually by their roots, and repeat as plants regrow. Always wear gloves and protective clothing when removing plants, and immediately launder them.
- Do not burn poison ivy or poison oak, as the smoke can trigger a hazardous allergic reaction and could be fatal to some individuals. Carefully dispose of poison ivy and poison oak by placing them in a sturdy garbage bag and securely tying the bag closed.



WILDLIFE (CONTINUED)

RATTLESNAKES

What they are: Rattlesnakes are venomous snakes named for the rattle located at the end of their tails. The rattle is used as a warning device when threatened. Rattlesnakes are more commonly seen during warmer weather in Southern California; rattlesnake season is from May through October.

Although adult rattlesnakes can control the amount of venom, if any, they release when they bite, young snakes cannot control how much venom they release, making them even more dangerous than adult snakes.

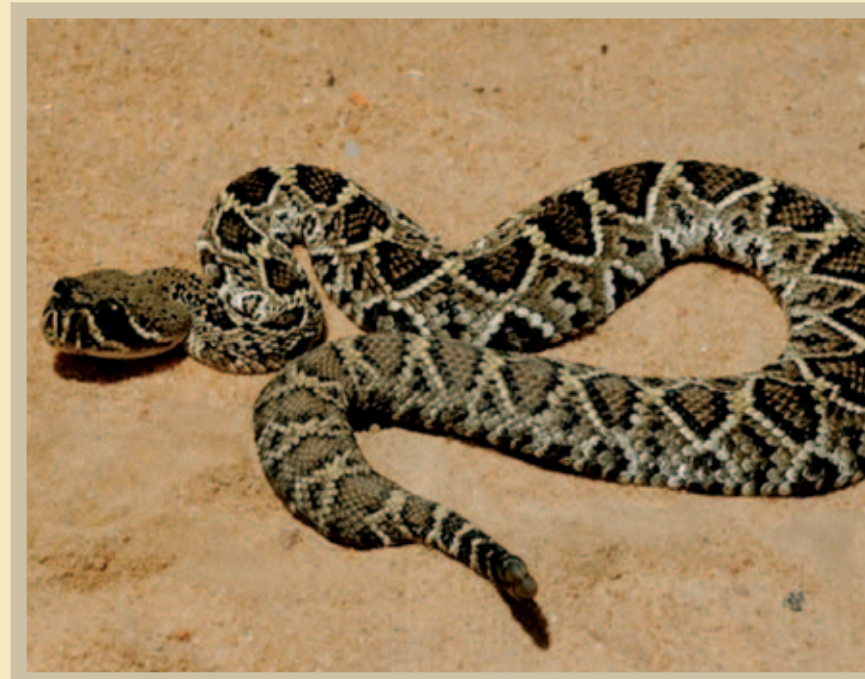
How to respond: Should you encounter a rattlesnake, take the following actions:

- Stay calm. Freeze, back away slowly, and allow the snake to pass.
- When coiled, snakes can strike to half their body length. Allow enough distance between you and the snake that it will not be able to reach you.
- Do not disturb the snake. Do not poke it with sticks, throw rocks at it, or attempt to pick it up.

In the event of a rattlesnake bite:

- Stay calm.
- Get to a hospital as soon as you can. If you are bitten, allow someone else to drive.
- Call 911 to receive instructions on how to treat the bite on the way to the hospital. If you are more than 30 minutes from a hospital, be sure the victim elevates the body part where the bite is located above his or her heart.

- Remove any restrictive clothing or jewelry from the area of the bite.
- Watch for signs of shock from the victim. For more information on “Shock”, refer to page 45 of this guide.



WILDLIFE (RATTLESNAKES CONTINUED)

There are some things you should never do in the event of a rattlesnake bite:

- Do not try to cut into the wound.
- Do not suck out the venom.
- Do not use a tourniquet.
- Do not use ice to cool the wound.

How to prepare: When in areas where rattlesnakes are present, you can prepare in the following ways:

- If hiking, stay on the designated trails. Wear boots that cover your ankles and avoid walking through dense brush.
- Be aware of rattlesnake warnings on the path or trail. Make noise as you walk to scare snakes away.
- Carry a snakebite kit with your first aid kit, and know how to use it when in snake country.
- Avoid reaching under rocks or into crevasses where snakes may hide.
- Check boots, sleeping bags, and backpacks carefully before putting them on.
- Sleep in a tent with the mesh screen zipped completely shut.



WILDLIFE (CONTINUED)

SPIDERS

What they are: Southern California is home to venomous spiders:

- Black widow spiders are black with a distinctive red marking in the shape of an hourglass on the underside of their abdomens. Although rare, their bites can be fatal to humans.
- Brown recluse spiders are brown and generally have a visible black line coming from its thorax that resembles a violin, with the neck of the violin pointing to the rear of the spider. The bite of a brown recluse spider will occasionally cause tissue damage and scarring in the area of the bite, but it is rarely fatal.

You may not realize that you have been bitten by a spider, which may feel like a pin prick at first. Symptoms of a venomous spider bite include:

- Initial slight swelling and faint red marks which develop into intense pain and stiffness
- Chills
- Fever
- Nausea
- Severe abdominal pain



WILDLIFE (SPIDERS CONTINUED)

How to respond: If bitten by a spider, take the following actions:

- If possible, make a positive identification of the spider.
- If the spider bite is on an arm or a leg, tie a snug bandage above the bite to help slow or halt the venom's spread. Ensure that the bandage is not so tight as to cut off circulation in the arm or the leg.
- Apply a cloth dampened with cold water or filled with ice to the bite location.
- Seek immediate medical attention. Treatment for the bite of a black widow may require an antivenom medication. Doctors may treat a brown recluse spider bite with corticosteroids to prevent tissue damage.

How to prepare: The following precautions should be taken to avoid contact with venomous spiders:

- Remove trash, old boxes, piles of lumber, old rubble piles and other unwanted items from under or around houses and outbuildings. Wear gloves and long sleeved shirts when cleaning out or emptying closets, boxes, or containers that are usually left undisturbed.
- Do not go barefoot or handle firewood without gloves.
- Install screens on doors and windows.
- Seal or caulk cracks and crevices where spiders can enter the house.
- Wash off the outside of the house or building, especially around window wells and other undisturbed places where webs are built.

- Check your bed before getting into it, especially if the bed has been unused for a while. Keep beds and cribs away from walls.
- Shake out your clothes and shoes before putting them on.
- Avoid putting clothing on the floor when you go to bed at night.



WILDLIFE (CONTINUED)

STINGING INSECTS

What they are: Bees pollinate flowers and may sting individuals or animals if they feel threatened. Bees often fly among flowering plants in landscaping, and they can be attracted to outside foods, particularly those high in sugar content. There are several types of bees:

- Honeybees leave their stinger in the victim's skin. Africanized honeybees are a crossbreed between the North American honeybee and bees from Africa. These bees are becoming more common in North America and are more aggressive than regular honeybees.
- Bumblebees, wasps, yellow jackets, and hornets may sting an individual multiple times as their stinger remains attached to their body.

Symptoms of a bee sting include:

- Reddening and swelling at the site of the sting
- Pain and itchiness at the site
- Skin that may remain swollen and itchy for up to a week

How to respond: If you or someone with you is stung by a bee:

- Remove the stinger immediately by using a hard object such as a credit card or blunt knife to swipe over the area. A stinger will look like a small black dot on the skin.
- Apply ice to the affected area to reduce the swelling.



WILDLIFE (STINGING INSECTS CONTINUED)

- Clean the area with soap and water.
 - Apply hydrocortisone cream to the site.
 - Take an antihistamine such as Benadryl and/or over-the-counter pain relievers such as ibuprofen or acetaminophen.
 - If the sting is in the mouth or nose, even a person without bee allergies may need to seek emergency medical attention, as this can lead to swelling that may interfere with breathing.
 - If you are attacked by several bees at once, run or jump into water. Bees release a chemical when they sting which alerts other bees to come to their defense. The more bees that have stung you, the stronger the chemical attractant.
 - If an allergic reaction develops, call emergency medical services immediately. Individuals with known allergies to stinging insects may carry an emergency epinephrine autoinjector with them; for more information on responding to allergic reactions, see page 29 of this guide.
- Keep your outside areas clean. Bees and wasps thrive in places with food trash, such as picnic tables, grills, and other outdoor eating areas.
 - Bees will mostly attack when either trapped or agitated. Close any opening in your clothes that could trap bees between your skin and your clothing.
 - Should you find on a beehive, do not disturb it in any way.
 - If a single bee is pestering you, remain still and cover your face or lie face down on the ground. The face is the most likely place for a bee or wasp to sting.
 - If you or your child is allergic to bees, talk to your doctor about the possibility of carrying emergency epinephrine with you.

How to prepare: Take the following steps to prevent and prepare for a bee sting:

- When spending extended time in areas with bees, do not wear any sweet-smelling fragrances often found in aftershaves and perfume. These often attract flies, bees, and other insects.
- Stay clear of flowering plants, bushes, and landscaping.



WILDLIFE (CONTINUED)

TICKS

What they are: Ticks are small, bloodsucking arachnids that are often found in tall grass and shrubs, where they will wait to attach to a passing host. Ticks can carry many diseases, most notably Lyme disease, which can be transmitted to both humans and pets.

Lyme disease is a bacterial infectious disease that is curable at early stages but can cause damage to the heart, joints, and nervous system if left untreated. Early symptoms of Lyme disease include:

- A circular, outwardly expanding “bulls-eye” rash at the site of the tick bite. This rash is red and warm, but is generally painless.
- Headache
- Muscle soreness
- Fever
- Fatigue

How to respond: If you are bitten by a tick, take the following actions:

- If the tick is still attached, remove it by grasping it with tweezers and pulling it straight out. If possible, store the tick in a small bag in case testing is required at a later date. Record the date and location of the bite on a calendar.
- Clean the bite area with rubbing alcohol and apply a topical antihistamine to prevent itching. Do not scratch the bite or the area around it.

- Apply ice to the bite area to reduce pain and swelling.
- Carefully monitor the bite area for a rash. Symptoms may take up to a month to develop.
- If you display symptoms of Lyme disease, contact your medical provider.



WILDLIFE (TICKS CONTINUED)

How to prepare: By taking the following actions, you can minimize your risk of a tick bite:

- Wear protective clothing, including a hat, long-sleeved shirt, and pants tucked into your boots or socks when hiking in tall grass and shrubs. Light-colored clothing will help make ticks more visible.
- Check your pets for ticks when they come in to your house; remove any ticks you may find with tweezers.
- Regularly treat your dogs and cats with a topical flea and tick prevention therapy.
- Use an insect repellent containing DEET when outdoors.





PSYCHOLOGICAL ASSISTANCE

PSYCHOLOGICAL ASSISTANCE

From time to time, we all experience feelings such as sadness, anger, fear, or guilt that may interfere with our daily lives. Sometimes, these feelings are too difficult for us to manage on our own; when this happens, there are psychological resources that may aid us in confronting and working through these emotions.

Although you may feel uncomfortable or embarrassed by the idea of seeking psychological assistance, there is no shame in receiving help when you are overwhelmed. Your mental health is just as important as your physical well-being, and by addressing the challenges you are facing head-on, you are able to better care for yourself, your family, and others around you.

Following an emergency situation, you may find yourself wrestling with particularly strong feelings that may be difficult to shake off. Traumatic experiences can create significant challenges for survivors long after the initial crisis has subsided. For this reason, those who have experienced a significant trauma are encouraged to pursue mental health services following the disaster.

ANXIETY

What it is: Anxiety is a condition in which an individual experiences debilitating fear, worry, panic, or stress that inhibits him or her from being able to fully engage in daily activities for an extended period of time. Anxiety is more than being “stressed out”; it is difficult for the individual to control, interferes with his or her social and occupational functioning, and can include physical symptoms such as fatigue, insomnia, muscle aches, headaches, or nausea.

Sometimes, anxiety can lead to panic attacks, which are sudden, intense periods of anxiety that are accompanied by symptoms such as:

- Heart palpitations or rapid, pounding pulse
- Sweating
- Shortness of breath or hyper ventilation
- Chest pain
- Nausea
- Dizziness
- Tingling sensations
- Chills or hot flashes
- Fear of “going crazy,” losing control, or dying

How to respond: If you are experiencing symptoms of anxiety, a mental health professional can help you to manage your symptoms and underlying causes. Therapy can be very helpful in treating anxiety; medications can also be prescribed.

PSYCHOLOGICAL ASSISTANCE (CONTINUED)

DEPRESSION

What it is: Depression is a condition that is marked by low moods, low self-esteem, and a loss of interest or pleasure in normally enjoyable activities. Although all individuals experience periods in which they feel sadness, depression adversely affects all facets of one's life for an extended period of time.

Other symptoms of depression may include the following:

- Feelings of worthlessness, helplessness, hopelessness, or guilt
- Poor concentration and memory
- Withdrawal from social situations and activities
- Insomnia or excessive sleeping
- Changes in appetite or weight
- Fatigue and headaches
- Thoughts of suicide

It is estimated that every year, up to 5 percent of men and 10 percent of women in North America experience a major depressive episode.

How to respond: If you are experiencing symptoms of depression, seek out a mental health professional such as a psychiatrist, therapist, or social worker. These individuals are trained to address both the symptoms and the underlying causes of depression.

Oftentimes, depression can be treated through therapy alone. If counseling by itself does not adequately reduce depression symptoms, your doctor may prescribe an antidepressant. However, just because you seek help for your depression does not mean that you will have to take a medication.

Good self-care can help manage the symptoms of depression. In particular, regular exercise has been shown to be of great benefit to those experiencing depression. Eating balanced meals and getting adequate sleep can also help to fight depressive feelings.



PSYCHOLOGICAL ASSISTANCE (CONTINUED)

POST-TRAUMATIC STRESS DISORDER (PTSD)

What it is: PTSD is an anxiety disorder that develops following an extreme psychological trauma, such as abuse, assault, war, or a disaster. It significantly impairs an individual's ability to engage in daily life, inhibiting one's social and occupational functioning.

Other symptoms of PTSD include:

- Avoidance of things associated with the initial traumatic experience
- Hypervigilance (intense behaviors meant to detect threats)
- Feelings of fear, helplessness, or horror
- Flashbacks and nightmares

How to respond: PTSD is usually treated through individual and/or group counseling. Therapy helps the individual to address the trauma that he or she has experienced so that it is no longer able to dominate his or her life and feelings. For severe anxiety associated with PTSD, medication may also be prescribed.

RESOURCES FOR FACULTY & STAFF

Psychological assistance for eligible Pepperdine faculty and staff is available through PacifiCare Behavioral Health, also known as Optum Health. Behavioral health counseling offers confidentiality and referrals designed to help you resolve personal issues that may interfere with your work or home life. The experienced clinical staff is available to assist with a variety of personal concerns including:

- Aging family members
- Alcohol and substance abuse
- Anger
- Child and adolescent issues
- Domestic violence
- Financial or legal problems
- Gambling
- Coworker conflicts
- Crisis situations
- Depression
- Divorce, separation, or custody issues
- Grief and loss
- Relationship or marital issues
- Retirement

To access these services, call (800) 999-9585, or contact Pepperdine's Center for Human Resources at (310) 506-4397 for further details.



PSYCHOLOGICAL ASSISTANCE (CONTINUED)

RESOURCES FOR STUDENTS

Pepperdine students are encouraged to seek free confidential psychological assistance from the Student Counseling Center including individual, couples and group counseling, walk-in consultations, and psycho-educational outreach programming.

Our caring, licensed professional staff is available to help address a variety of concerns including:

- homesickness
- depression
- anxiety
- relationship problems
- eating concerns
- addictive behaviors

Additionally, psychological consultation to students, faculty, staff, or parents who are concerned about a student are available.

Additional information is available on the Counseling Center's Web site (<http://services.pepperdine.edu/counselingcenter>.) If you have any questions or would like to set up an appointment, please contact the Center at 310-506-4210.





RESOURCES

PEPPERDINE UNIVERSITY CONTACT INFORMATION

Center for Human Resources (310) 506-4397

www.pepperdine.edu/hr

Disability Services (310) 506-6500

www.pepperdine.edu/disabilityservices

Emergency Information (888) 286-5659

<http://emergency.pepperdine.edu>

Volunteer Center (310) 506-4143

www.pepperdine.edu/volunteercenter

Student Counseling Center (310) 506-4210

<http://services.pepperdine.edu/counselingcenter>

Student Health Center (310) 506-4316

<http://services.pepperdine.edu/healthcenter>

Office of Insurance and Risk (310) 506-4410

University Operator (310) 506-4000

Department of Public Safety

www.pepperdine.edu/publicsafety

- Emergency (Malibu Campus) (310) 506-4441

- All Other Campuses (310) 506-4442

- Public Safety Main Office (310) 506-4700

- Anonymous Crime Tips (310) 506-7634

- Road Condition Hotline (Malibu area) (310) 506-ROAD

- Unusual Occurrences or Class Cancellations (310) 506-4751



ADDITIONAL CONTACT NUMBERS

American Red Cross Disaster Services & Emergency Assistance (800) 733-2767
California Highway Patrol (West Valley) (818) 888-0980
Caltrans Information (800) 427-7623
Federal Emergency Management Agency (FEMA) (800) 621-3362
National Weather Service (805) 988-6610
Poison Control (800) 222-1222

UNIVERSITY HEALTH INSURANCE PROVIDERS

Anthem Blue Cross EPO (800) 759-3030
Anthem Blue Cross HMO (800) 227-3771
Anthem Blue Cross Plus (POS) (800) 288-6921
Kaiser Permanente (800) 464-4000
PacifiCare Behavioral Health (800) 999-9585
Delta Dental (888) 335-8227
DeltaCare HMO (800) 422-4234
VSP Vision Care (800) 877 7195

UTILITIES

Los Angeles Department of Water and Power (800) 342-5397
Municipal Water District of Orange County (714) 963-3058
Southern California Gas Company (800) 427-2200
Southern California Edison (800) 611-1911
Ventura County Water & Sanitation Department (805) 378-3000

HOSPITALS

Cedars-Sinai Medical Center, Los Angeles, CA (310) 423-3277
Encino Hospital Medical Center, Encino, CA (818) 995-5000
Hoag Hospital, Newport Beach, CA (949) 764-4624
Huntington Memorial Hospital, Pasadena, CA (626) 397-5000
Los Robles Hospital & Medical Center, Thousand Oaks, CA (805) 497-2727
Malibu Urgent Care, Malibu, CA (310) 456-7551
Mission Hospital, Mission Viejo, CA (949) 364-1400
Mission Hospital Laguna Beach, Laguna Beach, CA (949) 499-1311
Northridge Hospital Medical Center, Northridge, CA (818) 885-8500
Ronald Reagan UCLA Medical Center, Los Angeles, CA (310) 825-9111
St. John's Health Center, Santa Monica, CA (310) 829-5511
Thousand Oaks Surgical Hospital, Thousand Oaks, CA (805) 777-7750
USC University Hospital, Los Angeles, CA (888) 700-5700
Valley Presbyterian Hospital, Van Nuys, CA (818) 782-6600
West Hills Hospital & Medical Center, West Hills, CA (818) 676-4000

LOCAL MEDIA RESOURCES

RADIO STATIONS

- Los Angeles/Orange County News Radio KFWB 980 am
www.kfwb.com
- Los Angeles/Orange County News Radio KNX 1070 am
www.knx1070.com
- Malibu Local Information WPTD 1620 am
- Pepperdine Local Radio KWVS 101.5 fm
kwvs.pepperdine.edu
- Spanish Language News..... KTNQ 1020 am
www.ktnq.com
- Ventura County NPR and Local News KCLU 88.3 fm
www.kclu.org

TV STATIONS

- CBS Los Angeles..... KCBS Channel 2
www.cbs2.com
- NBC Los Angeles KNBC Channel 4
www.nbclosangeles.com
- ABC Los Angeles..... KABC Channel 7
www.abc7.com
- Local Los Angeles News KCAL Channel 9
www.kcal9.com
- FOX Los Angeles KTTV Channel 11
www.myfoxla.com
- MyNetworkTV Los Angeles..... KCOP Channel 13
www.my13la.com
- Pepperdine Student TV..... TV 32 Channel 32
- Southern California PBS..... KCET Channel 28
www.kcet.org
- Los Angeles Univision KMEX Channel 34
www.kmex.com
- Orange County PBS..... KOCE Channel 48
www.koce.org

WEB RESOURCES

Pepperdine University is grateful to the sources listed below, as well as Pepperdine University emergency personnel, for providing the foundational material and emergency preparedness information contained in this guide. The Web sites listed below also provide additional information that may be valuable as you plan for or address emergency situations.

American Red Cross	www.redcross.org
American Veterinary Medical Association	www.avma.org
Center for Disease Control	www.cdc.gov
Federal Emergency Management Agency	www.fema.gov
Mayo Clinic	www.mayoclinic.com
National Fire Protection Association	www.nfpa.org
Sigalert Traffic Information	www.sigalert.com
Weather Channel Forecast	www.weather.com
WebMD Medical Information	www.webmd.com
World Health Organization	www.who.int

INSURANCE PROVIDERS

Anthem Blue Cross (EPO, HMO, and POS)	www.anthem.com/ca
Kaiser Permanente	www.kp.org
PacifiCare Behavioral Health	www.pbhi.com
Delta Dental and DeltaCare HMO	www.deltadentalca.org
VSP Vision Care	www.vsp.com

LOS ANGELES COUNTY RESOURCES

American Red Cross, Los Angeles Chapter	www.redcrossla.org
City of Los Angeles Emergency Management Department	http://emergency.lacity.org
City of Malibu Emergency Preparedness	http://www.ci.malibu.ca.us/index.cfm/fuseaction/nav/navid/182/
County of Los Angeles Fire Department	www.fire.lacounty.gov
County of Los Angeles Public Health	www.labt.org
Los Angeles Police Department	www.lapdonline.org
Los Angeles County Office of Emergency Management	www.lacoa.org
Los Angeles County Sheriff's Department	www.lasd.org

WEB RESOURCES (CONTINUED)

ORANGE COUNTY RESOURCES

American Red Cross, Orange County Chapter

www.oc-redcross.org

Orange County Emergency Preparedness

<http://emergency.ocde.us>

Orange County Sheriff's Department

www.ocsd.org

Orange County Fire Authority

www.ocfa.org

Orange County Emergency Services

<http://egov.ocgov.com/ocgov/Emergency>

Orange County Health Services

<http://egov.ocgov.com/ocgov/health>

VENTURA COUNTY RESOURCES

American Red Cross, Ventura County Chapter www.arcventura.org

Ventura County Sheriff's Department www.vcsd.org

Ventura County Fire Department <http://fire.countyofventura.org>

Ventura County Public Health Department www.vchca.org

STATE RESOURCES

California Emergency Management Agency (CEMA)

www.oes.ca.gov

California Highway Patrol (CHP) Traffic Incident Information

<http://cad.chp.ca.gov>

California Poison Control System

www.calpoison.org

FEDERAL RESOURCES

Centers for Disease Control www.cdc.gov

Federal Emergency Management Agency (FEMA) www.fema.gov

Homeland Security www.dhs.gov

National Interagency Fire Center www.nifc.gov

National Park Service www.nps.gov

National Weather Service www.nws.noaa.gov

U.S. Department of State Travel Information <http://travel.state.gov>

U.S. Fish and Wildlife Service www.fws.gov

U.S. Forest Service www.fs.fed.us

U.S. Geological Survey www.usgs.gov