



PREPARED SCU

EARTHQUAKE KIT



Santa Clara
Campus Safety
Services

PREPARED SCU: Digital Earthquake Kit

A location-specific guide for students, faculty, staff, families, and visitors.

This kit is designed to be saved on a phone, shared with family and used before, during and after the Great California ShakeOut. It complements SCU Bronco Alerts and instructions from emergency personnel; it does not replace them.

Your first five minutes

Use this sequence after the shaking stops. Expect aftershocks and repeat Drop, Cover and Hold On whenever shaking resumes.

1. Pause and look. Check for falling material, broken glass, smoke, fire, gas odor, damaged wiring, unstable ceilings and blocked exits before moving.
2. Check yourself and the people immediately around you. Give first aid only within your training and ability.
3. Report urgent hazards. Call or text 911 for fire, serious injury, gas odor, collapse or entrapment; on the Mission Campus, then call Campus Safety at 408-554-4444.
4. Evacuate only when needed. Leave if the building is damaged, a fire alarm sounds, conditions are unsafe, or SCU or responders direct you to leave. Use the nearest safe stairs and exit; do not use elevators.
5. Move to the correct location. If safe, evacuate to the designated Emergency Assembly Point shown on the posted building evacuation map. Stay clear of buildings, glass, power lines and emergency routes.
6. Check in and conserve. Follow the accountability method announced by SCU, your residence hall, instructor or supervisor. Use text messages when possible and conserve your phone battery.

DO NOT RE-ENTER A building that looks normal may still be unsafe. Do not re-enter a closed or damaged building until authorized by SCU and the responsible safety officials.

If you are trapped

- Protect your mouth and nose from dust with available cloth or a mask.
- Knock three times, pause and repeat. Shout only when necessary to conserve energy and reduce dust exposure.
- Text 911 if a voice call is not possible. Include your exact building, floor, room or nearest landmark, the type of emergency and how many people need help.
- Do not move heavy debris or enter unstable spaces to reach someone unless trained and directed.

Know the place you are in

SCU is part of a connected Bay Area community. The safest action during shaking is consistent, but what you do afterward depends on your location, the condition of the building and the instructions available to you.

Santa Clara University's Main Campus is located in the northern Santa Clara Valley, where damaging earthquakes on the San Andreas, Hayward or Calaveras fault systems can cause strong shaking and may disrupt utilities, roads and transit.

- Know the safest nearby spot in every classroom, office, lab, residence hall and gathering space you use.
- Locate the posted evacuation map and your building's Emergency Assembly Point before an emergency.
- Active students are automatically enrolled in SCU Bronco Alerts. Keep your mobile number current in Workday and review your alert settings through the MySCU Portal.
- Do not leave campus or attempt to travel home until you know your route is safe and have reviewed SCU and local instructions.

Surrounding neighborhoods and off-campus housing

Many campus community members live throughout Santa Clara, San José and nearby communities. A regional earthquake may affect campus and home at the same time.

- Use local emergency alerts for the address where you live as well as the Mission Campus address.
- Choose an out-of-area contact and a simple text such as: "I am safe at [location]. I will update by [time]."
- Do not travel to campus simply to check on people or property. Follow SCU instructions and keep routes open for emergency response.
- If you rent, identify your building's exits, utility hazards and landlord or property-manager emergency contact

JST–Berkeley

The Jesuit School of Theology currently operates at 1735 Le Roy Avenue in Berkeley. Berkeley's principal local earthquake concern is the Hayward Fault, and a damaging event may also create fires, utility failures and transportation disruption.

- Call or text 911 for immediate police, fire or medical assistance; then follow JST and SCU reporting procedures.
- Subscribe to AC Alert for the JST address and any Berkeley residence you use.
- Follow JST, SCU, City of Berkeley and responder directions. Do not assume Santa Clara conditions or instructions apply to Berkeley.

During shaking: act where you are

Location	Protective action
Classroom, office or residence hall	Drop, Cover and Hold On. Move only a few steps to nearby cover. Stay away from glass, shelves, exterior walls and overhead objects. Do not use a doorway unless it is the only safer nearby option.
Laboratory, shop or kitchen	Protect yourself first. Do not attempt a shutdown while shaking. Afterward, avoid spills, cylinders, broken glass, heat sources and damaged ventilation; report hazards and leave if unsafe.
Outdoors	Move to an open area away from buildings, facades, trees, light poles and power lines. Drop and protect your head and neck.
Parking structure	Drop, Cover and Hold On away from vehicles, glass and overhead hazards. Afterward, use stairs if evacuation is required and watch for concrete damage or falling material.
Driving	Pull over away from bridges, overpasses, trees, signs and power lines. Set the brake and remain in the vehicle until shaking stops.
Caltrain, VTA, BART or other transit	Stay aboard unless transit personnel direct otherwise. Protect your head and follow operator or station instructions. Never walk on tracks.
In bed	Stay in bed and protect your head and neck with a pillow unless an immediate hazard requires movement.
Using a wheelchair or other mobility device	Lock the wheels if equipped. Cover your head and neck with your arms, a book or a pillow. Hold on until the shaking stops.

EARLY WARNING A MyShake, Android Earthquake Alert or Wireless Emergency Alert is a prompt for immediate protective action—not an evacuation order. You may receive only seconds of warning, no warning, or an alert after shaking begins.

Before the earthquake: no-cost actions

Preparedness does not need to begin with a shopping list. Start with information, decisions and items you already own.

Set up free alerts

- [SCU Bronco Alert](#): keep your mobile number current and review your delivery settings.
- [SCU Rave Guardian](#): sign in with your SCU account; update your profile and emergency information.
- [MyShake](#): allow notifications, enable location access as instructed by the app and set HomeBase to Santa Clara University or another priority address.
- [AlertSCC](#): add 500 El Camino Real as Work or School and add your Santa Clara County residence.
- [AC Alert](#): add 1735 Le Roy Avenue and any Alameda County residence if you work, study or live in Berkeley.

Find safe places

- Identify a sturdy desk or table and an interior area away from glass in the rooms you use most.
- Look above and around your bed, desk and seating areas for items that could fall, slide or overturn.
- Move heavy or breakable items to lower shelves when you can do so safely.

Make a communication plan

- Choose one out-of-area contact who can relay information between family or household members.
- Agree on two meeting locations: one close to home and one outside your neighborhood.
- Save essential contacts on paper or in an offline note in case your phone cannot reach the network.

Prepare your everyday carry

- Use items you already have: sturdy shoes, water bottle, needed medication, charging cable or power bank, glasses, a mask, and a first aid kit including an emergency blanket.
- Keep these items together in the backpack, tote, desk drawer or vehicle you use most often.
- Do not rely solely on campus supplies for medication, mobility equipment or other personal needs.

BUILD TOWARD 72 HOURS SCU's emergency planning assumptions recognize that outside assistance may be delayed for as long as 72 hours. Begin with a one-day personal set of essentials and expand over time using a container and supplies you already own.

Your personal 72-hour plan

This checklist is intentionally flexible. The right kit depends on your health, housing, commute, caregiving responsibilities, service animal or pet, and the locations where you spend time.

Need	Start with
Water and food	Reusable water bottle; nonperishable food you already use; dietary needs; manual can opener if needed.
Health	Prescription medication; glasses or contacts; medical information; masks; hygiene and menstrual supplies.
First-aid basics	Adhesive bandages; sterile gauze and tape; nonlatex gloves; digital thermometer; compression wrap; petroleum jelly; saline eye drops; electrolyte packets; naloxone if available.
Communication	Printed contacts; phone cable; charged power bank; battery or hand-crank radio if available; paper and pencil.
Protection	Sturdy closed-toe shoes; work gloves; flashlight; weather layer; emergency blanket.
Access and functional needs	Backup mobility or communication supplies, charger, batteries, instructions for assistance and a support contact.
Residence or office	Know utility hazards and evacuation routes; secure furniture and equipment through the appropriate owner or Facilities process.
Vehicle or commute	Shoes, water, map, small first-aid kit, charger and a plan for being unable to complete the trip.

Personal kits supplement, not replace, SCU's institutional supplies and response capabilities. Physical supplies are not included with this digital kit unless SCU separately announces a pickup or distribution opportunity. Keep medications and other time-sensitive items under your control and check them regularly.

MEDICATION SAFETY Add only medications you already know are safe for you. Keep them in their original labeled containers, follow label or provider directions and avoid taking more than one product with the same active ingredient. Never share prescription medication.

NO-COST SCU RESOURCE Naloxone is available free of charge to SCU students and employees. See [SCU Naloxone/Narcan Resources](#) for current access locations, instructions and training.

Using the emergency blanket

- Keep the blanket folded in its package and somewhere easy to reach in your backpack, desk, vehicle or emergency kit.
- After shaking stops, unfold it and wrap it around your shoulders and body to help retain body heat. Keep your face uncovered.
- It can also be placed under or around someone who is cold or waiting for assistance, as long as moving them is safe.
- Keep it away from flames, hot surfaces, exposed wiring and downed power lines. The reflective material may also help make you more visible to responders.

PICK ONE UP FOR FREE Stop by Campus Safety Dispatch to pick up a free emergency blanket for your personal earthquake kit. Keep it somewhere easy to reach: your backpack, vehicle, office or residence hall.

Evacuation and accountability on the Main Campus

EARTHQUAKE DOES NOT ALWAYS MEAN EVACUATE After shaking, evacuate if there is damage, fire, smoke, a gas odor, a sounding fire alarm, an unsafe condition or an instruction from SCU or emergency personnel. Otherwise, remain in a safe location and monitor official information.

1. Use the nearest safe stairs and exit. Do not use elevators unless a building's approved accessible-evacuation plan or emergency personnel specifically direct their use.
2. Go to your building's [Emergency Assembly Point](#). It is shown on the evacuation map posted in the building and on SCU's EAP [map](#).
3. Stay available for instructions and accountability. Faculty, supervisors, Residence Life staff and designated response personnel may collect status information.
4. Keep emergency routes open. Do not gather around damaged buildings, response vehicles, fire lanes or utility hazards.
5. Do not report another person missing only because they have not answered a message. Provide responders with the person's last known location and any specific urgent concern.

For a campuswide disaster, follow the location and check-in instructions issued through SCU Bronco Alert.

Alerts, information and communication

Channel	What it provides	Best use
SCU Bronco Alert	Primary SCU emergency notification. Active students and employees should confirm contact information and settings.	Campuswide SCU incidents
SCU emergency webpage	Use for official updates when available; avoid relying on screenshots or forwarded messages without checking the source.	Campus operating status
Emergency Blue Phones / outdoor speakers	Direct connection to Campus Safety at blue phones; some units broadcast SCU Bronco Alerts outdoors.	Main Campus emergency communication
MyShake / ShakeAlert	May provide seconds of warning for qualifying earthquakes. Enable location and notifications; set a HomeBase.	California, Oregon, and Washington earthquake warning
AlertSCC	Free local alerts by phone, text or email for addresses in Santa Clara County.	Main campus and nearby homes
AC Alert	Official Alameda County and Berkeley emergency alert system for locations of interest.	JST–Berkeley and nearby homes

ONE MESSAGE MAY NOT REACH EVERYONE Use more than one channel. During widespread outages, conserve battery, use text messages, keep a radio available if you have one and follow in-person instructions from responders.

Parents and families

- Do not travel to campus during an active response unless SCU provides a reunification location and route.
- Use the family communication plan and allow time for students to follow campus accountability instructions.
- Parents and family members may subscribe to SCU text alerts by texting SCUPARENTALERT to 226787 (CAMPUS). International numbers should use the process provided on the SCU Bronco Alert page.
- Information about an individual will be released through established verification and privacy procedures.

Access and functional needs

Planning should support individual independence and provide more than one way to receive information, evacuate, communicate and obtain help.

- Before an emergency, learn the accessible exits and areas of refuge or stairwell locations in buildings you use. Contact Campus Safety if you may require evacuation assistance from a workspace on or near campus.
- Identify a classmate, instructor, coworker or neighbor who understands how to assist you. Do not assume someone else has made the arrangement.
- If you use a wheelchair or wheeled walker: Lock, Cover and Hold On. Protect your head and neck with your arms, a book or a pillow.
- If assistance is not immediately available during an evacuation, follow the building's accessible-evacuation procedure and wait at the designated area of refuge, stairwell landing or other identified location. Do not use a standard elevator unless directed.
- Include extra time, medication, power, backup mobility, communication and service-animal needs in your plan

Aftershocks and the next 24–72 hours

- Repeat Drop, Cover and Hold On for each aftershock.
- Stay out of damaged or closed buildings. New aftershocks can create falling hazards or worsen damage.
- Use flashlights rather than candles. Avoid switches, flames and appliances if you smell gas.
- Treat downed power lines and anything touching them as energized; keep well away.
- Use food, water and phone power carefully. Follow SCU and local instructions about water safety, sanitation, shelter, classes, work, housing and transportation.
- Help people nearby without entering unsafe spaces or taking on work beyond your training.

Take these seven actions today

- Add 911, Campus Safety Emergency (408-554-4444) and Campus Safety Non-Emergency (408-554-4441) to your contacts.
- Confirm your SCU Bronco Alert contact information and settings.
- Download Rave Guardian and MyShake; set MyShake HomeBase and allow required notifications.
- Subscribe to AlertSCC for the Main Campus and/or your Santa Clara County home; use AC Alert for JST–Berkeley or another Alameda County location.
- Find the safest nearby location, nearest safe exit and Emergency Assembly Point in every SCU building you use regularly.
- Choose an out-of-area contact and send a practice check-in text.
- Put sturdy shoes, water, medication, basic first-aid supplies, charging equipment, a mask, emergency contacts and an emergency blanket together using items you already own.

