

# SANTA CLARA UNIVERSITY EMERGENCY PROCEDURES

FOR EMERGENCIES, CALL CAMPUS SAFETY AT 408-554-4444 OR CALL/TEXT 911 FOR POLICE, FIRE OR MEDICAL RESPONSE

## EARTHQUAKE

DROP, COVER AND HOLD ON. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

### If Indoors:

- DROP to the ground; take COVER by getting under a sturdy table or desk; and HOLD ON until the shaking stops. If there isn't a table or desk nearby, cover face and head with arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Stay in bed if there when the earthquake strikes. Hold on and protect head with a pillow, unless under a heavy light fixture that could fall, then move to the nearest safe place.
- Do not use a doorway except if it is a strongly supported, load-bearing doorway and it is close.
- Stay inside until the shaking stops and it is safe to go outside. Do not exit a building during the shaking.
- DO NOT use the elevators.
- Electricity may go out and sprinkler systems or fire alarms may activate.

### If Outdoors:

- Stay there.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger is directly outside buildings, at exits and alongside exterior walls.

## LOCKDOWN

If there is advance warning of a potentially dangerous situation where being outside may put you at risk (such as a nearby chemical release or reports of shots in nearby neighborhood).

- FIND ENCLOSED PROTECTION. Go into the nearest building and stay inside.
- Close all doors and windows. Get everyone in hallways inside rooms.
- Continue normal activities as possible while keeping alert for further instructions from emergency responders.

### In an immediately dangerous situation, you will be instructed to:

- Lock/barricade doors and hide from windows

Do not release students or leave the room until directed to.

## ACTIVE SHOOTER (Immediate Vicinity)

Be aware of your surroundings and immediately take action.

Three words to remember are RUN, HIDE, or FIGHT.

### If outside:

- RUN off campus in a zig-zag pattern.
- Seek cover.
- Prevent others from entering the danger zone.

### OR

### If inside and cannot escape:

- Get inside a room.
- Secure the door (lock, barricade, wedge, straps, etc.)
- Cover windows and turn off lights
- Stay on floor behind an interior barricade, offset from the door or HIDE the best that you can
- Turn phones to vibrate and check frequently for Campus Alert notifications
- Call 9-1-1 if you know the location, description or identity of the shooter(s)
- Remain calm and prepare for an evacuation.
- As a last resort, use improvised weapons and FIGHT.

## BUILDING EVACUATION

- Safely stop your work.
- If you have sufficient time, take personal belongings. Otherwise, leave them.
- Close door and windows if possible. DO NOT LOCK.
- Assist visitors and/or others who are mentally, physically or emotionally impaired.
- Use nearest safe stairs and safe exit. DO NOT USE ELEVATOR.
- Proceed to the Emergency Assembly Point for your building. Emergency Assembly Points are indicated on Evacuation Maps posted throughout your building.
- Wait for instructions from emergency responders.
- DO NOT RE-ENTER building or work area until instructed to do so by authorities. For a campus-wide disaster, Faculty and Staff should report to their Departments, Resident Students to their Resident Halls (then Leavey Center if uninhabitable), Non-Resident Students report to Leavey Center to check-in, and anyone needing shelter reports to Leavey Center.

## BOMB THREAT

- EVACUATE. Be observant. Report suspicious objects to authorities. DO NOT HANDLE.
- Do not touch light switches or open doors/cabinets
- Keep away from cars and trucks.
- Leave windows and doors open.

## FIRE

- PULL FIRE ALARM
- EVACUATE. Keep low, cover face. TEST exit doors for heat. If hot, DO NOT OPEN. Use alternate route.
- Close, but do not lock doors.

## MEDICAL EMERGENCY

- Contact Campus Safety x4444 (408.554.4444) or, for serious injury/illness, call 9-1-1.
- DO NOT MOVE non-ambulatory victims unless danger is present.

## EXPLOSION

- EVACUATE, upwind/uphill if possible, to a safe location.
- DO NOT RE-ENTER building or work area until instructed to do so by authorities.

## HAZARDOUS MATERIALS

- Contact Campus Safety x4444 (408.554.4444) to report type and location of spill
- ASSIST CONTAMINATED VICTIMS to a safety shower/eyewash. Use personal protective equipment to avoid contact.
- As necessary, notify others in the vicinity to evacuate.
- Pull Fire Alarm to evacuate the building or if a fire occurs.

## CRIMINAL OR VIOLENT BEHAVIOR

- DO NOT CONFRONT.
- If you are a victim or witness, contact Campus Safety x4444 (408.554.4444) or go to any blue phone and push the red button.
- Report the location and description of the person(s) involved.

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