

EMERGENCY PROCEDURES

Remain CALM: Follow Procedures and Directions (more emergency information at www.scu.edu/ehs)

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.

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.

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.**

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.

Campus Safety x4444 (408-554-4444)
Emergency Phone Number for Police, Fire, Paramedics,
Ambulance: 9-1-1

Utility Failure: Campus Safety at x4444 (408-554-4444)
Subscribe to SCU CAMPUS ALERT at [eCampus](#) which sends you emergency mass notification information via email, text message and voicemail

SANTA CLARA UNIVERSITY

How to be Prepared

The American Red Cross recommends a 3 step approach to emergency preparedness:

Get a Kit	All SCU Faculty, Staff and Students should have <u>at least</u> 3-days of emergency supplies in an easy to carry kit. Stock one for your car, office or resident hall room. We've arranged for a 25% discount on emergency kits from a vendor you can access at www.scu.edu/ehs . The Red Cross and other organizations sell emergency kits as well or you can build your own based on the information at www.redcross.org
Make a Plan	You should know at least two evacuation routes and your building emergency assembly point to report to after an evacuation. You should have an out of area/state contact number where you can call to leave a status report. All people without an emergency response role are expected to leave the campus following a major emergency. Those that cannot leave the campus should report to Leavey Center for emergency shelter. Additional details are found in the Emergency Procedures (on the other side of this page).
Be Informed	You should review the Emergency Procedures (on the other side of this page) and be prepared to contact emergency response personnel if the emergency warrants it. You should also sign up for the SCU Campus Alert System (at eCampus) that provides emergency information to four phone numbers and two email addresses.

For more information about the three steps to preparedness, go to www.redcross.org

For more information regarding SCU's emergency preparedness, go to www.scu.edu/ehs/

SCU Emergency Contact Card

Directions:

- Print a card each for you and others that need your emergency information
- Complete the emergency contact information (last three lines)
- Carry this card as reference in the event of a disaster or other emergency

SANTA CLARA UNIVERSITY Emergency Contact Card
Police: Call 9-1-1 or for non-emergencies: 408-615-4700
Fire Dept: Call 9-1-1 or for non-emergencies: 408-615-5580
Ambulance: Call 9-1-1
Poison Control Center: 800-222-1222
SCU Campus Safety: 408-554-4444 or for non-emergencies: 408-554-4441
Health Care Provider:
Out-of-Area Contact Person/Number:
Person/Number to text in an emergency: