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 under a sturdy table or desk and HOLD on until the shaking stops. If there isn’t a table or desk near, cover face and head with arms and crouch in an inside corner of the building.
- 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.
- Electricity may go out and sprinkler systems or fire alarms may activate.
- Electricity may go out and sprinkler systems or fire alarms may activate.
- DO NOT use elevators

If Outdoors:
- Stay there.
- Move away from any buildings, streetlights and utility wires. Once in the open, stay there until 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 or others who are mentally, physically or emotionally impaired.
- Use nearest safe stairs and 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 further instructions from emergency responders.
- DO NO RE-ENTER the building until instructed to do so by authorities. For a campus-wide disaster, Faculty and Staff, Resident Students and Non-Resident Students should report to the Command Center before leaving campus or to request shelter.

BOMB THREAT
- EVACUATE. Be observant and report suspicious objects to authorities. DO NOT HANDLE
- Do not touch light switched or open doors/cabinets
- Keep away from automobiles
- 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 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/baricade doors and hide from windows.
- Do not release students or leave the room until directed to.

ACTIVE SHOOTER
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 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 your face. TEST exit doors for heat. If hot DO NOT OPEN and use alternate route
- Close but do not lock doors.

MEDICAL EMERGENCY
- Call Berkeley Paramedics at 9-1-1 for serious injury/illness.
- 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 by authorities

HAZARDOUS MATERIAL
- If an imminent emergency, call 9-1-1. Otherwise notify Reception desk at 510-549-5000
- 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, call Berkeley Police (9-1-1)
- Report the location and description of person(s) involved.

Emergency Phone Number for Police, Fire, Paramedics, Ambulance: 9-1-1
To report a facility related issue (gas, water, lighting, etc.), contact Reception Desk: 510-549-5000

Register for SCU Bronco Alert!
SCU Bronco Alert is the University’s mass notification system for communication during an emergency.
Receive alerts via email, phone and text.
Register in MySCU Portal

JESUIT SCHOOL OF THEOLOGY
Updated—9/27/2019
The American Red Cross recommends a 3 step approach to emergency preparedness:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Get a Kit</td>
<td>You should have at least 3 days of supplies in an easy to carry evacuation kit. SCU has arranged a discount on emergency kits. Go to <a href="http://www.nexisprep.com/scu">http://www.nexisprep.com/scu</a> and enter the promo code &quot;SCU20&quot; to receive 20% off emergency kits. Red Cross or other organizations sell emergency kits or you can build your own based on the information at <a href="http://www.redcross.org">www.redcross.org</a></td>
</tr>
<tr>
<td>Make a Plan</td>
<td>You should know at least two evacuation routes and the emergency assemble 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.</td>
</tr>
<tr>
<td>Be Informed</td>
<td>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 Bronco Alert System at MySCU Portal that provides emergency information to designated phone numbers and email addresses.</td>
</tr>
</tbody>
</table>

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.ecu/ehs

JST Emergency Contact Card

**Directions:**
- Print a card each for you and others who 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

<table>
<thead>
<tr>
<th>JESUIT SCHOOL OF THEOLOGY Emergency Contact Card</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Police:</strong> Call 9-1-1 or for non-emergencies: 510-981-5100</td>
</tr>
<tr>
<td><strong>Fire Dept:</strong> Call 9-1-1</td>
</tr>
<tr>
<td><strong>Ambulance:</strong> Call 9-1-1</td>
</tr>
<tr>
<td><strong>Poison Control Center:</strong> 800-222-1222</td>
</tr>
<tr>
<td><strong>SCU Campus Safety:</strong> 408-554-4444 or for non-emergencies: 408-554-4441</td>
</tr>
<tr>
<td><strong>Health Care Provider:</strong></td>
</tr>
<tr>
<td><strong>Out-of-Area Contact Person/Number:</strong></td>
</tr>
<tr>
<td><strong>Person/Number to text in an emergency:</strong></td>
</tr>
</tbody>
</table>