Emergency Procedures

To better prepare yourself in the case of an emergency please review the following procedures:
(More Emergency info at www.scu.edu/emergency)

**BUILDING EVACUATION**
- Safely stop your work
- If time allows, take personal belongings and ID, otherwise leave all belongings and get out.
- Close doors and windows if possible. **DO NOT LOCK**
- Assist others who are impaired
- Use nearest stairs and exit if safe, otherwise use alternate route. **DO NOT USE ELEVATOR**
- Proceed to the Emergency Assembly Point for your building (Emergency Assembly Points are indicated on Evacuation Maps posted throughout the building)
- Wait for further instructions from emergency responders
- **DO NOT RE-ENTER** the building until instructed by authorities
- For a campus-wide disaster, Faculty and Staff report to your Department, Resident Students report to their Residence Hall (thenLeavey if uninhabitable), Non-Resident Students report to Leavey and anyone needing shelter report to Leavey

**LOCKDOWN**
*If there is advance warning of a potentially dangerous situation where being outside may put you at risk (e.g. nearby chemical release or shots fired)*
- **FIND ENCLOSED PROTECTION**—go into nearest building and stay inside
- Get others out of hallways and into rooms. Close all doors and windows
- Keep alert for further instructions from emergency responders

**MEDICAL EMERGENCY**
- For serious injury or illness call 911 otherwise call Campus Safety at 408-554-4444 (x4444)
- **DO NOT MOVE** the injured unless danger is present

**ACTIVE SHOOTER**
For immediately dangerous situations be aware of your surroundings and immediately take action. Three words to remember are RUN, HIDE or FIGHT.

**IF OUTDOORS:**
- **RUN** off campus or seek cover
- Prevent others from entering the danger zone
- When safe, call 911 and report the incident

**IF INDOORS:**
- Get inside a room that can be locked or barricaded
- Secure the door (lock, barricade, wedge, strap, 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
- Call 911 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 and cover your face
- **TEST** exit doors for heat, if hot **DO NOT OPEN** and use alternate route
- Close doors behind you. **DO NOT LOCK**

**HAZARDOUS MATERIAL**
- Contact Campus Safety at 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 needed, notify others in the vicinity to evacuate
- If needed, pull fire alarm to evacuate the building—evacuate upwind/uphill to a safe location

**CRIMINAL OR VIOLENT BEHAVIOR**
- **DO NOT CONFRONT**
- Contact Campus Safety at 408-554-4444 or go to any Blue Phone and push the red button
- Report the location and description of person(s) involved

**EXPLOSION**
- **EVACUATE** upwind/uphill if possible to a safe location
- **DO NOT RE-ENTER** the building until instructed by authorities

**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

**EARTHQUAKE**
*If indoors: DROP, COVER and HOLD*
- **DROP** to the ground; take **COVER** under a sturdy table or desk and **HOLD** on until the shaking stops.
- Is there is no table or desk nearby cover your face and head with arms and crouch in an inside corner of the building
- Minimize your movements and stay where you are until the shaking has stopped and you are sure exiting is safe
- Stay away from glass, windows, outside doors and walls. Also avoid internal items that could fall or shift like light fixtures and furniture
- **DO NOT** exit until the shaking subsides
- **DO NOT** use elevators

**NOTE**—Electricity may go out and sprinkler system or fire alarms may activate

**IF OUTDOORS:**
- Remain outdoors and move away from any buildings, streetlights and utility wires
- Get low to the ground and stay there until shaking stops

**NOTE**—The greatest danger is directly outside building at exits and along exterior walls.

<table>
<thead>
<tr>
<th>Emergency Phone Numbers:</th>
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</thead>
<tbody>
<tr>
<td>Police, Fire, Paramedics—911</td>
</tr>
<tr>
<td>Campus Emergency—408-554-4444 (x4444)</td>
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<tr>
<td>Utility Failure—408-554-4444 (x4444)</td>
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</tbody>
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<table>
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<tr>
<th>Register for SCU Bronco Alert!</th>
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<tbody>
<tr>
<td>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</td>
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SANTA CLARA UNIVERSITY
Updated—9/27/2019
# 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 at least 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 [MySCU Portal](https://www.scu.edu/emergency). The Red Cross and other organizations sell emergency kits as well or you can build your own based on the information at [SCU's Emergency Procedures](https://www.scu.edu/emergency).

## 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’s [Alert System](https://my.scu.edu) at [MySCU Portal](https://www.scu.edu/emergency) that provides emergency information to designated phone numbers and email addresses.

For more information about the three steps to preparedness, go to [www.redcross.org](https://www.redcross.org)
For more information regarding SCU’s emergency preparedness, go to [www.scu.edu/emergency](https://www.scu.edu/emergency)

## 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

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