

In case of emergency, follow these steps to ensure your safety.



Evacuation

- Stay calm. Do not rush or panic.
- Safely stop your work.
- Gather your personal belongings if safe to do so.
- Proceed to the nearest exit.
- Do not use elevators.
- Proceed to the designated meeting point.
- Wait for instructions from emergency responders.
- Do not re-enter the building until instructed to do so by emergency responders.



Fire

If you discover a fire:

- Evacuate the immediate area.
- Activate the nearest fire alarm.
- **Call 911** if safe to do so. Otherwise, evacuate the building and call 911 from outside.

If you hear a fire alarm:

- Evacuate as soon as the alarm sounds.
- Do not open doors if they are hot.
- Use stairs only. Do not use elevators.
- Proceed to the designated meeting point.
- Do not re-enter the building until instructed to do so by emergency responders.



Criminal Activity

Immediately **call 911** from a safe location if you are the victim of or witness to:

- Assault.
- Verbal or other threat of bodily harm.
- Suspicious activity or suspicious packages/items.
- Crimes in progress.
- Weapons violations.
- Activities presenting a serious risk to the individual or others.

Do not confront the suspect or block their exit.



Hazardous Materials Spill

- Evacuate the affected area.
- **Call 911.**
- Provide the dispatcher information on the material type, quantity and specific location of the spill.
- Stay in a safe location to provide information to emergency responders.



Earthquake

If you are inside:

- Duck, cover and hold until the shaking stops.
- Avoid windows, filing cabinets, bookcases and other heavy objects.
- Evacuate the building if told to do so by building staff or emergency responders.

If you are outside:

- Move away from trees, signs, buildings, electrical poles and wires.
- Protect your head with your arms.
- Proceed to the designated meeting point for your building.



Medical Emergency

- **Call 911.**
- Do not approach the patient unless it is safe to do so.
- Send someone to meet and direct emergency responders.
- Do not move the patient unless absolutely necessary.
- Do not take seriously ill or injured persons to the Cowell Health Center.
- Provide first aid if trained and if it is safe to do so.



Shooting

- Leave the area as quickly as possible.
- Watch and listen for the suspect to stop shooting and reload.
- Take cover, hide or play dead if you can't escape.
- Take shelter in a secure area with:
 - At least 2 exits.
 - Doors that can be locked to prevent access.
 - Telephone.
- Turn cell phone to vibrate.
- Look for chances to escape.
- **Call 911.**



For More Information

To get more information during or after an emergency:

- Call 459-INFO
- Tune your radio to KZSC 88.1 FM
- Visit the campus home page or <http://emergency.ucsc.edu>

Campus emergency plans and procedures can be accessed at any time at <http://emergency.ucsc.edu>