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 assembly area.
- Wait for instructions from emergency responders.
- Do not re-enter the building until instructed to do so by 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.

**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 assembly area.
- Do not re-enter the building until instructed to do so by emergency responders.

**Medical Emergency**

- Call 911.
- Do not approach the patient unless it is safe to do so.
- Send someone to flag down and direct emergency responders.
- Do not move the patient unless absolutely necessary.
- Allow ambulance to transfer seriously ill or injured persons.
- Provide first aid if you are trained and it is safe to do so.

**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.

**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, if possible.
  - Doors that can be locked to prevent access.
  - A telephone.
- Turn cell phone to silent mode.
- Look for chances to escape.
- Call 911

---

**Audible Fire Alarms**

**Visual, Strobe Fire Alarms**

**Residential Staff:**

Additional emergency information and resources:
- Community Safety Officer are on duty from 7pm-3am and can be approached for assistance, contact a CSO at (831) 459-2100
- Register for CruzAlert warnings. [https://its.ucsc.edu/cruzid-manager/cruzalert.html](https://its.ucsc.edu/cruzid-manager/cruzalert.html)
- Campus residents – for emergency services, support or direction, call Residential Staff.
- Tune your radio to KZSC 88.1 FM
- Visit the UCSC home page, [www.ucsc.edu](http://www.ucsc.edu) or call 459-INFO
- For more emergency procedures, visit the Office of Emergency Services at [http://emergency.ucsc.edu](http://emergency.ucsc.edu)

**PLEASE KEEP POSTED**

For additional copies, contact campus Emergency Services at 459-3828

Rev. 4/2019