Emergency procedures are recommended courses of action. When experiencing a critical incident, each individual must observe, assess, plan, and act based on their own confrontation of the events as they unfold.

This procedure provides actions, which students and employees shall take during a campus-wide fire evacuation. Campus evacuations are rare, but if one were to occur, orders would be given by university officials, police, or fire and delivered through CruzAlert, Code Red, and/or Reverse 911. Emergency officials may direct that the highest risk areas of the campus be evacuated first. Your cooperation with these procedures will add to everyone’s safety.

NOTICE: A campus wildland fire evacuation or shelter in place notice may come from the following…
- CruzAlert notification system
- Police or Fire
- Residential staff assigned to your college (visiting groups included)
- Building Emergency Coordinators
- Public address announcements

MESSAGING: Emergency notification may indicate…
- Identification of the hazard or threat
- Location of the hazard or threat
- The timeliness of your response to achieve safety
- Recommended courses of action or destinations
- Emergency shuttle locations, disability transit pickup sites, road closures

EVACUATION OR SECURE IN PLACE ACTIONS:
When a campus evacuation order is given, respond immediately. Do not return to your residence or office to pick up personal items. Exit by car, by foot, by bike, or by transit - if operating. Tune your radio to AM 1080 radio for emergency broadcasts. When directed to secure-in-place, move toward the shelter-in-place buildings or fields.

Campus visitors, follow the directions of informed campus affiliates. When possible, if safe, evacuate and remain with your visiting group. Once safe, account for all members of your party and contact your campus liaison to provide an update of your safety status.

- Evacuate by personal vehicles when traffic is moving quickly enough to egress. If safe to do so, assist others trying to flee.
- Evacuate on foot, if you cannot reach your car or if traffic is not moving.
- Evacuate on shuttle and buses if operating. Do not wait at bus stops. Continue moving AWAY from the fire.
- If you have mobility needs, call Disability Services Vans for emergency pickup (831) 459-2829. Move near a road for fast pickup.

Short Term Shelter: If you are transported to an off-campus short-term shelter, check in to report that you are safe. If the campus will remain closed, begin arrangements return home. Sheltering events may be supported by UCSC Emergency Services, Santa Cruz County Emergency Services and the American Red Cross.

Shelter in Place: If ordered to SHELTER IN PLACE, move toward the location indicated. Stay inside, remain calm. The building you are sheltering in has been selected for sheltering.

Long Term Shelter: If directed or transported to a long term shelter, check in and follow directions provided at the shelter. If the campus will remain closed, begin arrangements return home.

Once you are safe, notify family and your campus contacts (Residential Staff, Supervisor/Manager, etc).

Campus re-occupancy information will be provided via the following channels:
- The UCSC webpage (http://www.ucsc.edu)
- The 459-INFO information line
- The CruzAlert system
- Local news