

EMERGENCY PROCEDURES

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.



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.



Criminal

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 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.



Shooting

- **Run** –leave area as quickly as possible.
- Watch and listen for the suspect to stop shooting and reload.
- **Hide** – take cover, play dead if you can't escape.
 - Shelter in a room with 2 exits, if possible.
 - Lock or block doors to prevent access.
- Turn cell phone to silent mode.
- **Fight** – find items to defend yourself, stop attacker.
- Look for chances to escape.
- **Call 911**

This building has...

Audible Fire Alarms Visual, Strobe Fire Alarms

Additional emergency information and resources:

- Community Safety Officers (CSO) are on duty from 7pm-3am. For assistance, approach a CSO or call (831) 459-2100.
- Register for CruzAlert warnings, <https://its.ucsc.edu/cruzid-manager/cruzalert.html>.
- Campus residents – for emergency services, support or direction, call:
Residential Staff:
- Radio: AM 1080, FM 88.1, FM 107.5
- Find UCSC info on Twitter, Instagram, Facebook, 459-INFO, Web
- For more emergency procedures, visit the Office of Emergency Services at <http://emergency.ucsc.edu>.