

EMERGENCY PROCEDURES

EMERGENCY CALL



Cell Phone
(831) 755-6888
or 911



Campus Phone
6888 or 911

FIRE



- Activate nearest fire alarm
- Call 911/or 831-755-6888
- Evacuate building - do not return until instructed to do so by emergency personnel



Fire Extinguisher Instructions

- P - pull safety pin from handle
A - aim nozzle at base of fire
S - squeeze the trigger handle
S - sweep from side to side (watch for re-flash)

ACTIVE SHOOTER



- Run Have an Escape Route
Call 911 When Safe
- Hide Hide out of view
Lock the doors and
Block entries
- Fight As a last resort fight
Improvise and utilize weapons

EARTHQUAKE



Drop, Cover, Hold...

Under a table or desk or against an interior wall until shaking stops (DO NOT STAND IN DOORWAY)

After shaking stops, check yourself and others for injuries.

EVACUATION, is not automatic do so if necessary or if directed by emergency personnel.

BOMB THREAT



Report all threatening calls to 911/ campus phone or 831-755-6888

Be sure to ask caller:

- When is the bomb going to explode?
- Where is the bomb?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?
- Listen carefully and remember details to tell police.

MEDICAL EMERGENCY



- Call 911/or (831)755-6888/
- Be ready to provide your location and describe the nature and severity of medical problem and provide gender and estimated age of victim
- Look for emergency medical ID on victim

SHELTER IN PLACE

Stay in building,

...close, lock, windows & doors.

- Move away from windows.
- Do not use the elevators.
- Make a list of who is there and call 911/ or 831-755-6888
- Remain in shelter until emergency personnel announce "all clear!" or notified by emergency personnel

HAZARDOUS SPILLS



If immediate hazard exists, call 911 or 831-755-6888, be Specific about the type of chemical if possible

- If contaminated, remove clothing and rinse with water for 15 minutes
- For small spills those not involving immediate danger, confine spill and call Facilities (831) 755-6950

EVACUATION INFORMATION

- Take personal belongings (keys, books, wallet, etc.)
- Do not use elevators, use nearest stairs
- Follow directions given by designated evacuator
- Assist persons with disabilities
- Every person MUST evacuate the building
- Go to designated evacuation point; do not return to building until instructed to do so by emergency personnel



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