SJSU CAMPUS EMERGENCY PROCEDURES

POLICE - FIRE - MEDICAL

EMERGENCY CALL

9 – 1 – 1

SUMMONING ASSISTANCE

• Call 9-1-1 from any on campus phone or use any blue light or elevator telephone to report any police, fire or medical emergency. From a cellular phone, call (408) 924-2222.
• Answer all questions and stay on the line until the University Police Dispatcher tells you to hang up. Dispatchers need to gather vital information in order to send the appropriate resources.
• Provide reasonable assistance in medical situations. If you know first aid, provide reasonable care until help arrives. Help to maintain calmness and provide reassurance that help is on the way.
• If possible, have someone wait out in front to flag down emergency responders.

EARTHQUAKES

• If indoors, stay there. Get under a sturdy desk or table, or move against interior walls and away from windows. Remember, “Drop, Cover and Hold.” Be prepared for aftershocks.
• Be aware of falling objects, such as bookshelves, light fixtures, etc. After the shaking has stopped, make a careful exit and survey for damage. Lend a hand to others who need assistance.
• If outdoors, move to a clear area well away from trees, buildings, walls and power lines.
• Tune to radio station KSJS 90.5 FM for campus information or any broadcast station for regional information. A campus information line will be set up as soon as possible after a major emergency -- call 924-SJSU (924-7578) for instructions, information, and updates.

EVACUATION PROCEDURES

• Evacuate immediately when the fire alarm sounds, or whenever instructed to leave by emergency personnel. Never assume it is a false alarm.
• Use the nearest safe exit. Use only the stairs, not the elevator.
• Provide reasonable assistance to disabled persons. Stage mobility impaired individuals who require evacuation in a stairwell and then immediately notify Building Emergency Team members and the University Police where they are located.
• Keep moving out of the building until you are at least 150 feet clear of the structure. Report to your evacuation assembly area.
• Do not re-enter a building until you are told it is safe to do so. The University Police, Senior Building Coordinator, or Building Emergency Team will indicate when the building is reopened.

FIRE PROCEDURES

• CLOSE the doors to isolate fire and smoke.
• SOUND the fire alarm to alert others of the danger.
• GET OUT of the building by using the nearest safe exit.
• NOTIFY the fire department by calling 9-1-1.
• LEARN how and when to use a fire extinguisher.

For further information visit the University Police Web site at: http://www.sjsu.edu/police/

Rev 6/05