

SJSU CAMPUS EMERGENCY PROCEDURES

POLICE - FIRE - MEDICAL EMERGENCY CALL

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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.**