



**San Jose State University**  
**Safety Awareness**  
**Program**

# **Purpose of the Program**

**The purpose of this program is to enhance the awareness of safety and emergency preparedness procedures for the staff, faculty, and students of San Jose State University.**

# **Individual Responsibilities**

- **Report all emergencies immediately.**
- **Promptly evacuate when a fire alarm sounds, encourage others to do the same, and provide reasonable assistance to those who are having difficulty evacuating on their own.**
- **Report any information regarding the conditions within a building based upon what you see, hear, or smell while evacuating that will aid public safety responders to assess the nature and scope of the emergency.**

# **How To Summon Aid:**

- Police • Fire • Medical  
EMERGENCY SERVICES  
DIAL 9 - 1 - 1  
Or Use Blue Light or  
Elevator Phone

# **Become Familiar With:**

- **Location of all Exits -Use the nearest safe exit. When evacuating, look for hazardous conditions and direct others away from harm.**
- **Fire Alarm Pull Stations - In a life threatening situation in which it is necessary to immediately evacuate a building, the fire alarm should be used to notify occupants to leave.**

# Fire

- ***Use the fire alarm* to signal others to immediately evacuate. Take all fires--even small ones--serious. Small fires can turn big (and deadly) very fast.**
- **Know *when* and *how* to use a fire extinguisher or fire hose and where they are located. If you are unable to control a fire, *immediately*—CLOSE all doors to isolate the fire—SOUND the fire alarm to alert others—and GET OUT—then CALL 9-1-1.**

# **Basic Evacuation Procedures**

- **Calmly leave by the nearest *safe* exit.**
- **Take personal items with you.**
- **Move at least 150 feet away from all structures.**
- **Help disabled persons evacuate the building.**
- **Use the stairs and not the elevators.**
- **Do not re-enter a building until the University Police or a Senior Coordinator tells you that it is safe to do so.**

# **When Not To Use A Fire Alarm**

- **While an alarm should always be sounded at the first sign of a fire, emergencies other than a fire may require another response such as a measured evacuation or shelter in place.**



# **Rule of Thumb on Whether to Evacuate a Building**

- **If a forced evacuation will place you in greater jeopardy than remaining in place--such as drawing you into a contaminated area due to chemical, biological, or radiological release or into the middle of a violent situation--the fire alarm should NOT be sounded and persons should shelter in place until a safer course of action is determined.**

# Earthquakes

- **Remain calm during an earthquake.**  
***Duck, cover and hold***
- Get under a sturdy desk or table or move against interior walls and away from windows. Be aware of falling object hazards such as bookshelves, hanging pictures, etc.

# **During An Earthquake**

- **Evacuation should NEVER be automatic.**
  - **There may be more danger outside your building or facility than there is inside.**
  - **There may be no safe assembly area outside. There may be no clear routes to get outside, and alternate routes may need to be cleared.**
  - **The lighting inside your building or room will probably be out--it may be DARK**
  - **Before any decision is made to vacate all or part of a building, someone must find out that there IS: *1) a safe route out, and 2) a safe place to assemble on the outside.***

# **Medical Emergencies**

- **Call 9-1-1. Give your name, the nature of the emergency, and your specific location. Tell the University Police Dispatcher what assistance you need (ambulance, paramedics, etc.).**
- **Assist the victim until help arrives. If you, or someone in the area, are trained in CPR or first aid, provide an appropriate level of care. Stop bleeding with direct pressure to the wound. Do not move a victim unless their life is in immediate danger.**
- **Do not leave victims unattended. Be careful about contaminating yourself and others if hazardous materials may be involved.**

# Persons Needing Assistance

- **Be aware of persons that are sight, hearing, cognitive, or mobility impaired and provide an appropriate level of assistance.**
- **Always ask a disabled person what, if any, assistance they require in an emergency.**

# **Stairwell Staging For Assisted Evacuation**

- **Stairwell landings are staging areas for persons who need assistance to descend a stairway during an evacuation. Arrange to leave someone with a disabled person who is staged for an assisted evacuation and immediately notify police or public safety personnel of their location.**

# Stairwell Safety

- **Use of Stairs - Elevators can become death traps in a fire or other emergency. All persons are directed to use the stairs to exit in an emergency.**
- **Stairwells - Doors leading into a stairwell protect against smoke and fire intrusion. Doors should never be blocked or wedged open at any time. Stairwells are intended to provide a safe exit path.**

# **Life Safety Systems**

- **Obstructed Pathways - All hallways and stairwells must always be maintained free of obstructions that may hinder the free movement of persons during an emergency. All doors must open and close freely.**
- **All fire alarms, extinguishers, hoses, lighted exit signs, and evacuation maps must be present and functional. Report damaged or malfunctioning systems immediately.**



# Leadership

- **During an emergency or state of confusion, people will follow the direction of a person who displays leadership. If Building Emergency Team members are not present to supervise an evacuation, any faculty or staff member can take steps to give firm but polite verbal directions to those who are panicked, confused, or failing to follow proper evacuation procedures.**

# **ASSEMBLY LOCATION**

- **All buildings have a pre-determined assembly location for you to report to following an evacuation so all students, staff, and visitors can be accounted for. Please check-in at these locations following an evacuation.**

# Meeting Places - Not Exit Points - Use Closest Safe Exit

## BUILDING EVACUATION ASSEMBLY POINTS

*This map depicts the meeting places, not the exit points, during an emergency evacuation. In an actual emergency, use the nearest safe exit from a building, then check in at the assembly point for your facility.*



33  
Student Services Center (first floor) and SSC Parking Facility



NOTE: If you have any questions regarding building evacuations, assembly points, or emergency preparedness, please call Lt. Coker at (408) 924-2173.

**For Further Information, Please  
Contact:**

**Lt. William Coker  
Emergency Preparedness Coordinator  
San Jose State University Police  
Department  
(408) 924-2173**