REPORTING AN EMERGENCY ON CAMPUS

TO contact POLICE...FIRE...AMBULANCE...in an emergency:
1. Campus Telephone line — Dial 8-911
   Campus Pay Phone or Other Phone Line — Dial 911 THEN

To Report Incident an Incident to Security
2. Campus Telephone line — Dial 10.
   Campus Pay Phone or Other Phone Line — Dial (408) 710-7490

Security will respond and activate additional support. STAY CALM.
CAREFULLY explain the problem and location, i.e., Gym, Student Center, Life Science, etc. DO NOT HANG UP until told to do so.

EVACUATION PROCEDURES

1. Evacuate all buildings immediately when an alarm sounds or upon notification by an Administrator/Supervisor, Security Officer or Emergency Personnel.
2. Leave by the nearest exit.
3. Proceed to an assembly point. Keep streets, fire lanes, hydrant areas, and walkways clear. Report any missing or injured person to the appropriate college or emergency personnel.
4. DO NOT return to an evacuated building unless the "all clear" signal is given by an Administrator or Security Officer. When necessary to leave campus, exit the gate nearest to where you are parked and follow traffic patterns as directed by Campus Security and/or Highway Patrol.

EARTHQUAKE

- Earthquakes will happen. Your best defense is to be prepared.
- REMAIN CALM
- IF INSIDE A BUILDING: Duck under a desk, table, or chair. Stay away from glass windows, hanging items, shelves, and heavy equipment. Cover your head and neck with your arm.
- After the tremor, evacuate the buildings by following evacuation procedures above. Take personal belongings with you. Move to an assembly point.

FIRE

- Evacuate the building immediately and move away from the building. Pull the fire alarm.
- Call 8-911. If you are using a campus telephone line; or 911 from a campus pay phone or other phone line.
- Do not fight the fire.