

IN CASE OF AN EMERGENCY

In case any emergency situation [accident or medical, criminal activity, hazardous substance, hostile intruder, violent crime] call 911 IMMEDIATELY, then contact Public Safety at x3911 or (650) 504-0656 or (650) 740-1483.

If you are ill or injured on campus, the Switchboard can reach the Nurse or call direct (650) 508-3756.

EMERGENCY PROCEDURES

MEDICAL

If immediate attention is needed, call 911 and notify Switchboard (508-3500) or Public Safety (508-3502, 504-0656, 740-1483) that 911 has been called. If you suffer from a minor illness or injury on campus, contact the Director of Health and Wellness (508-3756). Office hours are posted at the Health Office (CLO) and at the Switchboard. At other times, contact Public Safety if assistance is needed (508-3502).

EARTHQUAKE SAFETY

If you are indoors, stay there! Get under a sturdy table, desk or bed. Stay clear of windows, fireplaces and heavy furniture or appliances. DO NOT try using the stairs while the building is shaking or while there is danger of being hit by falling glass or debris. Once shaking stops, calmly exit the building to a safe open area to await further instruction.

If you are outdoors, get into the OPEN, away from buildings, power lines, trees, brick walls, and falling objects. Do not attempt to reenter a building. The safest open areas on campus are: the lawn between the Library and St. Joseph Hall, Ralston Lawn, and the St. Mary's/ Gym parking lot.

If you are in an automobile, pull over and STOP in a safe area away from trees, freeway overpasses, power lines and bridges. It is imperative that you stay in your car.

In the event of a MAJOR earthquake, evacuate your area as calmly as possible once the shaking has stopped. Your calm presence will help others. Follow the directions of staff and proceed to the main parking lot for further information. If there are any injured or trapped persons that cannot be evacuated, make a mental note of their exact location and report this information IMMEDIATELY to the security command post. DO NOT use the telephone except for an emergency. You could tie up lines needed for emergency services.

FIRE SAFETY

If you discover a fire, do not try to extinguish it yourself. Leave the area, close the door behind you, and pull the nearest fire alarm immediately. The alarm system will automatically notify the Fire Department. Next, quickly notify Switchboard (508-3500) or Public Safety (508-3502, 504-0656, 740-1483) of the exact location and nature of the fire. If the Switchboard Operator is forced to evacuate St. Mary's, he/she will take a walkie-talkie and go to the curb of St. Mary's parking lot. If you hear the fire alarm, feel the door to ensure there is no fire in the hallway; then exit the building and wait for further instruction.

LIFE THREATENING SITUATIONS

If you become aware of a life-threatening situation, such as a bomb threat, individual with a weapon, or terrorist activity, contact the Police (911) or Public Safety (508-3502, 504-0656, 740-1483) immediately. If you are in a building stay in that room; if you are outdoors find a secure location away from the threat. Wait for further instruction.