In Case of Emergency, Follow These Steps to Ensure Your Safety. Call 911 and Campus Safety (805) 679-6100

Evacuation

- Stay calm. Do not rush or panic.
- Safely stop your work.
- Gather your personal belongings if safe to do so.
- Proceed to the nearest exit.
- Do not use elevators.
- Proceed to the designated evacuation point.
- Wait for instructions from emergency responders.
- Do not re-enter the building until instructed to do so by emergency responders.

Fire

- Evacuate the immediate area.
- Activate the nearest fire alarm.
- Call 911 & Campus Safety (805) 679-6100 If you hear a fire alarm:
- Evacuate as soon as the alarm sounds.
- Do not open doors if they are hot.
- Use stairs only. Do not use elevators.
- Proceed to the designated meeting point.
- Do not re-enter the building until instructed to do so by emergency responders.

Criminal Activity

Immediately Call 911 and Campus Safety (805) 679-6100 from a safe location if you are the victim of or witness to:

- Assault.
- Verbal or other threat of bodily harm.
- Suspicious activity or suspicious packages/items.
- Crimes in progress.
- Weapons violations.

Do not confront suspects or block their exit.



- Evacuate the affected area.
- Call 911 and Campus Safety (805)679-6100
- Stay in a safe location to provide information to emergency responders. (upwind & uphill)

Earthquake

If you are inside:

- Duck, cover and hold until the shaking stops.
- Avoid windows, filing cabinets, bookcases and other heavy objects.
- Evacuate the building, after the shaking stops, if necessary, or told by building staff or emergency responders.

If you are outside:

- Move away from trees, signs, buildings, electrical poles and wires.
- Protect your head with your arms.
- Proceed to the designated evacuation point for your building.

Medical Emergency

• Call 911 and Campus Safety (805) 679-6100

- Do not approach the patient unless it is safe to do so.
- Send someone to meet and direct emergency responders.
- Do not move the patient unless it is absolutely necessary.
- Provide first aid ONLY if trained and if it is safe to do so.

Psychiatric Emergency

- If necessary Call 911 and Campus Safety (805) 679-6100
- If 911 is not needed, call Campus Safety
- For individuals "in crisis" but not a danger to themselves or others, call the Holman Group
 0 1-800-321-2843

Facilities Emergency

• Call (805) 881-3991 EXT. 7

Additional Information

Reception (805) 969-3626

Night Security (805) 881-3991

Shooting



• RUN-HIDE-FIGHT

- If you can safely escape, RUN
- If running is not an option, HIDE
 - -take cover
 - -shelter in a secure area with:
 - At least 2 exits and locking doors.
 - Doors that can be locked or barricaded.
- As a last resort, FIGHT
 - -Use accessible objects as weapons.
- Turn cell phone to vibrate.
- Continuously reevaluate & search for an escape.
- Call 911 and Campus Safety (805) 679-6100

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