

# SPECIFIC EMERGENCY PROCEDURES

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## EARTHQUAKE

During an earthquake, remain CALM and QUICKLY follow the steps outlined below:

1. If INDOORS, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves and heavy equipment.

**“DUCK, COVER AND HOLD”**

2. If OUTDOORS, move quickly away from buildings, utility poles and other structures. **CAUTION:** Always avoid power or utility lines, as they may be energized. Know your assembly points.
3. If in an AUTOMOBILE, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
4. After the initial shock, evaluate the situation and, if the emergency help is necessary, call Campus Police at ext. 5171 (on campus); be prepared for aftershocks.
5. Damaged facilities should be reported to the Facilities Management at 963-5671 or Campus Police at 963-5171.
6. If necessary, or when directed to do so, ACTIVATE the building alarm. **CAUTION:** The building alarm only rings in some buildings, you must ALSO report the emergency by telephone.
7. When the building evacuation alarm is sounded, walk to the nearest marked exit and ask other to do the same.
8. ASSIST THE HANDICAPPED IN EXITING THE BUILDING! Remember that elevators are reserved for handicapped persons. **DO NOT USE THE ELEVATOR IN CASE OF FIRE. DO NOT PANIC!!**
9. Once outside, move to a clear area that is at least 500 feet away from the affected building(s). Keep streets, hydrants, and walkways clear for emergency vehicles and crews. Know your assembly points.
10. If requested, assist emergency crews as necessary.
11. A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.
12. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a University official.

**IMPORTANT:** After any evacuation, report to your designated campus area assembly point. Stay there until an accurate head count is taken. The Senior Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.