



EMERGENCY PROCEDURE

SAN JOSÉ STATE UNIVERSITY

BUILDING EVACUATION

- **When the building alarm sounds or when asked to evacuate by a member of the Building Emergency Team, or Emergency Responder, walk quickly and calmly to the nearest safe exit.**
- **Use stairs, not elevators**
- **Ask persons who may be disabled if they require assistance. Provide reasonable aid. Station disabled persons in the stairway landing, if unable to safely evacuate, and immediately notify Police/ Fire personnel and the Building Coordinator of their location. If possible, have someone stay with the person.**
- **Evacu-Track chairs are available to assist in the evacuation of disabled persons.**

EARTHQUAKE

- Drop, cover and hold until the shaking stops.
- Avoid windows (face away from glass), tall furniture and overhead hazards.
- If possible, take cover under a sturdy desk or table or seek refuge along an interior wall and cover your head.
- Do not evacuate during the earthquake, only after and check for falling debris and other hazards before exiting.
- If you use a wheelchair or have other mobility impairments and cannot duck, cover and hold, if possible, protect your head and neck with your arms. Close your eyes and bend over to protect yourself.

HAZARDOUS MATERIALS RELEASE



- Immediately notify University Police
- Evacuate affected area and seal it off if possible
- If you have been exposed to the material, immediately notify emergency personnel. Remain in the immediate area but away from the contamination. Avoid contact with other persons.

Note:
Lab Instructors or Supervisors
- Isolate contaminated persons, obtain names and notify emergency personnel.

FIRE



- At the first sign of fire evacuate the building and activate the fire alarm as you leave. Close door behind you.
- Use stairs, not elevators
- Feel closed doors with the back of your hand. Do not open if door is hot.
- If trapped in the building, hang an article of clothing, towel, sheet etc. from a window to signal emergency responders. Stuff towels or clothing under the door to block smoke. Stay close to the floor. Shout at regular intervals to alert emergency personnel.

BOMB THREATS

- Scan your work area for unfamiliar items.
- Do not touch suspicious items. Notify emergency personnel.
- Take personal belongings if instructed to evacuate.
- If you receive a telephone threat- try to keep the caller talking and ask
 - When is the bomb going to explode?
 - Where is the bomb?
 - What does the bomb look like?
 - Why did you place the bomb?

Note anything that may aid in identification-such as background sounds, accents.

Reporting Emergencies

- Dial "911" for all Police, Fire and Medical Emergencies
- The fastest most direct way to receive assistance is to call the University Police by using a blue light phone or dialing "911" from a campus phone.
- From a cellular or off campus phone dial (408) 924-2222