

International Student Emergency Procedures

Your safety while studying at the University of San Francisco is very important to us. Please read and become familiar with the information detailed in this page.

Emergency Contact Information

USF Public Safety

415-422-2911

Fire, Police, Ambulance

911

Communication

- Make sure the International Student and Scholar Services office has your current Emergency Contact Information on file by updating your information on myUSF.
- The Student and Exchange Visitor Program provides emergency information and guidance on maintaining your status at <http://www.ice.gov/sevis/students/index.htm>
- You should contact your Consular office for emergency preparedness information and procedures.

Immigration Documents

- Remember to keep your immigration documents in a safe place. These documents include: passport, visa, and I-20 or DS-2019. Make sure you to have photo identification (One Card, driver license, or California identification) with you at all times.

Campus Emergency Procedures

The safety of all students attending the University of San Francisco is a top priority. During an emergency, it is necessary for students to have a basic understanding of their personal responsibilities and the University's emergency response procedures. In the event of an emergency, please follow the below guidelines.

Before an emergency

1. Know the safe evacuation routes for your specific building and floor. Maps are located throughout each building near stairwells.

When an emergency occurs

1. Keep calm and do not run or panic.
2. Evacuation is not always the safest course of action. If directed to evacuate, take all of your belongings and proceed safely to the nearest evacuation route.
3. Do not leave the area. Faculty and staff will need to be able to account for your whereabouts.
4. Do not re-enter the building until it is deemed safe to do so by Public Safety or other staff member.
5. If directed to evacuate campus, follow the evacuation route established by Public Safety or other staff member.

After an emergency occurs

1. Students can determine the university's operational status by checking the website at <http://www.usfca.edu> or <http://www.emergency.usfca.edu>, calling the main line at (415) 422-5555, or tuning into local radio and television stations. Students should assume that classes will be held unless told otherwise by an official university announcement.

Emergency Evacuation Tips

Exchange Visitors

If you are a J exchange visitor who cannot contact your program sponsor, please contact the Department of State's (DoS) Office of Exchange Coordination and Destination at (202) 203-5029 for Academic and Government Programs and (202) 203-5096 for Private Sector Programs. You may email the Department's Office of Exchange Coordination and Designation at jexchanges@state.gov.

Students

- **Remember to take important documents with you.** These include the following:
 - Passport (including visa, if applicable)
 - Form I-20, "Certificate of Eligibility for Nonimmigrant Student Status," or Form DS 2019, "Certificate of Eligibility for Exchange Visitor (J-1) Status"
 - Social Security card
 - Financial records
 - Plane tickets, if applicable
 - Form I-766, "Employment Authorization Document," (EAD), if applicable
 - Checks, credit cards, and some amount of cash
 - Any medication that is critical to your health

- **Take any contact numbers or email addresses with you so you can contact your designated school officials (DSOs) or responsible officers (ROs).** Review ISSS' website or talk to a DSO or RO to find out how you should contact them if you must evacuate.
- **Take the SEVP contact information with you.** If you cannot get in touch with your DSO or RO, contact SEVP to let them know where you are and how to reach you. Email at SEVP@ice.dhs.gov, or call at (703) 603-3400.
- **If you decide to transfer to a different school,** call (703) 603-3400 to determine if the new school is SEVP-certified.