

# UNIVERSITY OF SAN FRANCISCO

## EMERGENCY PROCEDURES

09/2022

FOR EMERGENCIES, CALL PUBLIC SAFETY AT **(415) 422 - 2911** OR CALL 911 FOR POLICE, FIRE, OR MEDICAL RESPONSE

### EARTHQUAKE

**DROP, COVER, AND HOLD ON.**

**If Indoors:**

- DROP to the ground; stay away from glass, shelves, cabinets, and exterior walls.
- COVER your head and neck with your arms. Get under a table or to an interior wall.
- HOLD ON; be prepared to move with your shelter if the shaking shifts it around.
- Stay inside, do not exit a building during the shaking.
- DO NOT use the elevators.
- Help others who might need assistance.

**If Outdoors:**

- Stay outside and away from buildings, windows, glass, utility wires, and trees.
- The greatest danger from falling debris is just outside doorways and outer walls.
- Try and get to open space, and get down low until the shaking stops; alternatively you may need to duck into a building to avoid falling debris.
- If you're in your car, stay in your car and move to an open area if possible.

### FIRE

- PULL FIRE ALARM
- EVACUATE. Walk, DO NOT run. Keep low, cover face. TEST exit doors for heat. If hot, DO NOT OPEN. Use alternate exits.
- Close doors and windows, but DO NOT LOCK.
- Help others who might need assistance.
- Use nearest safe stairs and safe exits. DO NOT USE ELEVATORS.
- Proceed to the Emergency Evacuation Area for your building. Scan the QR code below for your designated areas.
- DO NOT RE-ENTER building or work area until instructed to do so by authorities.

### ACTIVE SHOOTER (IMMEDIATE VICINITY)

Be aware of your surroundings and escape routes. Remember RUN, HIDE, or FIGHT.

**If outside:**

- RUN off campus in a zig-zag pattern.
- Seek cover.
- Prevent others from entering the danger zone.
- Call public safety at (415) 422-2911 or 9-1-1

**OR**

**If inside and cannot escape:**

- HIDE inside a room.
- Secure/block the door (lock, barricade, wedge, straps, etc.)
- Cover windows and turn off lights.
- Stay on floor behind an object and out of sight.
- Turn phones to vibrate and check frequently for USF Alert notifications.
- Call (415) 422-2911 or 9-1-1 if you know the location, description, or identity of the shooter(s).
- Remain calm and prepare to fight or evacuate.
- Don't open the door until you verify it's a law enforcement officer.
- As a last resort, use a fire extinguisher or any other improvised weapons to FIGHT.

### MEDICAL EMERGENCY

- Contact Public Safety (415) 422-2911 or 9-1-1.
- Be Prepared to give the following information:
  - Location of the victim/injured person
  - Nature of the emergency and whether the victim is conscious or breathing,
  - DO NOT MOVE non-ambulatory victims unless danger is present.



Scan QR code  
for more info about  
Disaster Preparedness Plans

