UNIVERSITY OF SAN FRANCISCO
EMERGENCY PROCEDURES

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 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 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.

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.

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.

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