



Visit the **Office of Emergency Services Website** for an online version of this guide available in English and Spanish. The OES website contains more information and resources available to our community.

Update your emergency contact information at
cruzid.ucsc.edu

BUILDING NAME

BUILDING ADDRESS

ROOM NUMBER

EMERGENCY RESPONSE GUIDE

Emergency Contacts and Crime Reporting



Add These Contacts to Your Phone

oes.ucsc.edu/contacts

To report an emergency, crimes in progress, or violent behavior, call 9-1-1



Non-Emergency Resources

UC Santa Cruz Police	(24-hour, non-emergency)	831-459-2231
Santa Cruz Police Department	(24-hour, non-emergency)	831-471-1131
Environmental Health & Safety		831-459-2553
Employee Assistance Program		831-459-2013
Student Health Services	(Medical)	831-459-2591
	(Mental Health)	831-459-2628
Center for Advocacy, Resources and Education (CARE)	(confidential advocates)	831-502-2273
Sutter Urgent Care - Santa Cruz Center	(during business hours)	831-458-5537
Dominican Hospital	(after hours/weekends)	831-462-7700
Hate/Bias Incident Reporting	(during business hours)	831-459-1590
Facilities Maintenance	(24-hour availability)	831-459-4861
Title IX Office	(during business hours)	831-459-2462

Department Safety Coordinator _____

Severe Weather

If on campus:

- Monitor media reports for conditions on Santa Cruz KSCO (1080 AM) and Salinas KSBW.
- Check campus email and text messaging for information.
- Check the National Weather Service website at **weather.gov**.
- Determine if roads and pathways are safe before leaving.

If at home:

- Assess conditions prior to leaving home.
- Monitor media reports within your region to understand current conditions.
- Check campus email and text messaging for information.
- Check the National Weather Service website at **weather.gov**.
- Do not take unnecessary risks to come to campus.
- Contact your supervisor or instructor for information, as needed.

Important Numbers

To Report an Emergency,
Dial 9-1-1

Police non-emergency line:
831-459-2231

Employee Assistance Program (EAP)
831-459-2013

Environmental Health & Safety (EH&S)
831-459-2553

Student Health Services

Medical:
831-459-2591

Mental Health:
831-459-2628

Check Santa Cruz Weather

U.S. National Weather Service
weather.gov



Shelter-in-Place

During emergencies related to civil unrest or violence, you may need to shelter-in-place.

See “Active Shooter or Lockdown” section is violence is in progress.

The order to shelter-in-place and the “All Clear” will come from the CruzAlert notification system.

cruzalert.ucsc.edu

When advised to shelter-in-place:

- Shut and lock all doors and windows.
- Close blinds, turn off all lights, and silence devices.
- Isolate yourself as much as possible from the external environment (e.g., in small interior room with no/few windows).
- Monitor all available communications and shelter-in-place until the “All Clear” is announced.

Important Numbers

To Report an Emergency,
Dial 9-1-1

Police non-emergency line:
831-459-2231



Employee
Assistance
Program (EAP)
831-459-2013

Environmental
Health &
Safety (EH&S)
831-459-2553

Student Health
Services
Medical:
831-459-2591
Mental Health:
831-459-2628

Civil Disturbance or Demonstration

Most campus demonstrations are peaceful and business should continue as usual.

General Guidelines

- Avoid any area of disturbance.
- Do not provoke or obstruct the demonstrators.
- Continue with your normal routine. Stay away from doors or windows if a disturbance is outside.
- If you are instructed to evacuate, and it is safe to do so, secure your work area, log off computers, and secure sensitive files.
- If demonstrators refuse to let you leave the area or you feel threatened, call 9-1-1

If Instructed to Leave Campus



Contact carpool or vanpool members



Drive cautiously and carefully



Expect significant traffic delays



Expect changes to your usual route



Listen for instructions and alerts

Disruption to Campus Activities

- If a class, lecture or your workplace is disrupted by the event, the disruptive person(s) should be asked to leave. If they refuse, do not confront or provoke the disruptive person(s), call the applicable university office(s) listed below:
 - ✓ **Disruptive Students:** The Dean of Students Office at 831-459-4446
 - ✓ **Disruptive Staff or Union Representatives:** Employee and Labor Relations at 831-459-1930
 - ✓ **Disruptive Faculty:** Academic Affairs at 831-459-1349

Important Numbers

To Report an Emergency,
Dial 9-1-1

Police non-emergency line:
831-459-2231

9-1-1

Police • Fire • Medical

Employee Assistance Program (EAP)
831-459-2013

Environmental Health & Safety (EH&S)
831-459-2553

Student Health Services
Medical:
831-459-2591
Mental Health:
831-459-2628

Sexual Assault or Sexual Harassment

Steps to take after sexual assault or sexual harassment:

1. Get to a safe place and get any needed medical attention.
2. If you are in danger or need immediate help, call 9-1-1.
3. Anyone who has experienced sexual violence and/or sexual harassment has the right to:
 - Speak with a confidential victim advocate about rights and options, including reporting and time-sensitive options regarding evidence collection and medical treatment. Survivors are not required to pursue any option in order to access support from an advocate.
 - ✓ **Campus Advocacy, Resources and Education (CARE)** provides free and confidential support and advocacy to UC Santa Cruz students and employees. CARE can be reached at (831) 502-2273 during regular business hours.
 - ✓ **Monarch Services** provides free and confidential support, information, advocacy, counseling, and accompaniment at all hours through their Bilingual (English, Spanish) crisis line at (888) 900-4232.
 - Report the incident to law enforcement and the UC Santa Cruz Title IX Office, whether or not the assailant is affiliated with UC Santa Cruz.
 - Be provided support as needed in order to continue access to education or employment.
 - Be protected from retaliation after reporting an incident.
4. Anyone who has experienced sexual assault has the right to receive a forensic medical examination and other time-sensitive medical attention at no cost and without requirement to report to law enforcement.
 - This option is time-sensitive and available 24/7
 - Monarch Services provides free and confidential support to survivors considering this option. They can be reached 24/7 at (888) 900-4232

Your Rights Under Title IX

sexualviolence.ucsc.edu

It is your right to choose whether to report sexual violence or sexual harassment. The Title IX Office offers guidance on reporting to UC Santa Cruz, Police, and federal/state agencies.



Important Numbers

To Report an Emergency,
Dial 9-1-1

Police non-emergency line:
831-459-2231

**UCSC CARE
Advocates**
831-502-2273

**Monarch Services
Crisis Line**
888-900-4232

**Student Health
Services**

Medical:
831-459-2591

Mental Health:
831-459-2628

Know Your Options

care.ucsc.edu/know-your-options

If you have recently experienced a sexual assault, Campus Advocacy Resources and Education (CARE) can help you understand your rights and options.



Utilities

Call 9-1-1 for gas leaks and threats to life and safety.

If emergency maintenance is needed and it is safe to do so, contact Campus Dispatch at 831-459-4861.

Electrical outage

- If necessary, evacuate the area.
(see also “Building Evacuation” section).

Elevator problem

- If you are trapped inside, use elevator phone and activate the emergency alarm

Gas leak

- Stop all operations.
- Do NOT switch lights on or off!
- Do NOT turn electrical equipment on or off!
- If necessary, evacuate the area
(see also “Building Evacuation” section).
- Call 9-1-1.

Sewer overflow and storm drain stoppage

- Avoid contact with water.

Plumbing leak or flooding

- Stop using all electrical equipment.
- Take reasonable actions to protect property and prevent damage (e.g., move adjacent equipment, notify other impacted occupants).
- If necessary, evacuate the area
(see also “Building Evacuation” section).

Steam line stoppage/rupture

- If necessary, evacuate the area
(see also “Building Evacuation” section).

Heating or ventilation outage

- If necessary, evacuate the area
(see also “Building Evacuation” section).

Important Numbers

To Report an Emergency,
Dial 9-1-1

Police non-emergency line:
831-459-2231

Employee
Assistance
Program (EAP)
831-459-2013

Environmental
Health &
Safety (EH&S)
831-459-2553

Student Health
Services

Medical:
831-459-2591

Mental Health:
831-459-2628

Non-Emergency Work Order Requests

For Student Housing or Dining Facilities...

*Submit a FixIt Ticket at fixit.sa.ucsc.edu
and if urgent, call Facilities Maintenance at 831-459-7043*

For State Buildings, Classrooms, or Offices...

*Submit a Work Order at physicalplant.ucsc.edu/request-services/request-workorder
and if urgent, call Physical Plant at 831-459-4444*

Behavioral Disruption

If you are not comfortable with attempting to de-escalate, call for assistance from a colleague or supervisor. If you feel physically threatened or are concerned for the safety of those around you, call 9-1-1 immediately.

When confronted with a disruptive person:

- If the person threatens or engages in physical violence, have someone call 9-1-1 immediately.
- Evaluate the situation and think carefully before responding or attempting to de-escalate.
- You can usually tell after 2 or 3 minutes if de-escalation is starting to work.
 - ✓ If it does seem to be working, continue being patient with the person and work together to find a resolution
 - ✓ If it does not seem to be working you always have the option to leave and call the police, ask another coworker for help or ask the person to leave.

Counseling and Psychological Services

caps.ucsc.edu

All Hours Crisis Services: (831) 459-2628

CAPS provides UCSC students with a wide range of mental health and wellness services. CAPS also provides preventative outreach and consultation services to the UCSC community.



Do's

- Be calm and polite, but firm. Maintain an outward appearance of composure. This helps to defuse tension.
- Keep the person at least a leg-length away so they can't reach you.
- Use the person's name often and listen carefully for clues as to the person's motivation and like cause of the behavior.
- Empathize with the person and acknowledge their feelings.
- Try to remain attentive and concerned and convey you are paying attention (e.g., nod your head, say "mm-hmm", repeat main points).
- Separate the disruptive person from others, but remain in the public eye and get help from other staff.
- Be aware of your surroundings.

Don'ts

- Don't physically touch, crowd or confront the person.
- Don't say "calm down" and avoid using a tone of voice which is loud, condescending or moralistic.
- Don't take the person - or allow yourself to be taken - to a private area.
- Don't let the disruptive person put you into a corner or other position from which you can't flee.

Important Numbers

To Report an Emergency,
Dial 9-1-1

Police non-emergency line:
831-459-2231



Employee
Assistance
Program (EAP)
831-459-2013

Environmental
Health &
Safety (EH&S)
831-459-2553

Student Health
Services
Medical:
831-459-2591
Mental Health:
831-459-2628

Earthquake

Remain calm if an earthquake occurs:

- Stay where you are. Do not enter or exit a building during shaking.
- Crawl under a table or desk, away from windows and hold on to your shelter.
- If you are unable to find shelter, hold one arm over your neck to protect your spine. Place your head between your knees to protect your face from flying glass or debris.
- Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases and electrical equipment.
- Do not use matches, lighters, candles or electrical switches. Use flashlights.
- Do not move seriously injured persons unless they are in obvious, immediate danger.
- Open doors carefully. Watch for falling objects.
- Do not use elevators.
- Avoid using telephones, except to report severe emergencies.
- Inform emergency/rescue personnel of the location of any trapped person(s).

Measures to take if in a lab:

- As a matter of routine safety planning, all lab personnel should carefully consider the hazards in their labs and identify places to shelter.
- Following a minor earthquake, ensure that all equipment if functioning properly, there are no containers leaking anywhere (see also “Chemical Spill or Contamination section) and that joints/connections are not dislodged or leaking.
- Following a moderate-to-severe earthquake (5.0 magnitude or greater), lab buildings may rapidly become hazardous. If harmful materials spill, fume hoods cease functioning or ventilation systems fail you may need to quickly evacuate the building. See also “Building Evacuation” section.
- Prior to evacuating the building:
 - ✓ Grab important belongings
 - ✓ Turn off gas burners
 - ✓ Check quickly for hazards
 - ✓ Check for injured people
 - ✓ Close the door as you leave
 - ✓ Report any noted hazards



Radioactive Spill

If contaminated with radioactive material:

1. Call 9-1-1 if ingested, for a medical emergency, and to notify Environmental Health and Safety
2. Remove contaminated clothing. Contaminated clothing must be given to EH&S for decay or disposal as radioactive waste.
3. Skin and hair:
 - Wash 2-3 minutes with soap and water.
 - Repeat 3 to 4 times only. Use care not to harm skin.
4. Eyes, ears, nose, mouth and wounds:
 - Flush with large amounts of water.
 - Flush eyes for 15 minutes, in an eye wash.
 - Notify Principal Investigator (PI).
5. Complete a laboratory incident form at ehs.ucsc.edu

If major radioactive spill, > 100 millicurie quantities

1. Notify those not involved to evacuate (see also "Building Evacuation" section).
2. Call 9-1-1 to notify Environmental Health and Safety.
3. Mark spill with a boundary with caution radioactive material tape.
4. Shield source, if possible.
5. Secure area to prevent entry and evacuate.
6. Notify Principal Investigator (PI).

If minor radioactive spill, in < 100 microcurie quantities

1. You may begin cleanup if you are trained as a Radiation User.
2. Open radioactive spill kit in white pail with blue lid.
3. Follow Emergency Procedures laminated in the spill kit.
4. Notify principal investigator (PI).
5. Complete a laboratory incident form at ehs.ucsc.edu

- S. Stop the spill.**
- W. Warn others.**
- I. Isolate the area.**
- M. Monitor skin and clothing.**
- S. Survey and clean the area.**

Lasers, X-Rays, or Near Misses

1. Call 9-1-1 for a medical emergency and to notify EH&S.
2. Turn off the laser or x-ray, if it is safe to do so.
3. Secure the area to prevent entry and evacuate.
4. Notify Principal Investigator (PI).
5. Complete a Laboratory Incident or Near Miss at ehs.ucsc.edu

Important Information

Spill Kit Location:

Eyewash / Shower Location:

First Aid Kit Location:

Principal Investigator Name:

Principal Investigator Cell Phone:

Back-up Contact Name:

Back-up Contact Cell Phone:

Bomb, Suspicious Package or Explosion

Bomb threats are usually verbal or written threats to detonate an explosive or incendiary device, to cause property damage, death, or injuries. Typically delivered by telephone, the majority of such threats are intended to cause fear and disruption, rather than warn of real explosive devices.

If you receive a telephone threat:

1. Remain calm.
2. Try to get the attention of other staff members to call 9-1-1.
3. Listen carefully. Be polite and show interest. Try to keep the caller talking by asking questions, so that you can gather more information.
4. Follow guidance from 9-1-1, during and after the telephone threat.
5. When evacuation is ordered, proceed to the appropriate assembly area (see also "Building Evacuation" section).

Questions to ask caller making a bomb threat:

- When is the bomb going to explode?
- Where is the bomb located?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- Who or what is the target?
- What is your address?
- What is your name?

Attempt to identify characteristics of the caller:

- Male or female
- Accent
- Sober or intoxicated
- Nervous or calm
- Other identifiable characteristics in the caller's voice
- Background noise

If you receive a written threat or suspicious parcel, or if you find a suspicious object:

DO NOT TOUCH THE ITEM AND KEEP OTHERS AWAY.

1. Call 9-1-1 immediately.
2. When evacuation is ordered, follow the evacuation route to the appropriate assembly area (see also "Building Evacuation" section).
3. Promptly write down everything you can remember about receiving the letter or parcel, or finding the object. Law enforcement investigator will need this information.
4. Wash hands with soap and water for at least 1 minute.
5. Remain calm. Do not discuss the threat with other staff members.
6. Do not use radios, cell phones, or other electronic devices near the suspicious package.

Possible characteristics of a suspicious package:

- No return address
- Restrictive markings
- Misspelled words
- Unknown powder substance, stains, discoloration
- Excessive postage and/or tape
- Strange odor
- Rigid or bulky
- Lopsided or uneven

Explosions

Explosions may be accidental or deliberate and can be caused by chemicals, natural gas, propane, high-pressure steam or an explosive device. If you see or hear an explosion:

1. Leave the area, if possible.
2. If unable to leave, take cover under a table or desk or in a windowless interior room, like a restroom.
3. Do not move seriously injured persons unless they are in obvious, immediate danger.
4. Open doors carefully. Watch for falling objects.
5. Do not use elevators.
6. Do not use matches or lighters.

Fire

Report all fire incidents to 9-1-1, even if the fire is extinguished.

If you use a fire extinguisher, also call UC Santa Cruz Fire Prevention at 831-459-3473 to report its use.

R.A.C.E.

Rescue - Rescue anyone (including yourself) who is in immediate danger from the fire and move to the closest safe area, while notifying other building occupants to evacuate the area. Use the stairs. Do not use elevators (see also "Building Evacuation" section).

Alarm - Pull the nearest fire alarm and call 9-1-1.

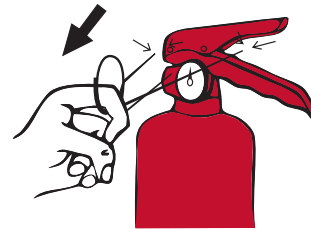
Confine - Close all doors and windows in and around the fire area to help prevent the spread of smoke and fire. If safe to do so, shut off appliances and other equipment. Leave lights on.

Extinguish/Evacuate - Extinguish the fire with a portable fire extinguisher, if safe to do so. Make sure that if you do attempt to extinguish that you have your back to an exit in case the fire cannot be put out. If you evacuate, feel doors before opening. If hot, do not open. If not hot, stay low and open the door cautiously; close it if there is excessive smoke (see also "Building Evacuation" section).

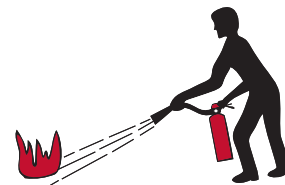
If you can't evacuate

1. Stay low. Move to a safer location, including a room or office with fire-rated walls, heavy or fire-rated doors and few interior openings.
2. Call 9-1-1 and notify authorities of your exact location.
3. Turn on lights and hang a light-colored towel or other material outside a window to mark your location.
4. Place wet towels or other material at the bottom of doors to keep fire and smoke out.
5. Do NOT break open windows.

Fire Extinguisher Operation – P.A.S.S.



1. Pull the pin.



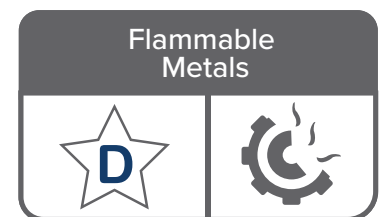
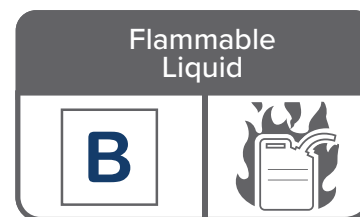
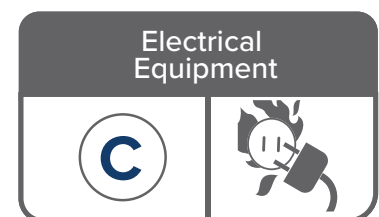
2. Aim the nozzle at the base of the fire.



3. Squeeze the handle.

4. Sweep the nozzle from side to side at the base of the flames until the fire is completely extinguished.

Types of Fire Extinguishers



Fire Extinguisher Location: _____

Biological Spill or Contamination

If contaminated with biological material

1. Remove contaminated clothing.
2. Find nearest eyewash or shower, whichever is appropriate; rise eyes for 15 minutes in eyewash station or wash skin with soap and water.
3. Check for signs of irritation (e.g., redness).
4. Call 9-1-1 if medical attention is needed.
5. Notify Principal Investigator (PI) and Biosafety Office at 831-459-2553.
6. Contaminated clothing must be decontaminated appropriately (e.g., laundered or autoclaved - based on the contaminant) before reuse, or disposed of as biohazardous waste.

Sharp or needlestick contamination

1. Wash needlestick area with soap and water for 15 minutes.
2. Locate first aid kit and apply pressure with clean gauze to control bleeding.
3. Place sharp or needle and syringe in biohazard sharps container or puncture proof container.
4. Call 9-1-1 if medical attention is needed.
5. Notify Principal Investigator (PI) and Biosafety Office at 831-459-2553.

Biological Spills

1. Call 9-1-1 if spill is greater than 500 mL.
2. Restrict access to spill, warn others (verbally or post a sign).
3. Wear appropriate personal protective equipment (e.g., lab coat, gloves, eye protection, surgical mas) and clean the affected area.
4. Prevent spill from spreading or going into drains or waterways by placing absorbent materials on the perimeter of spill, then gently place absorbent materials over spill.
5. Notify Principal Investigator (PI) and Biosafety Office at 831-459-2553.

Important Information

Spill Kit Location:

Eyewash / Shower Location:

First Aid Kit Location:

Principal Investigator Name:

Principal Investigator Cell Phone:

Back-up Contact Name:

Back-up Contact Cell Phone:

Important Numbers

To Report an Emergency,
Dial 9-1-1

Police non-emergency line:
831-459-2231

Employee Assistance
Program (EAP)
831-459-2013

Environmental Health &
Safety (EH&S)
831-459-2553

Student Health
Services

Medical:
831-459-2591

Mental Health:
831-459-2628

Laboratory Spill Response Guidelines

Visit the UC Santa Cruz Environmental Health and Safety website to review the full guidelines for lab spills. Direct any questions to the EH&S Office at 831-459-2553.



SCAN ME

Chemical Spill or Contamination

Are you contaminated?

If you believe you have come in contact with a hazardous chemical

1. Call 9-1-1 for a medical emergency and notify Environmental Health and Safety (EH&S).

If the hazardous chemical spilled on you:

- Remove contaminated clothing. Contaminated clothing must be laundered using the campus laundering program before reuse or disposed of as hazardous waste.
 - Skin and body contamination, stand under the nearest safety shower and rinse for at least 15 minutes.
 - Eye contamination, flush your eyes using the eyewash station for at least 15 minutes.
3. After flushing, seek medical treatment.
 4. Notify principal investigator (PI), EH&S, and fill out the Laboratory Incident Form at ehs.ucsc.edu
 5. If necessary, seek medical attention at the nearest hospital and have your supervisor fill out the Employer's First Report of Injury within 24 hours. The EFR will be automatically submitted to the Office of Risk Services, Workers' Compensation.

Solid Chemical Spills

If the material spilled is toxic, use dampened cloths or paper towels to transfer it to plastic bags for proper disposal. Brushing dry material may cause dust to become airborne. Note that this procedure is only safe to use with non-water reactive chemicals.

Liquid Chemical Spills

If the spill is major and/or you aren't comfortable cleaning it up OR is an extremely hazardous material of any volume OR when in doubt:

1. Call 9-1-1 to notify Environmental Health and Safety.
2. Secure area to prevent entry and close doors.
3. Evacuate area (see also "Building Evacuation" section).
4. Notify Principal Investigator (PI), EH&S, and fill out the Laboratory Incident Form at ehs.ucsc.edu

Important Information

Spill Kit Location:

Eyewash / Shower Location:

First Aid Kit Location:

Principal Investigator Name:

Principal Investigator Cell Phone:

Back-up Contact Name:

Back-up Contact Cell Phone:

Important Numbers

To Report an Emergency,
Dial 9-1-1

Police non-emergency line:
831-459-2231

Employee
Assistance
Program (EAP)
831-459-2013

Environmental
Health &
Safety (EH&S)
831-459-2553

Student Health
Services

Medical:
831-459-2591

Mental Health:
831-459-2628

Laboratory Spill Response Guidelines

Visit the UC Santa Cruz Environmental Health and Safety website to review the full guidelines for lab spills. Direct any questions to the EH&S Office at 831-459-2553.



SCAN ME

Active Shooter or Lockdown

Run (Evacuate): If there is an accessible escape path, attempt to evacuate the premises

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others evacuate, if possible.
- Do not attempt to move wounded people.
- Keep your hands visible.
- Prevent individuals from entering an area where the active shooter may be.
- Call 9-1-1 when you are safe and provide:
 - ✓ Building number/name, floor, room
 - ✓ Suspect description
 - ✓ Your name and phone number
- Follow the instructions of police officers.

Hide: If evacuation is not possible, hide in a place where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view.
- Provide protection if shots are fired in your direction (e.g., office with a closed and locked door).
- Not trap you or restrict your options for movement.
- Have access to a hard-wired phone, if possible.

Fight (Protect Yourself): As a last resort, and only when your life is in imminent danger attempt to disrupt and/or incapacitate the shooter.

- Act as aggressively as possible against the shooter.
- Throw items and use improvised weapons.
- Yell.
- Commit to your actions.

If the active shooter is nearby:

- Lock the door.
- Silence electronic devices (e.g., cell phone, pager, radio, television).
- Block the door with heavy furniture.
- Hide behind large items (e.g., cabinets, desks) and help those that require assistance.
- Remain quiet.
- If you call 9-1-1, but cannot speak, leave the sound off, but keep the line open for dispatchers to hear what is happening.

How to respond when law enforcement arrives:

- Remain calm.
- Put down any items in your hands.
- Keep hands visible.
- Follow all instructions.
- Avoid making quick movements toward officers.
- If evacuating, do not stop to ask officers for help or directions. Proceed in the direction from which officers are entering the premises.

Lockdown

If you are ordered into lockdown, this temporary sheltering technique can limit exposure to an armed intruder or similar incident.

- Find an interior room with few or no windows and a door that can be locked or barricaded, as well as a hard-wired phone.
- Turn off lights and electronics (if time and safety permits).
- Silence cell phones.
- Stay away from windows.
- Do not open the door unless you are certain the person wanting access is not a threat.
- Wait until the "All Clear" is announced.
- Have a personal lockdown plan for your work area. If your office door cannot be locked, find a nearby room that can be locked.

Important Numbers

To Report an Emergency,
Dial 9-1-1

Police non-emergency line:
831-459-2231



Employee
Assistance
Program (EAP)
831-459-2013

Environmental
Health &
Safety (EH&S)
831-459-2553

Student Health
Services
Medical:
831-459-2591
Mental Health:
831-459-2628

Wildfire Smoke

The UC Santa Cruz Campus and surrounding region may experience heavy smoke due to wildfires.

If there is heavy smoke in the area, a shelter-in-place may be directed.

- Continually monitor local air quality reports (airnow.gov).
- Consult the University of California AQI-Based Decision Matrix for Wildfire Smoke Events.
- Reduce your smoke exposure by staying indoors and closing doors and windows.
- Avoid activities that increase indoor pollution (e.g., burning candles, fireplaces or gas stoves).
- N95 masks are offered on a voluntary-use basis to employees required to work outdoors when reasonably expected to be exposed to an Air Quality Index of 151 or higher. Fit testing is not required in this instance.
- Consult your physician to determine the appropriate personal protective equipment for you.
- Consider consulting your physician if you become affected by smoke (e.g., wheezing, chest pain, fast heartbeat, etc.).
- If there is heavy smoke in the area, and shelter-in-place is directed, see "Shelter-in-Place" section.







University of California AQI-Based Decision Matrix for Wildfire Smoke Events

- The matrix is designed for use when wildfire smoke conditions result in worsening and unhealthy air quality. It does not apply if there is a direct threat of wildfire and/or other significant hazard to the location nor for smog-related air quality conditions.
- The university takes specific action for classes, employees, activities and operations, based on level of health concern and the AQI.
- Locations should ensure timely communication of AQI-based decisions and expected actions via multiple communication methods.

Stay Informed

There are multiple resources in the Santa Cruz community that can provide near real-time updates and alerts regarding wildfire smoke and major events.

- CalFire CZU (Santa Cruz/San Mateo Unit) Twitter
- Santa Cruz Regional Reverse 9-1-1
- PulsePoint Respond (Santa Cruz Fire and Santa Cruz County)

	US AQI Level	PM2.5 (µg/m ³)	Health Recommendation (for 24 hour exposure)
	Good 0-50	0-12.0	Air quality is satisfactory and poses little or no risk.
	Moderate 51-100	12.1-35.4	Sensitive individuals should avoid outdoor activity as they may experience respiratory symptoms.
	Unhealthy for Sensitive Groups 101-150	35.5-55.4	General public and sensitive individuals in particular are at risk to experience irritation and respiratory problems.
	Unhealthy 151-200	55.5-150.4	Increased likelihood of adverse effects and aggravation to the heart and lungs among general public.
	Very Unhealthy 201-300	150.5-250.4	General public will be noticeably affected. Sensitive groups should restrict outdoor activities.
	Hazardous 301+	250.5+	General public at high risk of experiencing strong irritations and adverse health effects. Should avoid outdoor activities.

Air Quality Explained

AQI or the Air Quality Index is a measure used by the Environmental Protection Agency to represent the current conditions of air quality as accurately as possible.

PM2.5 refers to solid particles and liquid droplets suspended in the air, known as particulate matter, with an aerodynamic diameter of 2.5 micrometers or smaller.

Unhealthy AQI refers to an AQI Level for PM2.5 particles of 151 or higher, indicating adverse health effects for the general public.



Important Numbers

To Report an Emergency, Dial 9-1-1

Police non-emergency line: 831-459-2231



Employee Assistance Program (EAP)
831-459-2013

Environmental Health & Safety (EH&S)
831-459-2553

Student Health Services
Medical: 831-459-2591
Mental Health: 831-459-2628

Building Evacuation

Everyone must exit the building when a fire alarm is activated, per emergency procedures and state law.

Localized events, such as a single building fire or a chemical release, may require evacuation of the immediate area. The UC Santa Cruz Police Department or the City of Santa Cruz Fire and Police Departments will direct the building evacuation.

Evacuating a building

Plan for a building evacuation by reviewing your department's evacuation plan, and familiarizing yourself with all the building exits and the routes from your work area. If a building evacuation is necessary:

- Follow the evacuation route to the appropriate assembly area.
- Help disabled people exit the building, if necessary.
- If you evacuate due to a fire, stay low and feel doors before opening. If hot, do not open. If not hot, open cautiously and close if there is excessive smoke.
- If safe to do so, bring your personal belongings (e.g., purse, backpack, keys, wallet, phone) and any available first-aid kit.
- Close all doors behind you as you go. Closed doors can slow the spread of fire, smoke and water.
- In the event of a fire or earthquake, do not use elevators because they may be damaged or unreliable.
- After exiting the building, go directly to your prearranged assembly area. If that area is no longer safe, determine the safest place away from imminent danger.
- Be prepared to provide first responders with:
 - ✓ Nature and location of emergency
 - ✓ Number of people hurt, unable to evacuate or unaccounted for
- Wait for instructions from emergency personnel. DO NOT return to your building until notified by emergency personnel.
- If unsafe to evacuate the building, move to an unaffected wing or area within the same building.

Evacuation of persons with disabilities

- When the fire alarm is activated, previously identified personnel should assist/escort persons with disabilities to their prearranged assembly area.
- Never presume that a person wants or needs assistance in an emergency - ask first.
- Never guide a person with a visual impairment by grabbing their arm. Instead, ask them if they would like to hold on to yours.
- Communicate circumstances to individuals through notes, guidance and/or gestures.
- Point out evacuation routes, maps, exits and assembly areas.
- Help move debris that is impeding their evacuation.
- Individuals with disabilities should not be separated from personal care assistants, service animals or assistive device(s). Only under extreme cases should assistants leave to notify responders of their location.

During emergencies in multi-story buildings, when an elevator is not available for use:

- Move individuals with mobility, visual or hearing disabilities to a safe location (e.g., enclosed stairwell landing that leads to an exterior exit at the ground level).
 - ✓ If mobility impaired, but able to walk under their own power, proceed down stairs after heavy traffic has passed.
- Individuals unable to utilize stairs should close all doors in their area, call 9-1-1, report the location of their planned refuge and wait for responders.
- If possible, someone should remain with the individual needing assistance, while another person notifies arriving emergency personnel of their location.
- Follow emergency responder instructions.
- Only trained responders should conduct stairway evacuations of a wheelchair user unless there is imminent danger (e.g., heavy smoke in the stairwell).

Important Numbers

To Report an Emergency,
Dial 9-1-1

Police non-emergency line:
831-459-2231

9·1·1
Police • Fire • Medical

Employee
Assistance
Program (EAP)
831-459-2013

Environmental
Health &
Safety (EH&S)
831-459-2553

Student Health
Services
Medical:
831-459-2591
Mental Health:
831-459-2628

Medical Emergencies

Asthma attack:

- Call 9-1-1 if the attack becomes severe, they don't have their medication or they don't improve with medication.
- Help the person with asthma sit in a comfortable position and take their medication.

Bleeding:

- Have the bleeding person apply firm steady pressure to the bleeding wound for 5-10 minutes with a clean cloth or paper towel.
- Assist in applying pressure if the person is unable to do so. Protect yourself by wearing disposable gloves if you can, and covering any wounds on your hands.
- Call 9-1-1 if bleeding is very heavy, persists despite pressure or spurts in time with person's heartbeat.
- Help person to lie down and elevate any bleeding extremities (e.g., arm, leg) above their heart.
- Stay with person until help arrives.

Burns - thermal:

- First-degree burns can cause skin redness and pain. They can be treated with cool compresses or water.
- Seek immediate medical attention if the burns:
 - ✓ Cause severe pain
 - ✓ Blister
 - ✓ Involve hands, feet, face, eyes, groin or buttocks
 - ✓ Are larger than 2 inches
 - ✓ Appear charred, black or dry

Choking:

- If person is coughing, speaking, or able to breathe - do nothing. Stay with the person, encourage them to cough, and be prepared to help if their condition worsens.
- If the person is conscious but unable to cough, speak or breathe:
 1. Get assistance from someone and call 9-1-1.
 2. Perform back blows - stand behind them and slightly to one side. Lean them forward, supporting their chest with one hand. Give up to 5 sharp blows between their shoulder blades with the heel of your hand.
 3. Give abdominal thrusts - stand behind them, place your arms around their waist and bend them forward. Clench one fist and place it right above their belly button and put your other hand on top of your fist. Pull sharply inwards and upwards up to 5 times.
 4. Repeat steps 2-3 until the object has been forced out.

Heart attack:

- The person may have persistent vice-like chest pain, or isolated unexplained discomfort in arms, neck, jaw, back or stomach.
- Call 9-1-1 immediately.
- Make sure they are in a position that is comfortable for them (e.g., sit them on the floor, leaning against a wall or chair) while waiting for emergency responders.
- If the person becomes unconscious, follow the guidelines for "Unconscious Individual" below.

Heat stroke:

- The person's skin may be hot or red, and may also be dry or moist. They may have a high body temperature, experience changes in consciousness or vomiting.
- Call 9-1-1 immediately.
- Move the person to a cool place. Remove or loosen tight clothing and apply, cool, wet cloths or towels to the skin. Fan the person.
- If they are conscious, give them small amounts of cool water to drink. Make sure they drink slowly.
- If needed, continue rapid cooling by applying ice or cold packs wrapped in a cloth to the wrists, ankles, groin, neck and armpits.

Overdose:

- Call 9-1-1 immediately.
- Follow the guidance of dispatchers.

Poisoning:

- Find out what they have taken, when and how much. As soon as possible, call the Poison Information Center at 800-222-1222
- Do not make the person sick or give them anything to drink unless advised to do so by the Poison Information Center.
- Call 9-1-1 if there is change in their behavior, if they become unconscious or if they have difficulty breathing.

Seizures or convulsions:

- Call 9-1-1.
- Move objects that may injure the person during the seizure.
- If possible, roll the person gently onto their side and support them.
- Do not try to restrain the person or place anything in their mouth.

Unconscious individual:

- Call 9-1-1.
- If you are trained in CPR, evaluate the unresponsive person and act according to protocols.
- If an automated external defibrillator (AED) is available, activate the AED and follow the voice prompts or printed instructions.

Important Information

Eyewash / Shower Location:

First Aid Kit Location:

Automated External Defibrillator (AED) Location:

Bleeding Control Kit Location:

Important Numbers

To Report an Emergency, Dial 9-1-1

Police non-emergency line: 831-459-2231

Employee Assistance Program (EAP)
831-459-2013

Environmental Health & Safety (EH&S)
831-459-2553

Student Health Services

Medical:
831-459-2591

Mental Health:
831-459-2628

Learn CPR and Get Certified

aed.ucsc.edu

Learn about opportunities to become CPR certified from community partners near you!



SCAN ME

Emergency Preparedness

Get a Kit

Have at least three days of supplies to sustain yourself.

Recommended items:

- Water—one gallon per person, per day
- Food—nonperishable, easy-to-prepare items (minimum 3-day supply)
- Flashlight
- Battery-powered or hand-crank radio (NOAA Weather Radio, if possible)
- Extra batteries
- First aid kit (whistle, antibiotic ointment, bandages, face masks, gloves and reference book)
- Medications (7-day supply and medicinal dispensers if necessary)
- Multipurpose supplies (wrench, pliers, plastic sheet, duct tape, scissors, matches)
- Sanitation/personal hygiene items and bleach
- Copies of personal documents (medication list and pertinent medical information, proof of address, deed/lease to home, passport, birth certificates, insurance policies)
- Cell phone with charger
- Family Disaster Plan (family and emergency contact information)
- Extra cash
- Emergency blanket, extra clothes, sleeping bag (1 for each person)
- Map(s) of the area

Suggested items to help meet additional needs are:

- Specific medical supplies (hearing aids/extra batteries, glasses, contact lenses, syringes, cane)
- Baby supplies (bottles, formula, baby food, diapers)
- Games and activities
- Pet supplies (collar, leash, ID, food, carrier, bowl)
- Two-way radios
- Extra set of car keys and house keys

Make a Plan

Get Away/Evacuate

- Know alternate exit routes.
- Identify assembly areas (near and far).

Shelter-in-Place

- Identify a safe location to shelter.
- Know how to protect and isolate yourself from threat.

Communication

- Consider a variety of ways to keep in contact with family, friends, roommates, and co-workers.

People with Disabilities/Special Needs

- Include family, friends, roommates and co-workers in your plan by helping them understand your needs during an emergency.

Stay Informed

- UC Santa Cruz posts information about emergencies and other major news at www.ucsc.edu.
- Sign up for CruzAlert emergency notifications at cruzalert.ucsc.edu
- Learn more about Santa Cruz campus safety and emergency preparedness at oes.ucsc.edu.

Prepare Your Department

- Review your department's Emergency Action Plan (EAP).
- For more information, email Emergency Management and Mission Continuity Staff at oes@ucsc.edu



Important Numbers

To Report an Emergency,
Dial 9-1-1

Police non-emergency line:
831-459-2231



Employee
Assistance
Program (EAP)
831-459-2013

Environmental
Health &
Safety (EH&S)
831-459-2553

Student Health
Services
Medical:
831-459-2591
Mental Health:
831-459-2628