

Holy Names University

Emergency Action Guide (DRAFT)

Report your emergency by any means necessary, but follow by reporting the information to the frontgate (x1600). They can assist in directing emergency responders to your location.

Please file a report with Campus Safety at csadmin@hnu.edu afterwards.

Emergency Numbers

Medical, Police, Fire 911
HNU Emergency Number: (510-436-1234) x1234
(OPD) Emergency from Cell Phone 510-777-3211

Non-Emergency Numbers

Campus Safety Supervisor (510-436-1287) x1287
 Campus Front Gate (510-436-1600) x1600
 (OPD) Non-Emergency from Cell Phone 510-777-3333

During an emergency, please do not call non-emergency numbers. These are needed for Campus Safety to respond during the emergency.

FIRST STEPS		FURTHER ACTION
General Information	Emergency notification will be through the Send Word Now system. Request registration information at csadmin@hnu.edu .	Additional emergency information will be posted on the HNU website (www.hnu.edu)
ACCIDENT	Render assistance	• Call Emergency Number(s) above
BOMB THREAT	Don't hang up the phone. IF YOU CAN , ask the caller the listed questions. Evacuate to at least 500 ft away from area	• Questions: When is the bomb to go off? Where is the bomb now? • What kind of bomb is it? What does it look like? • Why did you place the bomb? Call Emergency Number(s) above
DISRUPTIVE PERSON	Keep something between you and the person If person is threatening, call 911	• Contact supervisor/faculty/staff in the area. • Call Emergency Number(s) above
EXPLOSION	Protect yourself, take shelter. Evacuate to 500 ft. from area.	• Call Emergency Number(s) above
POWER FAILURE	Render assistance. Stay calm and take steps to protect yourself. Use flashlights for lighting, <i>not candles</i> .	• Call x1287 to report.
FIRE	Stay calm and take steps to protect yourself Before opening any door, use back of hand to check for heat. If hot, do not open. Pull fire alarm If heavy smoke or fire blocks an exit, use alternate exit Evacuate building using the nearest uninvolved exit Evacuate to at least 100 ft from building or designated assembly area. DO NOT USE ELEVATORS	If you are unable to evacuate using the stairs: • Call x1234, tell <u>where you are</u> or <u>where you will be going</u> . • Request persons exiting to notify Campus Safety or Emergency Personnel of your location. • Ask others to assist you. • Move into stairwell. • If this is an actual fire, Firefighters will check the Stairwells of the building and evacuate you. • If imminent danger evacuate by any means possible.
EARTHQUAKE	Inside Drop, cover and hold under stable construction. Stay away from windows and glass doors. Do not use elevator. Outside Stay away from buildings and power lines. Drop and Cover	• Call Emergency Number(s) above
HAZARDOUS MATERIALS	• Close off area. • If spreading, inform others to evacuate, use nearest exit. • Pull fire alarm. • Evacuate to minimum 500 ft. from area and upwind	• Call Emergency Number(s) above
MEDICAL ATTENTION NEEDED	<u>Request Campus Safety to respond.</u> Unconscious person or serious injuries/illness: Seek medical attention if needed. Check for a medic alert tag/bracelet; call for help. Call x1600 to direct ambulance to correct area.	Call non-emergency number for Campus Safety x1287. Call Emergency Number(s) above
VIOLENCE—Actual or Threat	Protect yourself and others. Maintain a safe distance. Go to a safe location or evacuate.	• Call Emergency Number(s) above