

▼ WHAT TO DO IN AN EMERGENCY ▼

EMERGENCY Pocket Guide



PAU is committed to the safety and well-being of our students, faculty, staff, independent contractors, volunteers, patrons, and all other members of our community. We work continuously to keep you and our campus in the most secure and protected environment possible. If an emergency does arise, it is important that you are informed and know how to respond accordingly. We urge you to become familiar with the enclosed information. For further questions, please contact the Facilities/Campus Safety Office at 650.433.3832.

EARTHQUAKE

1. Drop, cover and hold on.
2. Get under tables or desks where available - otherwise get to an **inside** wall or under an inside doorway. Stay away from windows if possible.
3. Drop to knees with back to windows, knees together.
4. Clasp both hands firmly behind head, cover neck.
5. Bury face in arms, protect the head. Close eyes tightly. Protect your head and neck.
6. Wait for instructions.

FIRE

1. Pull nearest fire alarm.
2. **Call 650.321.4433** from a cell phone.
3. Evacuate the area - stay at least 1000 feet away.
4. Do not use elevators.
5. In dense smoke, crawl on the floor to nearest exit.
6. Report if someone is still in the building.
7. Do not reenter without Fire Captain's /Police approval.

MEDICAL EMERGENCIES

1. **Call 650.321.4433** from a cell phone.
2. Remain calm.
3. Assess situation: Will you or the victim incur further injury?
4. Check for consciousness cautiously. Beware if victim is in contact with electricity. If so, turn off electricity before touching the victim.
5. When you find someone unconscious, yell for help and have someone bring the AED. *(Located at the library at the Calvin Campus and in the Gronowski Clinic at the Los Altos Campus.)*
6. Check for breathing and heart-beat. If either is absent, start hands-only CPR, pressing at 100 beats per minute. *(See reverse side for instructions for CPR).*
7. Continue CPR until AED arrives and someone has put it on the patient. Let the AED determine if the patient needs to be shocked. It will tell you how to shock if needed.
8. Check for bleeding. Stop or control it if possible.
9. Check for medical ID bracelets.

SHOOTER ON CAMPUS

1. Get out - If there is a safe route, run to nearest exit. Don't run in a straight line.
2. **Call 650.321.4433** from a cell phone for police /fire/medic. **Call 650.433.3832** from a cell phone for the Facilities/Campus Safety Office.
3. Hide Out - If not able to get out safely, hide in an area where you are well hidden and protected.
4. Keep Out - Lock yourself in a room, turn off all lights, barricade door with heavy furniture, and turn off all noise- producing objects (including cell phones). Stay quiet.
5. Spread Out - Do not huddle in groups. Avoid going into areas such as bathrooms.
6. If shooter enters your area, do whatever it takes to survive: Distract and overcome by throwing books, backpacks, chairs, and desks.

SUSPICIOUS PACKAGES

Do not touch! Leave the area immediately. Call **650.433.3832** from a cell phone for the Facilities/Campus Safety Office.

CAMPUS SECURITY SERVICES

- **Fast response** to police, fire or medical emergencies.
- **Safety escorts**
The Facilities/Campus Safety Office provides a campus escort upon request.
- **Surveillance cameras**
Cameras are positioned across campus to enhance your safety, campus security and identification of those involved in crime.
- **AED's** (Automated External Defibrillator) are located at the library at the Calvin Campus and in the Gronowski Clinic at the Los Altos Campus.
- **PAU Alert service** - Our alert system provides text, voice and e-mail alerts to everyone on campus.
- **General evacuation plan**
See map on reverse side.
 1. Go to designated area.
 2. Secure your area. Lock desks, doors, cash drawers.
 3. Use closest exits. Do no use elevators.
 4. If needed, assist others.

CALL FOR HELP

POLICE/FIRE/MEDIC
FROM YOUR CELL:

650.321.4433

PALO ALTO
UNIVERSITY

FACILITIES/CAMPUS
SECURITY FROM YOUR
CELL:

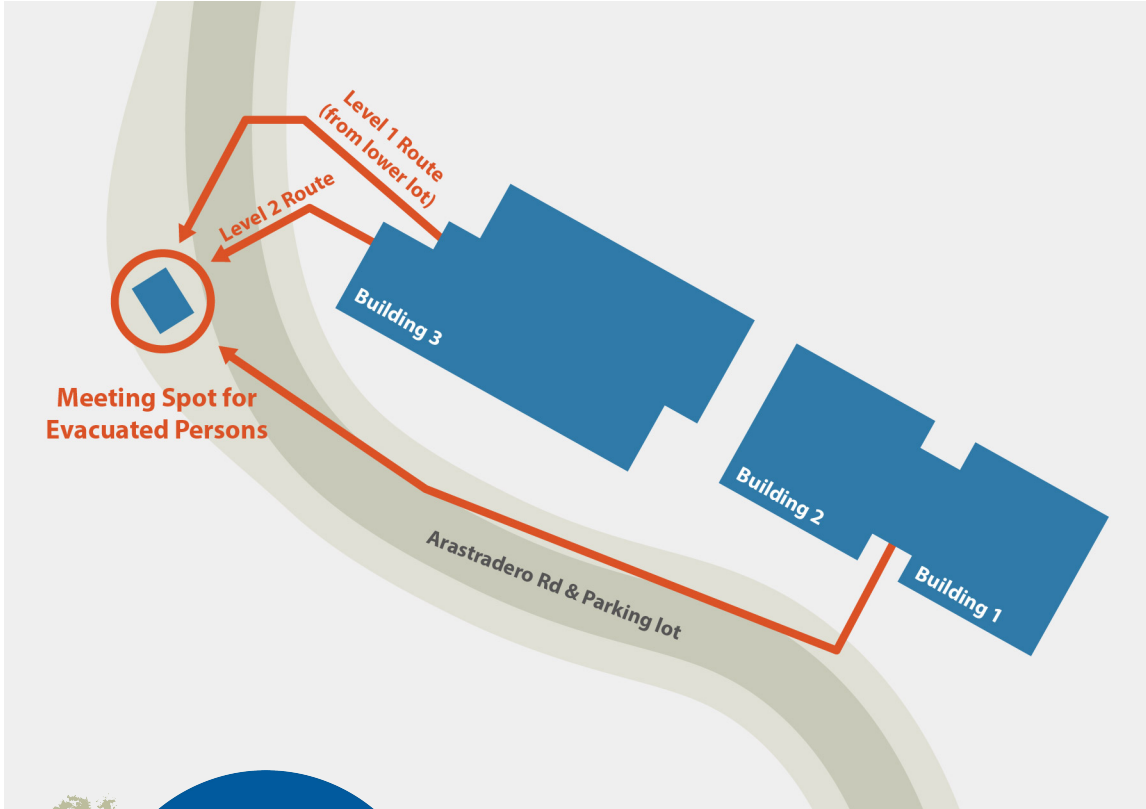
650.433.3832

Personal Safety Tips

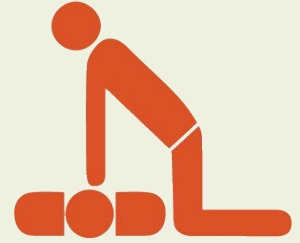
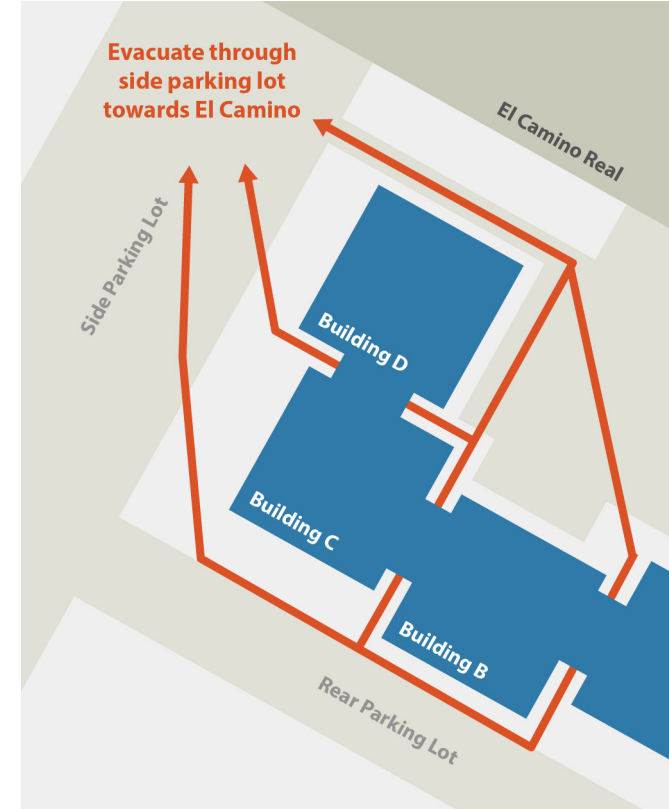
1. Do not walk alone at night and avoid isolated areas.
2. Always be aware of your surroundings. Leave any uncomfortable situations.
3. Always lock your car and residence doors.
4. Have your keys ready as you approach your car or residence.
5. If you suspect you are being followed, call Facilities/ Campus Safety Office or police
6. Keep valuables out of sight; monitor your possessions as you walk around campus.
7. Use the buddy system at social events and avoid excessive use of alcohol.
8. Have your valuables engraved.

Evacuation Routes

Palo Alto Campus



Los Altos Campus



HANDS-ONLY CARDIOPULMONARY RESUSCITATION (CPR)

Administer CPR with hands only, without mouth-to-mouth breaths. It is recommended for use by people who see an adult suddenly collapse in the "out-of-hospital" setting. It consists of two steps:

CALL

Call 650.321.4433 from a cell phone for police/fire/medic.
Call 650.433.3832 from your cell phone for Facilities/ Campus Safety Office.

PUSH

Get directly over the victim. Put the heel of your hand in the center of the chest between the nipples. Put your other hand over the first. Begin providing high-quality chest compressions by pushing hard and fast at the rate of 100 beats a minute in the center of the chest with minimal interruptions until help arrives.

