

Campuswide Evacuation Procedure

This procedure provides the actions that student and employees should take during a campuswide evacuation. Campuswide evacuations are rare, but when they do occur, the orders are given by university officials, police, fire, or other official agencies and delivered through CruzAlert. Emergency officials may direct that the highest risk areas of the campus be evacuated first. Your cooperation with these procedures will add to the safety of everyone.

NOTICE: You will be informed of a campus evacuation order by one or more of the following means

- The residential staff assigned to your college (including for visiting groups).
- The building emergency coordinator in academic/administrative buildings.
- A public address announcement from public safety vehicles.
- The CruzAlert notification system.

MESSAGE: The emergency notification will include

- Identification of the hazard or threat
- The location of the hazard or threat
- The timeliness needed for you to respond to achieve safety
- A recommended destination location (away from the fire, road closures, or known danger)

ACTION:

When you receive a campus evacuation order, immediately respond. Do not return to your residence or office to grab personal items. Immediately proceed to your vehicle and exit the campus. Directions to avoid dangerous areas will be provided when possible. Tune your radio to 88.1FM for updates. If you do not have a vehicle on campus, follow the directions provided by CruzAlert messaging. Bus shuttles or secure sheltering may be advised.

If you are part of a group visiting campus, group leaders should ensure that the group remains together and all members are accounted for. Follow instructions provided by staff event leaders.

- If your personal vehicle (including bicycles) is parked within walking distance, drive off campus.
- If your personal vehicle is parked remotely, quickly access your vehicle and exit campus. If the alert indicates a time limit to evacuate, consider exiting on foot, if that will place you in a safer distance than reaching your car.
- If you typically ride a Metro bus to campus, you will be transported to a centralized disbursement point and then transported to a designated location off-campus to board the Metro (assuming Metro service is active).

If you are transported to the off-campus safe area, you can arrange for personal transportation from that location.

A large scale community evacuation and sheltering event may be supported by Santa Cruz County Emergency Services and the Red Cross.

Once you are safe, notify family and your campus contacts (Residential Staff, Supervisor/Manager, etc).

Campus re-occupancy information will be provided via the following means:

- The UCSC webpage (<http://www.ucsc.edu>)
- The 459-INFO information line
- The CruzAlert system
- KZSC 88.1 Radio Station

Emergency procedures are recommended courses of action. When experiencing a critical incident, each individual must observe, assess, plan, and act based on their own confrontation of the events as they unfold.

