



UC SANTA CRUZ

Police Department

1156 High St. Santa Cruz, CA 95064 Phone: (831) 459-2231

EMERGENCY PROCEDURES FOR CAMPUS MEMBERS

In the event of an emergency which threatens someone's life or safety, such as a violent incident or armed person, call 911:

Calls to 911 from both campus landline telephones and cellular phones on campus should go directly to our dispatch center.

Identify the exact location first. Stay on the line and tell the dispatcher everything about where the danger is located. Include address, building name, floor, office number, name of department or classroom.

Stay on the line and answer the dispatcher's questions. This is critical.

The dispatcher needs to ask questions to get help there. You can help the most by staying on the line and giving all the information.

Describe what is happening. Give a description of the person posing the threat. Be specific: describe clothing, height and weight, age and race, color of hair, what they are carrying, what they are doing. If they leave, report their direction of travel. If you know the person, tell the dispatcher who it is.

Tell the operator what kind of weapon the person has, handgun, rifle, knife, bat; describe the weapon and any backpack or bags carried.

If you cannot call 911, get out of the area if possible. If you cannot get out of the area, find shelter to hide behind or use as a barricade. Look for other ways out of the area (doors, windows.)

Stay calm and alert. If shooting is occurring, secure the doors where you are, stay away from windows, and stay behind furniture or other items of cover. Report any injuries. Remember that the police are on the way and stay calm.