

**SAN DIEGO STATE UNIVERSITY
EMERGENCY CHECKLIST
EMERGENCY OPERATIONS CENTER POSITIONS**

Primary Responsibility:	Upon activation of the Campus Emergency Operations Center, assist as requested with management of a campus incident or emergency.
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ACTIONS

1.	Remain calm.
2.	<ul style="list-style-type: none"> • If the event affects your building or office, evacuate immediately. • If the event does not affect your building or office, remain where you are until instructed otherwise.
3.	Turn on your cellular phone.
4.	Report to the EOC as instructed (<i>or respond accordingly if you are not able to report</i>).
5.	Establish communication with your EOC position back up, as necessary.
6.	Check in upon arrival at the EOC.
7.	Report to the EOC Director or your Section Coordinator.
8.	Set up your work station (<i>retrieve your Section Bin you are the first to arrive</i>), review your position responsibilities, and determine your resource needs (i.e., computer, phone, resource documents).
9.	Establish and maintain a position log that chronologically describes your actions taken during your shift.
10.	Be prepared to assist in another EOC position, if requested.