

SAN DIEGO STATE UNIVERSITY EMERGENCY CHECKLIST

WHAT TO DO BEFORE, DURING, AND AFTER AN EMERGENCY

The below information is intended to assist individuals, departments, colleges, units, and campus auxiliary organizations.

Additional information and resources related to campus Emergency Preparedness are available at <http://bfa.sdsu.edu/emergency/>.

BEFORE AN EMERGENCY

- ✓ Become familiar with the campus Emergency Preparedness information and resources at <http://bfa.sdsu.edu/emergency/> , including:
 - Emergency Phone Numbers
 - Emergency Procedures (*printable*)
 - Evacuation Assembly Points (*printable*)
 - Emergency Communications and Notification
 - Emergency Operations Plan
- ✓ Become familiar with your building floor plans, building exits, and doors.
- ✓ Become familiar with your building safety coordinators.
- ✓ Maintain department phone trees.
- ✓ Maintain individual preparedness supplies (*additional information available at <http://www.sdcounty.ca.gov/oes/ready/>*).
- ✓ Complete an Emergency Action Plan (*available under Resources at <http://bfa.sdsu.edu/emergency/>*).
- ✓ Complete a Business Continuity Plan (*available under Resources at <http://bfa.sdsu.edu/emergency/>*).
- ✓ Cooperate during campus emergency drills.
- ✓ Share this information with students at the beginning of each semester.

DURING AN EMERGENCY

- ✓ Remain calm.
- ✓ Dial 9-1-1 for emergencies.
- ✓ Alert emergency responders (police, fire, medical) to situations requiring their attention.

- ✓ If you are EVACUATING a building, move to the designated Assembly Point by the safest route available.
- ✓ Assist individuals with disabilities.
- ✓ Walk; do not run.
- ✓ Use stairs; do not use elevators.
- ✓ Follow instructions from emergency personnel or your building safety coordinator.

- ✓ If you are SHELTERING IN PLACE, stay inside the building or find a safe place.
- ✓ Do not use elevators.
- ✓ If you are in a room with a door, make sure the door is closed.
- ✓ If applicable and time permits, lock doors. *Due to the varying age of campus buildings, doors may lock manually, remotely, or not at all.*
- ✓ If you are in a room with a window, make sure the window is closed.
- ✓ Remain where you are until further direction from emergency personnel or building safety coordinators.

AFTER AN EMERGENCY

- ✓ Follow instructions from emergency personnel or building safety coordinators.
- ✓ Follow campus updates which may be communicated through a variety of sources (a list of campus communication sources is available at <http://bfa.sdsu.edu/emergency/>).
- ✓ Refer to your Emergency Action Plan and / or Business Continuity Plan.
- ✓ Essential services for campus response and recovery activities will be identified and communicated through division vice presidents or auxiliary organization directors.
- ✓ Normal campus operations will resume as soon as possible following an emergency.