

# EMERGENCY PROCEDURES

## SAN DIEGO STATE UNIVERSITY Imperial Valley Campus (Calexico and Brawley)

### EMERGENCY PHONE NUMBERS

CALEXICO POLICE DEPARTMENT • 9-1-1

IMPERIAL COUNTY SHERIFF'S DEPARTMENT (FOR BRAWLEY CAMPUS) • 9-1-1

ENVIRONMENTAL HEALTH AND SAFETY (CHEMICAL SPILLS / TOXIC FUMES) • 9-1-1

#### EMERGENCY INFORMATION LINE

DAYTIME: 760-768-5520

EVENINGS: CALEXICO 760-235-8264 ▪ BRAWLEY 760-693-0983

#### EMERGENCY UPDATES

IMPERIAL VALLEY CAMPUS • [WWW.IVCAMPUS.SDSU.EDU/](http://WWW.IVCAMPUS.SDSU.EDU/)

SDSU HOME PAGE • [WWW.SDSU.EDU](http://WWW.SDSU.EDU)

#### EVACUATION

- Evacuate the building using the nearest exit or alternate if nearest exit is blocked.
- Secure any hazardous materials or equipment before leaving.
- Take personal belongings (keys, purses, wallets).
- WALK – DO NOT RUN.
- Assist individuals with disabilities.
- Assemble at your building's evacuation assembly point unless otherwise instructed.
- Do not re-enter building until authorized by emergency personnel.

#### SHELTER IN PLACE

- Stay inside the building or find a safe place.
- If you are in a room with a door, make sure the door is closed.
- *Due to the varying age of campus buildings, doors may lock manually, remotely or not at all.* If applicable and time permits, lock doors.
- 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.

#### EARTHQUAKE

- Drop, Cover, Hold under a table or desk or against an inside wall - not in a doorway – until shaking stops. If in a lecture hall, stay in your seat or get under it if possible. PROTECT HEAD AND NECK with your arms.
- After the shaking stops move toward the nearest available exit.
- Evacuate the building.
- Do not leave the area/campus without reporting your status to your instructor or department safety coordinator.
- Follow instructions from emergency personnel or your department safety coordinator.

#### FIRE

- Activate nearest fire alarm and call 9-1-1.
- Only use fire extinguisher for small fires.
- Evacuate building, closing doors to contain fire.
- Assemble at your building's evacuation assembly point.
- Do not re-enter building until authorized by emergency personnel.

#### HAZARDOUS MATERIALS

- If an emergency or if anyone is in danger call 9-1-1.
- Move away from the site of the hazard to a safe location.
- Alert others to stay clear of the area.
- Notify emergency personnel if you have been exposed or have information about the release.
- Follow the instructions of emergency personnel.

#### POWER OUTAGE

- Remain calm. Evacuate if instructed to do so; move cautiously.
- Laboratory personnel should secure experiments/activities that may present a danger while power is off or when restored.
- Turn off and unplug electrical equipment and computers; turn off light switches.

#### SUSPICIOUS OBJECTS

- Do not touch or disturb object.
- Call 9-1-1.
- Notify your supervisor and/or department safety coordinator.
- Be prepared to evacuate.