

EMERGENCY PROCEDURES

SAN DIEGO STATE UNIVERSITY

EMERGENCY PHONE NUMBERS

SDSU POLICE ▪ CAMPUS PHONE 9-1-1 OR 41991 ▪ 619-594-1991

ENVIRONMENTAL HEALTH AND SAFETY ▪ CAMPUS PHONE 46778 ▪ 619-594-6778

PHYSICAL PLANT ▪ CAMPUS PHONE 44754 ▪ 619-594-4754

EMERGENCY INFORMATION LINE ▪ 1-866-794-8832 ▪ SDSU HOME PAGE ▪ 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. DO NOT USE ELEVATORS.
- 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 USE ELEVATORS
- 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 SDSU Police.
- Only use fire extinguisher for small fires.
- Evacuate building, closing doors to contain fire. DO NOT USE ELEVATORS
- 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 SDSU Police.
- 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 OBJECT

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