

## SAN DIEGO STATE UNIVERSITY CLASSROOM EMERGENCY QUICK GUIDE

Faculty plays an important role in guiding students in the event of an emergency. The information below is intended to assist faculty with emergency preparedness in a classroom or lab and should be reviewed with students at the beginning of each semester.

### WHAT TO KNOW AT THE BEGINNING OF A NEW SEMESTER

#### ✓ BUILDING EVACUATION ROUTES AND EVACUATION ASSEMBLY POINTS

- Building evacuation routes and evacuation assembly points are posted at stairwell and building exits and may also be reviewed and printed at [www.sdsu.edu/prepare](http://www.sdsu.edu/prepare).

**For this class, the closest building exit is:** \_\_\_\_\_

**We will meet at:** \_\_\_\_\_

#### ✓ BUILDING DOORS AND WINDOWS

- Become aware of how classroom doors and windows operate. Due to the varying age of campus buildings, doors may lock manually, remotely, or not at all.

#### ✓ EMERGENCY COMMUNICATION

- Dial 9-1-1 from any phone for emergencies. You will be connected with SDSU Police.

#### ✓ EMERGENCY NOTIFICATION

- Information about a campus emergency will be initiated as soon the situation allows and may be communicated using a variety of methods, including text message, outdoor loud speakers, SDSU Home page, recorded emergency information line.
- **Signup to receive emergency notification via text message** at [www.sdsu.edu/ealert](http://www.sdsu.edu/ealert).
- Outdoor loud speakers may not be audible indoors; refer to the SDSU Home page at [www.sdsu.edu](http://www.sdsu.edu) for information and updates.
- Program the recorded Emergency Information Line, 1-866-794-8832 into your cell phone.

### WHAT TO DO DURING A DRILL OR AN ACTUAL EMERGENCY

#### ✓ BUILDING ALARM – EVACUATE

#### ✓ FIRE – EVACUATE

#### ✓ POWER OUTAGE – EVACUATE IF INSTRUCTED TO DO SO

#### ✓ EARTHQUAKE – DROP, COVER, AND HOLD ON UNDER A DESK OR AGAINST AN INSIDE WALL (PROTECT HEAD AND NECK)

#### ✓ HAZARDOUS MATERIAL RELEASE (INDOORS) – EVACUATE

#### ✓ HAZARDOUS MATERIAL RELEASE (OUTDOORS) – SHELTER IN PLACE

#### ✓ EVACUATION PROCEDURES

- Evacuate using the nearest exit.
- Secure any hazardous materials or equipment before leaving.
- Take personal belongings.
- WALK – DO NOT RUN. DO NOT USE ELEVATORS.
- Assist individuals with disabilities.
- Assemble at the building evacuation assembly point unless otherwise instructed.
- Provide emergency personnel with relevant information.
- Remain at evacuation assembly point and do not re-enter building until authorized by emergency personnel.

#### ✓ SHELTER IN PLACE PROCEDURES

- Stay inside the building or proceed to a safe place.
- If you are in a room with a door, make sure the door is closed.
- If applicable and time permits, lock doors and silence cell phones.
- 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.

#### ✓ ACTIVE SHOOTER / VIOLENT INTRUDER – SHELTER IN PLACE OR EVACUATE IF SAFE TO DO SO

**NOTE: SHELTER IN PLACE AND EVACUATION PROCEDURES ARE DIFFERENT FOR THIS TYPE OF SITUATION. REVIEW ACTIVE SHOOTER RESPONSE PROTOCOL AT [www.police.sdsu.edu](http://www.police.sdsu.edu) OR CALL UNIVERSITY POLICE AT 594-1991 TO SCHEDULE A PRESENTATION FOR YOUR CLASS.**