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.

  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.
  ➢ Outdoor loud speakers may not be audible indoors; refer to the SDSU Home page at 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 OR CALL UNIVERSITY POLICE AT 594-1991 TO SCHEDULE A PRESENTATION FOR YOUR CLASS.