

SAN DIEGO STATE UNIVERSITY EMERGENCY CHECKLIST

WHAT TO DO *BEFORE, DURING, AND AFTER* AN EMERGENCY

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

BEFORE AN EMERGENCY

- ✓ Become familiar with campus Emergency Preparedness information and resources at www.sdsu.edu/prepare, including:
 - Emergency Phone Numbers
 - Emergency Procedures (*printable*)
 - Evacuation Assembly Points (*printable*)
 - Emergency Communications
 - **Signup to receive emergency notification via text message at www.sdsu.edu/ealert.**
 - Emergency Notification
 - **Outdoor loud speakers may not be audible indoors; refer to the SDSU Home page at www.sdsu.edu for information and updates.**
 - Emergency Operations Plan
- ✓ Become familiar with your building floor plans, building exits, and doors.
- ✓ Become familiar with your department safety coordinators.
- ✓ Maintain department phone trees.
- ✓ Maintain individual preparedness supplies (additional information is available at www.readysandiego.org).
- ✓ Complete a Department Emergency Plan (template available under Resources at www.sdsu.edu/prepare).
- ✓ Complete a Business Continuity Plan (template available under Resources at www.sdsu.edu/prepare).
- ✓ Cooperate during campus emergency drills.
- ✓ Share this information with students, faculty, and staff 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 evacuation assembly point by the safest route available.
- ✓ Take personal belongings.
- ✓ Walk; do not run. Do not use elevators.
- ✓ Assist individuals with disabilities.
- ✓ Provide emergency personnel with relevant information.
- ✓ Remain at the evacuation assembly point and do not re-enter building until authorized by emergency personnel.
- ✓ If you are SHELTERING IN PLACE^{*}, 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. *Due to the varying age of campus buildings, doors may lock manually, remotely, or not at all.*
- ✓ 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 or department safety coordinators.

*Evacuation and Shelter in Place procedures are different in the event of an active shooter or violent intruder. Review active shooter response protocol at www.police.sdsu.edu or call University Police, 594-1991 to schedule a presentation.

AFTER AN EMERGENCY

- ✓ Follow instructions from emergency personnel or department safety coordinators.
- ✓ Follow campus updates which may be communicated through a variety of methods (a list of campus communication methods is available at www.sdsu.edu/prepare).
- ✓ Refer to your Department Emergency 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 executive directors.
- ✓ Normal campus operations will resume as soon as possible following an emergency.