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](http://www.sdsu.edu/prepare), including:
  - Emergency Phone Numbers
  - Emergency Procedures *(printable)*
  - Evacuation Assembly Points *(printable)*
  - Emergency Communications
    - Sign up to receive emergency notification via text message at [www.sdsu.edu/ealert](http://www.sdsu.edu/ealert).
  - Emergency Notification
    - 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.
  - 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](http://www.readysandiego.org)).
- Complete a Department Emergency Plan (template available under Resources at [www.sdsu.edu/prepare](http://www.sdsu.edu/prepare)).
- Complete a Business Continuity Plan (template available under Resources at [www.sdsu.edu/prepare](http://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](http://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](http://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.