EMERGENCY PROCEDURES
SAN DIEGO STATE UNIVERSITY
Imperial Valley
(Calexico and Brawley)

EMERGENCY PHONE NUMBERS
CALEXICO POLICE DEPARTMENT • DIAL 9-1-1 FROM ANY PHONE
IMPERIAL VALLEY SHERIFF’S DEPARTMENT • DIAL 9-1-1 FROM ANY PHONE
PUBLIC SAFETY (NON-LIFE THREATENING • 24 HOURS) • CAMPUS PHONE 41991 • 619-594-1991
FACILITIES SERVICES (CUSTODIAL / UTILITY) • CAMPUS PHONE 65500

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.
Assist individuals with disabilities.
Assemble at your building’s 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
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.

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.

HAZARDOUS MATERIALS
If an emergency or if anyone is in danger call 9-1-1.
Move away from the site of the hazard to a safe location.
Alert others to stay clear of the area.
If outdoors, go indoors.
Close doors and windows.
Notify emergency personnel if you have been exposed or have information about the release.
For emergency chemical information (Safety Data Sheet):
1-800-451-8546 (3E Company)
Follow the instructions of emergency personnel.

FIRE
Activate nearest fire alarm and call 9-1-1.
Only use fire extinguisher for small fires.
Evacuate building, closing doors to contain fire.
Assemble at the building evacuation assembly point unless otherwise instructed.
Remain at evacuation assembly point and do not re-enter building until authorized by emergency personnel.

ACTIVE SHOOTER OR VIOLENT INTRUDER
Be aware of your surroundings and any unusual activity. Take note of emergency notifications (text messages, emails, and announcements).
If you are in a classroom or office stay there and lock the door or barricade the door with furniture. Remain quiet (silence cell phones) and evaluate situation.
If safe to do so, call 9-1-1 to notify police. If you cannot speak, leave the line open to allow the dispatcher to listen.
As a last resort, and only if your life is in imminent danger, attempt to disrupt or incapacitate the suspect by acting aggressively, throwing items, or yelling.
If there is an accessible escape path, attempt to evacuate the location. Leave personal items behind, keep your hands visible and empty, and follow instructions of law enforcement.

The above is based on the A.L.I.C.E. response program, designed to increase your chances of surviving an active shooter or violent intruder event on campus. The program utilizes five key components: Alert, Lockdown, Inform, Counter, and Escape - and encourages community members to take an active role in their own survival. Call University Police at 594-1991 to schedule an A.L.I.C.E. presentation for your department or class.

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EARTHQUAKE
DROP, COVER, HOLD ON 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. ALERT, LOCKDOWN, INFORM, COUNTER, AND ESCAPE - and encourages community members to take an active role in their own survival. Call University Police at 594-1991 to schedule an A.L.I.C.E. presentation for your department or class.

Additional campus and personal emergency preparedness information is available at www.sdsu.edu/prepare. Business and Financial Affairs, Risk Management (x45937) • Fall 2015