

EMERGENCY PROCEDURES

SAN DIEGO STATE UNIVERSITY

EMERGENCY PHONE NUMBERS

SDSU POLICE (LIFE THREATENING OR MEDICAL EMERGENCIES ▪ 24 HOURS) ▪ DIAL 9-1-1 FROM ANY PHONE

PUBLIC SAFETY (NON-LIFE THREATENING ▪ 24 HOURS) ▪ CAMPUS PHONE 41991 ▪ 619-594-1991

ENVIRONMENTAL HEALTH AND SAFETY (CHEMICAL SPILLS/TOXIC FUMES) ▪ CAMPUS PHONE 46778 ▪ 619-594-6778

FACILITIES SERVICES (CUSTODIAL/UTILITY) ▪ CAMPUS PHONE 44754 ▪ 619-594-4754

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. 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

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; turnoff light switches.

EMERGENCY NOTIFICATION

Official emergency information will be provided as soon as the situation allows.

Multiple methods of communication may be used to disseminate information to as many affected individuals as possible.

- SDSU Home page at www.sdsu.edu
- SDSU Urgent page at www.sdsu.edu/urgent
- Text message (signup at www.sdsu.edu/ealert)
- Outdoor loud speakers (may not be audible indoors; refer to www.sdsu.edu for information and updates)
- Email
- Emergency Info Line at 866-794-8832
- Facebook at www.facebook.com/SanDiegoState
- Twitter at www.twitter.com/SDSU

FIRE

Activate the nearest fire alarm and call 9-1-1.

Only use fire extinguisher for small fires.

Evacuate building, closing doors to contain fire. **DO NOT USE ELEVATORS.**

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.

HAZARDOUS MATERIALS

In 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) call 3E Company at 1-800-451-8346.

Follow the instructions of 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 SDSU 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.

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 or residence hall, stay in your seat or bed. **PROTECT HEAD AND NECK** with your arms or pillow.

After the shaking stops and if it is safe to exit the building, secure hazardous materials or equipment and move toward the nearest available exit. **DO NOT USE ELEVATORS.**

If outdoors, move away from buildings, trees, and exposed wires.

Assemble at the building evacuation assembly point unless otherwise instructed. Do not re-enter building until authorized by emergency personnel.