

# EMERGENCY PROCEDURES

## EMERGENCY



**CALL SDSU POLICE  
911**

**PUBLIC SAFETY  
X41991**

## FIRE



- Activate the nearest fire alarm
- Evacuate building, closing doors to contain fire. **DO NOT USE ELEVATORS**
- Call 911
- Only use fire extinguisher for small fires

## ACTIVE SHOOTER



**GET OUT!  
HIDE OUT!  
HELP OUT!  
FIGHT!**

## EARTHQUAKE



### **DROP, COVER, HOLD ON**

Get under a table or desk or against an interior wall until shaking stops

### **COVER YOUR HEAD AND NECK**

After shaking stops, check yourself and others for injuries

### **EVACUATION IS NOT AUTOMATIC**

Evacuate only if the fire alarm is sounding or if directed by emergency personnel

## BOMB THREAT



**Report all threatening calls to 911/SDSU Police**

### **Be sure to ask caller:**

- When is the bomb going to explode?
- Where is the bomb?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?
- Listen carefully and remember details to tell police

## MEDICAL EMERGENCY



- Call 911/SDSU Police
- Be ready to provide your location and describe the nature and severity of medical problem and provide gender and estimated age of victim
- Look for medical emergency medical ID on victim

## SHELTER IN PLACE

### **STAY IN BUILDING**

...close windows & doors, lock if equipped

- Move into an interior room away from windows
- Do not use the elevators
- Make note of who is there
- Remain in shelter until personnel announce "all clear!"

## HAZARDOUS SPILLS



- If immediate hazard exists, call 911/SDSU Police
- If contaminated, remove clothes and rinse with water for 15 minutes
- For small spills/those not involving immediate danger confine spill and call EH&S at 619-594-6778

## EVACUATION INFORMATION

- Take personal belongings (keys, book, wallet, etc...), if time permits
- Do not use elevator, use nearest stairs
- Follow directions given by Department Safety Coordinators and emergency personnel
- Assist persons with disabilities
- Every person **MUST** evacuate the building
- Go to designated evacuation point; do not return to building until instructed to do so by emergency personnel

Additional campus and personal emergency preparedness information is available at [www.sdsu.edu/prepare](http://www.sdsu.edu/prepare)