

## ARE YOU READY?

*While emergencies are relatively infrequent in the classroom, faculty, staff and students can certainly do things to be prepared.*

1. In an emergency, take charge of your students. Students are cultured to look to their instructor for guidance and direction.  
Be prepared to lead.
2. Be familiar with the emergency plan for the buildings you regularly occupy. Contact the dean's office to learn who the building coordinator is in each of your buildings.
3. Provide general emergency information to your class at the beginning of the semester. Adding emergency procedures to your syllabus is also very effective. Visit the Office of Emergency Services website at [www.sfsu.edu/emergency](http://www.sfsu.edu/emergency) for more information.
4. Follow the appropriate procedures for all building alarms or incident alerts. Make sure you and your students are enrolled in the campus Emergency Notification System.
5. Be sure that students with disabilities or special needs have the information they may require during an emergency.
6. Know how to report an emergency from the classroom, laboratory or your office.

### To Report an Emergency

Call the University Police at 338-2222 or 9-1-1. When calling on a cell phone, let the dispatcher know your exact location on campus. Program emergency numbers into your phone.

### Get Connected

Enroll in the campus Emergency Notification System to make sure you receive all emergency alerts. Faculty and staff members must log into [inside.sfsu.edu](http://inside.sfsu.edu) and select Human Resources, then click "My Emergency Contacts". Students must log into [www.sfsu.edu/student](http://www.sfsu.edu/student) and click on "Contact Information."

### IMPORTANT CAMPUS PHONE NUMBERS

|   |                 |
|---|-----------------|
| Police Emergency.....                           | 338-2222 or 911 |
| Police Non-Emergency.....                       | 338-7200        |
| Environmental Health & Occupational Safety..... | 338-1449        |
| Student Health Services.....                    | 338-1251        |
| Counseling and Psychological Services.....      | 338-2208        |
| Housing and Residential Services.....           | 338-1067        |
| Disability Programs and Resource Center....     | 338-2472        |
| Parking and Transportation.....                 | 338-1441        |
| General University Number.....                  | 338-1111        |
| Campus Escort.....                              | 338-7200        |
| Anonymous Crime Tips.....                       | 338-3030        |
| Lost and Found.....                             | 338-2306        |
| University Communications.....                  | 338-1665        |

# FACULTY GUIDANCE FOR EMERGENCIES



## Important Information for SF State Faculty



Office of Emergency Services

SF State University Police  
(415) 338-7200

For more information visit  
[www.sfsu.edu/emergency](http://www.sfsu.edu/emergency)

*By failing to prepare, you are preparing to fail.*  
Benjamin Franklin

## HOW TO SHELTER IN PLACE

*Sheltering in place is a protective action taken inside a building, to minimize injury during civil unrest, a hazardous spill, severe weather, threat of violence, or to provide time for safe evacuation.*

### STOP CLASS

1. Let students know that you are in charge and that they must follow your direction.
2. Tell students to stay in the classroom for their own safety.
3. Close, lock and barricade the door, if you suspect an active shooter or other threat of violence.
4. Turn off lights and cover windows that provide a view into the room from the outside.
5. Stay away from windows and doors if at all possible.
6. Seek protective cover, or concealment under or behind furniture.
7. Turn cell phones to mute or vibrate so that you don't make noise, but you can still receive emergency messages silently.
8. DO NOT answer the door.
9. DO NOT exit the room until instructed by police or emergency personnel.
10. Try to remain calm and develop a plan of escape, or attack -- only as a last resort.
11. Stay alert to your surroundings to better determine possible next steps.
12. If confronted by an attacker, work as a group to overtake and disarm this individual. Be belligerent. Be more aggressive than you ever imagined! The element of surprise will be on *your* side.

**Be  
Belligerent**

**Be  
Aggressive**

## ACTIVE SHOOTER

*If an armed person enters the building, or you hear gunfire, take immediate steps to protect yourself and your students.*

### STOP CLASS

1. Let students know that you are in charge and that they must follow your direction.
2. If you can safely leave the danger area, do so quickly. Make mental notes of what you observe as you escape.
3. Immediately notify the University Police Department (UPD) of what's happening, at 338-2222 or 9-1-1.
4. As you leave the area, tell others you encounter to leave as well.
5. DO NOT activate a fire alarm to warn others. This may expose more people to the gunman.
6. Stay out of sight by taking shelter in another university building if possible.
7. Follow instructions from the campus Emergency Notification System on your cell phone, via text, TTY and email. Also monitor the campus website and Twitter @SFState\_News for official updates.
8. Listen for emergency messages over the outdoor public address system.
9. When police arrive, follow their instructions and remain available to answer questions.
10. Let rescuers know if you or others are injured. Emergency medical personnel will be called to treat any physical injuries, so do not leave campus until you are treated.
11. Mental health resources will be made available to provide support services in coping with post event stress.



## BUILDING EVACUATION

*In the event of a fire or other emergency that requires evacuation, take immediate action to lead your classroom out of the building safely.*

### STOP CLASS

1. Let students know that you are in charge and that they must follow your direction.
2. When the building alarm sounds, tell students to collect their belongings and follow you out. Announce again that it is time to evacuate. This will reinforce the urgency of leaving.
3. Designate someone to quickly make sure everyone exits the classroom and the building. Let no one lag behind.
4. DO NOT use elevators. As you exit, immediately alert rescuers to the location of persons needing assistance to evacuate, usually at the top of stairwells.
5. In the event of fire, DO NOT attempt to extinguish the fire yourself, call 338-2222 or 9-1-1.
6. Once outside, assemble at your assigned assembly area, or as directed by building emergency personnel. Count your students and stay together until the *All-Clear*. You will then decide if your class resumes or dismisses for the day, based on conditions.
7. DO NOT re-enter the building for any reason until given the *All-Clear* by building emergency personnel or UPD.
8. During an earthquake, exit a building only after you are sure that shaking has stopped. Most injuries occur when people are entering or exiting a damaged structure.

**Let no  
one lag  
behind**