

ARE YOU READY?

While emergencies are relatively infrequent on campus, faculty, staff and students can certainly do things to be prepared.

1. In an emergency, take action to keep yourself and others safe. As state employees, we are also Disaster Service Workers, and may be called upon to provide assistance during an emergency. *Be prepared to do your part.*
2. Be familiar with the emergency plan for the building where you work. Find out who the building coordinator is in your building or workplace, and volunteer to be a member of the Building Emergency Team.
3. Participate in all campus drills and emergency exercises. Take advantage of emergency training and information available on campus. Visit the SF State Office of Emergency Services website at www.sfsu.edu/emergency for more information.
4. Follow the appropriate procedures for all building alarms or incident alerts. Make sure *you* and *your coworkers* are enrolled in the campus Emergency Notification System.
5. If you or a coworker has a disability or may need assistance during an emergency, make sure the workgroup knows how best to support you.

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 and select Human Resources, then click “My Emergency Contacts”. Students must log into 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

STAFF GUIDANCE FOR EMERGENCIES



Important Information for SF State Staff



Office of Emergency Services

SF State University Police
(415) 338-7200

For more information visit
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 WORKING

1. Listen for instructions over the outdoor public address system, the Emergency Notification System on your cell phone, via text, TTY and email, or from building emergency personnel and the University Police Department (UPD).
2. If you suspect an active shooter or other threat of violence -- close, lock and barricade the door.
3. Turn off lights, and cover windows that provide a view into the room from the outside.
4. Stay away from windows and doors if at all possible.
5. Seek protective cover, or concealment under or behind furniture.
6. Turn cell phones to mute or vibrate so that you don't make noise, but you can still receive emergency messages silently.
7. DO NOT answer the door.
8. DO NOT exit the room until instructed by police or other emergency personnel.
9. Try to remain calm and develop a plan to escape, or attack – only as a last resort.
10. Stay alert to your surroundings to better determine possible next steps.
11. 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 alert others nearby.

STOP WORKING

1. If you can safely leave the danger area, do so quickly. Make mental notes of what you observe as you escape.
2. Immediately notify the University Police of what's happening, at 338-2222 or 9-1-1.
3. As you leave the area, tell others you encounter to leave as well.
4. DO NOT activate a fire alarm to warn others. This may expose more people to the gunman.
5. Stay out of sight by taking shelter in another university building if possible.
6. 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.
7. Listen for emergency messages over the outdoor public address system.
8. When police arrive, follow their instructions and remain available to answer any questions.
9. Let rescuers know if you are injured. Emergency medical personnel will be called to treat any physical injuries, so do not leave campus until you are treated.
10. 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 get yourself and others out of the building safely.

STOP WORKING

1. When the building alarm sounds, collect your belongings and announce that it is time for everyone to evacuate. This will reinforce the urgency of leaving.
2. Make sure everyone in your office or work area evacuates. Let no one lag behind.
3. DO NOT use elevators. As you exit, immediately alert rescuers or building emergency personnel to the location of persons needing assistance, usually at the top of stairwells.
4. In the event of fire, DO NOT attempt to extinguish the fire yourself -- call 338-2222 or 9-1-1.
5. Once outside, assemble at your assigned assembly point, or as directed by building emergency personnel. Make sure everyone is accounted for and stay together.
6. DO NOT re-enter the building for any reason, until the *All Clear* is given, by building emergency personnel or UPD.
7. 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.
8. Not every campus building has an indoor public address system, so be sure to listen for emergency messages over the outdoor public address system and through the Emergency Notification System.

**Let no
one lag
behind**