

## ARE YOU READY?

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

1. In an emergency, listen for direction from your instructor. Take action to keep yourself and others safe. You may be called upon to assist others in time of need.  
*Be prepared to do your part.*
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. Many instructors provide general emergency information to their classes at the beginning of the semester. Adding emergency procedures to the 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* are enrolled in the campus Emergency Notification System.
5. If you or a fellow student has a disability or may need assistance during an emergency, make sure your instructor 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. Students must log into [www.sfsu.edu/student](http://www.sfsu.edu/student) and click on "Contact Information." Faculty and staff members must log into [inside.sfsu.edu](http://inside.sfsu.edu) and select Human Resources, then click "My Emergency Contacts".

### 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

# STUDENT GUIDANCE FOR EMERGENCIES



## Important Information for SF State Students



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 AND LISTEN

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

**Be  
Belligerent**

**Be  
Aggressive**

13. 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.

## ACTIVE SHOOTER

*If an armed person enters the building, or you hear gunfire, take immediate steps to protect yourself and report what's happening.*

### STOP AND LISTEN

1. Your instructor is in charge and you must follow their 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 UPD of what's happening, at 338-7222 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 exit the building quickly and safely.*

### STOP AND LISTEN

1. Your instructor is in charge and you must follow their direction.
2. When the building alarm sounds, collect your belongings and exit quickly and safely.
3. Make sure your friends and classmates exit 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, follow your instructor to your assigned assembly area, or a location designated by building emergency personnel.
7. At the assembly point, your instructor will count students. Stay together until the *All-Clear*. Do not leave until your instructor dismisses you.
8. DO NOT re-enter the building for any reason until given the *All-Clear* by building emergency personnel or UPD.
9. After the All-Clear, your instructor will determine if class can resume or be dismissed for the rest of the day, based on conditions.
10. During an earthquake, exit a building only after you are sure that shaking has stopped. Most injuries occur while people are entering or exiting a damaged structure.

**Let no  
one lag  
behind**