

Emergency!

How to prepare for and respond to a crisis in your office or classroom

IN CASE OF EMERGENCY, DIAL 911

(When calling from a mobile phone, please inform the operator that you are on the SF State campus, including building name, floor and room number if possible.)

1 Prepare

- **Locate the nearest exit.** Identify alternate exits as well.
- **Locate the nearest fire alarm pull station.** Don't hesitate to pull the alarm in the event of an emergency.
- **Know your building emergency plan** and emergency staff. Know how to evacuate your classroom, office or building. (Contact your Building Emergency Coordinator for more information... see back of card.)
- **Build your own office survival kit.**
- **Develop your own office or classroom evacuation plan.**

2 Evacuate

- **Evacuate** the building for all alarms.
- **Think before you leave.** Building evacuations can last for extended periods of time. Take your keys, coat, wallet or purse, medication, mobile phone. Shut down your computer, lock your desk, close your windows.
- **Stay calm.** Leave your office or classroom in an orderly fashion, following the directions of building emergency staff.
- **Stay put.** Once outside, move away from the building and stay in one location.
- **Do not re-enter the building or leave campus** until notified by University Police or emergency staff.

3 Help

- **Help others** to evacuate the building in a calm and orderly fashion.
- **Assist people with injuries.** Help people who are injured exit the building and bring them to building emergency staff or emergency responders as soon as possible. If they are unable to exit the building, note their location, continue to exit the building and IMMEDIATELY contact the building emergency staff or emergency responders and advise them of the situation.
- **Assist people with disabilities** if they have trouble exiting the building. If they are unable to exit, immediately contact the building emergency staff or University Police.
- Supervisors should **verify that all employees have left the office** and evacuated the building.



For more information, please visit www.sfsu.edu/emergency

Emergency Coordinators

Building	Emergency Coordinator	Ext	Room
Administration Building	Kit Bomar	81323	ADM 354
Business	Larry Low	82666	BUS 321
Burk Hall	Seanchan Owen	86920	BH 254
Corp Yard	Robert Hutson	82125	CORP YARD 102A
Creative Arts	Brian Weiner	81364	CA 10
Lakeview Center	Geri Tischer	87175	Lakeview Center 118
Fine Arts	Brian Weiner	81364	CA 10
Gym	Jim Breheney	86354	HSS 204
Housing	David Rourke	81822	MWH
Humanities	Paul Sherwin	81541	HUM 484
H.S.S.	John Cleary	81066	HSS 376
Library	Matt Blevin	81639	LIB 602C
Police Department	Kirk Gaston	82283	PUBSAF
Psychology	Kathleen Mosier	81059	PSY301
Science/Thornton/Hensill	Mike Blagoyevich	82385	TH 310
	Linda Vadura	86892	TH 216
Student Center	Tony Hayward	81250	SC C134
Student Health	Alistair Smith	81759	SHS Director's Office
Student Services	Rita Walsh-Wilson	83459	SSB 402
University Park North & South	Mark Goodrich	83971	UPN

Important campus phone numbers

Police Emergency	911
Police Non Emergency	338-7200
Environmental Health and Occupational Safety	338-1449
Student Health Service	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
Public Affairs	338-1665



For more information, please visit www.sfsu.edu/emergency