

Basic Emergency Preparedness Information

Reporting Injuries and Incidents

Report all injuries, hazards, or potential hazards to your Group Leader or Conference Services Manager

Report security related matters to your Group Leader or Conference Services Manager

Life Threatening Emergencies

University Police is campus first responder

Call University Police, Dial "911", (619-594-1991 for non-emergency assistance)

Provide specific details to expedite response

Hazardous Materials

Specific training is required when working with hazardous materials

Review and discuss safety information with your supervisor before handling hazardous chemicals, processes, or using equipment

Emergency Preparedness

Be familiar with campus emergency procedures and the Emergency Preparedness Website
<http://bfa.sdsu.edu/emergency/>

Review the Emergency Procedures Poster

<http://bfa.sdsu.edu/safety/emergency/emereprep/docs/EmergencyPosterIVC.pdf>

<http://bfa.sdsu.edu/safety/emergency/emereprep/docs/EmergencyPosterMain.pdf>

Keep exit paths clear of chairs and other items

Be aware of:

The evacuation routes (primary & backup) you would use to get out of the building

The assembly points (primary & backup) that you would report to outside of the building

When the fire alarm is activated everyone is required to evacuate and go to the designated assembly point indicated on the Emergency Procedures web site

<http://bfa.sdsu.edu/safety/emergency/emereprep/docs/assempts-3.pdf>

<http://bfa.sdsu.edu/safety/emergency/emergprep/docs/assemmap.pdf>

During regular SDSU business hours, Safety Coordinators are identified with a yellow vest and a yellow flag at the assembly point

After evacuating stay with your group and report to a Safety Coordinator (if on site) at the assembly point

Stand clear of the buildings while at the assembly point and do not block fire access lanes

Occupants cannot re-enter the building until advised by University Police or a Safety Coordinator (if on site)

Smoking on campus is prohibited