

# EMERGENCY RESPONSE GUIDE

## EVACUATION

- When building evacuation is ordered, fully cooperate with Public Safety and:
- Evacuate in a safe, orderly manner on the closest exit
- Help others who need assistance

- Do not use elevators or escalators
- Take personal belongings, if time permits
- DO NOT ENTER THE BUILDING UNTIL PUBLIC SAFETY GIVES THE ALL CLEAR SIGNAL**

## ACTIVE SHOOTER

When someone has entered a building/area and started shooting, the following are a list of actions that are recommended only if you feel **SAFE** to do so:

1. Exit the building immediately only if it is **SAFE** to do so.
2. Safely notify anyone you may encounter and have them exit the building immediately.
3. Call 911.

If you do NOT feel it is **SAFE** to immediately exit the building/area, the following actions are recommended:

1. Go to the nearest room or office.
2. Close and lock the door. If there is not a lock on the door, try to quickly barricade the door or block the door with something.

3. Cover the door windows.
4. Keep quiet, silence cell phones, and cut up if you are in the room.
5. DO NOT answer the door.
6. Call 911.
7. Wait for emergency personnel to help you out of the building or for further instructions.

In other situations, if possible, provide dispatch the following information:

- a. Your name
- a. Your location - be as specific as possible
- a. Number of shooter(s), if known
- a. Identify shoe and/or description of shooter(s), if known
- a. Number of people involved

## CHEMICAL SPILL

- Immediately inform all to leave the area.
- If the chemical comes in contact with any person:
  - Remove contaminated clothing.
  - Rinse eyes with water for at least 15 minutes.
  - Take exposed area with water.
  - Flush mouth with soap and water.
- Call 911 and inform operator of type & amount of chemical spill.
- Do not clean spill without proper training.

## FIRE

- Evacuate the building.
- Assist anyone needing help.
- Pull the fire alarm on your way out of the building.
- Call 911 from a safe place.
- Go to the designated meeting place outside.
- IF TRAPPED IN YOUR BUILDING:**
  - Remain in your room.
  - Try to seal the door of your room to prevent smoke from entering.
  - Call 911 and let them know your situation.
  - Open a window & signal for help.

## RADIOACTIVE SPILL/ BIOLOGICAL THREAT

- Call 911.
- Evacuate those not affected.
- Continue awareness for monitoring.
- Those exposed should not leave the area until instructed.
- If possible, contain/cover contamination to prevent spread.
- Do not let anyone enter the contaminated area.

## BOMB THREAT

- Obtain as much information as possible.
- Meet the fire team.
- DO NOT STAND BY.
- Use another line to call 911.
- Notify 911 to evacuate the building.

## Campus Emergency

# 911

Department of Public Safety  
Non-Emergency 453-OP51 (3371)  
[www.dps.sdsu.edu](http://www.dps.sdsu.edu)

## SHELTER-IN-PLACE

Follow the instructions given by your BERT members (wearing anti-mask).

- Go to lowest level, lowest level interior hallway or designated shelter area.
- Take personal belongings.
- Stay away from exterior windows and doors.
- Shelter-in-place until your BERT member gives the all clear signal.

**IF YOU ARE RESPONSIBLE FOR ANY BOMB SACKS, SCANNER OR OTHER WEATHER SACKS, TAKE IT WITH YOU.**

## EARTHQUAKE

### TAKE ACTION QUICKLY

- Get under a desk, table, or other heavy furniture, bracing and move with it.
- Brace yourself in a doorway in a position where a swinging door cannot hit you.
- Move against an interior wall and kneel or sit and cover yourself with your arms (crouching best).
- Beware of broken glass, etc.
- Call 911 if there is significant damage to your building or if anyone is hurt.
- Help others in need.
- Evacuate when it is safe.

## TORNADO WARNING

- Follow Shelter-In-Place instructions.
- Stay away from windows.
- Avoid large open spaces.
- Do not leave your building unless instructed to do so.
- apex/a, horizontal**
- Help others in need.
- Arrive clear will be given when it is safe.

## B. E. R. T. BUILDING EMERGENCY RESPONSE TEAM [www.bert.sdsu.edu](http://www.bert.sdsu.edu)

TEAM LEADER	ROOM	PHONE

TEAM MEMBER	ROOM	PHONE

## BUILDING SHELTER

## SIGNALS

Emergencies where are tested at 10:00 AM on the 1st Tuesday of each month.

The signals are:

- URGENT BLAST - Tornado(s)
- RED ALARM - FOR ANY OTHER

Listen for tones at:

- City of Carlsbad - 601/100
- WSDS - 940/100

SDS Emergency Notification System

(SDS) Radio System

Scanners are tested at 10:00 AM on the 1st Tuesday of each month.

## MEDICAL EMERGENCY

- Call 911.
- Avoid treating a seriously injured person except to get help.
- Do not move the person unless the life is in danger.
- Expect to transfer to nearby hospital before police.

## INSTRUCTIONS FOR INDIVIDUALS WITH DISABILITIES

### BEFORE AN EMERGENCY

- Inform Public Safety of your circumstances and request a brief meeting to discuss any emergency response accommodations needed.
- Find two or three BERT "buddies" who are willing to help you in the event of an emergency.
- Develop two escape plans and ensuring help is available and you ensuring it is not.

### DURING AN EMERGENCY

- If needed, call on one or two of your buddies to help.
- If buddies are not available, call 911 and tell them where you are and what is needed.

## POLICE EMERGENCY

If you discover a crime in progress:

- Call 911.
- Remain where you are until contacted by a police officer.

**DO NOT ATTEMPT TO APPREHEND OR INTERVIEW WITH A CRIMINAL EXCEPT IN SELF DEFENSE.**

- It is safe to do so, try to get a detailed description of the criminal.
- Take personal items a vehicle, note its license number.

## LETTER/PACKAGE

- Call 911.
- DO NOT handle the package.
- Leave the room and close the door.
- Wash hands.
- Identify & isolate all who came in contact.
- DO NOT go to emergency room.

# Emergency Response Guide 128

**U.S. Department of Transportation**

A red circular graphic with a gradient, appearing as a partial circle or a stylized arrow pointing to the right, located to the right of the U.S. Department of Transportation text.

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## **Table of Contents Emergency Response Guide 128**

1. Understanding the eBook Emergency Response Guide 128
  - The Rise of Digital Reading Emergency Response Guide 128
  - Advantages of eBooks Over Traditional Books
2. Identifying Emergency Response Guide 128
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Emergency Response Guide 128
  - User-Friendly Interface
4. Exploring eBook Recommendations from Emergency Response Guide 128
  - Personalized Recommendations
  - Emergency Response Guide 128 User Reviews and Ratings
  - Emergency Response Guide 128 and Bestseller Lists
5. Accessing Emergency Response Guide 128 Free and Paid eBooks
  - Emergency Response Guide 128 Public Domain eBooks
  - Emergency Response Guide 128 eBook Subscription Services
  - Emergency Response Guide 128 Budget-Friendly Options

6. Navigating Emergency Response Guide 128 eBook Formats
  - ePub, PDF, MOBI, and More
  - Emergency Response Guide 128 Compatibility with Devices
  - Emergency Response Guide 128 Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Emergency Response Guide 128
  - Highlighting and Note-Taking Emergency Response Guide 128
  - Interactive Elements Emergency Response Guide 128
8. Staying Engaged with Emergency Response Guide 128
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Emergency Response Guide 128
9. Balancing eBooks and Physical Books Emergency Response Guide 128
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Emergency Response Guide 128
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Emergency Response Guide 128
  - Setting Reading Goals Emergency Response Guide 128
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Emergency Response Guide 128
  - Fact-Checking eBook Content of Emergency Response Guide 128
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements

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