



Faculty and Staff Emergency Procedure Handbook

**University of San Diego (USD)
Public Safety – Emergency Management
5998 Alcalá Park
San Diego, CA 92110**

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Faculty and Staff Emergency Procedure Handbook

The purpose of this handbook is to provide a quick resource guide for Faculty and Staff to follow for emergency situations (see also Appendix on personal emergency preparedness). For questions regarding emergency procedures contact the Emergency Manager at x2205.

If you have any questions or would like further guidance please contact:

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Before an Emergency Happens...

In a major emergency, 9-1-1 and the campus phone lines may be overwhelmed and students, faculty, and staff may need your assistance. Before an emergency occurs is the best time to become familiar with evacuation processes, Emergency Evacuation and Assembly Points, and other procedures contained in this handbook.

Another important resource to subscribe to before an emergency is the Campus Alert system. This is our primary means of sending emergency mass notification information via email, text message, and voicemail.

Current versions of the Campus Alert system allow students, faculty, staff, and visitors to register phone numbers and email addresses to be contacted during an emergency. Registration takes no more than five minutes and all personal information is confidential. On a periodic basis you should also verify that your emergency contact information is current by reviewing information registered in the Campus Alert system.

In preparation for major disasters, organized Community Emergency Response Team (CERT) training is available locally through the City and County of San Diego Fire Departments, and the local emergency manager for each city in San Diego County. First Aid, AED or other first response training that would be beneficial in an emergency to support campus emergency response efforts is offered by Public Safety. Please call Public Safety to request and/or schedule a course from one of our officers certified to teach these courses.

Last but not least, all members of the campus community should review the Personal Preparedness page included in the Appendix (Page 24) to take the simple steps that will help you as an individual be ready to meet any emergency.

Emergency Phone Numbers and Emergency Communications

For reporting crimes and emergency incidents:

Public Safety:	(619) 260-2222
Ambulance:	2-2-2-2 then 9-1-1
Fire:	2-2-2-2 then 9-1-1
Paramedics:	2-2-2-2 then 9-1-1
Police Department:	2-2-2-2 then 9-1-1

For reporting non-emergency incidents:

Public Safety:	(619) 260-7777
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**Note – calling 9-1-1 on the University of San Diego campus:*

Who to Call First?

We encourage people to call Public Safety first (2-2-2-2). Public Safety can get an officer on scene much faster and direct incoming emergency units where they need to go. Making the determination who to call first is important to ensure prompt response.

While Public Safety officers respond to your needs, any other needed agencies such as police, fire, medical, etc., will be directed to the location as needed by the Public Safety dispatcher. Public Safety officers will clear the way and guide other emergency service providers to the exact location. You will get service faster if your call goes to Public Safety first.

Emergency Communications

The USD Campus Alert system, through Regroup, is our primary means of sending emergency mass notification information via email, text message and voicemail. Some examples of the types of information you might receive in an emergency are:

- Local emergency advisories, evacuation order, hazardous conditions, etc.;
- Campus closure for any reason; or
- To avoid a certain area of campus because of a localized emergency

Many of these situations require rapid response and notification and the USD Campus Alert system is the primary method to accomplish this. **The USD website** will also be utilized to provide information concerning the emergency and how to respond.

Active Assailant (Immediate Vicinity)

Be aware of your surroundings and immediately take action.

Three words to remember are **RUN**, **HIDE**, or **FIGHT**.



If outside:

- **RUN** away from buildings if it is safe to do so or off campus in a zig-zag pattern if a safe path is available. Encourage others to leave with you. Leave the area even if others will not go.
- Seek cover.
- Prevent others from entering the danger zone and call 2-2-2-2 only when you are in a safe area.

If inside:

- **RUN** out of the building if it is safe to do so, even if others will not go.
- Get as far away from the campus as possible.
- Prevent others from entering the area and call 2-2-2-2 only when you are in a safe area.

OR

If inside and cannot escape:

- **HIDE** – if evacuation is not possible, stay in your room or get inside a secure room.
- Lock and secure the door (lock, barricade, wedge, straps, etc.), block entry to your hiding place.
- Cover windows and turn off all lights. Silence cell phones, as they can give away your location.
- Stay on floor behind an interior barricade, offset from the door or **HIDE** the best that you can.
- Do not bunch up – separate and create space around other people (grouping increases risk).
- Turn phones to vibrate and check frequently for Campus Alert notifications

- Call 2-2-2-2 if you know the location, description or identity of the assailant(s)
- Remain quiet and calm; prepare for an evacuation.
- As a last resort and only when your life is imminent danger:
- **FIGHT-** work with others or alone using improvised weapons to act with physical aggression against the assailant. Commit to your actions.

When law enforcement arrives:

- Put down any objects in your hands (i.e. bags, jackets, cell phones, etc.)
- Raise your hands and spread your fingers.
- Keep hands visible at all times.
- Avoid any quick movements in the officer's presence.
- Avoid pointing, screaming, or yelling.
- Do not stop to ask officers for help while evacuating.
- Follow ALL instructions or orders given to you by law enforcement (do not argue, debate, or engage the officers in discussion).

Bomb Threats

If you receive a bomb threat by telephone:

1. Stay calm and try to keep your voice calm.
2. Pay close attention to details. Talk to the caller to obtain as much information as possible.
3. Ask questions and take notes such as:
 - What does the caller's voice sound like?
 - What type of language did the caller use?
 - What exactly did the caller say?
 - What was the background sound?
4. Contact Public Safety at 2-2-2-2 immediately and follow their instructions.

If you receive a threatening note:

Contact Public Safety at 2-2-2-2 and relay the bomb threat letter or note information. Follow any instructions the Officer gives you.

If you are told by emergency responders to evacuate the building:

Follow the evacuation procedure with the additional actions:

- Check your work area for unfamiliar items. Do not touch suspicious items; report them to campus authorities.
- Take personal belongings when you leave.
- Leave doors and windows open; do not turn light switches on or off.
- Use stairs only; do not use elevators.
- Move well away from the building and follow instructions of emergency responders.

Civil Disturbance

If a civil disturbance should turn threatening:

Most campus demonstrations are peaceful and people not involved should attempt to carry on business as usual. If a disturbance seems to threaten the occupants of a building, call Public Safety at 2-2-2-2 immediately and take the following actions:

- Alert all persons in the area of the situation.
- Lock all doors and windows.
- Close blinds to prevent flying glass.
- Move building occupants to an interior or windowless room, if possible.
- If necessary, your department may decide to cease work operations.
- If necessary to evacuate, follow directions from Public Safety.
- If an evacuation occurs, meet at the designated evacuation meeting point and await further instructions and information.

Criminal or Violent Behavior

These procedures are for on-campus incidents only, the San Diego Police Department should be contacted for emergencies and crimes-in-progress that occur off-campus. For an active assailant situation (active, violent assault with weapon) on campus, see page 6.

Reporting serious incidents:

Immediately call Public Safety 2-2-2-2 or go to any blue phone and push the red button if you are the victim of, or witness, to any of the following:

- Assault
- Verbal or other threat of bodily harm
- Suspicious activity
- Crimes in progress
- Weapons violations
- Activities presenting a serious risk to the individual or others

Reporting less serious incidents:

To report non-emergency crimes (such as vandalism, parking violations, etc.) or for general questions, call Public Safety at 7-7-7-7, 24 hours a day.

Reporting suspicious behavior:

- If you notice something or someone suspicious on campus, note the location and description of the person(s) involved.
- Do not confront them and contact Public Safety at 2-2-2-2.

When reporting a crime:

Be sure to provide the following information to the dispatcher:

- Nature of the incident
- Location of the incident
- Description of the person(s) involved
- Be specific (features, clothing, etc.)
- Description of the property involved
- If the suspect has left the scene, their last known path and means of travel

Earthquake

Before an Earthquake:

- Know the exit routes, assembly points and the location of the first aid kits within your building.
- Secure heavy furniture, equipment and bookshelves (contact Facilities to have classroom and office items earthquake secured). Do not place glass or heavy equipment over your desk.
- Become First Aid/CPR/AED trained. Public Safety periodically offers courses. Training is also offered locally through local community agencies such as the fire department or non-profit groups such as the Red Cross.

If inside a building when an earthquake occurs:

- **DROP** under the nearest sturdy object and hold onto it until the shaking stops. If you are not near a sturdy object, make yourself as small as possible and cover your head and neck. If in a hallway, sit against the wall with your back against it.
- Avoid windows, filing cabinets, bookcases and other heavy objects that could fall or shatter.
- **COVER** - Stay under cover until the shaking stops. (Evacuate the building if told to do so by building staff or emergency responders and also evacuate if fire alarms sound, fire sprinklers are activated, there is an odor of natural gas, building integrity is in question or there are other potential hazards.)
- **HOLD ON!** – ride out the quake until the shaking stops.



NEVER attempt to flee or exit a building during an earthquake. You can be injured by falling debris (glass, building facades, roof tiles, etc., you can trip and fall - injuring yourself, be trampled by others, or put others at risk.

If outside when an earthquake occurs:

- Move away from trees, signs, buildings, electrical poles and wires.
- Protect your head with your arms from falling bricks, glass, plaster or other debris.
- Move away from fire and smoke.
- Do not enter buildings until advised to do so by building staff or emergency responders.

If in a car when an earthquake occurs:

- Stop in the safest place available, away from power lines and trees. Remain in the vehicle for the shelter it provides.

After an earthquake occurs:

- Prepare for aftershocks which can be greater than the initial quake and cause more damage.
- Contact Public Safety (2-2-2-2) if an emergency situation exists (injuries, fire, structural damage, etc.).
- Do not use candles, cigarette lighters or other light sources with flames as gas leaks might be present.
- If the evacuation alarm sounds, follow established building evacuation procedures.
- If trapped in a building, place a sheet or article of clothing outside the window as a marker for rescue crews and if there is no window, tap on the wall or if available, blow emergency whistle at regular intervals to alert emergency crews of your location.

Elevators

If you are inside of an elevator car during an elevator failure:

- If you are trapped in an elevator, use the emergency phone that connects to Public Safety.
- If the elevator emergency phone is not working, turn on the emergency alarm (located on the control panel) to signal your need for help.
- Remain calm as elevators have mechanical safety brakes which will operate even during power failures.

If you are not inside of the elevator and want to report an elevator failure:

- Contact Public Safety 2-2-2-2.
- Provide the building name, the floor, and whether anyone is trapped inside of the elevator.
- Reassure the person(s) inside of the elevator that Public Safety has been alerted.

Evacuation Procedures

Building occupants are required by law to evacuate the building when the fire alarm sounds or when directed to do so by emergency responders. Instructors are responsible to ensure that their students evacuate from the classroom safely.

Upon the sounding of a fire alarm or other evacuation alarm, all building occupants shall immediately leave the building and proceed to the designated building Emergency Assembly Point. Occupants will only be allowed to return when the building has been declared safe by emergency responders.

When evacuating your building:

1. Stay calm. Do not rush or panic.
2. Safely stop your work.
3. Take prescription medications, campus ID, car keys, purse, glasses, etc. with you if at all possible as it may be hours before you are allowed back into the building.
4. If safe, close your office door and window, but do not lock them.
5. Use the nearest safe stairs and proceed to the nearest exit. **Do not use the elevator.**
6. Proceed to the designated Emergency Assembly Point for the building you are in.
7. Wait for instructions from emergency responders.
8. Do not re-enter the building or work area until you have been instructed to do so by emergency responders.

Evacuation During Classroom Instruction

If an evacuation occurs during classroom instruction, the faculty member verifies the classroom is clear and equipment/processes that could create a hazard are shut down before meeting your students at that building's designated Evacuation Assembly Point. If safe to do so, and at the discretion of the instructor, students can be dismissed from there if it appears re-entry into the building will not be permitted for an extended period of time.

Evacuation for People with Disabilities

In all emergencies, after an evacuation has been ordered:

- Evacuate people with disabilities if possible. If not possible, assist them to an area of safe refuge, such as a stairwell landing or other designated area, and notify emergency responders of the location of the individual and what assistance they require.
- Do not use elevators, unless authorized to do so by Police or Fire personnel.
- Check on people with special needs during an evacuation. A 'buddy system' where people with disabilities arrange for co-workers or neighbors to alert and assist them in an emergency, if required, is a good method.
- Attempt a rescue evacuation only if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.

- Always ask someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved and whether there are any special considerations or items that need to come with the person.

People with Blindness or Visual Impairment:

- Give verbal instructions to provide advice concerning the safest route.
- Do not grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.

People with Deafness or Hearing Loss:

- Get attention of the person by touch or eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions to provide advice concerning the safest route.

People with Mobility impairment:

- It may be necessary to help clear the exit route of debris, if possible, so that the person with a disability can move to a safer area.
- If a person with mobility impairment cannot exit, they should move to a *safer area*, such as an enclosed stairwell or an office with a shut door which is a good distance from the hazard.

Before leaving the campus, faculty and staff will be expected to report to their respective departments before leaving the campus. By reporting before you leave, it provides your department with a record of who has left and who is still on campus for emergency contact purposes.

Those who have had CERT, First Aid, or other training that would be beneficial in an emergency are encouraged to volunteer to support the campus emergency response efforts. Volunteers may assist in support duties such as care and shelter services, messaging, traffic direction and crowd control. Those wishing to volunteer should await instructions and locations for field assistance centers.

Explosions

Explosions can be the result of chemical mishaps, utility problems, bombs or other situations.

If There Is an Explosion:


1. Take cover under sturdy furniture.
2. Stay away from windows.
3. Do not light matches or lighters.
4. Move well away from the site of the hazard to a safe location and evacuate the area as soon as it is safe to do so; following the established building evacuation procedures. While evacuating, activate the fire alarm by utilizing the pull station
5. As soon as in a safe location, contact Public Safety at 2-2-2-2 to report the location of the explosion and if there are injuries.

Fires

Building occupants are required by law to evacuate a building when the fire alarm sounds.

1. If you see a fire, inform people in the immediate area to evacuate.
2. Call 2-2-2-2 if safe to do so. Otherwise, activate the nearest building fire alarm to notify others, evacuate the building and proceed to the Evacuation Assembly Point and then call 2-2-2-2 from outside the building.
3. If the fire is small (wastebasket sized or smaller) and you have been trained to use a fire extinguisher, you may attempt to extinguish the fire. Make sure that you have a safe exit from the fire area and use the buddy system. To use a fire extinguisher, remember the acronym **P-A-S-S**:

- ◆ **P**ull the pin.
- ◆ **A**im the extinguisher at the base of the fire.
- ◆ **S**queeze the handle.
- ◆ **S**weep the extinguisher from side to side.







PORTABLE FIRE EXTINGUISHERS





IN CASE OF FIRE:

- Call the fire department immediately.
- Do not use an extinguisher without proper training.
- Know which extinguisher is correct for what type of fire.
- Only use portable extinguishers when the fire is contained to a small area.

FIRE CLASSIFICATION:

 A	Use for ordinary combustibles. Contains water.	 C	Use for electrical fires. Do not use water on these fires! Contains dry chemicals, carbon dioxide or halogenated agents to smother the fire with foam.
 B	Use for flammable liquids. Contains dry chemicals or halogenated agents to smother the fire with foam.	 D	Use for combustible metals. Contains special liquids or dry powder agent.

P. A. S. S. OPERATING PROCEDURE

 P	 A	 S	 S
PULL the pin. Hold the extinguisher with the nozzle pointing away from you, and release the locking mechanism.	AIM the nozzle at the base of the fire.	SQUEEZE the lever slowly and evenly.	SWEEP from side-to-side at the base of the flame.

4. When evacuating, move away from fire and smoke. Close doors and windows if time permits.
5. Touch closed doors and do not open them if they are hot. If the door through which you have to evacuate is hot, do not open it, place a wet cloth at the base to keep smoke from entering room and wait for the emergency responders.
6. Use stairs only. Do not use elevators.
7. Move well away from the building and go to your Evacuation Assembly Point.
8. Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

USD Fire/Life Safety Systems

- **Sprinkler System and water-flow detection devices** are present in many buildings on campus. Public Safety monitors the alarms for these devices.
- **Smoke detectors** are provided where required. If the battery-powered detectors are making sounds (a chirping sound at approximately one-minute intervals), it should be reported to Public Safety at 2-2-2-2.
- **Manually activated pull stations** are located at exit points of buildings that have fire alarm systems.
- If a **sprinkler head, heat detector, or pull station** is activated, an alarm will sound throughout the building. Some smoke detectors will also activate the building alarm. Monitoring of these devices is performed by Public Safety Dispatch.
- **Elevators equipped with a “Fire Alarm Elevator Recall System”** will activate when fire alarm activation occurs. The elevator car will come to a halt, and travel to the ground floor level where it will shut down with the doors locked open. When this occurs, only emergency personnel using an override key can use the elevator. Do not attempt to use the elevators to evacuate the building.
- **Emergency lighting** is provided in most buildings. Illuminated exit signs are provided throughout the buildings. The lighting will activate automatically in a power failure and can remain operational for several minutes.
- Many buildings (including residence halls) may be equipped with an **emergency power generator** that will activate when the electrical power is lost. The generator will supply power to the emergency lighting system as long as necessary to accommodate evacuation and Fire Department rescue and suppression activities.

Hazardous Material Incident

If you cause or witness a hazardous material spill always keep your own personal safety and the safety of others as your highest priority. *When in doubt, call Public Safety (at ext. 2-2-2-2).*

Assist injured or contaminated individuals

- Assist anyone contaminated by the spill, avoiding contact by using proper personal protective equipment. In the event of chemical contamination assist them to a safety shower/eyewash to wash off contamination.

Spill Response

If possible assess if the spill is non-hazardous or hazardous (non-hazardous chemicals are non-flammable, non-reactive, low volatility, and low toxicity). If unsure, treat the spill as hazardous.

For a small hazardous chemical spill (<1 liter or less) clean up **only** if you have been trained to manage the chemical safely, the spill does not have the potential to become an emergency in a short period of time, the spill is not in a corridor or common area and no exposure occurred. Students are not allowed to clean up chemical spills. All parties must feel safe participating in the cleanup. ***When in doubt, treat as a LARGE Spill.***

A large spill is any hazardous chemical spill greater than 1 Liter. ***If it is safe to do so...*** Attempt to contain the spill with absorbent material and shut down electrical equipment. *Do not put yourself in harm's way.* Notify others in the adjacent area to evacuate and contact Public Safety (2-2-2-2).

- If chemical exposure or contact occurred, use the emergency eyewash/shower to decontaminate the victim.
- If fire breaks out, pull fire-alarm pull-station to evacuate building.

Shelter-In-Place

A **Shelter-In-Place** order could be given should there be a danger in the nearby community that could present a threat to those on campus. Incidents could include natural gas leaks, hazmat spills, fires, predator in the neighborhood, etc. These types of incidents are potentially dangerous but typically don't pose an imminent threat unless you encounter the threat directly by being outside.

When instructed or when a Campus Alert message triggers a **Shelter-In-Place** order:

- SHELTER.** Go inside the nearest building or classroom and remain there. Lock the door. You are looking for enclosed protection from the outside. Instructors should quickly check halls and get students into classrooms. Instructors will keep all students in the classroom until the emergency is resolved or directed to evacuate by the Public Safety and/or emergency responders. In some instances, classes may continue to be held.
- SHUT.** Close all doors and windows. The tighter and more complete the seal the better. Close as many windows and doors between the outside and your shelter-in-place room as possible.
- LISTEN.** Remain quiet to hear critical instructions from Public Safety and/or emergency responders.
 - ◆ Continue classroom and work activities if directed it is safe to do so.
 - ◆ Do not release students or leave the shelter location until directed to do so by Public Safety and/or emergency responders.

ADDITIONAL STEPS FOR INSTRUCTORS AND STAFF IF APPROPRIATE:

- Advise students to **cover mouth and nose with a damp cloth** or handkerchief to protect from any airborne hazards.
- A school official (or student if no official present) should **close all vents, windows and turn off ventilation systems if possible.** *The goal is to keep inside air in and outside air out. Air conditioners and heating systems bring outside air in.*
- Turn off all motors and fans if possible.** *Still, non-moving air is best. Turn off anything that creates wind, generates extra heat, or could generate sparks.*
- Do not release students from the shelter location until the “all-clear” signal is given by a Campus Alert Message, Public Safety and/or emergency responders.**

Medical Emergency

All Public Safety Officers are CPR and First Aid trained and can provide immediate response to medical emergencies on campus.

Illness or Injury to Students

- Serious injury or illness to students that would prevent them from being transported by conventional means to the Student Health Center should be reported directly to Public Safety 2-2-2-2.
- Minor illness or injury after hours when the Student Health Center is closed should be reported to Public Safety. Public Safety will dispatch first responders to the scene to provide medical treatment and evaluate what level of further medical care is required.

Illness or Injury to Faculty, Staff, and Guests

- Request emergency medical assistance by contacting Public Safety 2-2-2-2.
- Treatment for job-related injury or medical illness may be obtained by contacting Public Safety 2-2-2-2. **Note:** the injured employee's supervisor and the Department of Human Resources must be contacted and an accident/incident form must be completed by the employee's supervisor for all job-related illness or injury (this form is obtained from the Department of Human Resources).

Psychological Crisis

- A psychological crisis exists when an individual is threatening harm to themselves, others or is out of touch with reality. A psychotic break may be manifested by hallucinations, uncontrollable behavior, or complete withdrawal.
- Contact Public Safety at 2-2-2-2 for assistance.
- If it is safe to do so, remain on the line until emergency personnel arrives.
- Never try to deal with a potentially dangerous situation by yourself.
- Report any suicide attempt to Public Safety so that the proper procedures may be followed in order to ensure the safety of the victim.

Automatic External Defibrillators (AEDs)

- AEDs have been placed throughout the USD campus. Campus staff members adjacent to AED stations are trained in CPR and AED use.

Utility System Failures

In the event of a major utility failure, call Public Safety at 2-2-2-2.

- Evacuate the building if the fire alarm sounds and/or upon notification by emergency responders. A major power outage may not in itself be destructive, but a possible resulting panic or fire could endanger life and property.
- In laboratory buildings, fume hoods do not operate during a power outage and most laboratories should not be used until the ventilation is properly restored. If fumes are detected after the ventilation system is restored, evacuate the area and call Public Safety.

Flooding Procedures

If flooding occurs:

- Cease using all electrical equipment.
- Call Public Safety at 2-2-2-2.
- If necessary, evacuate the building.

Gas Leak

If you smell natural gas:

1. Call Public Safety at 2-2-2-2.
2. Cease all operations immediately.
3. Do not switch lights on or off.
4. Evacuate the building.

Hot Water Piping / Steam Line Failure

In the event of a hot water piping or steam line failure:

1. Call Public Safety at 2-2-2-2.
2. Evacuate the building.

Air Quality Problems

- If chemical or other odors are detected, move to a safe location and call Public Safety at 2-2-2-2.
- If smoke is present, activate fire alarm system, evacuate the building and call Public Safety when at safe distance.

Appendix: Personal Preparedness

There are some simple steps you can take as an individual to help prepare to meet any emergency, whether a natural disaster or civil disturbance:

- Be sure that your department head has your correct current address, home phone number, and emergency notification information.
- Remember in a major emergency, it is expected that you will check in with the Building Safety Representative. If you leave the campus be sure to provide friends and family with contact information of where you will be for emergency contact purposes. Ensure that you have sufficient prescription medicine and other personal items with you at all times (e.g. in your car or office) to supply your needs for at least 3 days should it take you some time to get home. This includes enough water (1.5 liters per person, per day, for drinking), food (account for any special diet needs) and first aid supplies to support you for three days. Also keep a pair of comfortable walking shoes with you.
- Develop a personal emergency plan with your family/roommates. Be sure to include plans for your pets and those with special needs. Your pets depend on you for their care and safety, make sure you have at least one week of water and food for your pet(s).
- Establish an out-of-state telephone contact for all members of your family and close friends. This will serve as a clearing house for information if family members become separated. In an earthquake, out-of-state long distance lines often continue to function when local phones do not.
- If you have children, talk with your schools or day care providers about their emergency procedures.
- Make sure you have adequate supplies at home and in your car for emergencies:
 - Keep your car's gas tank at least half full at all times.
 - Be sure you have plenty of gas to get to your destination, even with major traffic delays.
 - Have enough cash on hand for several days' needs.
 - Keep adequate prescription medications on hand.
 - In your home emergency kit, always keep at least a 72 hour supply of food (pre-cooked canned goods, granola bars, etc.) and emergency water (minimum 1 gallon per person per day).
 - If applicable, remember pet food, diapers, a spare pair of prescription glasses.
 - Regularly check the batteries in your portable radios, smoke detectors, cell phones and flashlights and keep extra batteries on hand, or purchase a crank-type radio and flashlights.
 - Be sure the fire extinguishers in your home and car are properly charged.
 - Keep a change of clothes in your car and at work.
 - Regularly conduct drills to practice your plan.

- Know how to shut off utilities (gas, water, electricity) if necessary.
- Inventory your possessions using a video or still camera and store in a fireproof safe or safety deposit box.
- Collect important documents (insurance policies, home title, wills) and store them in a fireproof safe or safety deposit box.
- Have identification and important phone numbers accessible
- Program emergency contact numbers in your cell phone using ICE, ICE2, ICE3 (In Case of Emergency).
- If you normally use public transportation, consider making arrangements to ride with someone else as a contingency plan if public transportation is unavailable.
- If a decision is made to close or suspend operations on the campus, go directly to your planned destination via a familiar, well-traveled route. Do not make stops or side trips. When you get there, notify a relative or friend that you have arrived safely.

Evacuation Assembly Areas

The following is a list of USD buildings with their corresponding emergency evacuation assembly area. In the event an evacuation of the building you work or live in is required, proceed to the evacuation assembly area. Do not re-enter until the "All Clear" has been given. You may also find this list online at: (<https://www.sandiego.edu/emergency/procedures/evacuation/assembly-areas.php>).

BUILDING NAME	ASSEMBLY AREA LOCATION
Avila and Durango	Parking lot near West Parking Structure
Belanich Engineering Center (BEC)/Loma Hall	South & East Parking Lot
Bradford Lee Bosley Cafe and Fitness Center	Front of Mata'yuum Crossroads
Coronado and Barcelona	Parking lot near West Parking Structure
Camino Hall Main Floor	Paseo de Colachis
Camino Hall Lower Level	Grassy Area North of Sacred Heart Hall
Copley Library Main Entrance	Paseo de Colachis
Copley Library Lower Level	Area in between Learning Commons and Camino Hall
Degheri Alumni Center	Southwest Parking Lot
E-Waste Collection Center	Lawn area near Marian Way
Facilities Management Complex	Grassy area next to Tennis Center
Field House	Eagan Plaza

BUILDING NAME	ASSEMBLY AREA LOCATION
Fowler Park/Cunningham Field	Manchester Valley Field
Founders Hall	Area in Front of School of Nursing
Guadalupe Hall	Front of Maher Hall on East end
Hogan West Tennis Center	Grassy area west of Mother Rosalie Hill Hall
Hughes Administration Center	Colachis Plaza, Fountain Area
The Immaculata Church	Colachis Plaza, Fountain Area
Jenny Craig Pavilion 1st Floor	North Parking Lot
Jenny Craig Pavilion 2nd and 3rd Floor	Eagan Plaza
Joan B. Kroc Institute for Peace and Justice	Joan B. Kroc IP&J East Courtyard
Knauss School of Business	Joan B. Kroc IP&J East Courtyard
Learning Commons	Mother Rosalie Hill Hall Parking Lot/Sidewalks
Legal Research Center	Area in front of UC
Legal Research Center Basement	Grassy area adjacent to Degheri Alumni Center
Maher Hall	Plaza de San Diego
Manchester Child Development Center	Northeast corner, on sidewalk
Manchester Hall	Paseo de Colachis

BUILDING NAME	ASSEMBLY AREA LOCATION
Ministry Center	Paseo de Colachis
Mother Rosalie Hill Hall	Joan B. Kroc IP&J East Courtyard
Hahn School of Nursing/Beyster Institute for Nursing Research (BINR)	In front of Founders Hall
Olin Hall	Across courtyard, in front of Camino Hall
Sacred Heart Hall	Paseo de Colachis
Shiley Center for Science & Technology	Joan Kroc IP&J East Courtyard
Saints Tekakwitha/Serra Hall	Plaza San Diego, west end of Maher Hall
Sports Center	South Parking Lot
Student Health Center	Parking Lot, West of University Copy and Graphics Shop
Student Life Pavilion	Front of Legal Research Center/Degheri Alumni Center
University Center, 1st Floor	Ticolote Path/Memorial Garden
University Center, 2nd Floor	South of Torero Way/Maher Hall
University Copy / Mail Center	Parking Lot, north of The Immaculata
Warren Hall 1st Floor People using WheelChairs	East Parking Lot
Warren Hall 2nd & 3rd Floor	East area of Plaza de San Diego
Weight Room	Parking Lot, North of Sports Center

BUILDING NAME	ASSEMBLY AREA LOCATION
RESIDENT HALLS	ASSEMBLY LOCATION AREA
Camino Hall 2nd Floor	Paseo de Colachis
Founders Hall 2nd Floor	Paseo de Colachis
Maher Hall	Plaza San Diego
Manchester Village 1714 & 1720	Manchester Valley Field
Valley Residence A	North end of Valley Field
Valley Residence B	Mid-area of Valley Field
Mata'yuum Crossroads	East end of Valley Field
San Antonio de Padua	South end of Valley Field
San Buenaventura	West side of Valley Field
Alcala Vista Apartments Cuyamaca 1508 Cuyamaca 1506 Laguna 1502 Laguna 1504 Palomar 1510 Palomar 1512 Borrego	Parking lot, west side of building parking lot, southwest side of building parking lot, southeast side of building parking lot, east side of building parking lot, northeast side of building parking lot, north side of building parking lot, east side of building
University Terrace Apartments	West side of Goshen street
Presidio Terrace Apartments	Sidewalk alongside Linda Vista Road