



University of San Diego
School of Law
Emergency Situation Quick Guide

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Emergency Contact

In the event of an emergency or expectation of an emergency please contact Public Safety immediately.

Emergency

(619) 260-2222 or ext. 2222

Non-Emergency

(619) 260-7777 or ext. 7777

Fax: (619) 260-2241 or x2241

Email: publicsafety@sandiego.edu

Emergency Phone Location

Barcelona Alcalá West

Barcelona	1 st Floor North Parking Lot
Barcelona	Elevator

Guadalupe Hall

Guadalupe Hall	1 st Floor South East Hall
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Warren Hall

Warren Hall	2 nd Floor Main Lobby
Warren Hall	Elevator
Warren Hall	Outside 1 st Floor West Entrance

Legal Research Center

LRC	North Elevator (Faculty)
LRC	South Elevator (Inside Library)
LRC	Main Entrance, Hallway –West Classroom
LRC	Outside 1 st Floor South Entrance
LRC	Lower Level Stack Area
LRC	1 st Floor Stack Area @ Room 141
LRC	1 st Floor Mezzanine
LRC	2 nd Floor Stack Area @ Room 214
LRC	2 nd Floor Reading Room @ Room 202

Fire Extinguisher Locations

Barcelona

3 rd Floor-	Entrance 303 suite; outside 305C; outside 304C; exterior hallway
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Guadalupe Hall

1 st Floor-	Near exit in between GH 103 and GH 104; near exit in between GH 112 & 113
2 nd Floor-	Across from GH 208

LRC- Please contact LRC staff for map

Basement-	Back east wall near EM exit
1 st Floor-	1 st floor east wall near EM exit; 1 st floor west wall near EM exit; 1 st floor near elevator
2 nd Floor-	2 nd floor near elevator; Reading Room southwest wall; Reading Room southeast wall; Periodicals section west wall; Periodicals section east wall

Warren Hall

1 st Floor-	Legal Writing & Research near WH 124; 115A Hallway near WH 134 Office; Career Service WH 113; The Writs back wall near exit
2 nd Floor-	Outside Dean's Office WH 200; Hallway across from Graduate Programs WH 207
3 rd Floor-	Hallway behind 3C across to WH 306; Outside of WH 3A classroom

First Aid Kit Locations

Barcelona

3 rd Floor	Rm 303
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Guadalupe Hall

Guadalupe Hall	GH 208 Faculty Suite
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Legal Research Center

1 st Floor	LRC 105
1 st Floor	LRC 114

Warren Hall

1 st Floor	WH 109F Break Room
1 st Floor	WH 113 Career Services
1 st Floor	WH 130 LWRC
2 nd Floor	WH 218
2 nd Floor	WH 202
2 nd Floor	WH 203
2 nd Floor	WH 211
2 nd Floor	WH 218
3 rd Floor	WH 308

AED Defibrillator Locations

AED defibrillators located in Public Safety vehicles, please contact Public Safety at (619) 260-2222 or ext. 2222.

First Aid

<http://www.sandiego.edu/emergency/procedures/first-aid.php>

...Someone Needs First Aid

IN THE EVENT OF A SERIOUS ILLNESS OR INJURY ON CAMPUS, immediately call **Public Safety at ext. 2222 or (619) 260-2222**. If you notice any jewelry with an inscription of medical information, bring it to the dispatcher's attention. Give appropriate first aid until the Public Safety Officer arrives. **DO NOT MOVE THE VICTIM UNLESS ABSOLUTELY NECESSARY.**

****First Aid Kits should be located in each department suite.**

Rescue Breathing

- Check for unresponsiveness
- Open airway (use head tilt/chin lift method)
- Check for breathlessness (if none detected)
- Give two full breaths
- Maintain airway
- Pinch nose shut
- Inhale, and place your mouth over victim's
- Exhale
- Check for carotid pulse
- Give one breath every five seconds

Heart Attack

- Help victim to comfortable position
- Give resuscitation or CPR as necessary
- Keep victim comfortable, not hot or cold
- Ask or look for emergency medical I.D.

Choking

- Check victim's mouth and clear of foreign matter
- Establish airway
- If the victim is still choking, give six to ten abdominal thrusts

Fractures and Sprains

- Keep victim still
- Keep injured area immobile

Fainting, Unconsciousness and Shock

- Have victim lie or sit down and rest
- Keep victim comfortable, not hot or cold
- Place victim on side if unconscious
- Ask or look for emergency medical I.D.
- Treat other injuries as necessary

Severe Bleeding and Wounds

- Apply direct pressure on wounds
- Use clean cloth or hand
- Apply pressure to blood vessel if necessary
- Elevate body part
- Add more cloth if blood soaks through
- Keep pressure on wound until help arrives

Poisoning and Overdose

- If choking, tilt head
- Determine what substance was involved and how taken
- Stay with victim and assist as necessary

Power Outage

<http://www.sandiego.edu/emergency/procedures/power-outage.php>

...There is a Power Outage

- Between 7:30 a.m. and 4 p.m., notify Facilities Management at ext. 4250 or (619) 260-4250. Phones may not be operating properly. If there is no answer, send a messenger to the Facilities Management Office.
- After hours, notify Public Safety at ext. 2222 or (619) 260-2222 or deliver a message to Public Safety in their office located in Hughes Center, Room 144.
- If evacuation of the building is necessary, exit via stairway, **DO NOT USE ELEVATORS**. Seek and assist any disabled persons in evacuating the building.
- Laboratory personnel should secure experiments or activities that may present a danger with the electrical power off or when it is restored unexpectedly. Notify the lab instructor immediately and contact the Environmental Health and Safety Manager if a specific hazard exists call ext. 2226 or (619) 260-2226 or Public Safety at ext. 2222 or (619) 260-2222 after hours. If there are special procedures you wish to be carried out in the event of a future power outage, make prior arrangements with the Environmental Health and Safety Manager.
- When mechanical ventilation is interrupted, vapors or chemicals may reach hazardous concentration levels. To avoid this, use natural ventilation and clean up or put away chemicals and close containers. If this is not possible, respirators may be required.

In the Event People are trapped in an Elevator:

- Tell the passengers to stay calm and that you will get help.
- Call Public Safety at ext. 2222 or (619) 260-2222.
- Try to keep the trapped passengers calm. Talk to them until help arrives.

Suspicious Package

<http://www.sandiego.edu/emergency/procedures/suspicious-package.php>

...You See a Suspicious Package

- Immediately notify the Department of Public Safety at ext. 2222 or (619) 260-2222 of the exact location and description.
- Do not touch or disturb the suspected bomb. Do not use radios or cell phones as these may activate some types of bombs.
- Utilize site evacuation plan to move all staff and students away from the suspected bomb location. A minimum of 500 feet is recommended.
- If possible, shut off gas main and electrical power to minimize the possibility of fire.
- Gather any possible witnesses for Public Safety to interview.
- Upon arrival, Public Safety, law enforcement or fire personnel will assume responsibility. Public Safety or the San Diego Police Department will conduct all investigation.

Evacuation Procedures

<http://www.sandiego.edu/emergency/procedures/index.php>

Evacuation Locations

Barcelona-	West Parking Structure
Guadalupe Hall-	Front of Mahr Hall on East End
Legal Research Center-	Parking Lot, West of Legal Research Center
Warren Hall-	Parking Lot, East of Warren Hall

General Information

Be Prepared

Know the exit routes from your office, floor, and building. Review the EMERGENCY EVACUATION PLANS that are posted inside the main entrances, stairways, and by elevators in your building. Know the location of the nearest exit and an alternate one in case one is blocked. Also know the location of the designated Assembly Area, the location of fire extinguishers and fire alarms pull stations for your building. Learn how to use a fire extinguisher before a fire. To arrange for hands on fire extinguisher training call the Environmental Health & Safety Office at extension 2595.

In the event of an emergency, faculty members, administrators and supervisors have the responsibility to give instructions to students and staff; close and lock doors; and provide other safety and first aid measures unless otherwise directed by the Public Safety Department or other emergency personnel.

...A Building is Evacuated

1. Fire alarms or verbal notice will be used to sound the evacuation.
2. Call USD Public Safety at extension 2222 from a safe location.
3. Remain calm, walk quickly but do not run.
4. Exit via stairway, **DO NOT USE ELEVATORS.**
5. Follow instructions of the Building, Floor Safety Representatives and Public Safety Department or other emergency personnel.
6. Seek out and give as needed assistance to any disabled persons in the area.
7. If time permits, turn off the power to all electrical equipment and close doors.
8. Go to the designated Assembly Area for your building. These are located outside away from the building. Keep roadways and walkways clear for emergency vehicles.

9. **WAIT FOR INSTRUCTIONS** from emergency personnel. **DO NOT RE-ENTER THE BUILDING** until instructed to do so by the Public Safety Department or other emergency personnel.

If emergency situations not covered by this information occur, call the appropriate emergency number for instructions.

THE TIME TO BECOME FAMILIAR WITH EMERGENCY PROCEDURES ARE BEFORE AN EMERGENCY!

Faculty/Staff/Commuter Students

1. **Staging**

1. Whenever there is a non-residential building evacuation, leave the building quickly but in an orderly manner to the initial staging and triage area that is the pre-determined assembly area as listed on the [Building Evacuation Assembly Areas](#).
2. Wait for further instructions from Public Safety, Emergency Personnel, or the Building Safety Representative/s.
3. In cases where the incident expands and the campus needs to be evacuated immediately, Public Safety will activate the mass notification system to notify Faculty, Staff and Commuter Students to seek shelter off campus. Those Faculty, Staff, or Commuter Students that do not have immediate transportation off campus and are unable to carpool with other community members, please go to the nearest unaffected [Resident Hall staging area](#) for transportation assistance.

Please stay in contact with local media sources for information regarding specific local evacuation centers/shelters if you are unable to go home or stay with friends or other family.

Evacuation of Disabled Persons

Visually Impaired Persons:

In the event of an emergency, tell the person the nature of the emergency and offer to guide them to the nearest emergency exit. Have the person take your elbow to escort them. (This is the preferred method when acting as a “sighted guide.”)

Hearing Impaired Persons:

Two methods of warning are:

1. Writing a note, telling what the emergency is and the nearest evacuation route. For example: “FIRE-go out the rear door to the right and down- NOW!”
2. Turn light switch on and off to gain attention and then indicate with gestures what is happening and what to do.

Persons using crutches, canes, or walkers:

Carrying options include using a two-person lock arm position or having the person sit on a sturdy chair, preferably one with arms. **If time permits, call Public Safety at ext. 2222 or (619) 260-2222** for carrying chair.

Non-Ambulatory Persons (persons in wheelchairs):

There are many considerations when moving a person in a wheelchair. Wheelchairs have movable parts; some are not designed to withstand the stress of lifting. You may have to remove the chair batteries. Life support equipment may be attached. Lifting a person with minimal ability to move may be dangerous to their well being. Always consult with the person in the chair regarding:

1. The number of people necessary for assistance.
2. Ways of being removed from the wheelchair.
3. Whether a seat cushion or pad should be brought along with him/her if they are removed from the chair.
4. Whether to extend or bend extremities when lifting because of pain, catheter, spasticity, braces, etc.
5. Being carried forward or backward on a flight of stairs.
6. The type of assistance necessary after evacuation.

Earthquake

<http://www.sandiego.edu/emergency/procedures/earthquake.php>

During an earthquake:

- Stay as safe as possible during an earthquake. Be aware that some earthquakes are actually foreshocks and a larger earthquake might occur. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

If indoors:

- **DROP** to the ground; take **COVER** by getting under a sturdy table or other piece of furniture; and **HOLD ON** until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load bearing doorway.
- Stay inside until the shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- In a lab, exit the lab to the corridor. Duck and cover near an interior wall.
- DO NOT use the elevators.

If outdoors:

- Stay there.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Many of the 120 fatalities from the 1933 Long Beach earthquake occurred when people ran outside of buildings only to be killed by falling debris from collapsing walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

If in a moving vehicle:

- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.

- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

If trapped under debris:

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

After an earthquake:

- **Expect aftershocks.** These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months after the quake.
- **Listen to a battery-operated radio or television.** Listen for the latest emergency information.
- **Use the telephone only for emergency calls.**
- **Open cabinets cautiously.** Beware of objects that can fall off shelves.
- **Stay away from damaged areas.** Stay away unless your assistance has been specifically requested by police, fire, or relief organizations. Return home only when authorities say it is safe.
- **Be aware of possible tsunamis if you live in coastal areas.** These are also known as seismic sea waves (mistakenly called "tidal waves"). When local authorities issue a tsunami warning, assume that a series of dangerous waves is on the way. Stay away from the beach.
- **Help injured or trapped persons.** Remember to help your neighbors who may require special assistance such as infants, the elderly, and people with disabilities. Give first aid where appropriate. Do not move seriously injured persons unless they are in immediate danger of further injury. Call for help.
- **Clean up spilled medicines, bleaches, gasoline or other flammable liquids immediately.** Leave the area if you smell gas or fumes from other chemicals.
- **Inspect the entire length of chimneys for damage.** Unnoticed damage could lead to a fire.
- **Inspect utilities.**
 - **Check for gas leaks.** If you smell gas or hear blowing or hissing noise, open a window and quickly leave the building. Turn off the gas at the outside main valve if you can and call the gas company from a neighbor's home. If you turn off the gas for any reason; it must be turned back on by a professional.

- **Look for electrical system damage.** If you see sparks or broken or frayed wires, or if you smell hot insulation, turn off the electricity at the main fuse box or circuit breaker. If you have to step in water to get to the fuse box or circuit breaker, call an electrician first for advice.
- **Check for sewage and water lines damage.** If you suspect sewage lines are damaged, avoid using the toilets and call a plumber. If water pipes are damaged, contact the water company and avoid using water from the tap. You can obtain safe water by melting ice cubes.

Earthquake Safety Tips:

- Move heavy objects that could fall in an earthquake to low storage areas.
- Keep a small emergency kit with a flashlight, battery-operated radio, first aid supplies, and a small amount of water and nonperishable food for use after an earthquake.

Fire Safety

<http://www.sandiego.edu/emergency/procedures/fire-safety.php>

...You See a Threat to Fire Safety

If you discover a fire in a building on campus:

- Alert the occupants verbally and by pulling the emergency alarms, and evacuate the building.
- Notify Public Safety at ext. 2222 or (619) 260-2222. They will notify the fire department and guide them quickly to the location of the fire.
- Seek and assist any disabled persons in evacuating the building. Exit via stairway, **DO NOT USE ELEVATORS**.
- Once outside, move to an open area at least 150 feet away from the effected building(s). **AVOID INNER COURTYARDS**. Keep roadways and walkways clear for emergency vehicles.
- Wait for instructions from Public Safety or emergency personnel. **DO NOT RE-ENTER THE BUILDING UNTIL INSTRUCTED TO DO SO** by the San Diego Fire Department.

Fire Safety Tips

- Know the location of fire extinguishers in your area and how to use them.
- If a fire is small and can be safely extinguished (e.g., in a wastebasket), immediately notify **Public Safety at ext. 2222 or (619) 260-2222** and activate the fire alarm. Then use an extinguisher to put out the fire.
- During evacuation, **walk; do not run**. Keep noise to a minimum. Close, but do not lock, doors to help contain fire and smoke. Do not use elevators. On stairways, use handrails and stay to the right. After evacuating, relocate to a safe assembly area and do not re-enter the building until told that it is safe to do so.
- If you suspect fire in the building, test doors before opening. Use the back of your hand to feel the door or doorknob. If it is hot, use another escape route.
- If you hear a fire alarm, call Public Safety to report the alarm, evacuate, and do not re-enter the building until told it is safe.
- Be prepared. Know the location of the two exits closest to your area and all potential evacuation routes out of the building. Know the location of the nearest fire alarm and how to use it. Keep corridors free of flammable materials to prevent rapid fire spread.
- Never prop open hallway doors, or lock fire exit doors.
- Report damaged or vandalized fire safety equipment to Public Safety immediately. False alarms cause major problems and risk the safety of building occupants. If you become aware of someone starting a fire or causing a false alarm, notify Public Safety immediately.

Bomb Threat

<http://www.sandiego.edu/emergency/procedures/bomb-threat.php>

...You Receive a Bomb Threat

- Stay calm and courteous. Keep the bomb threat caller talking. Ask for specific bomb location and time of detonation. Gather as much information from the caller as possible.
- Try to signal a co-worker to listen on the telephone line, if possible.
- Write down the information. Listen for background noises. Listen closely to the voice for accents, speech impediments or age indications.
- Immediately Call Public Safety at ext. 2222 or (619) 260-2222 to report the incident.

Explosion

<http://www.sandiego.edu/emergency/procedures/explosion.php>

...There is an Explosion

- Immediately take cover under tables, desks or other such objects that will give protection against flying glass and debris.
- After the effects of the explosion have subsided, call **Public Safety at ext. 2222 or (619) 260-2222.**
- Try to establish what exploded, the extent of the damage and possible life-threatening hazards to determine your next course of action.
- Take immediate action to ensure your safety and the safety of others. Evacuate according to your building plan if necessary; otherwise, remain in your place of cover. If necessary, activate the building alarm system.
- Seek and assist any disabled persons in evacuating the building. Exit via stairway, **DO NOT USE ELEVATORS.**
- If you evacuate, go to an area upwind from the explosion site to avoid possible toxic fumes. Once outside, move at least 150 feet away from the effected building. Keep roadways and walkways clear for emergency vehicles.
- **WAIT FOR INSTRUCTIONS** from emergency personnel. **DO NOT RE-ENTER THE BUILDING** until instructed to do so by the Public Safety Department or other properly identified emergency personnel.

Campus Active Shooter

<http://www.sandiego.edu/emergency/procedures/campus-active-shooter.php>

* Requires Log In

...There is a Firearms/Shooting Incident

NOTE: An individual must use his/her own discretion during an active shooter event as to whether he/she chooses to run to safety or remain in place. However, best practices for an active shooter event are listed below.

The potential for a school shooting exists on every campus throughout the United States. Although the possession of firearms on or around the campus is prohibited, previous local and national shootings dictate the importance and need for a response plan. In the event you observe an individual with any type of weapon on the campus, immediately contact **Public Safety at ext. 2222 or (619) 260-2222**

Develop a Survival Mindset

- Awareness and Preparation: Take time to understand your surroundings and environment before an emergency occurs. Ask yourself, “What if?” questions and develop a plan.

In an Active Shooter Emergency

Make a decision, trusting your instincts, to take action to protect yourself to survive the situation. You generally will have three options:

- Get away: Can you safely escape?
- Hide: Is there a good place to hide?
- Confront: Will you take out the shooter?

Getting Out

- If you can and you deem it safe, get out and get to a safe place.
- You will have to rely partially on instinct.
- Leave belongings behind, but take your cell phone if it is handy.

Hiding in a Safe Place

- Find a hidden location.
- Find protection behind furniture if possible.
- Find a room that locks if you can.

- If possible, close and lock the outside door to the room. Blockade the door with furniture or other heavy objects.
- Close the blinds, turn off the lights, remain quiet, silence cell phones, spread out away from other individuals, and move behind available cover. Stay on the floor, away from doors or windows, and do not peek out to see what may be happening.
- Make a plan with others in the room about what you will do if the shooter enters.
- Make a total commitment to action and act as a team with others.
- Do whatever is necessary to survive the situation.
- If possible and safe to do so, report the location of the assailant.

If Outside When a Shooting Occurs

- Drop to the ground immediately, face down as flat as possible. If within 15-20 feet of a safe place or cover, duck and run to it.
- Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight, but may not be bulletproof.
- When you reach a place of relative safety, stay down and do not move. Do not peek or raise your head in an effort to see what may be happening.
- Wait and listen for directions from Public Safety and/law enforcement personnel.

If Suspect is in Close Proximity

- An individual must use his/her own discretion about when he or she must engage a shooter for survival.
- Generally, one can lie motionless and pretend to be unconscious or confront the individual.
- Make a plan as to how you will survive the situation.
- Make a total commitment to action and act as a team with others if possible.
- Do whatever is necessary to survive the situation.

Help Out

- Warn others.
- Help others escape.
- Keep others away from the danger area.
- Help the injured.

- Help others stay calm

Calling for Help

- If safe to do so, call the appropriate authorities. Do not assume that someone else has reported the incident.
- On Campus: **call the Department of Public Safety at (619) 260-2222.**
- Be persistent; phones may be jammed.
- Calmly identify yourself and your exact location. Remain calm and answer the dispatcher's questions. The dispatcher is trained to obtain the necessary and required information for an appropriate emergency response.
- If safe to do so, stop and take time to get a good description of the criminal. Note height, weight, sex, race, approximate age, clothing, method and direction of travel, and his/her name, if known. If the suspect is entering a vehicle, note the license plate number, make and model, color, and outstanding characteristics. All of this takes only a few seconds and is of the utmost help to the responding officers.
- Although you are not expected to know all of the answers, answer them to the best of your ability. Even though you may think the questioning is wasting valuable time, the information you provide will enable Public Safety dispatchers to dispatch officers and other emergency personnel safely and effectively.

During your call to Public Safety, you will be asked questions, such as:

- What exactly is happening and how do you know? Is it still happening?
- Where is the suspect now? What was his/her last known direction of travel?
- Are there any wounded and how many?
- What is the specific location of occurrence?
- What types of weapons were used? Describe the weapon/s or other dangerous object/s if possible, and any visible ammunition:
 - Rifle
 - Shotgun
 - Handgun: revolver or automatic
 - Ammunition: Describe type, amount and type of container (metal box, cardboard box, backpack pockets and others)
 - Knife or other dangerous weapons
 - Explosive device: Give specific description
 - Were any shots fired? Describe the sound and the number of shots fired.
 - Do you know who the suspect/s is? If yes, identify them and provide any background knowledge you may have.

When Law Enforcement Arrives

- When law enforcement reaches you, do not run at them or make sudden movements.
- The priority of the first responders will be to identify the shooter. Law enforcement will need to ensure that you are not the shooter.
- Do not scream, yell, point, or wave your arms.
- Do not hold anything in your hands that could be mistaken for a weapon (including cell phones).
- Be quiet and compliant.
- Show the officers your empty hands and follow their instructions.
- Give the number of shooters.
- Give the location and physical description of the shooter.
- Give the number and types of weapons.
- When it is safe to do so, you will be given instructions as to how to safely exit your location.

In the Event There are Hostages

Call Public Safety and be prepared to give the following information:

- Identify hostage location in building or area
- Number of assailants, if known
- Number of hostages, if known
- Identity of assailants, if known
- Any description of assailants and weapons
- Any demands made by the assailant/s
- If you are at a distance, move away from the location to a safer area.
- If you can do so safely, evacuate area to a safer location.
- If possible provide the above information to a Public Safety or Law Enforcement officer once you are in a secure location.