**Classroom Emergency Preparedness and Response Information**

**To Report an Emergency or Suspicious Activity**

Call the University Police Department at **828-262-8000** (emergency) or **828-262-2150** (non-emergency). If you are calling from a campus telephone dial 8000 (emergency) or 2150 (non-emergency).

**Emergency in the Classroom**

If an emergency situation exists (medical emergency, fire, criminal behavior, etc.), let the professor know immediately if it is safe to do so. If the professor is not available, contact University Police at the numbers above.

**University Emergency Messaging (AppState-ALERT)**

Please sign-up for emergency voice and text alerts on your cell phone. During an emergency, the University will send emergency alerts to all telephone numbers registered in the system. Visit <http://emergency.appstate.edu> to register for the alerts. The University will also send a campus e-mail and may activate the outdoor warning siren system. Check [www.appstatealert.com](http://www.appstatealert.com) for updated emergency messages.

**Evacuation**

We will always evacuate if the fire alarm sounds or if the building we are in becomes unsafe. In the event of an evacuation, please quickly gather your personal belongings (purse, keys, cell phone, AppCard, etc.) and proceed to the nearest exit. Do not use the elevator.

Two ways out of the building are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Once we have evacuated the building, proceed to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

If the first location is unavailable, we will meet at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Lockdown, shelter in-place, and seek safe shelter**

During a major emergency or disaster, public safety officials and the University may prescribe several protective measures. An **evacuation** (see above) may involve a building evacuation in response to a fire alarm, or a campus evacuation where you are expected to leave campus. Other protective measures include:

* **Lockdown-** During a lockdown, we will lock the classroom door (if the lock is capable of locking from the inside), close the blinds, and turn the lights off. Cell phones should be on vibrate. We will remain in the lockdown mode until public safety officials notify us otherwise. Lockdowns are necessary during an active shooter or violent criminal behavior incident. Contact the University Police Department for active shooter training.
* **Shelter In-Place-** Sheltering in-place requires that we all stay within the building and close all windows. Hazardous materials incidents may require us to shelter in-place.
* **Seek Safe Shelter-** Seek safe shelter is general terminology that asks all faculty, staff, and students to find a “safe” area, such as the interior of a building, behind a tree or car, etc. If the University announces a seek safe shelter we will remain in the classroom unless the threat is in our room.

**Plan Ahead – Personal Preparedness**

The University has a comprehensive emergency preparedness resource available at <http://emergency.appstate.edu>. Please take the time at the beginning of each semester to become familiar with emergency preparedness procedures. Although Appalachian is a safe campus, we cannot remove all risk and consequently, we must all prepare for emergencies.