



Classroom Emergency Preparedness and Response Information

To Report an Emergency

Dial 9-1-1. You may also contact Appalachian State University Police to report suspicious activity by dialing 828-262-8000.

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, notify emergency personnel using the numbers above.

Emergency Alerts (AppState-ALERT)

You are encouraged to register for emergency text and voice alerts on your cell phone. During an emergency, the university will send emergency alerts to all registered telephone numbers. The university will also send campus e-mails, and may activate the outdoor warning siren system. Check www.appstatealert.com for updated emergency messages. Visit emergency.appstate.edu to learn more about alerts.

Evacuation

We will evacuate if the fire alarm sounds or if the space we are in becomes unsafe. In the event of an evacuation, please proceed to the nearest emergency 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 and Seek Safe Shelter Guidance

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 secure the classroom door and turn the lights off. Cell phones should be silenced. 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. Remember the actions of Run (get away from the area if able), Hide (lockdown/secure in place if unable to run), and Fight (defend yourself if you encounter the perpetrator).
- **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 website available at 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 it is up to each of us to be prepared for emergencies.