# Classroom Emergency Procedures

**Report All Emergencies** to ASU Police 325-942-2071 & DIAL 911

## Important Information for All Emergencies
- Report all campus emergencies to University Police (UPD) at 325-942-2071.
- Call 9-1-1 to request Fire Department or Emergency Medical Services, if needed.
- Suspend classes and events in the affected area for the duration of the emergency.
- Follow instructions from emergency personnel, ASUALert, and campus officials.
- Avoid the affected area until an “All Clear” is issued by emergency personnel.
- Whenever possible, assist persons with special needs.

## Building Evacuation
Evacuation may be required due to fire, gas leak, bomb threat, or other emergency
- Gather personal belongings if safe to do so. DO NOT delay evacuation.
- DO NOT operate electrical switches or close doors or drawers if explosion is possible.
- Immediately evacuate facility using nearest safely accessible exit.
- DO NOT use elevators.
- Assist persons with special needs as able.
- Meet outside at specified assembly area and await further instructions.

## Shelter-in-Place
Shelter-in-place may be required due to severe weather, acts of violence, or other emergency
- Instructions will be issued via ASUALert and other available notification systems.
- Stay calm and assist others.
- Avoid windows, doors, and outside walls.

## Tornado Warning
- Immediately move to a Storm Shelter area or an interior area of lower level of facility away from windows and close doors.
- Remain in shelter area until warning expires.

## Active Shooter
If you hear gunfire or see a person with a gun, take immediate steps to protect yourself
- Try to escape the area or facility if able.
- If unable to escape, find a room to hide in. Immediately close and lock and/or barricade the door and hide behind heavy furnishings.
- Stay away from windows and out of view.
- Turn off devices that emit light or sound.
- Notify UPD of shooter’s location/description.
- If the gunman approaches you, your actions will depend solely on your judgment and capabilities. Physical attack is a last resort.

For more emergency management procedures: [http://www.angelo.edu/services/risk_management/emergency-management.php](http://www.angelo.edu/services/risk_management/emergency-management.php)
For major incident status updates: [www.angelo.edu](http://www.angelo.edu)

Revised March 2018