

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.

FIRE

- Immediately evacuate facility when alarm is activated or there is evidence of a fire.
- Close doors as exiting, and activate nearest fire alarm pull station.
- Call 911 to report location of fire or smoke.

THREATENING PERSON

- Monitor the person from a safe distance.
- **DO NOT** confront the person or block their access to an exit.
- Call UPD and provide information about the person, location, and/or direction of travel.

For more emergency management procedures: http://www.angelo.edu/services/risk_management/emergency-management.php

For major incident status updates: www.angelo.edu

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