

# CLASSROOM EMERGENCY PROCEDURES

**REPORT ALL EMERGENCIES  
TO AUBURN PUBLIC SAFETY**

**DIAL 911**

## IMPORTANT INFORMATION FOR ALL EMERGENCIES

- Report all emergencies by dialing 911.
- Classes are suspended in the affected area for the duration of the emergency.
- Always follow instructions provided by emergency personnel, AU ALERT and campus officials.
- Stay away from affected area until given the “all clear” by emergency personnel.
- Whenever possible, assist persons with special needs.

### BUILDING EVACUATION

*Evacuation may be required due to fire, hazardous materials release, bomb threat or other emergency*

- Gather personal belongings if safe to do so. DO NOT delay evacuation.
- Immediately evacuate building using nearest safely accessible exit.
- DO NOT use elevators.
- Meet outside building at area specified by instructor and await further instructions.
- Assist persons with special needs as able.

### SHELTER-IN-PLACE

*Shelter-in-place may be required due to hazardous materials release, acts of violence, or other emergency*

- Instructions will be issued via AU ALERT and other available emergency notification systems.
- Stay calm.
- Stay away from windows, doors, and outside walls.

### TORNADO WARNING

- Immediately seek shelter in designated severe weather shelters (interior areas of lower level of building away from windows).
- Stay in designated shelter until warning expires.

### FIRE

- Evacuate building immediately 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

### ACTIVE SHOOTER

*If you hear gunfire or see a person with a gun, take immediate steps to protect yourself.*

- Try to escape the area if able.
- If unable to escape, immediately close and lock or barricade the door.
- Stay away from windows and out of view. Turn off lights. Hide behind heavy furnishings if possible.
- If you are in an open area and cannot escape, find a room to hide in.
- If the gunman approaches you, your actions will depend solely on your judgment and capabilities. No strategy is 100% effective.

### THREATENING PERSON

- Do not confront the person.
- When calling 911, provide as much information as possible about the person and their direction of travel.
- Do not block the person’s access to an exit.

### SUSPICIOUS OBJECT

- Do not touch or disturb the object or package
- After calling 911, notify your instructor or a staff member

For more emergency management procedures: [www.auburn.edu/emergency](http://www.auburn.edu/emergency)

For major incident status updates: [www.auburn.edu](http://www.auburn.edu)

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