# Classroom Emergency Procedures

**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

<table>
<thead>
<tr>
<th>Evacuation may be required due to fire, hazardous materials release, bomb threat or other emergency</th>
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</thead>
<tbody>
<tr>
<td>Gather personal belongings if safe to do so. DO NOT delay evacuation.</td>
</tr>
<tr>
<td>Immediately evacuate building using nearest safely accessible exit.</td>
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<tr>
<td>DO NOT use elevators.</td>
</tr>
<tr>
<td>Meet outside building at area specified by instructor and await further instructions.</td>
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<tr>
<td>Assist persons with special needs as able.</td>
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</tbody>
</table>

### Shelter-In-Place

<table>
<thead>
<tr>
<th>Shelter-in-place may be required due to hazardous materials release, acts of violence, or other emergency</th>
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</thead>
<tbody>
<tr>
<td>Instructions will be issued via AU ALERT and other available emergency notification systems.</td>
</tr>
<tr>
<td>Stay calm.</td>
</tr>
<tr>
<td>Stay away from windows, doors, and outside walls.</td>
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</tbody>
</table>

### 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.

### 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.

### 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

### 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

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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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