## Emergency Guide

### MEDICAL EMERGENCY
- Do not attempt to move the injured person unless they are in immediate danger.
- **Immediately call emergency personnel:** 9-1-1.
- Provide as much information as possible.
- Follow all instructions of the operator.
- Provide care if you are trained to do so.
- Only give care to your level of training and comfort.
- Stay with the injured/ill person until emergency personnel arrive.

### ACTIVE SHOOTER
- If you cannot escape, locate a room to take shelter.
- Secure & barricade the door(s). Close blinds or other window coverings.
- Turn off lights, radios, computer monitors, and silence cell phones.
- Remain quiet. Encourage others around you to do the same.
- Stay out of sight (i.e.: hide behind a concrete wall, desk, etc…).
- DO NOT evacuate for a fire alarm UNLESS you see smoke or flames.
- Follow the EXACT orders of law enforcement.
- Remain in shelter until an “all-clear” message is received.

### SEVERE WEATHER
- Go to the nearest interior location away from windows on the lowest level possible.
- Avoid large open spaces.
- Reference emergency alert information for additional details.
- For winter weather safety, visit: stormready.appstate.edu.

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### FIRE
- If you smell or see smoke, or see fire, evacuate the building immediately.
- Pull the fire alarm pull station as you exit the building.
- From a safe location outside of the building, contact 9-1-1.
- If you hear the fire alarm, leave the building immediately.
- DO NOT re-enter the building until instructed to do so by emergency personnel.
- Only use a fire extinguisher if you are not in danger, you have been trained, and the fire is smaller than a small wastebasket.

### BOMB THREAT
- If you find a suspicious package, do not touch or move it. Call Campus Police immediately.
- If you receive a bomb threat, stay calm & contact Campus Police.
- Follow instructions of emergency personnel.

### SUSPICIOUS ACTIVITY
- **Immediately** report suspicious persons or activity to Campus Police.
- Provide as much detail as possible (location, description, etc…).
- DO NOT confront the individuals.

### ARMED INTRUDER
- If you see a person(s) carrying a firearm or weapon, notify Campus Police immediately.
- DO NOT confront the person(s).
- Exit the area or take shelter in a safe location.

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## EMERGENCY INFO & RESOURCES
- **Emergency:** 911
- **Campus Police Emergency:** (828) 262-8000
- **Counseling & Psychological Services:** (828) 262-3180
- **Health Services:** (828) 262-3100
- **Mountaineer Safe Ride:** (828) 262-7433
- **Dean of Students:** (828) 262-8284
- **Adverse Weather Hotline:** (828) 262-7669
- **Environmental Health, Safety & Emergency Mgmt:** (828) 262-4008 or safety@appstate.edu

Visit these websites for additional safety & emergency information:
- **AppCares:** appcares.appstate.edu/
- **University Police:** police.appstate.edu
- **Emergency Preparedness Info:** emergency.appstate.edu

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