



# EMERGENCY PROCEDURES

## EMERGENCY

Call **9-1-1**

All Campuses

or

**423-439-4480**

ETSU Public Safety Dispatch  
(emergency/non-emergencies)

## GOLDALERT

Stay informed with GoldAlert, ETSU's emergency communications system.

Visit [www.etsu.edu](http://www.etsu.edu), select *Safety* at the top of the screen, then select *Enroll* under GoldAlert heading to register.

## FIRE

- Remain calm.
- Alert others and pull nearest fire alarm.
- NEVER IGNORE A FIRE ALARM. All fire alarms require mandatory evacuation.
- Evacuate the building immediately.
- Do NOT use elevator.
- Gather at building assembly point.
- Call **9-1-1**.
- Do NOT re-enter the building until authorized by emergency personnel.

## MEDICAL EMERGENCY

- Call **9-1-1**.
- Do NOT move an injured person unless there is immediate danger of further harm.
- Provide first aid or CPR. This may include use of an Automated External Defibrillator (AED).
- AED locations are posted on the main enter/exit doors of buildings.

More information available on the ETSU *Staying Safe on Campus* webpage [www.etsu.edu/safety](http://www.etsu.edu/safety).

## SEVERE WEATHER

### TORNADO

#### **Indoors:**

- Move to the innermost part of building, on the lowest level possible (e.g. hallways, basements, restrooms).
- If safe to do so, close all doors as you leave an area.
- Stay away from windows, exterior walls, and free-standing expanses.

#### **Outdoors:**

- Move indoors, if possible.
- Avoid trees, power lines, utility poles, and other hazards.
- In low-lying area or ditch, get as low to the ground as possible; use arms and hands to protect your head and neck.

## EVACUATION

- Use the nearest available exit, away from hazard.
- Take only essential items, do NOT delay in evacuating.
- Do NOT use elevators.
- After evacuating the building, proceed to your designated assembly area.
- Do NOT re-enter building until directed to by safety personnel.

## SHELTER-IN-PLACE

ETSU may issue a shelter-in-place order during a hazardous material incident. Procedures are as follows:

- If outdoors, immediately move to the closest substantial building.
- On the highest level possible, move into a room with a door and no windows, if possible.
- Shut off HVAC, if possible.
- Stop the flow of air around doors and vents using clothing, towels, or plastic and tape.
- Remain in place until an All-Clear is issued.
- If possible, call **9-1-1** to notify officials of your location.

## ACTIVE SHOOTER

While every active shooter situation is different, you have three options:

### **RUN**

- Leave belongings behind and evacuate area immediately!
- Help others escape, if possible, but do NOT delay.
- Call **9-1-1** when you are safe.

### **HIDE**

- Hide out of shooter's view.
- Lock doors/block entry to your hiding place.
- Turn off lights and silence phone (including vibrate mode). Remain quiet.

### **FIGHT**

- As a last resort and only when your life is in imminent danger, FIGHT.
- Act with as much physical aggression as possible.
- Improvise weapons or throw items at the shooter.
- Attempt to incapacitate the shooter.

## SUSPICIOUS OBJECT PACKAGE

- Do NOT touch or disturb the object.
- Do NOT use a cell phone! (may trigger an explosion)
- Move away from the object/package and call **9-1-1** or **423-439-4480** on a landline phone.
- Notify your instructor or supervisor.
- Alert others and leave the area.

## SUSPICIOUS PERSON

- Do NOT allow anyone into a locked building/office.
- Report any suspicious person or activity to ETSU Public Safety 423-439-4480.
- Provide as much information as possible about the person and their activity.