



AMERICAN UNIVERSITY

W A S H I N G T O N , D C

Contractor / Guest Emergency Procedures

Individuals or groups visiting or working on campus may stay informed of emergency incidents by registering for AU Alerts. AU Alerts provide information on what is happening, what to do, and links to additional information. Alerts are sent out using e-mail, text, social media, lobby visual displays, and outdoor speakers located throughout campus.

Registering for AU Alerts online:

1. Go to www.getrave.com/login/auguest
2. Click on "Register" on the right-hand side of the screen
3. Complete the fields under Create Your Account and read and accept the Terms of Use
4. Complete the steps e-mailed to you to validate your e-mail
5. Select your mobile carrier and follow the steps to confirm your phone number with a text message
6. Look through your account to confirm your information is accurate and add additional phone numbers or email addresses if desired

Security Threat: Campus Lockdown

Acts or threats of violence directed at our community will prompt a campus emergency AU Alert stating "Security Threat: Campus Lockdown." Exterior doors will lock down and will only be able to be opened by emergency personnel. However, doors will always allow you to exit a building from the inside.

Inside Actions

- If you are inside and are in immediate danger, run. Exit as quickly as possible. Call AUPD at (202) 885-3636 from a safe location.
- If you are inside in immediate danger and are unable to exit, hide. Remain quiet and calm, and monitor texts, e-mail, or the Rave Guardian app for an AU Alert with additional instructions. Turn off cell phone ringers.
- As a last resort, if you are in immediate danger, fight!
- If you are inside and are not in immediate danger, stay where you are. Remain quiet and calm, and monitor texts, e-mail, or the Rave Guardian app for an AU Alert with additional instructions. Turn off cell phone ringers.
- If in a classroom, secure the classroom door and block or cover any windows to the hallway.
- Evacuate your building only if you are directed to do so by emergency personnel.

Outside Actions

If you are outside, leave campus. Leave campus as quickly as possible, by foot, public transportation, or driving. Monitor texts, e-mail, or the Rave Guardian app for an AU Alert for additional instructions.

Resources

AUPD Emergency Number:

(202) 885-3636

Web:

www.american.edu/emergency

Email:

prepared@american.edu