EMERGENCY RESPONSE GUIDE

FIRE
- Give directions to meet at designated evacuation location
- Pull fire alarm, if possible
- Call 911
- Shut off lights and close doors
- Use fire extinguisher, if possible
- Remain low if encountering smoke
- Use stairs, not elevators

SEVERE WEATHER
- Give directions to meet at designated shelter area
- Shut off lights and close doors
- Look for these signs in your building
- Go to shelter area/interior hallway or restroom and stay away from windows
- Remain in shelter until it’s safe

URGENT SITUATION
- Call 911
- State who, what, where, when, why and how the situation occurred
  - Medical emergency
  - Suspicious package
  - Suspicious activity
  - Suspicious person
  - Bomb threat
- If bomb threat, turn off all electronics
- If medical situation, locate nearest Automated External Defibrillator (AED) and follow instructions

VIOLENT INCIDENT
- Alert
  - When it’s safe, call 911
  - Be persistent, phones may be busy
- Lockdown
  - Lock and block doors, close blinds and turn off lights
  - Silence phones
- Inform
  - Inform each other about event by text, voice, email, and/or speakers
- Counter
  - Distract, yell, throw objects
  - Attack, swarm, subdue violent person
  - Secure weapon in a safe place
- Evacuate
  - If it’s safe, evacuate
  - Exit building and run erratically
  - Use trees, cars, or structures as cover

EMERGENCY CONTACT INFORMATION
info.iastate.edu/emergency

EMERGENCY ............................................. 911
ISU POLICE ..................................... 515-294-4428
AMES POLICE ................................. 515-239-5133
ENVIRONMENTAL HEALTH AND SAFETY .......... 515-294-5359
MARY GREELEY MEDICAL CENTER ..................... 515-239-2011
IOWA POISON CONTROL CENTER .................... 800-222-1222

www.ehs.iastate.edu/prep
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