**EMERGENCY RESPONSE GUIDE**

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**FIRE**

**EVACUATE BUILDING**
- 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**

**MOVE TO A SAFE LOCATION**
- Give directions to meet at designated shelter area
- Shut off lights and close doors
- Look for severe weather shelter area 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**

**CONTACT EMERGENCY SERVICES**
- 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**

**AVOID | DENY | DEFEND**

**Avoid**
- Pay attention to your surroundings
- Have an exit plan
- Quickly move away from the threat
- Put distance and barriers between you and the threat
- Warn others of the danger

**Deny**
- Keep distance between you and the threat
- Create barriers to prevent or slow down the threat
- Turn off the lights
- Hide quietly and silence your phone

**Defend**
- Be prepared to defend yourself
- Be aggressive and committed to your actions

Call 911 when you are in a safe area

When law enforcement arrives, show your hands and follow commands

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**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