

# IOWA STATE UNIVERSITY EMERGENCY RESPONSE GUIDE



## 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

#### **A**void

- 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

#### **D**eny

- 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

#### **D**efend

- 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**

## EMERGENCY CONTACT INFORMATION

[info.iastate.edu/emergency](http://info.iastate.edu/emergency)

EMERGENCY ..... 911

ENVIRONMENTAL HEALTH AND SAFETY ..... 515-294-5359

ISU POLICE ..... 515-294-4428

MARY GREELEY MEDICAL CENTER ..... 515-239-2011

AMES POLICE ..... 515-239-5133

IOWA POISON CONTROL CENTER ..... 800-222-1222