<table>
<thead>
<tr>
<th>EVENT</th>
<th>WHAT YOU SHOULD DO</th>
</tr>
</thead>
</table>
| **Fire** | Immediately stop what you are doing and exit area. *(do not use elevators)* Pull closest fire alarm pull station. Report to your designated evacuation rally point.  
- **Rally Point 1:** Parking Lot #27, RPC Frances Donatelli  
- **Rally Point 2:** Top of E.J. Thomas via elevated bridge  
- **Rally Point 3:** Lawn area southeast of the polymer circle  
- **RPC Galen Karriker**  
- **RPC Laurie Lafferty**  
Remain at the Rally Point until given the all clear to re-enter the building |
| **Medical Emergency** | Provide the following information to the dispatcher your name, type of emergency, location of the victim(s), condition of the victim(s), any dangerous conditions, clear the area and have someone monitor the injured person until EMS arrive. Comfort and reassure injured person:  
*An AED is located outside the second floor recital hall.* |
| **Hazardous Materials Incident Occurring Outside of Building** | Upon notification close and shut doors, windows. Report to an inside shelter location:  
- **Lower Level Sheltering Locations:** Studio 194 and/or 195 lounge in the addition & basement rooms 05 or 09 in the original building, and rooms 28 (always accessible) and 20 (accessible)  
- **Upper Level Sheltering Locations:** Recital Rm 209- 2nd Floor of Original Building  
Stay in the shelter until given all clear |
| **Bomb Threat** | Write down or electronically save the threat. Report anything suspicious to responding UAPD or EOHS personnel. If ordered to evacuate the building and notice anything out of the ordinary or suspicious make sure to inform UA Safety Forces. Be sure to take all important belongings (purses, wallets, medication, briefcases, etc) with you when exiting because reentry to the building might not be possible for several hours |
| **Active Shooter / Violent Incident** | Follow the A.L.I.C.E. concepts  
- **Alert**  
- **Lockdown**- secures your room, by locks, furniture or ties to the door. Turn off lights and silence your cell phones.  
- **Information** will be coming to you. Use this information and make good decisions on whether to escape or be prepared to counter.  
- **Counter**- Find items to use to distract the attacker. ie-books, pens, paper, book bags etc. Prepare to swarm the attacker directly after the distraction.  
- **Escape**- If you are able to escape then do so. Use the information that is being disseminated to help you make that decision. |
| **Tornado** | Upon notification of the National Weather Service issuing a tornado warning for the City of Akron report to your building’s designated tornado shelter  
- **Tornado Shelter Locations:** Studio 194 and/or 195 lounge in the addition & basement rooms 05 or 09 in the original building, and rooms 28 (always accessible) and 20 (accessible)  
All clear” signal will come via text messaging, 2 way radio and campus outdoor warning system. |

* When calling 911 or 2911, provide this information:  
- Type of emergency  
- Location (building and room number)  
- Your name  
- Unless you must leave, stay on the phone as needed

Building Emergency Response Leader (BERL): Patty LaNasa  
BERL (Alternate 1): Kim Bradfield
**Telephone Bomb Threat Checklist**

Instructions: Remain calm and be courteous with the caller. Do not interrupt the caller. Pretend you can’t hear the caller and try to keep the caller talking. Fill out the form below with as much information as possible.

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Where is the bomb going to explode?</td>
<td></td>
</tr>
<tr>
<td>2. When is the bomb going to explode?</td>
<td></td>
</tr>
<tr>
<td>3. What does the bomb look like?</td>
<td></td>
</tr>
<tr>
<td>4. What kind of bomb is it?</td>
<td></td>
</tr>
<tr>
<td>5. What will cause the bomb to explode?</td>
<td></td>
</tr>
<tr>
<td>6. Did you place the bomb? If so, why?</td>
<td></td>
</tr>
<tr>
<td>7. What is your address?</td>
<td></td>
</tr>
<tr>
<td>8. What is your name?</td>
<td></td>
</tr>
</tbody>
</table>

**Exact wording of the threat:**

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**Time of Call:**

- Date:
- Phone Number Call Received From:

**Accent:**
- Local
- Middle East
- Hispanic
- African
- Other: __________

**Manner:**
- Calm
- Rational
- Coherent
- Deliberate
- Righteous
- Angry
- Irrational
- Incoherent
- Emotional
- Laughing
- Other:

**Background:**
- Machines
- Music
- Office
- None
- Traffic
- Other: __________

**Voice:**
- Loud
- High Pitch
- Raspy
- Intoxicated
- Soft
- Deep
- Pleasant
- Other: __________

**Speech:**
- Fast
- Distinct
- Distorted
- Slurred
- Slow
- Stutter
- Nasal
- Other:

**Language:**
- Fair
- Poor
- Foul
- Other:
- Excellent
- Good
- Other:

**Gender:**
- Male
- Female

**Adult**

**Juvenile**

**Age:** ( )

**Call Origin:**
- Local
- Non-Local

**Your Name:**

**Your Phone Number:**

**Your Position:**

**Date of Report:**