**BUCHTEL HALL**  
**EMERGENCY ACTION GUIDELINES**

<table>
<thead>
<tr>
<th>EVENT</th>
<th>WHAT YOU SHOULD DO</th>
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</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: Buchtel Statue (in front of building)**  
- **Rally Point Coordinator:** Laura Miller Francis  
- **Alternate Rally Point Coordinator:** Patti Huth  
- **Rally Point 2: Circular sidewalk behind building**  
- **Rally Point Coordinator:** Kristin Brummond  
- **Alternate Rally Point Coordinator:** Sharon Messner  
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 on the first floor of this building near the elevator.* |
| **Power Outage** | Turn off and unplug computers and any electronic equipment.  
Move cautiously to lighted area.  
Stay in lit area until given the order to evacuate or the power comes back on. |
| **Hazardous Materials Incident Occurring Outside of Building** | Upon notification close and shut doors, windows.  
Report to a inside shelter location:  
- **Lower Level Sheltering Locations—Rooms 51 in garden Level**  
- **Upper Level Sheltering Locations—Inside suites on 2nd floor**  
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: Rooms 51 in Garden Level**  
All clear" signal will come via text messaging, 2 way radio and campus outdoor warning system. |
**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.

1. Where is the bomb going to explode?  
2. When is the bomb going to explode?  
3. What does the bomb look like?  
4. What kind of bomb is it?  
5. What will cause the bomb to explode?  
6. Did you place the bomb? If so, why?  
7. What is your address?  
8. What is your name?

**Exact wording of the threat:**

**Time of Call:**

**Date:**  
**Phone Number Call Received From:**

**Accent:**
- Local
- Middle East
- Hispanic
- African
- Slavic
- Southern
- Northern
- Midwestern
Other: __________

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

**Background:**
- Machines
- Music
- Office
- None
- Traffic
- Trains
- Animals
- Voices
- Airplanes
- Other: __________

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

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

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

**Gender:**
- Male
- Female

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

**Your Name:**  
**Your Phone Number:**

**Your Position:**  
**Date of Report:**