



# BUCKINGHAM CENTER FOR CONTINUING EDUCATION AECH EMERGENCY ACTION GUIDELINES

EVENT	WHAT YOU SHOULD DO
Upon request an electronic copy of this Building's Emergency Action Plan (BEAP) can be provided.  Please contact The University's Emergency Management Coord. at 330-972-2633 to request a copy.	<b>Call The University of Akron Police Department (UAPD) by dialing - 911</b> Be prepared to share: <ul style="list-style-type: none"><li>You're Calling from the University of Akron</li><li>Provide name of Building and Address: <b>220 Wolf Ledges Parkway</b></li><li>Type of emergency</li><li>Location (room number) <b>Lower level</b></li><li>Your name</li></ul> The City of Akron's Safety Communication Center will dispatch a University Police Officer(s) to the emergency call along with the requested City of Akron Emergency Services (Fire/EMS).  During a fire or if the elevators are inoperable, have people in wheelchairs move to the closest stairwell and call UAPD to let them know their location and if they need help.
<b>Fire</b>	Immediately stop what you are doing and exit area. <b>(Do not use elevators)</b> Pull closest fire alarm pull station. Report to your designated evacuation rally point. ➤ <b>Rally Point: Lower Level Parking Lot near Express Building</b> Remain at the Rally Point until given the all clear to re-enter the building
<b>Medical Emergency</b>	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 ➤ <b>An AED is located on the first floor of this building near the elevator.</b>
<b>Power Outage</b>	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.
<b>Hazardous Materials Incident Occurring Outside of Building</b>	Upon notification close and shut doors, windows, Report to an inside shelter location: ➤ <b>Lower Level Sheltering Location: - Track level classrooms</b> ➤ <b>Upper Level Location: - Fourth floor lecture hall</b> Stay in the shelter until given all clear
<b>Bomb Threat</b>	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.
<b>Active Shooter / Violent Incident</b>  <b>lockdown of (classrooms and offices)</b>	Follow the <b>A.L.I.C.E.</b> concepts <b>Alert</b> - Notify UAPD of the incident <b>Lockdown</b> - secures your room, by locks, furniture or ties to the door. Turn off lights and silence your cell phones. <b>Information</b> - will be coming to you. Use this information and make good decisions on whether to escape or be prepared to counter. <b>Counter</b> - Find items to use to distract the attacker. ie-books, pens, paper, book bags etc. Prepare to swarm the attacker directly after the distraction. <b>Escape</b> - If you are able to escape then do so. Use the information that is being disseminated to help you make that decision.
<b>Tornado</b>	Upon notification of the National Weather Service issuing a tornado warning for the City of Akron report to your building's designated tornado shelter ➤ <b>Tornado Shelter Location: - Track level classrooms</b> All clear" signal will come via text messaging, 2-way radio and campus outdoor warning system.