

# COLLEGE OF ARTS & SCIENCES EMERGENCY ACTION GUIDELINES

| EVENT                                                                                                                                                                                                          | WHAT YOU SHOULD DO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| <p>Upon request, an electronic copy of this Building's Emergency Action Plan (BEAP) can be provided.</p> <p>Please contact the University's Emergency Management Coord. at 330-972-2633 to request a copy.</p> | <p><b>Call The University of Akron Police Department (UAPD) by dialing - 911</b></p> <p>Be prepared to share:</p> <ul style="list-style-type: none"> <li>You're Calling from the University of Akron</li> <li>Provide name of Building and Address: <b>290 East Buchtel Avenue</b></li> <li>Type of emergency</li> <li>Location (room number)</li> <li>Your name</li> </ul> <p>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).</p> <p>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.</p>                                                                                                                       |
| Fire                                                                                                                                                                                                           | <p>Immediately stop what you are doing.</p> <p>Pull closest fire alarm pull station.</p> <p>If trained on how to use a portable fire extinguisher, you may try to extinguish the fire.</p> <p>Exit the area using closest exit. <b>(Do not use elevators.)</b></p> <p>Report to your designated evacuation rally point.</p> <ul style="list-style-type: none"> <li>➤ <b>Rally Point 1: Dorothy Martin Flower Garden located next to Bierce Library</b></li> <li>➤ <b>Rally Point 2: Grass Area between Olin Hall and Arts and Science</b></li> </ul> <p>Remain at the Rally Point until given the all clear to re-enter the building.</p>                                                                                                                                                                                                                                                |
| Medical Emergency                                                                                                                                                                                              | <p>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 arrives.</p> <p>Comfort and reassure injured person.</p> <ul style="list-style-type: none"> <li>➤ <b>An AED is located near the 1<sup>st</sup> floor vending machines area</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Large Chemical Spill Occurring Inside a Lab                                                                                                                                                                    | <p>Evacuate the lab and call UAPD to notify of the incident.</p> <p>Isolate the lab and prevent people from entering.</p> <p>If chemical exposure occurs, locate a safety shower in a safe location and begin flushing the exposed person for at least 15 minutes or until first responders give other instructions.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Hazardous Materials Incident Occurring Outside of Building                                                                                                                                                     | <p>Upon notification, close and shut doors, windows.</p> <p>Report to an inside shelter location:</p> <ul style="list-style-type: none"> <li>➤ <b>Lower-Level Shelter Location: 1st Flr all rooms without EXT windows</b></li> <li>➤ <b>Upper-Level Shelter Location: 3<sup>rd</sup> &amp; 4<sup>th</sup> floors all rooms without EXT windows</b></li> </ul> <p>Stay in the shelter until given all clear.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Bomb Threat                                                                                                                                                                                                    | <p>Write down or electronically save the threat.</p> <p>Report anything suspicious to responding UAPD or EOHS personnel.</p> <p>If ordered to evacuate the building and notice anything out of the ordinary or suspicious, make sure to inform UAPD.</p> <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p><b>Active Shooter / Violent Incident</b></p> <p>Follow the <b>RUN HIDE FIGHT</b> concepts</p>                                                                                                               | <p><b>RUN</b> - If you are able to escape from the building then do so. Encourage others to leave with you, but do not allow them to slow you down. Don't stop until you are in a safe place! Notify UAPD once you are in a safe location.</p> <p><b>HIDE</b> - If escape is not possible, find a good place to hide, lock and barricade the door. Turn off lights and silence your cell phones. Prepare a defensive plan in case the attacker enters the room.</p> <p><b>FIGHT</b> - Find items to throw at the attacker's head (books, chairs, computers, book bags, fire extinguisher, etc.). As a last resort, be prepared to ambush the attacker. Unarm the attacker and secure the weapon in a trash can.</p> <p><b>Notification</b> - Information will be provided to you by text, indoor and outdoor mass notification systems. Use this information to make good decisions.</p> |
| Tornado                                                                                                                                                                                                        | <p>Upon notification of the National Weather Service issuing a tornado warning for the City of Akron, report to your building's designated tornado shelter.</p> <ul style="list-style-type: none"> <li>➤ <b>Tornado Shelter Location: 1st floor all rooms without EXT windows</b></li> </ul> <p>"All clear" signal will come via text messaging, weather radio and campus outdoor warning system.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |