



# BUCKINGHAM CENTER FOR CONTINUING EDUCATION EMERGENCY ACTION GUIDELINES

EVENT	WHAT YOU SHOULD DO
<p>Upon request an electronic copy of this Building's Emergency Action Guidelines (BEAG) 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 University of Akron Police Department (UAPD) at 330-972-2911</b></p> <p>Be prepared to share:</p> <ul style="list-style-type: none"> <li>• Type of emergency</li> <li>• Location (building and room number)</li> <li>• Your name</li> <li>• Stay on the phone if possible</li> </ul> <p>If elevators are inoperable during an emergency, people in wheelchairs should be moved to a stairwell with an emergency phone. Alert <b>UAPD at 330.972.2911.</b></p> <p><b>City of Akron Emergency Services</b> (Police, Fire/EMS) can be contacted by dialing <b>911</b> from a cell phone or Microsoft Teams phone.</p>
<p><b>Fire</b></p>	<p>Immediately stop what you are doing and exit area. <b>(Do not use elevators)</b></p> <p>Pull closest fire alarm pull station.</p> <p>Report to your designated evacuation rally point.</p> <p>➤ <b>Rally Point: Lower Level Parking Lot near Express Building</b></p> <p>Remain at the Rally Point until given the all clear to re-enter the building</p>
<p><b>Medical Emergency</b></p>	<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 arrive.</p> <p>Comfort and reassure injured person</p> <p>➤ <b>An AED is located on the first floor of this building near the elevator.</b></p>
<p><b>Power Outage</b></p>	<p>Turn off and unplug computers and any electronic equipment.</p> <p>Move cautiously to lighted area.</p> <p>Stay in lit area until given the order to evacuate or the power comes back on.</p>
<p><b>Hazardous Materials Incident Occurring Outside of Building</b></p>	<p>Upon notification close and shut doors, windows, Report to an inside shelter location:</p> <p>➤ <b>Lower Level Sheltering Location: - Track level classrooms</b></p> <p>➤ <b>Upper Level Location: - Fourth floor lecture hall</b></p> <p>Stay in the shelter until given all clear</p>
<p><b>Bomb Threat</b></p>	<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 UA Safety Forces.</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>
<p><b>Tornado</b></p>	<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> <p>➤ <b>Tornado Shelter Location: - Track level classrooms</b></p> <p>All clear" signal will come via text messaging, 2-way radio and campus outdoor warning system.</p>