COMPUTER CENTER 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.	**Call University of Akron Police Department (UAPD) at 330-972-2911** Be prepared to share: 　　Type of emergency 　　Location (building and room number) 　　Your name 　　Stay on the phone if possible 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. **City of Akron Emergency Services** (Police, Fire/EMS) can be contacted by **dialing 911** from a cell phone or Microsoft Teams phone.
Fire	Immediately stop what you are doing. Pull closest fire alarm pull station. If trained on how to use a portable fire extinguisher, you may try to extinguish the fire. Exit the area using closest exit. **(Do not use elevators.)** Report to your designated evacuation rally point. 　　**Rally Point 1: Emergency Phone West side of building** 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 arrives. Comfort and reassure injured person. 　　**An AED is located near the fire panel at the side entrance of the building**
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.