

QUAKER STATION EMERGENCY ACTION GUIDELINES

EVENT	WHAT YOU SHOULD DO
<p>* When calling 911 or 2911, provide this information:</p> <ul style="list-style-type: none"> • Type of emergency • Location (building and room number) • Your name • Unless you must leave, stay on the phone as needed 	<p>If elevators are inoperable, people in wheelchairs should be moved to a stairwell and await assistance. Alert UA police at ext. 2911 that this person needs assistance.</p> <p>If you are calling from a non campus phone such as a cell phone you must dial (330) 972 2911 to reach UAPD dispatch.</p> <p>All emergencies need to be reported to UAPD Dispatch Center.</p> <p>Building Emergency Response Leader (BERL): Julie Lough BERL (Alternate 1): Bea Owen</p>
<p>Fire</p>	<p>Immediately stop what you are doing and exit area. (do not use elevators)</p> <p>Pull closest fire alarm pull station.</p> <p>Report to your designated evacuation rally point.</p>



Telephone Bomb Threat Checklist

In case of a bomb threat, the following information should be recorded:

Name of caller	Telephone number
Name of person called	Date and time of call
Description of caller	Name of person who called
Name of person who called	Name of person who called
Name of person who called	
Name of person who called	
Name of person who called	

Location	Description	Name of person called
Accented Local Middle Foreign African	Manner Calm Urgent Threatening Nervous Angry	Background Male Female Office None Other
Location Local Foreign African	Description Manner Calm Urgent Threatening Nervous Angry	Name of person called Male Female Office None Other