

# GROUND SHOP 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>Call University of Akron Police Department (UAPD) at 330-972-2911</p> <p>Be prepared to share:</p> <ul style="list-style-type: none"> <li>x Type of emergency</li> <li>x Location (building and room number)</li> <li>x Your name</li> <li>x Stay on the phone if possible</li> </ul> <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> <p>City of Akron Emergency Services (Police, Fire/EMS) can be contacted by dialing 911 from a cell phone or Microsoft Teams phone.</p>
<p><b>Fire</b></p>	<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. Exit the area using closest exit. (Do not use elevators.)</p> <p>Report to your designated evacuation rally point.</p> <p style="padding-left: 20px;">¾ Rally Point: Parking Lot 40 North of Building</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 arrives.</p> <p>Comfort and reassure injured person.</p> <p style="padding-left: 20px;">¾ An AED is located in the main office area</p>
<p><b>Large Chemical Spill Occurring Inside the Building</b></p>	<p>Evacuate the area and call UAPD to notify dispatch about the incident.</p> <p>Isolate the area and prevent people from entering.</p> <p>If chemical exposure occurs, locate a safety shower and begin flushing the exposed person for at least 15 minutes or until first responders give other instructions.</p> <p>Upon notification, close and shut doors, windows.</p>
<p><b>Hazardous Materials Incident Occurring Outside of Building</b></p>	<p>Report to an inside shelter location:</p> <p style="padding-left: 20px;">¾ Lower-Level Shelter Location: Basement of Wonder Bread</p> <p style="padding-left: 20px;">¾</p>