



# WHITBY HALL EMERGENCY ACTION GUIDELINES

EVENT	WHAT YOU SHOULD DO
<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 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>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><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.</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. <b>(Do not use elevators.)</b></p> <p>Report to your designated evacuation rally point.</p> <p><b>¾ Rally Point 1: Outdoor Sitting Area East of Good Year Polymer the exposed person for at l</b></p>

	<p><b>give other instructions.</b></p>
<p><b>Hazardous Materials Incident Occurring Outside of Building</b></p>	<p>Upon notification, close and shut doors, windows.</p> <p>Report to an inside shelter location:</p> <p><b>¾ Lower-Level Shelter Location: 1<sup>ST</sup> floor interior hallway</b></p> <p><b>¾ Upper-Level Shelter Location: 4<sup>th</sup> floor interior hallway</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 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>
<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>¾ Tornado Shelter Location: 1<sup>ST</sup> floor interior hallway</b></p> <p>"All clear" signal will come via text messaging, weather radio and campus outdoor warning system.</p>