

AKRON POLYMER TRAINING CENTER 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): Tayba Tahir BERL (Alternate 1): Janet Mealy</p>
Fire	<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> <p style="text-align: center;">Rally Point 1: Lot 21</p> <p style="text-align: center;">Rally Point Coordinator: Tayba Tahir Alternate Rally Point Coordinator: Janet Mealy</p> <p>Remain at the Rally Point until given the all clear to re-enter the building</p>
Medical Emergency	<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>An AED is located in the shop area next to the emergency phone.</p>



Telephone Bomb Threat Checklist

When contacted and advised of a bomb threat, do not panic. Do not provide any information to the caller. Do not use a pay phone. Do not use a public phone. Do not use a mobile phone. Do not use a cordless phone. Do not use a cell phone. Do not use a landline phone. Do not use a fax machine. Do not use a computer. Do not use a printer. Do not use a scanner. Do not use a copier. Do not use a shredder. Do not use a hole punch. Do not use a stapler. Do not use a paper shredder. Do not use a paper shredder. Do not use a paper shredder.

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