

BIERCE LIBRARY 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): Don Appleby BERL (Alternate 1): Phylis O' Conner</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>Rally Point 1: Leigh Hall Rally Point Coordinator: Phylis O'Conner Alternate Rally Point Coordinator: Shelle Davis</p> <p>Rally Point 2: Arts and Sciences Rally Point Coordinator: Jim Kelly Alternate Rally Point Coordinator: Steve Brusso</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 on the first floor behind the circulation desk.</p>
Power Outage	<p>Turn off and unplug computers and any electronic equipment.</p> <p>Move cautiously to lighted area.</p> <p>Stay in lit area until given the order to evacuate or the power comes back on.</p>
Hazardous Materials Incident Occurring Outside of Building	<p>Upon notification close and shut doors , windows</p> <p>Report to a inside shelter location:</p> <p>Lower Level Sheltering Locations- Basement Upper Level Sheltering Locations- 3rd Floor (away from windows)</p> <p>Stay in the shelter until given all clear</p>



Telephone Bomb Threat Checklist

When you receive a telephone bomb threat, do not panic. Stay calm and listen carefully. Do not hang up the phone until you have been advised to do so. Do not return the call. Do not tell anyone about the threat. Do not use the phone again until you have been advised to do so.

Do not return the call.	Do not use the phone again until you have been advised to do so.
Do not tell anyone about the threat.	Do not hang up the phone until you have been advised to do so.