



# COLLEGE OF BUSINESS ADMIN. (CBA) 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>Type of emergency</li> <li>Location (building and room number)</li> <li>Your name</li> <li>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 <b>dialing 911</b> from a cell phone or Microsoft Teams phone.</p>
<p><b>Fire</b></p>	<p>Immediately stop what you are doing. Pull closest fire alarm pull station.</p>

<p><b>Bomb Threat</b></p>	<p style="text-align: right;"><b>4<sup>th</sup> Flr Hallways &amp; classrooms w/o EXT windows</b></p> <p>➤ <b>Upper-Level Shelter Location: 4<sup>th</sup> Flr Hallways &amp; offices w/o EXT windows</b></p> <p>Stay in the shelter until given all clear. Write down or electronically save the threat. Report anything suspicious to responding UAPD or EOHS personnel. If ordered to evacuate the building and notice anything out of the ordinary or suspicious, make sure to inform UAPD. Be sure to take all important belongings (purses, wallets, medication, briefcases, etc.) and secure the weapon in a trash can. <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>Tornado Shelter Location: CBA: 130, 138, 145, 148 and 149</b></p> <p>"All clear" signal will come via text messaging, weather radio and campus outdoor warning system.</p>