ROBERTSON CAFE
EMERGENCY ACTION GUIDELINES

The University of Akron

EVENT	WHAT YOU SHOULD DO
Upon request, an electronic copy of this Building's Emergency Action Plan (BEAP) can be provided. Please contact the University's Emergency Management Coord. at 330-972-2633 to request a copy.	**Call University of Akron Police Department (UAPD) at 330-972-2911** Be prepared to share: • Type of emergency • Location (building and room number) • Your name • Stay on the phone if possible 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. **City of Akron Emergency Services** (Police, Fire/EMS) can be contacted by **dialing 911** from a cell phone or Microsoft Teams phone.
Fire	Immediately stop what you are doing. Pull closest fire alarm pull station. 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.)** Report to your designated evacuation rally point. ➢ **Rally Point 1: In front of Bulger Hall (south side of building)** ➢ **Rally Point 2: Loading dock (west side of building) near Guzzetta Hall** Remain at the Rally Point until given the all clear to re-enter the building.
Medical Emergency	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. Comfort and reassure injured person. ➢ **An AED is located near the main entrance service desk**
Power Outage	Turn off and unplug computers and any electronic equipment. Move cautiously to lighted area. Stay in lit area until given the order to evacuate or the power comes back on.
Hazardous Materials Incident Occurring Outside of Building	Upon notification, close and shut doors, windows. Report to an inside shelter location: ➢ **Lower-Level Shelter Location: Lower level dock area away from windows as well as rooms 8 and 10** ➢ **Upper-Level Shelter Location: Administrative offices without windows** Stay in the shelter until given all clear.
Bomb Threat	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.) with you when exiting because reentry to the building might not be possible for several hours.
Active Shooter / Violent Incident Follow the **RUN HIDE FIGHT** concepts	**RUN** - If you are able to escape from the building then do so. Encourage others to leave with you, but do not alllow them to slow you down. Don't stop until you are in a safe place! Notifiy UAPD once you are in a safe location. **HIDE** - 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. **FIGHT** - 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. **Notification** - Information will be provided to you by text, indoor and outdoor mass notification systems. Use this information to make good decisions.
Tornado	Upon notification of the National Weather Service issuing a tornado warning for the City of Akron, report to your building's designated tornado shelter. ➢ **Tornado Shelter Location: Lower level dock area away from windows as well as rooms 8 and 10** "All clear" signal will come via text messaging, weather radio and campus outdoor warning system.