

# QUAKER STATION EMERGENCY ACTION GUIDELINES

EVENT	WHAT YOU SHOULD DO
<p>* When calling <b>911 or 2911</b>, provide this information:</p> <ul style="list-style-type: none"> <li>• Type of emergency</li> <li>• Location (building and room number)</li> <li>• Your name</li> <li>• Unless you must leave, stay on the phone as needed</li> </ul>	<p>If elevators are inoperable, people in wheelchairs should be moved to a stairwell and await assistance. Alert UA police at ext. <b>2911</b> that this person needs assistance.</p> <p>If you are calling from a non campus phone such as a cell phone you must dial <b>(330) 972 2911</b> to reach UAPD dispatch.</p> <p>All emergencies need to be reported to UAPD Dispatch Center.</p> <p><b>Building Emergency Response Leader (BERL): Julie Lough</b>  <b>BERL (Alternate 1): Bea Owen</b></p>
<p><b>Fire</b></p>	<p>Immediately stop what you are doing and exit area. <b>(do not use elevators)</b></p> <p>Pull closest fire alarm pull station.</p> <p>Report to your designated evacuation rally point.</p>



## Telephone Bomb Threat Checklist

An caller name and address of the caller  
 Do not provide any information to the caller

Name of caller	Address of caller
Phone number	Date and time of call
Description of threat	Name of person threatened
Name of person calling	
Name of person receiving call	
Name of person who called	
Name of person who answered	

Location	Description	Name of person called
Accidental	Mistaken	Business
Local	Caller	Member
Middle	on	Member
Principal	Cooper	Office
African	Deer	None
	of	Office
Local	Deep	Local
Principal	Deer	Local
Principal	Deer	Local
Principal	Deer	Local