

# BUCHTEL HALL 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 dialing <b>911</b> from a cell phone or Microsoft Teams phone.</p>
<p><b>Fire</b></p>	<p>Immediately stop what you are doing.</p> <p>Pull closest fire alarm pull station.</p> <p>If trained on how to use a portable fire extinguisher, you may try to extinguish the fire.</p> <p>Exit the area using closest exit. <b>(Do not use elevators.)</b></p>