

# 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  
 the telephone number of the caller

Name of the caller	Address of the caller
Telephone number of the caller	Date and time of the call
Description of the caller's voice	Name of the person who answered the phone
Name of the person who called	
Name of the person who was threatened	
Name of the person who was threatened	
Name of the person who was threatened	

Name of the caller	Description of the caller	Name of the person who called
Accented Local Middle Foreign African	Male Female Unknown Other	Name Address Telephone Other
Location Middle Foreign African	Name Address Telephone Other	Name Address Telephone Other
Location Middle Foreign African	Name Address Telephone Other	Name Address Telephone Other