AUBURN SCIENCE & TECHNOLOGY LIBRARY EMERGENCY ACTION GUIDELINES

EVENT

WHAT YOU SHOULD DO

* When calling 911 or 2911, provide this information:

- Type of emergency
- Location (building and room number)
- Your name
- Unless you must leave, stay on the phone as needed

Fire

If elevators are inoperable, people in wheelchairs should be moved to a stairwell and await assistance. Alert UA police at ext. 2911 that this person needs assistance.

If you are calling from a non campus phone such as a cell phone you must dial (330) 972 2911 to reach UAPD dispatch.

All emergencies need to be reported to UAPD Dispatch Center.

Building Emergency Response Leader (BERL): Jo Ann Calzonetti BERL (Alternate 1): Circulation Supervisor

Immediately stop what you are doing and exit area. **(do not use elevators)** Pull closest fire alarm pull station. R



Telephone Bomb Threat Checklist

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