

Emergency Response Guidelines

Event	What You Should Do
MEDICAL EMERGENCY	Call University Police at ext.7123 or 330-972-7123 (*)
POWER OUTAGE	Maintain instructional activities if possible. Move cautiously to lighted area. Await further instruction from college personnel.
FIRE	Fire observed: Pull nearest fire alarm station. Fire alarm: Immediately exit area.
HAZARDOUS MATERIALS INCIDENT	Immediately exit area. Call University Police at ext. 7123 or 330-972-7123(*)
DISRUPTIVE INDIVIDUAL/ SUSPICIOUS PERSON	Call University Police immediately at ext. 7123 or 330-972-7123 (*) Get a good description of the individual. Last known location or direction of travel.
BOMB THREAT	Call University Police at ext. 7123 or 330-972-7123 (*) Write down or electronically save the threat. Report anything suspicious to responding safety personnel.
VIOLENT INCIDENT LOCKDOWN OF CLASSROOMS AND OFFICES	Escape if you are able, otherwise lock the door. If the door cannot be locked, barricade the door with furniture. Move to an area of the room that is out of view; close blinds if time allows. Discuss a plan of action in case your room is entered by an aggressive individual. Make informed decisions about your safety with the information provided to you.
TORNADO	Move to the designated shelter areas in the area of the building that you are currently at until notified that it is safe to clear the area.
(*) When calling police provide this information: <ul style="list-style-type: none"> • Location and room number • Type of emergency • Phone number • Your name <p><i>Stay on the phone, unless it is unsafe or directed otherwise.</i></p>	If you are calling from a non-campus phone (such as a cell phone) you must dial 330-972-7123 (*) to reach police dispatch. Report all emergencies to University Police.