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<http://ucdirectory.edu/>

2016-17

Emergency Phone Numbers

FOR ALL EMERGENCIES..... 911

TDD/TTY (Emergency & Non-Emergency).....513-556-9933

Non Emergency Service Contacts

Directory Assistance

On Campus 0

Off-Campus.....513-556-6000

Public Safety

<http://www.uc.edu/publicsafety.html>513-556-1111

UC Information Technologies Help Desk

<http://www.uc.edu/ucit/helpdesk.html>513-556-HELP(4357)

Work Control

<http://www.uc.edu/af/facilities.html>513-558-2500

After Hours.....513-556-1111

Emergency Procedures

In an emergency:

1. Call 911 using any phone and report the problem. Give the telephone number from which you are calling and your exact location—Building, floor, and room number.
2. If there's smoke or a fire, pull the fire alarm to get everyone who is able out of the building. Do not use elevators. Go to assigned outside assembly area. If there is a serious contamination problem, pull the fire alarm to get everyone outside.
3. Relocate/evacuate those in immediate danger. Disabled persons are to assemble in defined rescue areas preferably a room with an external window, phone, and solid door.
4. Assign one staff person to relay information to others.
5. If a tornado warning, go to the tornado safe area for your building (i.e., basement, interior hallway, non-glass stairwell).
6. If a bomb threat, complete the bomb threat checklist below.

Bomb Threat Checklist

1. Remain calm, do not interrupt the caller. Note time of call. Note phone number where the call was received.
2. As best you can, write down the exact words of the caller.
3. What did the voice sound like? (angry, raspy, stutter, whispered, excited, drunken, male, female, etc.)
4. Any background sounds? (airplanes, cars, office machines, static, beepers, voices)
5. Area threatened? Area name used by the caller?
6. Threat language? (educated, foul, incoherent, irrational, taped, or message read)
7. Your name and telephone number, and location.
8. Call 911.



University of Cincinnati
2600 Clifton Ave.
Cincinnati, OH 45221

Directory Assistance 513-556-6000

University of Cincinnati Telephone Directory 2016-2017

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UC Directory on the Web: <https://ucdirectory.uc.edu/>

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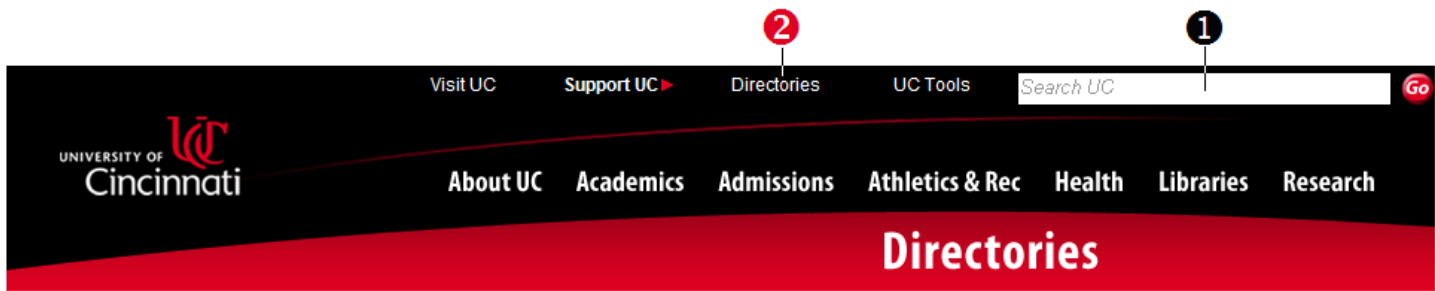
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Directory Services

Your E-Directory

Do you need to find a department, faculty, staff, or student? Use the UC *E-Directory*, at the top, right corner of most main university web pages. The *E-Directory* provides up-to-date information.

It's quick and easy to use!

- 1 Type in a person's name and select Search People in the drop down menu and hit enter or select the "Go" button on the right. Enter a last name in the search box to find someone quickly. You may even enter a partial last name with as few as 2 letters for the last name, and you will be given a selection of names which start with that spelling.
- 2 Select the "Directories" link to access the E-Directory home page on most main university web pages.

Helpful Hints with the E-Directory!

Need to find someone, but don't know the last name?

- You know the first name and department of the person you need to contact. Enter his/her first name and select a department from the Department drop down box. For example, enter Susan in the firstname field, select UCit from the drop down box, and click Search. You will get a list of "Susans" in UCit.
- You know the first name is Anne and the building she works in. Search by entering the first name (without the e), find the building in the Building drop down box, click Search and you receive a list of Ann(e)s in that building.

Phonetic Search, when you know how it sounds, but don't know how the name is spelled.

Click Advanced Search under the Faculty/Staff search. Enter the entire spelling of the last name, the way it sounds. You must have the first letter correct and try to spell the whole last name.

Need a list of employees in a department?

In the Department drop down box, select the department, click Search and receive a list of employees.

Need a list of everyone at a certain mail location?

Enter the four digit mail location in the ML dialog box, click Search and receive the list of employees.

Trying to find a department?

Use the A—Z Index. Many searches will be more successful if you enter only part of the department name. EX: learn. Your search will give you "Learning Assistance Center (AESS)", "Learning Center (CLER)", "Learning Center, Physics (A&S)", "Learning Disability Evaluations", "Learning in Retirement", and "Learning, The Ctr for Enhancement of Teaching &." You also may try a search by topic. EX: accounting.