



**UNIVERSITY OF  
GEORGIA**

**FAMILY SCIENCE CENTER II 1249**

**Building Emergency Action Plan**

**Date Last Modified: 12/13/2024**

**OEP Date Reviewed: 09/04/2024**

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### **BEAP Development Validation and Training - Section 1**

Each occupied University building must have a Building Emergency Action Plan (BEAP) that prepares the building occupants for possible emergency situations. The primary Building Safety and Security Representative (BSSR), designated by a Dean, Department Head or Director in the building, should coordinate the development of the BEAP with representatives from each department located in the building. The Building Safety Team (BST) should utilize the MyBEAP plan generator system located at [https://busfin3.busfin.uga.edu/OEP/prepare\\_login.cfm](https://busfin3.busfin.uga.edu/OEP/prepare_login.cfm) to develop their building plan(s).

Once the initial BEAP is completed by the BST, the BEAP will automatically be sent to the Office of Emergency Preparedness (OEP) for review. OEP personnel will review each BEAP and ensure that all sections have been completed in the MyBEAP generator system. OEP staff will contact the BSSRs directly with any questions or recommendations for their BEAP. Once the BSSRs receives notification from OEP that the BEAP is approved, building BSSRs and the BST should distribute the BEAP to all departments in the building through the appropriate departmental representatives on the BST. Building occupants (faculty, staff and students) should

become familiar with the BEAP with a focus on specific building evacuation routes, shelter areas inside the building, outside evacuation assembly areas and identifying persons in the building with special needs who may need assistance during an emergency.

In addition, BSSRs can use customized emergency posters and/or podium cards as another resource to provide building occupants with a quick overview of the most common building emergency scenarios. The emergency posters and/or podium cards are most useful when they are posted in classrooms, offices and other high-traffic areas within each building. Once a BEAP has been completed for a building, emergency posters and podium cards are available by request from the Office of Emergency Preparedness.

<http://www.prepare.uga.edu/bssrs/mybeap-resource-page/>

## **Training of Building Staff - Drills and Exercises - Section 1.a**

Training is an integral part of the safety, security and emergency preparedness program for your building. It is the responsibility of each department within each building to ensure all their employees are trained on the BEAP for the building(s) they occupy. Furthermore, it is the responsibility of the building occupant to become familiar with the BEAP, to know evacuation routes and assembly areas, and to attend emergency preparedness training classes provided by their department. OEP can provide assistance in training your building staff on your BEAP as well as other homeland security, emergency planning and public safety topics.

Each building should, at a minimum, conduct one fire drill per year to test the fire alarm system and the building occupants' emergency response. Fire drills should always be coordinated with the UGA Fire Safety Office (706-369-5706) and/or with OEP to ensure that the drill is conducted safely and properly evaluated. In addition, the UGA campus participates each year in February in the statewide tornado sheltering drill. OEP encourages each campus department to participate in the tornado sheltering drill every year.

## **Emergency Contact Numbers - Section 2**

University of Georgia Police Department	911 or 706-542-2200
Off Campus Emergency	911
UGA Environmental Safety Division	706-542-5801
Office of Emergency Preparedness	706-542-5845
UGA Facilities Management Work Order Desk	706-542-7456
After hours, weekends or holidays	706-542-0090
UGA Fire Safety Office (nonemergency)	706-369-5706
UGA Biosafety Office	706-542-2697
UGA Research Safety (Chemical and Radiation)	706-542-5288
Athens-Clarke County Police Records (nonemergency)	706-613-3000
Athens-Clarke County Police 911 (nonemergency)	706-546-5900
Athens-Clarke Fire Dept. Administration	706-613-3360
St. Mary's Hospital	706-389-3000
Athens Regional Medical Center	706-475-7000
University Health Center	706-542-1162

## **UGA Emergency Notification Methods - Section 3**

The following methods may be used to notify the campus community of various emergencies that may impact students, staff and faculty on the University of Georgia campus.

- The **UGAA/ert system** ([www.ugaalert.uga.edu](http://www.ugaalert.uga.edu)) is UGA's emergency mass notification system that is capable of sending thousands of messages within minutes by emailing, SMS text messaging and phone calls. The system will only be used when there is a severe threat to public safety and health of the entire campus that has not been contained or controlled and when immediate action is required. The UGAA/ert phone number reflected on your caller I.D. will be 706-542-0111.
- **UGAA/ert Desktop** will scroll across computers connected to the UGA network whenever the UGAA/ert system is activated. The text crawl will provide emergency information and then disappear after the message scrolls across the screen five times. The use of UGAA/ert Desktop will follow the same activation procedures as utilized for the UGAA/ert system.
- **UGA Home page** – The University of Georgia's official Web site for weather closings and emergency event information ([www.uga.edu](http://www.uga.edu)).
- UGA has **4 outdoor warning sirens** that are activated by Athens-Clarke County during tornado warnings for the county. The outdoor tornado sirens are only intended to be heard by persons who are located outdoors. The sirens are located at the State Botanical Garden, on top of the Chemistry Building, at the end of Rogers Road and on top of the East Campus Parking Deck.
- The **UGA Cablevision emergency screen capture** allows emergency messages to be flashed across all University controlled television stations.
- A campus-wide email notification system called **Arch News** can rapidly send email information to all faculty, staff and students on campus. It is normally utilized to provide campus-wide general announcements, lane closures, crime updates and inclement weather closings.
- **Social Media** - Emergency messages will be posted to social media for the following Twitter accounts @UGAOEP, @UGAAAlert, and @universityofga. The messages will also post to the Office of Emergency Preparedness Facebook page, <http://www.facebook.com/ugaoep>.
- **LiveSafe** – The safety app used by UGA. It can be downloaded for free for the App or Play store.
- **NOAA Weather Radio** – Provides 24/7 all-hazard watches and warnings for incidents such as floods, tornadoes, thunderstorms, winter storms, train derailments, AMBER alerts and terrorist attacks.

**Building Safety Team (BST) - Section 4**  
**Date Last Update: 12/13/2024**

A **Building Safety Team (BST)** consists of representatives from each department in the building chosen by each departmental manager to participate in the development of the Building Emergency Action Plan (BEAP) for the building. Generally, the

Primary Building Safety and Security Representative (BSSR) provides leadership for the BST in the development of the BEAP. Departments may have more than one representative on the BST and Backup BSSRs should serve on the BST.

<b>Name:</b> casey crane	<b>Floor:</b> 224 Dawson
<b>Department:</b> Facs Facilities Manager	
<b>Email:</b> casey.crane@uga.edu	<b>Phone:</b> 706-206-6902
<b>Name:</b> Livia Wade	<b>Floor:</b> 123 Dawson
<b>Department:</b> Human Development and Family science	
<b>Email:</b> lswade@uga.edu	<b>Phone:</b> 706-542-4831

**Emergency Floor Coordinator (EFC) - Section 5**  
**Date Last Updated: 12/13/2024**

**Emergency Floor Coordinators (EFC)** are building personnel chosen by the Building Safety Team (BST) and/or the Building Safety and Security Representative (BSSR) to provide coordination for any type of emergency for each floor in the building. EFCs should be located on each floor and be able to quickly and safely evacuate, shelter or advise building occupants (faculty, staff and students) as to the appropriate emergency procedures during building emergencies. EFCs should have backups and should be able to quickly communicate and coordinate with one another during an emergency.

<b>Name:</b> Casey Crane	<b>Floor:</b> 224 Dawson Hall
<b>Department:</b> Facs Facilities Manager	
<b>Email:</b> casey.crane@uga.edu	<b>Phone:</b> 7062066902
<b>Name:</b> Livia Wade	<b>Floor:</b> 123 Dawson Hall
<b>Department:</b> Human Development and Family Science	
<b>Email:</b> lswade@uga.edu	<b>Phone:</b> 706-542-4831

**Building Hazards/Areas of Special Concern - Section 6**  
**Date Last Updated: 12/13/2024**

This section includes a listing of building hazards, areas of special concern, or unique areas that first responders may need to be aware of when responding to your building. This section may include other specific emergency response information and special instructions, as appropriate, for your building.

<p><b>There are hazards or areas of special concern in the building that should be known to first responders.</b></p>
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**Specific location and type of hazards or special concerns**

Not all windows can open. Paint on windows are prohibiting windows to open.  
Furnace, hot water heater in basement. Asbestos sign posted, would only be an issue if walls or floors are destroyed.

**Special Instructions helpful to emergency responders**

Basement-only one way out. Front entrance has stairs, back entrance has ramp. Side entrance has different key than other entrances.

**Emergency Evacuation Instructions for People with Disabilities - Section 7**

UGA OEP encourages proactive planning by the entire University community for emergency situations. It is recommended that any person with a disability who needs assistance alerting, evacuation and sheltering in the event of emergency self-identify and complete an emergency assistance referral form (EARF). This will assist OEP and other appropriate UGA departments with the development of a personal emergency plan for the individual with a disability. EARF forms for students, faculty, staff and visitors may be found at <https://prepare.uga.edu/emer-procedures-disabilities/>.

Many evacuation systems and programs are designed for non-disabled persons. Prior to an actual emergency, it is important to have a plan in place to address building occupants with special needs, such as mobility impairments, deaf or hard of hearing, blind or visually impaired or with speech or language impairments.

Always ask an individual with a disability how you can help before attempting any rescue technique or giving assistance.

If possible, identify areas where people with special needs might be located (i.e. those who would most likely need assistance during an emergency) and identify necessary arrangements for their safe relocation and/or evacuation during an emergency.

- Check to see if all exit routes are accessible as a means of egress in the event of an emergency
- Have a way to communicate an emergency to special needs occupants in your building
- Visually Impaired Persons - Announce the type of emergency, offer your arm for guidance, tell the person where you are going and ask if further help is needed once you reach safety.
- People with Hearing Limitations - Turn lights on/off to gain the person's attention, or indicate directions with gestures or write a note with evacuation directions, and assist to safety as needed.
- People using crutches, canes, or walkers - ask how you can assist them in getting out of the building. They may need someone to walk behind them to prevent others from bumping or jostling them or they may need assistance walking on level ground or down stairs.
- Wheelchair Users - Check with the individual on their preference, determine if an evacuation chair is available, remove any immediate dangers, immediately advise arriving first responders of special evacuation cases. Evacuation chair locations on the UGA Main Campus may be found at [www.prepare.uga.edu](http://www.prepare.uga.edu).

**Fire - Section 9**  
**Date Last Updated: 12/13/2024**

**Primary Fire Evacuation Assembly Sites:**  
McPhaul Parking Lot

**Alternate Fire Evacuation Assembly Sites:**  
Gerogia Center

**If You Hear a Fire Alarm or Discover a Fire:**

- Evacuate the building immediately – evacuation is mandatory
- Call the UGA Police at **911 IMMEDIATELY** to report the fire. Never assume 911 has already been contacted
- Do not use elevators
- If you are working in a laboratory environment with gas valves on a lab bench, turn off the gas valve before you leave, or hit the emergency kill switch on your way out of the laboratory
- Notify others as you leave
- Do not use elevators
- Always use the stairs to exit upper floors and if smoke is present, stay low
- If you are working in a laboratory environment with gas valves on a lab bench, turn off the gas valve before you leave, or hit the emergency kill switch on your way out of the laboratory
- Take personal belongings (wallet, etc.) as long as these items do not hinder your ability to exit the building quickly
- Follow directions given by your building's emergency coordinator, fire department, or the police
- Assist individuals who may need assistance to move to a safe area
- Meet with students and staff at an established outside evacuation location
- Do not re-enter the building for any reason until the UGA Police or fire official inform you that it is safe to do so
- If you are trapped in a room where there is excessive fire and smoke in the hallway, let emergency responders know where you are by hanging a jacket or other article out the window to signal your location. Call the UGA Police and advise of your location
- Do not attempt to jump from windows above the ground level. This can cause serious injury or death

**Medical Emergencies - Section 10**

**Response Actions:**

In the event of a serious illness or injury on campus, immediately call the UGA Police at **911**.

- Provide the emergency dispatcher with your name, location, number of people injured and a description of the medical emergency.
- Stay on the phone for instructions of how you can assist

- Send a responsible person to meet first responders outside of the building on the street to lead the emergency responders back to the injured individual(s)
- Do not move the person until emergency personnel arrive unless there is immediate threat to the injured person
- Check for medical identification around the neck or wrist of the victim. Advise the dispatcher of any medical related information contained on the bracelet or necklace
- Give appropriate first aid according to your level of training until emergency responders arrive
- Be sure to wear personal protective equipment and avoid body fluids
- Report injuries or illnesses to your building supervisor and complete the appropriate reports. your building supervisor. Supervisors should complete the appropriate injury reports online at [https://busfin3.busfin.uga.edu/HR/injury\\_report\\_login.cfm](https://busfin3.busfin.uga.edu/HR/injury_report_login.cfm). Remediate any hazards at the scene once the UGA Police advise that they have completed their investigation

### **Location of CPR/First Aid Certified Personnel in the Building - Section 11** **Date Last Updated: 12/13/2024**

First Aid/CPR trained staff located in the building may need to be contacted to assist with a medical emergency in the building until professional emergency responders arrive. Remember, 911 should be called first for any medical emergency.

<b>Name:</b> Catherine Floyd	<b>Phone:</b> 706-542-4899
<b>Location:</b> Rm 101, FSC II	<b>Renewal Date:</b> 11/07/2022
<b>Department:</b> Human Development and Family S	

### **Tornado Watch and Warning - Section 14** **Date Last Updated: 12/13/2024**

During a tornado warning, building occupants should seek shelter on the lowest level of the building in an area devoid of windows and high ceilings. If assistance is needed in locating shelter areas in the building, contact the UGA Office of Emergency Preparedness at 706-542-5845 or [prepare@uga.edu](mailto:prepare@uga.edu).

<b>Shelter areas in this building:</b> Basement
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- A **tornado watch** is issued by the National Weather Service when tornadoes are possible in the area
- A **tornado warning** is issued when a tornado has been sighted or indicated by weather radar in the area

When a **tornado watch** is issued:

- Monitor your NOAA severe weather radio for emergency broadcasts or severe weather updates
- Remind students, faculty and staff of the shelter locations within your building



- Listen to a local television news station or radio to obtain up-to-date weather information

When a **tornado warning** is issued:

- Activate the emergency notification system for your building (public announcements, telephone tree, etc.)
- Make sure messages are delivered to classrooms, labs, athletic facilities, meeting rooms, etc. in your facility
- If time permits, lock offices and place a sign to alert visitors of the building's shelter location
- Do not pull the fire alarm to alert others of a tornado warning
- Move to the sheltering areas in your building. If time permits, take a flashlight, first aid kit and your NOAA weather radio so you can hear the "all clear" announcement
- Avoid places with wide-span roofs such as auditoriums, theater style rooms, cafeterias, large hallways or gymnasiums
- Stay away from exterior windows and doors as well as display cases, shelving or wall mounted audio visual equipment that could collapse on top of you
- Move to an interior hallway or interior room for shelter
- Get under a piece of sturdy furniture (if available) such as a workbench, heavy table, or desk and hold on to it
- Use your arms to protect your head and neck
- Wait for an all clear notification prior to returning to your work area, classroom or living area

Sheltering during a storm if **outdoors, in a vehicle**

- Get inside a building if possible
- Follow the instructions of your bus driver if you are riding a transit bus
- Lie in a ditch, low-lying area, or crouch near a strong building if shelter is not available or if there is no time to get indoors
- Be aware for the potential for flash flooding
- Use your arms to protect your head and neck
- If in a car with no nearby shelter, buckle your seat belt and stay low

*Post storm suggestions:*

- Help injured, trapped or persons with disabilities or special needs
- Give first aid when appropriate. Don't try to move the seriously injured unless they are in immediate danger of further injury. Call the UGA Police at **911**

## NOAA Weather Radio Locations and Staff Assignments - Section 15

Date Last Updated: 12/13/2024

NOAA weather radio all hazards (NWR) is a nationwide network of radio stations broadcasting continuous weather information directly from the nearest National Weather Service office. NWR broadcasts official Weather Service warnings, watches, forecasts and other hazard information 24 hours a day, 7 days a week. For assistance or questions regarding NOAA Weather Radios contact OEP at 706-542-5845 or [prepare@uga.edu](mailto:prepare@uga.edu).

<b>Location:</b> None
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<b>Department:</b>	<b>Room:</b>
<b>Staff assigned to monitor radio:</b>	

## Student Crisis Response - Section 16

UGA maintains the Behavioral Assessment and Response Council (BARC) is a group of key administrators who assess and determine the appropriate response to students who exhibit threatening behavior to themselves and/or others. BARC policies, procedures and resource information assist faculty, staff and the University community when working with troubled students. <http://doas.uga.edu/barc/>.

**If you are in contact with a student who appears to be an immediate threat to his or her own safety or that of others, please call 911.**

Crisis situations include:

- Stated intention to die by suicide or inflict serious harm to self
- Stated intention or obvious behavior that indicates an imminent threat to harm others

Non-emergency situations in which the student does not pose an immediate threat to self or others but exhibits behavior revealing a potential for harm may be referred to Counseling and Psychiatric Services (CAPS), the Office of the Dean of Students or the University Police. When contacting BARC about a student whom you believe has the potential to harm themselves or others, please provide as much information as possible. Information is critical. The more information we have the better we can make a determination of whether the student poses a threat to himself.herself or others.

### Emergency Phone Contacts

UGA Police	911 or 706-542-2200
Counseling and Psychiatric Services (CAPS)	706-542-2273
Office of the Dean of Students	706-542-7774
Office for Violence Prevention	706-542-7233
Disability Resource Center	706-542-8719
Student Support Services	706-542-8220
Office of Judicial Programs	706-542-1131
University Health Center	706-542-1162
University Housing	706-542-1421

If you are working with students in distress:

- Be aware of your surroundings and know the location of the nearest phone (personal cell phone or building phone)If you believe the student is a threat to him/herself or to others, contact the UGA Police Department immediately and file a written complaint with the Office of Judicial Programs
- If the student is causing a classroom disruption, but does not appear to be a threat to him/herself or others, discuss the disruptive behavior with the student individually and file a written complaint with the Office of Judicial Programs

## **Chemical Spill or Release - Section 17**

- Evacuate the spill site, proceed to a safe location and alert others nearby to stay away
- Call the UGA Police at **911**
- Confine the hazard by closing any doors as you leave the room or area
- Use eyewash or safety showers as needed to wash off spilled chemicals. Report any personal contamination to emergency responders - seek medical attention as required
- Do not pull the fire alarm unless there is a fire or if instructed to do so by emergency responders
- Provide emergency responders with information about the spill, including type and location of the spill, time of the accident, container size and nature and extent of any injuries
- Re-enter the building only when an “all clear” is provided by emergency responders

## **Suspicious Person/Unauthorized Person in the Building - Section 18**

- Call the UGA Police at **911**
- Relay any descriptive information about the intruder to the
- Call **911** with physical description, clothing, last location and vehicle description, if known
- Make sure the hallways and common areas are clear of students, faculty and staff
- Put a safe distance or barrier between yourself and the perpetrator — be prepared to seek protection (concealment) in a nearby room or evacuate (if it is safe to do so), if the intruder/suspicious person approaches and is visibly armed with a weapon
- Monitor the location of the intruder/suspicious person, if monitoring can be done safely, and report his/her location to the UGA Police at **911**
- Inform other faculty/staff (staff should communicate to students) through your phone tree, intercom, handheld radio, cell phone or other methods to stay in their offices or classrooms and lock the door (as applicable)
- Notify all personnel to resume normal activities once the situation is resolved

## **Utilities Interruption - Section 19**

Utility interruptions include:

- Natural gas leaks
- Electrical power interruptions
- Water main breaks
- Sewer system leaks
- Telephone system problems
- Chill water system
- Steam pipe breaks

Response Actions:

Immediately report utility failures during regular work hours (**Monday - Friday 8:00 a.m. – 5:00 p.m.**) to the Facilities Management Work Order Desk at **706-542-7456**.

Immediately report utility failures **after regular work hours, on weekends and on**

**holidays** to the UGA Police at **706-542-2200**.

**Gas Leaks (Indoor):**

- Evacuate the area immediately
- Do not attempt to shut off or manipulate valves
- Activate building emergency notification procedures to ensure that everyone in the building is notified about the emergency
- Call the Facilities Management Work Order Desk at 706-542-7456 and the UGA Police at **911** to report the problem
- Do not switch on lights or any other electrical equipment. Do not smoke in the area
- Account for all building personnel once outside and wait for further instructions from UGA Police and the fire department

**Gas Leaks (Outdoor):**

- Evacuate the area immediately
- Do not attempt to shut off gas or manipulate valves
- Call the Facilities Management Work Order Desk at 706-542-7456 and the UGA Police at **911** to report the problem
- Prevent vehicular traffic and pedestrians from entering the area until the UGA Police arrive to set up a perimeter
- Do not smoke in the area or move any vehicles that are parked near the broken gas line
- Follow the instructions of the UGA Police and fire department

**Power Outage:**

- Report the outage to the Facilities Management Work Order Desk at 706-542-7456 and the UGA Police at **706-542-2200**
- Help co-workers in darkened areas move to safer locations
- Secure current experimental work and keep refrigerators and freezers closed
- Unplug personal computers, appliances and non-essential electrical equipment
- Open windows for additional light and ventilation
- Follow the instructions given by the UGA Police, Facilities Management personnel and the fire department

**Elevator Failure:**

- Report the problem to the UGA Police through the elevator emergency phone or by calling **911**
- Do not attempt to exit the elevator or remove passengers if it is stuck between floors
- In most situations, UGA Police will send an officer and the elevator contractor to assist in restoring service to the elevator and safely removing passengers

**Winter Storm - Section 20**

The major dangers of winter storms are intense cold, power outages and breakdown of transportation due to poor visibility and road conditions. Be sure to monitor local media outlets for weather forecasts to allow for ample time to make winter weather preparations. The UGA Inclement Weather Operations Policy can be found at [http://www.uga.edu/weather\\_policy/](http://www.uga.edu/weather_policy/).

The University of Georgia (“UGA” or “university”) will operate in accordance with the university academic and master calendars except when overriding public safety concerns otherwise require closure.

In the event of inclement weather or an emergency, UGA follows a set procedure for announcing operational changes by making one of three announcements:

1. UGA is open and operating on a regular schedule;
2. UGA will close early or will delay opening until a specific time; or
3. UGA is closed, only designated employees report.

## **Communication**

Any changes to University operations will be announced in the following ways:

1. ArchNews — An all-campus email through ArchNews is the primary means to distribute such announcements. The announcement also is posted to the UGA home page ([www.uga.edu](http://www.uga.edu)).
2. Social Media — announcements will also be posted to Twitter (@universityofga).
3. Radio — Up-to-date information is provided to Athens radio stations. Atlanta TV and radio stations that have requested to receive UGA weather announcements also are notified.

## **Decision not to open or to close campus**

In Athens, inclement winter weather often develops overnight. In such cases and depending on conditions, attempts are made to post announcements and notify media by 6:30 a.m. for the start of the class day. If inclement weather or an emergency develops during morning rush hour or during daytime on a school/work day, the same notification procedures listed above are followed.

When inclement weather or emergency conditions are such that closings occur two or more days in succession, the procedure is followed each day, with an announcement being made each day by 6:30 a.m., including weekends. Unless there is an announced closing for a particular day, the university is open and operating on a regular schedule. Because conditions can change unexpectedly overnight, an evening announcement usually will not be made for the next day except in the most extreme weather circumstances.

Even when the university is open, there could be unsafe travel conditions in your area. Please exercise caution and gather as much information as possible about weather and road conditions before you decide whether to travel during periods of inclement weather.

## **Designated Employees**

Designated employees are employees assigned to positions identified by their department or unit as necessary to the maintenance and operations of the university. In the event of closure or delay, designated employees are still expected to report on time unless conditions prevent safe travel. Departments and units will coordinate with Human Resources to identify designated employees in advance.

## **Effect of Closure**

When UGA is closed, the university is closed for faculty, staff and students. Designated employees should report unless conditions prevent safe travel. Delayed openings or early closure announcements will include additional information specific to the closure or delay.

1. **Special Events** — Departments and units hosting special events should make their own prior arrangements with employees and participants, notifying them how to proceed in case of inclement weather or an emergency. In unique circumstances, where the safety of the participants and employees is not jeopardized, special events, such as ticketed concerts or athletic events open to the public, may be held upon prior approval by the applicable dean, director or vice president. All departments and units must ensure adequate university and facility services by coordination with Facilities Management Division, the UGA Police and other units expected to support such operations. In cases of extreme weather, the university may require and announce a shutdown of all activities, including special events, unless special approval is granted by the president.
2. **Transportation** — When the decision is made to close UGA for inclement weather conditions, Campus Transit will operate vans and buses for one hour after the official closing. Campus Transit may continue to provide on-campus transit services beyond that time as road and weather conditions allow. The ability to operate in a safe manner will be the primary consideration when determining whether service can be provided. Notifications regarding the service level being provided will be made available on the transit website, <https://tps.uga.edu/>. In cases of closure, daily updates will be posted to this website.
3. **Dining Services** — The five university dining commons will provide meal plan service even when the university closes for inclement weather. However, the department will delay opening on these days by one hour and may opt to close early if weather conditions are extreme. Meal plan participants will be notified by email of any changes in daily operations. Up-to-date information will also be provided on Twitter and <https://www.uga.edu/>. All Food Services retail operations are closed on days when the university is officially closed.
4. **Other Campuses** — Announcements for weather closings at UGA campuses in Buckhead, Gwinnett, Griffin and Tifton are handled by those campus administrators separately from the main campus announcements.
5. **Employee Leave** — Information regarding Employee Leave during closure may be found at: <http://policies.uga.edu/Human-Resources/Time-away-from-work/Miscellaneous-Leave-for-classified-staff-NOT-chargeable-to-annual-or-sick-leave/Inclement-Weather/>

## Additional Resources for Emergencies

1. University of Georgia Police Department
  - Emergency — Dial 911
  - Non-emergencies — (706) 542-2200 / TTY (706) 542-1188
2. University Office of Emergency Preparedness — oversees the security and emergency management program for UGA. For additional information, visit [www.prepare.uga.edu](http://www.prepare.uga.edu).

## Suspicious Packages - Section 21

If you receive or observe a suspicious letter or package:

- Do not open the suspicious item. If you have opened it, remain calm
- If you are on campus, call the UGA Police at **911**
- Do not move the letter or package or examine it further
- Keep others out of the area. Close off the area if possible. Gently close all doors or windows in the area. Stay near the area until the police and emergency response

units arrive

- Do not touch your eyes, nose, mouth or any part of your face
- Do not touch other people or objects, and do not let others touch you
- Wash your hands and arms from the elbow down with soap and hot water (Do not use bleach or disinfectants on your skin)
- Do not shake or disturb the contents of the letter or package
- Do not attempt to smell or closely examine the letter or package
- Do not attempt to clean or cover anything that might have spilled from a package
- Follow all instructions given by the UGA Police

There are several common characteristics associated with suspicious letters and packages. The common characteristics include, but are not limited to:

- Unexpected letter or package
- Excessive postage or from a foreign address
- Handwritten or poorly typed addresses
- Oily stains, powder, discolorations or strange odors
- No return address
- Excessive weight, lopsided or uneven envelope or package
- Ticking sound
- City or state in the postmark does not match return address
- Leaking substance
- Marked with restrictive endorsements such as “personal” or “confidential”
- Written threats on the outside of the letter or package
- Unusual amounts of tape attached to the letter or package
- Addressed to title only or incorrect title is listed

**Bomb Threats - Section 22**  
**Date Last Updated: 12/13/2024**

<b>Primary Evacuation Location:</b>
McPhaul Parking Lot
<b>Alternate Evacuation Location:</b>
Georgia Center

Most bomb threats are received by telephone. If you receive such a call, remain calm and elicit as much information as possible from the caller.

Ask the following:

- Where is the bomb located? (Building, Floor, Room etc.)

- When will it go off?
  - What does it look like?
  - What kind of bomb is it?
  - What does it look like?
  - What will make it explode?
  - Did you place the bomb? Yes or No
  - Why?
  - What is your name?
- 

- **Call the UGA Police immediately at 911** to give the information you have obtained. It would be helpful to describe the caller's voice, any background noises you heard, and the exact wording of the message
- If the bomb threat is received by a handwritten note, call the UGA Police and handle the note minimally as possible
- Notify your supervisor or a building representative at the building where you are located
- Do not touch suspicious packages – inform the proper authorities and let them decide what should be done
- Follow the instructions of the UGA Police and the Building Safety and Security Representative in regards to evacuating the building
- Take personal belongings with you if ordered to evacuate the building
- When evacuating, do not turn light switches on or off or use elevators

## **Earthquake - Section 23**

### **Earthquake:**

#### **Response Actions:**

- DROP/COVER/HOLD
- Direct others to get under a desk, chair or table for shelter and hold on
- Seek shelter between seating rows in a lecture hall or against a corridor wall if in a hallway
- Do not run outside during the shaking or use the stairways or elevators
- If outside, move to an open area, away from buildings
- Report injuries and/or building damage to the UGA Police at **911**
- Be alert for aftershocks, do not use elevators and evacuate carefully
- Await instructions from first responders and do not re-enter buildings until they are examined and deemed safe for reentry

## **Civil Unrest or Disorder - Section 24**

- Call the UGA Police at **911**.
- Notify your supervisor, professor or building representative as appropriate
- Remain calm and wait for instructions from the UGA Police
- Do not attempt to negotiate with the crowd unless directed by the UGA Police
- Do not attempt to conduct crowd control measures or to intervene unless instructed to do so by the UGA Police
- Evacuate the building or other areas as directed by the UGA Police



## **Active Shooter - Section 25**

An active shooter is defined as an armed individual who has attacked with deadly force one or more persons, and who will continue to randomly seek out and kill as many people as possible.

### **Perpetrator(s) Inside the Building:**

- Call the UGA Police at **911**
- In case of an immediate life-threatening event, each individual should take whatever actions are necessary to protect his or her own life
- If it is possible to flee the area safely and avoid danger, do so. If flight is impossible, lock (or barricade) all doors and secure (or conceal) yourself in a safe area.
- Do not activate the fire alarm to alert others of an active shooter, as this may put others in danger
- Place heavy objects in front of the door to prevent the door from being opened and to block the shooter from being able to see inside the room
- Silence cell phones, radios, computers and other items that are in the room
- Discuss a plan of action if the shooter is able to enter the room and continues shooting
- Ignore any fire alarms while you are sheltering inside an office, classroom or other area
- Take physical action against the shooter as a last resort and only when your life is in imminent danger. Attempt to incapacitate the active shooter by either throwing items or with physical aggression.
- Depending on the shooter's location, you may wish to consider exiting through any room windows if you are located on the ground floor
- If you encounter law enforcement officers if you exit the window, do not make any threatening movements and keep your hands visible or on top of your head

### **Perpetrator(s) Outside the Building:**

- Call the UGA Police at **911**
- In case of an immediate life-threatening event, each individual should take whatever actions are necessary to protect his or her own life.
- If it is possible to flee the area safely and avoid danger, do so. If flight is impossible, lock (or barricade) all doors and secure (or conceal) yourself in a safe area.
- Close and lock (or barricade) all doors and windows. If you can do so safely, get all students and staff on the floor and out of the line of fire
- Observe and make notes of the following if this can be done safely:
  - Descriptions of the people involved in the act
  - Vehicle(s) description
  - Types and number of weapons
  - Statements and other pertinent information
- Remain in place until an "all clear" is given by an authorized person or law enforcement official