

**EMERGENCY ACTION PLAN SUMMARY**

- **UGA Griffin Campus –**

**FOR ALL CAMPUS EMERGENCIES:**
Dial 9-911 (landline phone) or 911 (cell phone)

Assistant Dean’s Office: (770) 228-7263 | Physical Plant: (770) 228-7225  
After Hours Emergencies: (770) 412-3008

Emergency Response Actions:

| **Fire** | When the fire alarm is activated, evacuation is mandatory ● Evacuate the building immediately ● Do not use the elevators ● Take personal belongings with you (keys, purses, wallets, etc.) ● Call 9-911 (landline phone) or 911 (cell phone) ● Follow directions given by your building’s emergency coordinator, fire department or the police ● Help those needing assistance to move from the area ● Do not re-enter the building until authorized to do so by emergency personnel |
| **Tornado/Severe Weather** | Monitor local TV stations, radio stations, NOAA weather radio, weather related Internet sites, etc. ● Be prepared to take shelter on the lowest level of your building ● Do not pull the fire alarm ● Stay away from windows ● Move to an interior hallway ● Wait for an all clear notification prior to returning to your work area or classroom ● If outdoors, 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 |
| **Medical Emergency** | Call 9-911 (landline phone) or 911 (cell phone) ● Provide your name, location, number of people injured, and description of the medical emergency ● Stay on the phone for instructions of what to do |
| **Armed Intruder** | Call 9-911 (landline phone) or 911 (cell phone) ● 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 yourself in a safe area ● Remain in place until an “all clear” is given by an authorized person or law enforcement official |
| **Chemical Spill/Hazardous Materials Emergency** | Call 9-911 (landline phone) or 911 (cell phone) ● Provide information on the type of chemicals (if known), size of the spill and possible exposures ● Evacuate the area and the building based on instructions from emergency personnel ● The evacuated area should remain evacuated until an all clear indication is given by the appropriate authorities ● Do not leave the area as decontamination may need to be conducted |

How Will You Be Notified of a Campus Emergency?

- The UGAAlert emergency mass notification system will be utilized for campus-wide critical incidents. For additional details and to update your emergency contact information see [www.ugaalert.uga.edu](http://www.ugaalert.uga.edu).
- Building Notification Systems – NOAA Weather radios, phone trees, local radio stations
- UGA Building Safety & Security Representatives ([www.osep.uga.edu/bssr/](http://www.osep.uga.edu/bssr/) for more information)
**EMERGENCY ACTION PLAN SUMMARY**

**UGA Griffin Campus Emergency Contact Numbers**

**FOR ALL CAMPUS EMERGENCIES:**
Dial **9-911** from a landline phone or **911** from a cell phone

- Griffin Police Department (Emergency) **9-911** (landline phone) or **911** (cell phone)
- Griffin CAMPUS Security
- After Hours Emergencies (678) 228-7015
- Griffin Fire Department (Emergency) **9-911** (landline phone) or **911** (cell phone)
- Spalding Regional Medical Center
- Assistant Dean’s office
- Physical Plant
  - (770) 228-7263
  - (770) 228-7225

**UGA Main Campus:**
- UGA Police (Emergency) **9-911** (landline phone) or **911** (cell phone)
- Spalding Regional Medical Center
- Assistant Dean’s office
- Physical Plant
  - (770) 228-7263
  - (770) 228-7225

**SUSPICIOUS MAIL OR PACKAGES**

If you receive a suspicious letter or package:
- Stop. Don’t handle.
- Isolate it immediately.
- Don’t open, smell, or taste.
- Activate your emergency plan. Notify a supervisor.

If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:
- Include area immediately.
- Call **911**.
- Wash your hands with soap and water.

**BOMB THREAT CHECKLIST**

- When will the bomb explode?
- What kind of bomb is it?
- What will cause it to explode?
- Where is it right now?
- What does it look like?
- Did you place the bomb?
- Who placed the bomb?
- Why did they place the bomb?
- What is your address?
- What is your name?

**SUSPECT DESCRIPTION**

- Gender
- Pants
- Race
- Shirt
- Age
- Scars/Tattoos
- Height
- Shoes
- Weight
- Jewelry
- Complexion
- Glasses
- Hair Color
- Hair Style
- Weapon Description
- Direction of Travel
- What the suspect said
- Vehicle: make, model, color, tag number