EMERGENCY ACTION PLAN SUMMARY

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

Academic Affairs Office: (678) 985-6802 | Facilities Emergencies: (678) 985-6766
After Hours Facility Emergencies: (678) 773-7858

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 ● Send someone to meet EMS personnel outside the building

**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 UGA Alert 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/) for more information
EMERGENCY ACTION PLAN SUMMARY

UGA Gwinnett Campus Emergency Contact Numbers

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

Gwinnett Police Department (Emergency) 9-911 (landline phone) or 911 (cell phone)
Gwinnett CAMPUS Security (678) 672-3441
After Hours- Evening Security (front desk) (678) 985-6801
Gwinnett Fire Department (Emergency) 9-911 (landline phone) or 911 (cell phone)
Gwinnett Medical Center (678) 312-1000
Academic Affairs Office (678) 985-6802
After Hours Facilities – Facility Manager (678) 773-7858

UGA Main Campus:
UGA Police (Emergency) (706) 542-2200

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

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