EMERGENCY ACTION PLAN SUMMARY

IMPORTANT EMERGENCY PHONE NUMBERS:
UGA Police: 911 or (706) 542-2200 Emergency Line  |  (706) 542-1188 (TTY Hearing Impaired)

*The UGA Police Department is the primary contact for ALL campus emergencies. Calls will be routed to the appropriate campus and local responders from UGA Police Communications.*

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 the UGA Police • 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 or low-lying area

**Medical Emergency** - Call the UGA Police • 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 first responders outside the building at the street

**Armed Intruder** – Call the UGA Police • 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 police

**Chemical Spill/Hazardous Materials Emergency** - Call the UGA Police • 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 on a Campus Emergency?
• **UGA Alert System**  Emergency notifications via: Phones, cell phones, and email (see www.ugaalert.uga.edu for more information) &  **UGA Alert Desktop** – messages scroll across UGA computers
• **Campus T.V. Emergency Alert Systems** – Campus cable T.V. Stations
• **Outdoor Tornado Warning Sirens** – Audible sirens to alert people outdoors of a tornado warning
• **UGA Homepage** – www.uga.edu – check for detailed emergency information

The UGA Office of Security and Emergency Preparedness

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Emergency Contact Numbers

The UGA Police Department is the primary contact for all Athens campus emergencies. Calls will be routed to the appropriate campus and local responders from UGA Police Communications.

University of Georgia Police Department 911 or (706) 542-2200
University of Georgia-Emergency-Hearing Impaired TTY: (706) 542-1188
Off Campus Emergencies
UGA Environmental Safety Division (706) 542-5801
UGA Hazard Assessment Response Team (HART) (706) 227-7276
UGA Office of Security and Emergency Preparedness (706) 542-5845
UGA Physical Plant Work Order Desk (706) 542-7456
   After hours, weekends or holidays (706) 542-2200
UGA Fire Safety Office (non-emergency) (706) 369-5706
UGA BioSafety Office (706) 542-7265
UGA Radiation Safety Office (706) 542-5801
Athens-Clarke County Police Non-Emergency (706) 546-5900
Athens-Clarke County Fire Dept. Administration (706) 613-3360
St. Mary’s Hospital (706) 389-3000
Athens Regional Medical Center (706) 475-7000

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