Planning for Emergencies in the Classroom

IMPORTANT EMERGENCY PHONE NUMBERS:

UGA Police: 911 (All Emergencies)
(706) 542-1188 TTY Hearing Impaired

As an instructor, you are the authority figure in the classroom and your actions will influence how students respond during an emergency. Please review the suggestions listed below that are intended to help you and your students prepare and respond to a classroom emergency.

- **Building Safety and Security Representative (BSSR)** - BSSRs are designated to be the lead emergency planners and response personnel in your building. To find your BSSR, go to: [https://emer.prepare.uga.edu/osepforms/building_list.html](https://emer.prepare.uga.edu/osepforms/building_list.html).

- **Building Evacuation Routes** - Always know two exits out of your building and be sure to locate the emergency evacuation routes and assembly areas for your building.

- **Severe Weather Sheltering Areas** - Know where to shelter your students during severe weather.

- **Course Syllabus** - Consider adding building emergency procedures, evacuation routes and severe weather sheltering information to your syllabus. Example: If the fire alarm sounds, we will exit the building and reassemble at ___________ to make sure everyone exited the building. If there is a tornado warning, we will move to the shelter location at ___________ and account for everyone. If you have concerns about other emergencies or if you have special circumstances that I need to know about in case of an emergency, please speak to me after class.

- **Classroom Instruction** - Discuss building emergency procedures and evacuation routes with students during the course introduction. Post the one-page UGA Emergency Action Plan Summary in your classroom, [www.prepare.uga.edu](http://www.prepare.uga.edu).

- **Behavioral Assessment Response Committee (BARC)** - Become familiar with procedures to identify and assist “at risk” students ([http://studentaffairs.uga.edu/barc/](http://studentaffairs.uga.edu/barc/)).

- **Persons with Disabilities** - Plan for persons with disabilities. Coordinate with individuals in your class.

- **Emergency Notification** - Go to [www.ugaalert.uga.edu](http://www.ugaalert.uga.edu) and check your contact information to make sure it is accurate. Be sure to program (706) 542-0111 into your phone as “UGA Alert.”

- **Medical Emergency** - Send someone to meet EMS personnel and bring them to your classroom.

- **Active Shooter Response Options** - (1.) Run and flee the area if it is safe to do so (2.) Hide and barricade yourself in a room (3.) Fight back as a last resort and when there are no other options.