

The University of Georgia

SPECIAL COLLECTIONS LIBRARY 0740

Building Emergency Action Plan



Date Last Modified: 03/08/2012

OSEP Date Reviewed: 03/27/2012



Office of Security & Emergency Preparedness

## **UGA Building Emergency Action Plan Table of Contents**

**NOTE:** Section 8 - Specific Locations of Individuals with Disabilities, Section 12 - Location of Automatic External Defibrillator (AED) and Section 13 - Location of First Aid Kit(s) will only appear in the Table of Contents if there was information entered for these sections.

### **Section Heading**

---

- 1 - BEAP Development Validation and Training**
  - 1.a - Training of Building Staff - Drills and Exercises**
- 2 - Emergency Contact Numbers**
- 3 - UGA Emergency Notification Methods**
- 4 - Building Safety Team (BST)**
- 5 - Emergency Floor Coordinator (EFC)**
- 6 - Building Hazards/Areas of Special Concern**
- 7 - Emergency Evacuation Instructions for People with Disabilities**
- 8 - Specific Locations of Individuals with Disabilities**
- 9 - Fire**
- 10 - Medical Emergencies**
- 11 - Location of CPR/First Aid Certified Personnel in the Building**
- 13 - Location of First Aid Kit(s)**
- 14 - Tornado Watch and Warning**
- 15 - NOAA Weather Radio Locations and Staff Assignments**
- 16 - Student Crisis Response**
- 17 - Hazardous Materials Spill or Release**
- 18 - Suspicious Person/Unauthorized Person in the Building**
- 19 - Utilities Interruption**
  - Gas Leaks (Indoor)**
  - Gas Leaks (Outdoor)**
  - Power Outage**
  - Elevator Failure**
- 20 - Winter Storm**

**21 - Suspicious Packages**

**22 - Bomb Threats**

**23 - Earthquake**

**24 - Civil Unrest or Disorder**

**25 - Active Shooter**

## **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://emer.uosp.uga.edu/OSEPFORMS/BEAP\\_overview.cfm](https://emer.uosp.uga.edu/OSEPFORMS/BEAP_overview.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 Security and Emergency Preparedness (OSEP) for review. OSEP personnel will review each BEAP and ensure that all sections have been completed in the MyBEAP generator system. OSEP staff will contact the BSSRs directly with any questions or recommendations for their BEAP. Once the BSSRs receives notification from OSEP 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 a customized one-page Emergency Action Plan Summary (EAP) as another resource to provide building occupants with a quick overview of the most common building emergency scenarios. The one-page EAP is most useful when it is posted in classrooms, offices and other high-traffic areas within each building. The EAP pdf template is available at [http://www.osep.uga.edu/bssr\\_MyBEAP/MyBEAP\\_Resource\\_Page.html](http://www.osep.uga.edu/bssr_MyBEAP/MyBEAP_Resource_Page.html)

### **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. OSEP 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 OSEP 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. OSEP encourages each campus department to participate in the tornado sheltering drill.

## 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 Security and Emergency Preparedness	706-542-5845
UGA Physical Plant Work Order Desk	706-542-7456
After hours, weekends or holidays	706-542-0090
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 Records (Non-Emergency)	706-613-3000
Athens-Clarke County Police 911 (Non-Emergency )	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.
- UGA has **4 outdoor tornado 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.
- **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 activation 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.
- 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.
- **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)).
- **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: 03/08/2012**

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> Tim Pennell	<b>Floor:</b> 1st
<b>Department:</b> Security / facilities	
<b>Email:</b> tpennell@uga.edu	<b>Phone:</b> (706) 202-7081
<b>Name:</b> David Rhoades	<b>Floor:</b> 1st
<b>Department:</b> Security / facilities	
<b>Email:</b> drhoades@uga.edu	<b>Phone:</b> (706) 206-1183
<b>Name:</b> Paul VanWicklen	<b>Floor:</b> loading dock / vault
<b>Department:</b> Vault	
<b>Email:</b> pvan@uga.edu	<b>Phone:</b> (706) 206-4766

**Emergency Floor Coordinator (EFC) - Section 5**  
**Date Last Updated: 03/08/2012**

**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> Paul VanWicklen	<b>Floor:</b> Vault / loading dock
<b>Department:</b> Vault	
<b>Email:</b> pvann@uga.edu	<b>Phone:</b> (706) 206-4766
<b>Name:</b> David Rhoades	<b>Floor:</b> 1st & 2nd
<b>Department:</b> Security / facilities	
<b>Email:</b> drhoades@uga.edu	<b>Phone:</b> (706) 206-1183
<b>Name:</b> Tim Pennell	<b>Floor:</b> 3rd & 4th
<b>Department:</b> Security / facilities	
<b>Email:</b> tpennell@uga.edu	<b>Phone:</b> (706) 202-7081



**Building Hazards/Areas of Special Concern - Section 6**  
**Date Last Updated: 03/08/2012**

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.

**There are hazards or areas of special concern in the building that should be known to first responders.**

**Specific location and type of hazards or special concerns**

The three 3rd floor book vaults are protected by a dry-agent chemical fire suppressant. The 3 Lower Vaults are 33 feet high and contain two forklifts - the vaults are usually occupied during normal business hours (8:00 - 5:00 M-F & 1:00 - 5:00 Sat).

**Special Instructions helpful to emergency responders**

All vaults and most doors require key card access or fingerprint scan.

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

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

### Alerting Visually Impaired Persons:

- Announce the type of emergency
- Offer your arm for guidance
- Tell the person where you are going, obstacles you encounter
- When you reach safety, ask if further help is needed

### Alerting People with Hearing Limitations:

- Turn lights on/off to gain person's attention, or
- Indicate directions with gestures, or
- Write a note with evacuation directions

### Evacuating People Using Crutches, Canes or Walkers:

- Evacuate these individuals as injured persons
- Assist and accompany persons to evacuation site if possible, or
- Use a sturdy chair (or one with wheels) to move the person, or
- Help carry the individual to safety

### Evacuating Wheelchair Users:

- Non-ambulatory persons' needs and preferences vary
- Individuals at ground floor locations may exit without help
- Check for the availability of special evacuation chairs
- Others have minimal ability to move--lifting may be dangerous
- Some non-ambulatory persons have respiratory complications - remove them from smoke and vapors immediately
- Wheelchair users with electrical respirators get priority assistance
- Immediately advise first responders of special evacuation cases

**Specific Locations of Individuals with Disabilities - Section 8**  
**Date Last Updated: 03/08/2012**

(NOTE: Specific names are not included in this section)

**Visually Impaired**

**There are no visually impaired people indicated for this building.**

**Hearing Limitations**

**There are no people indicated for this building that have hearing limitations.**

**Mobility Limitations**

**This building contains one or more people who have mobility limitations.**

**Room/location specifics for individuals:**

Room 340 (Brown staff office), third floor, first cubicle on left.

**Wheelchair Users**

**There are no people indicated for this building that are wheelchair users.**

**Special Needs**

**There are no people indicated for this building that have other special needs.**

**Fire - Section 9**  
**Date Last Updated: 03/08/2012**

**Primary Fire Evacuation Assembly Sites:**

Far end of the lawn in front of the Special Collections Library (toward Baxter Street).

**Alternate Fire Evacuation Assembly Sites:**

Parking lot W02 across Hull street on the east side of the Special Collections Library (toward Lumpkin Street).

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

- Evacuate the building immediately – evacuation is mandatory
- Call the UGA Police at **911 or 706-542-2200 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
- Take personal belongings with you such as keys, purses, coat and any other critical items that you may need
- 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 encounter smoke or heat, get as low as possible or crawl to the nearest exit
- If your primary route of egress is blocked, use a secondary route of exit
- Inform individuals you encounter that there is a fire in the building. Pull the fire alarm pull station on your way out if the building is equipped with a fire alarm system
- 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 or 706-542-2200**.

- Do not move the victim until emergency personnel arrive unless there is immediate danger to the victim
- 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 Medical Services (EMS) and UGA Police personnel arrive
- Have someone meet EMS and UGA Police personnel outside the building and escort the responders to the scene
- Report injuries or illnesses to your building supervisor and complete the appropriate reports. 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: 03/08/2012**

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 or 706-542-2200 should be called first for any medical emergency.

<b>Name:</b>	<b>Phone:</b>
<b>Location:</b>	<b>Renewal Date:</b>
<b>Department:</b>	

**Location of First Aid Kit(s) - Section 13**  
**Date Last Updated: 03/08/2012**

Some buildings are equipped with well-stocked first aid kits purchased by departments who occupy the building.

<b>There are first aid kit(s) located in this building.</b>
<b>Specific location(s) of the kit(s)</b> One in room 380, third floor, Russell staff office, on bookshelf across from entry door. One in room 103, 1st floor, security office.

## Tornado Watch and Warning - Section 14

Date Last Updated: 03/08/2012

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 Security and Emergency Preparedness at 706-542-5845 or osep@uga.edu.

### Shelter areas in this building:

Primay: Room 277, 2nd floor, small event space (public access).  
 Alternatives: Room 105, 1st floor, storage hall (public access); Room 230, 2nd floor, processing (staff only); room 360B, 3rd floor, imaging lab (staff only); bathrooms on 2nd and 3rd floor (public access)

- 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
- 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
- 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

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

*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 or 706-542-2200**

**NOAA Weather Radio Locations and Staff Assignments - Section 15**  
**Date Last Updated: 03/08/2012**

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 OSEP at 706-542-5845 or osep@uga.edu.

<b>Location:</b>	
<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) to identify and assist students who may be at risk of failing or having to leave the University for behavioral, psychological, or health reasons. BARC has developed an informational guide and protocol to assist faculty, staff and the University community when working with troubled students. This guide may be found at:  
<http://www.uga.edu/studentaffairs/barcfolder.htm>.

**If you are working with a student who appears to be an immediate threat to his or her own safety or that of others, please call 911 or 706-542-2200.**

Crisis situations include:

- Stated intention to commit 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.

### Emergency Phone Contacts

UGA Police	706-542-2200 or 911
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

### **Hazardous Materials 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 or 706-542-2200**
- 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 or 706-542-2200**
- Relay any descriptive information about the intruder to the
- Call **911 or 706-542-2200** 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 or 706-542-2200**
- Initiate a building lock-down (as necessary) by informing all 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 Physical Plant 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
- Activate your phone tree to ensure everyone in the building is notified
- Call the Physical Plant Work Order Desk at 706-542-7456 and the UGA Police at **911 or 706-542-2200** 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 Athens-Clarke County (ACC) Fire Department

### Gas Leaks (Outdoor):

- Evacuate the area immediately
- Do not attempt to shut off gas or manipulate valves
- Call the Physical Plant Work Order Desk at 706-542-7456 and the UGA Police at **911 or 706-542-2200** 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 ACC Fire Department

### Power Outage:

- Report the outage to the Physical Plant 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, Physical Plant personnel and the ACC Fire Department

**Elevator Failure:**

- Report the problem to the UGA Police through the elevator emergency phone or by calling **911 or 706-542-2200**
- 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.

One of three announcements will be made:

- UGA is open and operating on a regular schedule
- UGA is closed
- UGA will delay opening until a specific time

Announcements will be distributed in the following ways:

- All-campus email (primary method)
- Posting to the UGA home page ([www.uga.edu](http://www.uga.edu))
- University Cable Channel 15

Up-to-date information is provided to Athens radio stations as follows:

\* on the AM dial: 960 and 1340; and

\* on the FM dial: 88.9, 90.5, 91.7, 97.9, 100.1, 102.1, 103.7 and 106.1

If inclement winter weather develops overnight, every attempt is made to post announcements and notify media by 6:30 a.m., but if the inclement weather develops after 6:30 a.m. on a school/work day, the same notification procedures are used.

When weather conditions are such that closings occur two or more days in succession, the procedure is followed each day, with an announcement being made each morning by 6:30. An evening announcement usually will not be made for the next day except in the most extreme weather circumstances.

On days when the university generally is scheduled to be closed — such as Saturdays, Sundays and holidays — the university does not usually make blanket closing announcements. Instead, departments and units that have normal operations on weekends and holidays, or units planning to host or present special programs on those days, should make their own prior arrangements with employees and participants, such as a Web site or email, notifying them how to proceed in case of inclement weather.

When the University of Georgia is officially closed, it is closed for everyone: faculty, staff and students. Departments will designate in advance those employees expected to report to work during a weather emergency.

Announcements for weather closings at UGA campuses in Gwinnett, Griffin and Tifton are handled by those campuses, separately from the main campus announcements.

Please do not telephone the UGA Police, other campus offices, or the news media, as their telephone lines need to be kept open for emergency response.

## Suspicious Packages - Section 21

If you receive or observe a suspicious letter or package:

- Do not panic and do not open the suspicious item. If you have opened it, remain calm
- If you are on campus, call the UGA Police at **911 or 706-542-2200**

After notifying UGA Police, do the following:

- 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

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: 03/08/2012**

<p><b>Primary Evacuation Location:</b>          Same as fire evacuation assembly area</p>
<p><b>Alternate Evacuation Location:</b>          Same as fire evacuation assembly area</p>

Bomb threats usually come by telephone. If you receive such a call, remain calm and elicit as much information as possible from the caller.

Ask the following:

- 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?

- 
- **Call the UGA Police immediately at 911 or 706-542-2200** 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
  - 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:

- Take cover immediately
- 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
- If outside, move to an open area, away from buildings
- Report injuries to the UGA Police at **911 or 706-542-2200**
- Examine your area for damage and report damages to the UGA Police at **911 or 706-542-2200**
- Be alert for aftershocks, do not use and elevators and evacuate carefully
- Await instructions from first responders and do not re-enter buildings until they are examined

### Civil Unrest or Disorder - Section 24

- Call the UGA Police at **911 or 706-542-2200**.
- 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:

- 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.
- Call the UGA Police at **911 or 706-542-2200**
- 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
- Depending on the shooters 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:

In case of an immediate life-threatening event, each individual should take whatever actions are necessary to protect his or her own life.

- 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
- Call the UGA Police at **911 or 706-542-2200**
- 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