



## EMERGENCY ACTION PLAN SUMMARY

► *Use at all external campus locations*

**DIAL 911 FOR ALL CAMPUS EMERGENCIES**

### 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 911 • 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 911 • 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 911 • 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 911 • 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?

- 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)

[The UGA Alert System will be utilized for emergency incidents impacting all UGA locations. For more information see [www.ugaalert.uga.edu](http://www.ugaalert.uga.edu). Outdoor Tornado warning sirens are utilized on the Athens and Tifton campuses.]

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