



THE UNIVERSITY OF GEORGIA

The Office of Security & Emergency Preparedness

www.osep.uga.edu

Quick Notes for BSSRs February 2008

Quick Notes is a brief informational sheet that will be distributed to BSSRs from time to time in order to provide all BSSRs with up-to-date information and instructions.

TRAINING

► **BSSR Video is On-Line**

The orientation video for the BSSR program is now available on-line. You can go to http://www.osep.uga.edu/bssr_training/BSSR_Orientation_Training_Video.html and watch the video. After watching the video, submit the registration form verifying that you have watched the video. The link for the registration form is right below the video. More orientation sessions will be offered on campus, but the on-line video is an option that can be used by people who cannot attend an orientation session in Athens. We encourage Athens area BSSRs to attend a live training session.

► **NIMS**

The National Incident Management System (NIMS) is the command and control system created by the federal government to help first responders organize and respond to events. UGA has adopted a NIMS policy which requires critical personnel on campus to attend training. Our office would like for BSSRs to complete ICS 100 and IS 700 classes. More information on NIMS classes can be found at <http://www.osep.uga.edu/nims/>. You can also sign-up for NIMS training through the Human Resources' Web site at <https://employee.uga.edu/FacStaff/index.jsp>.

PLANNING

► **Building Emergency Action Plan (BEAP)**

We have received a few completed plans. At this point you should have created your safety team and identified your evacuations areas. The statewide severe weather drill provided a great opportunity to practice emergency operations. If you need assistance with your plan or have questions about it, please feel free to give us a call. BEAP templates are available from the OSEP Web site www.osep.uga.edu.

► **Emergency Contact Numbers Needed**

One of the purposes of the BSSR program is to have emergency contact numbers for each BSSR. This information will also need to be verified from time to time. Emergency contact numbers can be updated at https://busfin1.busfin.uga.edu/OSEPFORMS/BSSR_contact.cfm.

► **Gas Leaks**

Gas leaks can be dangerous. Natural gas smells like rotten eggs. If you smell natural gas, immediately call the UGA Police at 706-542-2200 and Physical Plant at 706-542-7456. More information on pipeline safety and gas leaks can be found at:

http://www.osep.uga.edu/campus/Pipeline_Safety_and_Public_Awareness_Program.html.

Thank you for your participation in the Building Safety and Security Representative program.

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