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EMERGENCY CONTACT INFORMATION

Phone Numbers:

Emergency: (911)	from an on Campus Phone Dial	9-911
Public Safety: (Campus Police)		(706) 542-2200
Office of Security and Emergency Preparedness:		(706) 542-5845
Poison Control		1-800-282-5846
St. Mary's Hospital		(706) 389-3000
Athens Regional Hospital		(706) 475-7000

Assistant to the Dean

William Stauff	Dean's Office	(706) 542-3877
		(C) (706) 717-1770

Student Services

Dr. Jamie Lewis	Student Services	(706) 542-1717
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Departments

Communication Sciences & Disorders	(706) 542-4561
Counseling & Human Development Services	(706) 542-1812
Educational Psychology and Instructional Technology	(706) 542-4110
Elementary and Social Studies Education	(706) 542-4244
Language and Literacy Education	(706) 542-4526
Lifelong Education, Administration, & Policy (Rivers Crossing)	(706) 542-3343
Math & Science Education	(706) 542-4194
Office of Information Technology	(706) 542-8007
Workforce Education, Leadership, and Social Foundations (Rivers Crossing)	(706) 542-1682
Kinesiology (Ramsey Center)	(706) 542-4378

EXECUTIVE SUMMARY

The College of Education maintains an up-to-date Emergency Management and Response plan to provide guidance for all elements and operations of the College of Education, to prepare for, and respond to, and recover from man-made, natural or other disasters and major emergencies. The plan follows four fundamental concepts: preparation, mitigation, response and recovery. The college works closely with other university agencies such as the Office for Security and Emergency Preparedness and Campus Police who in turn work with outside local and federal agencies to provide assistance in the event of an emergency.

The scope of disasters that might impact the College of Education include, but are not limited to power outages, severe weather, fires and explosions, transportation accidents in the areas immediately outside of the college, laboratory accidents or medical emergencies. The intent of this document is to keep the college prepared for and responsive to the types of emergencies that could happen at the college, and to assist in keeping the safety of all our students and personnel at the uppermost level of priority.

Following any emergency, write a detailed but concise report of the incident using the **COE Emergency Incident Report Form** found in the appendix

Make copies of the checklist(s). These are your Emergency Report Records; send a copy to the Emergency Operations Manager (Steve Harris), Office of Security and Emergency Preparedness. Be sure to keep the originals in your file.

These procedures apply to Aderhold Hall and River's Crossing. The Ramsey Center has a plan that is coordinated by the activities department. The Ramsey Center has its own Emergency Operations Plan in Place and all Personnel are instructed to use this plan while at the Ramsey Center.

LOCATION and/or TYPES OF FIRE EQUIPMENT AVAILABLE

Each floor is equipped with fire extinguishers, that have been strategically placed around each floor. Take the time to familiarize yourself with their locations. As well as the locations of the fire alarms and fire exits.

Fire Extinguisher Procedures

Pull the safety pin from the handle

Aim the nozzle at the base of the fire

Squeeze the trigger handle

Sweep from side to side

FIRE

If the Fire Alarm System is Engaged in ANY Building of the College of Education, It is MANDATORY that you IMMEDIATELY Leave the Building.

When the fire alarm is activated it is MANDATORY to evacuate the building

Definition: A fire in the building or on the premises requiring the evacuation of the building.

For ALL fires leave the building and then call 911.

Steps of Action

- Pull fire alarm (nearest available station)
- Small fires, no larger than a wastebasket, attempt to extinguish with a fire extinguisher
- Call 911 (if fire is already extinguish, call and explain the situation)
- Evacuate building to assigned outside assembly area at least 3-500 feet away from building.
- Safety Committee and floor coordinators
 - o Confirm Evacuation and check for injuries
 - o Guard doors to prevent entry until fire department arrives: ask for assistance from public safety
 - o Take a head count and attempt to identify missing personnel , insure that your floor is clear

Additional Fire Information

Things to remember in case of a fire

- **Never use an elevator**, always use the stairwell and exit in single file. The power can fail leaving you stranded between floors in a burning building. Elevator shafts and open stairwells produce a chimney effect, drawing up heat and smoke. For those with disabilities, please refer to the appendices section titled **“SAFETY EVACUATION FOR PEOPLE WITH DISABILITIES.”**
- If you are in the building when the fire alarm sounds, remain calm. Proceed to the nearest exit using the procedures outlined above. If the door is closed in the room where you are located, do not open the door. Feel the knob and upper door for heat, if the knob and or door are cool to the touch, brace yourself against the door and open it slightly. Check conditions in the hall. If the hall does not contain excessive smoke and heat, proceed to the nearest exit using the procedures stated above.
- If the knob and/or door is hot, or even warm to the touch, **DO NOT** open the door-- there is a good chance that the fire is in the hallway near your room and your probability of reaching an exit is very slim. Remain in your room. Stuff the cracks around the door with wet or damp towels, lab coats, throw rugs, etc., to keep out as much heat as possible.
- Go to the window and if it is clear outside (no smoke or flame), open or break the window (if possible to let out any heat or smoke in the room and for a source of fresh air). Signal for help by hanging a "flag (sheet, jacket, etc.) out the window.
- If you encounter excessive smoke while evacuating the building, get as low as possible, and crawl to the nearest exit. Heat and smoke rise, so the coolest, cleanest air will be near the floor. If possible, cover your mouth and nose with a wet cloth to cool and partially filter the air you breathe. If your primary exit becomes blocked, use a secondary exit.
- If you have a telephone or a cell phone in the room, call the fire department and police and advise them of your exact location, even if they are already on the scene. They will send rescue personnel to your location. **Never attempt to jump from a multi-story building--jumps from heights of three floors (36 feet) or higher are almost always fatal.**

When exiting from the North side of the building (the parking lot side) go across Green Street to the Life-Science Complex and assemble in an orderly fashion. When exiting from the South side of the building (the ground floor exit) go left towards the grassy area by East Campus Road. **DO NOT RE-ENTER THE BUILDING FOR ANY REASON** until a fire official says it is safe to do so. Do not remain in the parking lot in front of the building. Do not move your car. **KEEP STREETS CLEAR FOR EMERGENCY VEHICLES**

NOTE: If the accessible automatic doors at the first floor entrance do not operate during an emergency, use one of the other doors. Automatic doors can be pushed open. If you have special needs see attached sheet (appendix) for floor safety coordinator and safety evacuation information for people with disabilities

Pre-Plan for a Fire

1. Learn the location of fire alarms, exits and extinguishers-it may well save your life!
Fire alarm pull stations are located near building exits.
2. Maintain corridors clear of & obstructions.
3. Stairwell doors and smoke doors in corridors are equipped with automatic self-closing devices connected to the smoke detector and the building fire alarm system.

Participate in fire drills - They are for your safety.

PLANNED FIRE DRILLS ARE MANDATORY

The Fire Safety Office works with the Athens-Clarke County Fire Department in a pre-planning procedure for buildings in the event of a fire. This pre-plan includes a walk through of the facility, and making floor plans with information such as hazardous chemical storage, water sources, utility shut downs, fire alarm panels, exhaust controls, avenues of rescue and other appropriate information. This plan is held in the fire department command car, fire trucks and in the Fire Safety Office. This type of planning can also reduce damage by firefighting operations and prevent possible environmental damage from contaminated water run-off.

Outside Assembly Area(s)

Aderhold; Upper Parking Lots (closest to Life Sciences) or Grassy Area by East Campus Road

Rivers Crossing: Back of Parking Lot (Closest to grassy area as possible)

For all Assembly Areas, please remain at least 3-500' away from buildings and cooperate with the Emergency Services Personnel

SEVERE WEATHER

The purpose of the severe weather plan is to provide a course of action to be used in the event of a severe weather emergency. This action will potentially reduce the threat of injury or loss of life during a tornado or other catastrophic weather event. This plan attempts to identify those areas of both Aderhold and Rivers Crossing* which are the most tornado resistant. This does not mean that they are “tornado safe”, but are in the opinions of the COE administration, to be those areas that are the best available. This plan should be posted to the safety and security website for all students, staff and faculty to view, and a notice placed on the COE student/staff/faculty listserves that provides a link to this specific portion.

UGA Severe Weather Action Plan

UGA inclement weather policy

The university community is reminded of procedures for announcing operations changes during periods of inclement winter weather.

By policy, the university makes one of three announcements: UGA is open and operating on a regular schedule; UGA is closed; or UGA will delay opening until a specific time. The primary means to distribute such announcements include sending an all-campus e-mail and the posting of an announcement to the UGA home page (www.uga.edu) and on the UGA Today news page (www.uga.edu/news).

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

- * on the AM dial: 880, 960 and 1340; and
- * on the FM dial: 88.9, 90.5, 91.7, 97.9, 102.1, 103.7 and 106.1.

Information is posted on University Cable Channel 15, which also is carried on channel 15 of the Charter cable system serving Clarke and Oconee counties. Athens radio stations are used primarily because they give priority to UGA announcements where Atlanta stations cannot. Atlanta TV and radio stations that have requested to receive UGA weather announcements also are notified.

If winter weather develops overnight, every attempt is made to post announcements and notify media by 6:30 a.m. If the weather develops during the school/work day, the same procedures as above are used, as well as notice being made to the office of each vice president and dean concerning a mid-day closing, for further distribution through their departments.

UGA Severe Weather Action Plan (cont'd)

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 a.m. An evening announcement will not usually be made for the next day except in the most extreme weather circumstances.

Please be aware that when UGA is officially closed, it is closed for everyone: faculty, staff and students. Departments will designate in advance those employees who are expected to report to work during a weather emergency.

On days when the University is otherwise generally 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 as to how to proceed in the case of inclement weather. This will likely best be accomplished by providing a web site or a telephone number that persons may contact for information specific to the department or event.

WEATHER RADIOS ARE REQUIRED TO BE ON AT ALL TIMES

College of Education Severe Weather

When severe weather watches are announced via the NOAA weather radios, each department will proceed to notify their respective floor coordinators who in turn will secure assistance in doing a door to door, class to class sweep notifying persons of the type of emergency and the location to which they are to proceed. An estimated head count should be conducted and reported to an administrative representative from the Deans office.

Severe Thunderstorm, Tornado Watch or Warning Definitions

The purpose of the severe weather plan is to provide a course of action to be used in the event of a severe weather emergency. This action will potentially reduce the threat of injury or loss of life during a tornado or other catastrophic weather event. This plan attempts to identify those areas of both Aderhold and Rivers Crossing which are the most tornado resistant. This does not mean that they are "tornado safe", but are in the opinions of the COE administration, to be those areas that are the best available. This plan should be posted to the safety and security website for all students, staff and faculty to view, and a notice placed on the COE student/staff/faculty listserves that provides a link to this specific portion.

STEPS OF ACTION:

Regular class scheduling may be suspended. Advance preparation enables the UGA campus to cope with such situations

- The first condition for making a decision to suspend operations is safety. Final decisions for closing the campus will be made by the University President. He is in contact with the National Weather Service, the police department, and others who monitor reports of existing weather hazards. [UGA Severe Weather Action Plan](#) (OIT with post severe weather and refuge areas on the large monitors on the ground and first floor during a severe weather emergency.)
- When severe weather watches are announced each department will proceed to notify their floor coordinators (see list pg. 17) who in turn will secure assistance in doing a door to door, class to class sweep notifying persons of the type of emergency and the location to which they are to proceed. An estimated head count should be conducted and reported to a representative from the Deans office.
- Closure notices will be posted to the main University of Georgia Webpage: www.uga.edu

Additionally, notices will be broadcast on the local radio stations:

- 960 am WRFC
- 1340 am WGAU
- 106.1 fm WNGC
- 102.1 fm WGMG
- 88.9 fm WMSL
- 103.7 fm WPUP

SEVERE WEATHER (cont'd)

Severe Thunderstorm, Tornado Watch or Warning Definitions

A. SEVERE THUNDERSTORM WATCH

A Severe Thunderstorm Watch means weather conditions are such that a severe thunderstorm could develop, but has not at this time. This alert usually lasts for five or six (5 or 6) hours.

Severe Thunderstorm, Tornado Watch or Warning Definitions (cont'd)

B. SEVERE THUNDERSTORM WARNING

A Severe Thunderstorm Warning means a severe thunderstorm has developed and will probably affect those areas stated in the alert message. This alert usually lasts for one (1) hour.

C. TORNADO WATCH

A Tornado Watch means weather conditions are such that a tornado could develop, but has not at this time. This alert usually lasts for five or six (5 or 6) hours.

D. TORNADO WARNING

A Tornado Warning means a tornado has formed and was indicated by weather radar or sighted, and may affect those areas stated in the alert. This alert usually lasts for one (1) hour.

STEPS of ACTION:

When tornado warnings for this area have been announced via the weather radios, each department will proceed to notify their floor who in turn will secure assistance in doing a door to door, class to class sweep notifying persons of the type of emergency and the location to which they are to proceed. An estimated head count should be conducted and reported to a representative from the Deans office (Administrator).

Personnel located in Aderhold and Rivers Crossing should move to the core of the building (stairwell), (ELEVATORS MAY BE USED IN THE EVENT OF A TORNADO WARNING BY PERSON'S WITH A DISABILITY, and THEIR DESIGNATED "BUDDY" TO SPEED THEIR DESCENT TO AN AREA OF SAFE REFUGE) down to the ground, floor. (First, and Second floors should only be used as overflow areas). Go as close to the ground floor as possible. Everyone should remain, until directed to return to your floor/department. **DO NOT EXIT THE BUILDING**--Stay inside and go to one of the designated. **Refuge Areas (map in appendix)** For **Rivers Crossing**, the designated

Tornado Warning STEPS OF ACTION (cont'd)

Safety area is the ground floor hallway, away from the class rooms. For **Aderhold**, the designated safety area is the ground floor hallway by the mail room. The first and second floors hallways should only be used in the event of over capacitance of the ground floor area. Please keep all doors CLOSED.

As much as possible, the above refuge areas were selected to:

- A. Avoid glass
- B. Avoid exterior doors.
- C. Utilize interior spaces with short spans.
- D. Keep occupants as far away as possible from entrances.

- E. Avoid areas expected to become wind tunnels.
- F. Distribute shelter locations throughout the building to facilitate rapid access.
- G. Avoid areas where chemicals are stored.

- Each department will have a weather radio, programmed for the local area, on at all times.
- All personnel should proceed to their designated positions facing the wall and assume a kneeling position (or sit cross-legged), head down, hands covering head.
- Take the severe weather kit to the refuge area.
- Keep windows closed
- Remain in a safe location until danger has passed.

MEASURES TO BE TAKEN WHEN USING A TORNADO REFUGE AREA:

All doors around shelter areas should be closed and secured during a tornado warning.

A. Under no circumstances should any individual leave the building. During a warning, persons should take one of two positions -- The preferred position is kneeling with their head between their knees facing the wall, and the other is, seated on the floor with their backs to the wall. In either case, they should be as low as possible to reduce their potential for injuries from flying missiles or glass or debris. If available, some form of covering should be used to protect heads, arms, and legs.

B. Windows and doors with glass panels should be avoided because of potential missiles propelled by high wind.

C. Chemicals and cleaning supplies should be removed from areas designated for shelter use and relocated to a non-shelter area.

Accident or Injury:

Aderhold Hall and River's Crossing are both equipped with an Automated External Defibrillator (Located and portable first aid kits, also each department has been outfitted with a standard first aid kit.

Response

A. In non-critical situations:

- Administer first aid, if necessary.
- Contact family or friends based on patient requests.

B. In critical situations:

- Notify 911.
- Administer first aid to the extent possible.
- Limit activity in the vicinity of the affected person.
- Have a responsible person notify a supervisor, department head, or the Dean.
- Notify the family of the injured person as applicable and following UGA policy. Continue attempts to contact family members and keep a record of procedures, contact times, and actions.
- Instruct a staff person to meet EMS personnel outside the building and bring them in to the exact location.
- If the injured or sick person is transported to a hospital, attempt to find out which hospital the person will be transported to from your location.
- Keep a record of procedures administered (first aid, CPR, etc.), times and actions.
- If violence was involved, keep the incident scene secured. Do not disturb possible evidence, identify witnesses and keep them separated.

UTILITY EMERGENCY

DEFINITION:

Electrical power failure, gas line break, water main or sewer break, and/or electrical power break.

- Should the building need to be evacuated, the same procedures for fire evacuation should be activated and all personnel should proceed in an orderly fashion to the designated safety areas for the respective building location.

Electrical Power Failure

- Call Georgia Power: (706) 257-6500
- Call Physical Plant: 542-7456

Power Line Down

- Clear area immediately, and avoid live wires
- Call 911 if emergency exists
- Call Georgia Power: (706) 357-6500
- Call Physical Plant: 542-7456

Water Line or Sewer Break

- Call 911 if emergency exists
- Call Physical Plant: 542-7456

Gas Line Break

- Clear area immediately; evacuate building
- Call 911 if emergency exists
- Call Physical Plant: 542-7456

After-Hours Utility Emergency

- Call Physical Plant 542-7456 to set up an after hours emergency contact person

Suspicious Mail or Package

Receiving Office Mail and Packages

If you handle or open mail as a part of your regular routine, your best precaution is to wash your hands with soap and water frequently, especially after handling mail. If you feel that you need to take extra precautions, you may choose to keep a mask and latex gloves at your desk; however, your best protection is regular hand washing.

When opening mail, avoid excessive motion including excessive shaking or tearing of packages or envelopes. If you suspect it is dangerous, **ISOLATE IT IMMEDIATELY. DO NOT OPEN IT, DO NOT TOUCH, SMELL, OR TASTE IT.** Call Campus Police IMMEDIATELY (2-2200)

Suspicious Letter or Package Characteristics

The likelihood of receiving a package or letter containing suspicious substances is remote, but you should be aware of the characteristics that are common to suspicious letters or packages. Some indicators include, but are not limited to the following:

- Unexpected letter or package.
- Excessive postage.
- Handwritten or poorly typed address.
- Oily stains, powder, discolorations, or odors.
- No return address.
- Excessive weight, lopsided, or uneven envelope or package.
- Ticking sound.
- City or state in postmark does not match return address.
- Leaking substances.
- Written threats on the outside of the letter or package, or attached to them.
- Unusual amounts of tape attached to the letter or package.

After notifying Public Safety (Campus Police 2-2200), do the following:

- Leave the letter or package where it is. Do not take the letter or package to others to examine.
- Keep others out of the area. Close off the area if possible. Close any doors or windows gently. Stay near the area until the police and emergency response team units arrive.
- Do not touch your eyes, nose or 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 elbows down with soap and hot water.
(Do not use bleach or disinfectant 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 up or cover anything that might have spilled from a package.

Opened Suspicious Package or Letter and powder or liquid spills out onto surface:

1. Do not clean up the powder or liquid. Cover the spilled contents immediately with clothing, paper, trashcan or other available item.
2. Move students or staff away from the suspicious package/letter.
3. Call 911 and notify the building dean or department head.
4. Do not touch your face to prevent spreading of contaminant.
5. Any person(s) handling the package/letter should immediately wash their hands with soap and water. Do not use bleach or other disinfectant on your skin.
6. Make a list of those who may have come in contact with the package or letter.
7. Initiate building shelter in place procedures or evacuation procedures based on first responders assessment of the scene.
8. Shut down the HVAC system.
9. Be prepared to coordinate possible decontamination efforts with the Fire Department.
10. Contaminated clothing should be removed as soon as possible and placed in a plastic bag, or some other container that can be sealed. This clothing bag should be given to the UGA Police for evidence.

Intruder or Unauthorized Person in Building

Unauthorized Person in the Building:

1. Response

- a. Call 911 or 542-2200 for the University Police.
- b. Relay any descriptive information about the intruder to the 911 Dispatcher. (physical, clothing, and vehicle description)
- c. Make sure the hallways and common areas are clear of students and staff.
- d. Be prepared to seek protection in a nearby room if the intruder/suspicious person approaches and is visibly armed with a weapon.
- e. Monitor the location of the intruder/suspicious person, if it can be done safely, and report his/her location to 911.
- f. Initiate a building lock-down as necessary.
- g. Inform all students and staff through your phone tree to stay in their offices or classrooms and lock the door (as applicable).
- h. Use an emergency communication system (i.e., intercom, handheld radio, call button, etc.).
- i. Notify all personnel to resume normal activities once the situation is resolved.

HOSTAGE, TERRORIST, OR CRIMINAL BEHAVIOR

DEFINITION:

Persons who enters campus, apprehend employees and/or threatens violence.

STEPS OF ACTION IF WITNESSING:

- Dial 911 or Public Safety 2-2200.
- Do not attempt to apprehend.
- If possible, secure immediate area to confine problem.
- Await assistance from Public Safety.

Key Hostage Tips:

1. Be patient. Avoid drastic action.
2. The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive.
3. Don't speak unless spoken to and then only when necessary. Don't attempt to rationalize with the captor.
4. Expect the unexpected, i.e., mood swings, irrational actions.
5. Do not make quick or sudden moves.
6. Be observant. The safety of others may depend on what you remember about the situation.

BOMB or BOMB THREAT

Definition:

A device in the building or on the premises which may or may not have exploded. Caller reporting a device is present

Steps of Action

Bomb Threat Check List

If you receive a call, *remain calm* and elicit as much information as possible from the caller.

Report call immediately to UGA Police Department at (706) 542-2200.

- Evacuate the building by notifying everyone on the floor and move to the designated assembly area
- Report suspicious items to public safety at 2-2200 **DO NOT TOUCH**
- Protect face and head with arms, books, coats etc. from potential flying debris
- Leave door open: **DO NOT TURN ON OR OFF LIGHTS OR OTHER ELECTRICAL SWITCHES**
- **DO NOT USE CELL PHONES, WALKIE TALKIES or other ELECTRONIC DEVICES IN CLOSE AREA TO THE BOMB**

BOMB or BOMB THREAT CHECK LIST

Call Receiver's Information

Your Name:

Date:

Your Position:

Your Phone number:

Length of call:

Number at which call is received:

Questions to ask:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

BOMB or BOMB THREAT CHECK LIST (cont'd)

Caller's Voice

- | | |
|------------------------------------|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Clearing throat |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Cracking voice |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Whispered | |

If voice is familiar, who did it sound like?

Background sounds:

- Street
- Animal noises
- Voices
- PA system
- Music
- House
- Motor
- Office machinery
- Factory machinery noises
- Disguised
- Clear
- Static
- Local
- Long Distance
- Booth

Other:

Threat language:

- | | |
|---|---|
| <input type="checkbox"/> Well spoken (educated) | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Message Read by Threat Maker |
| <input type="checkbox"/> Irrational | |
| <input type="checkbox"/> Incoherent | |

Remarks:

Call **Public Safety at 2-2200**. Work cooperatively with Public Safety responding to call

EMERGENCY RESPONSE PLAN

RAMSEY CENTER

1. **For weather-related emergencies**, the Department of Recreational Sports will make announcements on the public address system which has speakers throughout the building. You **MUST EVACUATE** to the locker rooms or to the first floor of the academic wing when directed to do so.
2. **For fire emergencies**, please note the location of the fire alarm pull switch nearest your classroom. On the third floor there is an alarm switch near each stairway. The entire building **MUST BE EVACUATED** whenever a fire alarm is activated, even if class is in session. Please be responsible for shepherding students towards the exits. Wait outside until we receive an official notification that the building is safe to re-enter. If you were the one who pulled the switch or if you saw the source of the fire, find a building staff person outside who has a walkie-talkie and ask for instructions on how to report your information.
3. **For medical emergencies**, follow the procedures below to notify (a) emergency first responders and (b) the Rec Sports front desk. The Rec Sports personnel will meet and direct the EMT to your location; their staff are also trained in first aid and CPR and they have portable cardiac equipment.
 - a. **Call 9-911 from a campus phone** (or just 911 from a cell phone) to report a medical emergency. Give the location and stay on the line until the dispatcher tells you to hang up. For 2nd and 3rd floor of Ramsey, direct the EMT to enter through the main lobby at the 2nd floor entrance to the building.
 - b. **Also call 542-1454** to inform Rec Sports that an ambulance will be arriving. Give the location and the nature of the emergency. They will meet the ambulance and will also notify campus police of the situation
4. **For a bomb threat or other emergency**, if you take the call try to get as much information as you can and remember the exact words of the caller.
 - a. **Call University Police at 542-2200** and give them the information. Follow their instructions.
 - b. **Also call Rec Sports at 542-1454** to let them know the situation.

When to call 911 for a medical emergency

The victim is or becomes unconscious
Has trouble breathing or is breathing in a strange manner
Has chest pain or pressure
Is bleeding severely
Has pressure in the abdomen that does not go away
Is vomiting or passing blood
Has seizures, a severe headache or slurred speech
Appears to have been poisoned
Has injuries to the head, neck, or back
Has possible broken bones

A victim who is conscious, alert, and over the age 18 has the right to refuse medical care. If someone refuses medical care who you believe should be seen by a medical technician, try to get a third party to witness that refusal.

Floor Safety Representatives

ADERHOLD HALL

Floor	Coordinator	Telephone	Assistants	Telephone
Ground Floor	Bill Stauff (stauff@uga.edu)	Cell: (706)717-1770 Off: (706) 542-3877		
First Floor	Jamie Lewis (jamblew@uga.edu)	(706) 542-1717	Rita Tiller (rtiller@uga.edu)	(706) 542-4194
Second Floor	Freita Strickland (freita@uga.edu)	(706) 542-3271	Heather Fancher (hfanher@uga.edu)	(706) 542-3292
Third Floor	Dee Palmer (dee@uga.edu)	(706) 542-7866	Margaret Turner (magemws@uga.edu)	(706) 542-5104
Fourth Floor	Mike Gorman (mgorman@uga.edu)	(706) 542-4122	Andy Garber (agarber@uga.edu)	(706) 542-2124
Fifth Floor	Joe Davis (davisj@uga.edu)	(706) 542-4617	Tammy Bridges (tlbridge@uga.edu)	(706) 542-4970
Sixth Floor	Dianne Parham (dparham@uga.edu)	(706) 542-7082	Sally McDonald (sallymcd@uga.edu)	(706) 542-4262

Floor Safety Representatives

RIVER'S CROSSING

River's Crossing				
Floor	Coordinator	Telephone	Assistants	Telephone
Ground Floor	Zo Stoneman (zo@uga.edu)	(706) 542-4827	Cynthia Kelley (ckelley@ihdd.uga.edu)	(706) 542-6058
First Floor	Penny Rabon (prabon@uga.edu)	(706) 542-4631	Jana Thompson (jthomps@uga.edu)	(706) 542-6334
Second Floor	Joan Taylor (occstu@uga.edu)	(706) 542-1642	Caroline Wooten (cewooten@uga.edu)	(706) 542-1682
Third Floor	Cindy Williams (cwilliam@uga.edu)	(706) 542-3343	LaNelle Davis (ldavis@uga.edu)	(706) 542-1539
Fourth Floor	Denise Collins (dcollins@uga.edu)	(706) 542-2214	Laura Patrick (lpatrick@uga.edu)	(706) 542-4146

Safety Committee

Member	Telephone Number
Michael Gorman (Chair) CHDS (mgorman@uga.edu)	(706) 542-4122
Chelita Edwards CCSE (cjedward@uga.edu)	(706) 542-2413
Barbara Galvond Student Services (bgalvond@uga.edu)	(706) 583-0569
Penny Rabon ORG (River's Crossing) (prabon@uga.edu)	(706) 542-4631
Cindy Williams LEAP (River's Crossing) (cwilliam@uga.edu)	(706) 542-3343

Administrative Personnel

Education	Unit Head	Email Address	Location
Dean	Louis A. Castenell, Jr.	lcastene@uga.edu	Aderhold Hall
Associate Dean for Faculty, Administration, and Finance	Cheri A. Hoy	cherihoy@uga.edu	Aderhold Hall
Associate Dean for Research, Technology, and External Affairs	Karen E. Watkins	kwatkins@uga.edu	Aderhold Hall
Associate Dean for Students, Curriculum and Accreditation	Kathleen deMarrais	kpd@uga.edu	Aderhold Hall
Assistant to the Dean - Finance	William J. Stauff	stauff@uga.edu	Aderhold Hall
Educational Research Lab	Allan S. Cohen	acohen@uga.edu	Fairfax Hall
Office of Information Technology Director	Sandra M. Glass	slglass@uga.edu	Aderhold Hall
Student Services-Director	Jamie Lewis	jamblew@uga.edu	Aderhold Hall

Academic Departments and Department Heads

Departments	Department Head	Email	Location
Communication Sciences and Special Education	John Langone	jlangone@uga.edu	Aderhold Hall
Counseling and Human Development Services	Rosemary E. Phelps	rephelps@uga.edu	Aderhold Hall
Educational Psychology & Instructional Technology	Randy Kamphaus	rkamp@uga.edu	Aderhold Hall
Elementary and Social Studies Education			Aderhold Hall
Kinesiology	Kirk Cureton	kcureton@uga.edu	Ramsey Student Center
Language and Literacy Education	Joel Taxel	jtaxel@uga.edu	Aderhold Hall
Lifelong Education, Administration & Policy	Ronald Cervero	rcervero@uga.edu	River's Crossing
Mathematics and Science Education	Denise Mewborn	dmewborn@uga.edu	Aderhold Hall
Workforce Education, Leadership, and Social Foundations	Jay W. Rojewski	rojewski@uga.edu	River's Crossing

Important Links

The College of Education Safety and Security Website

<http://www.coe.uga.edu/adfaculty/business/about/staff.html>

The University of Georgia's Office of Emergency and Security Preparedness

<http://www.uosp.uga.edu/index.asp?page=EVENTDETAIL&eventid=71>

The University of Georgia's Campus Police

<http://www.ps.uga.edu/Administration/SafeAndSecure.html>

The Americans with Disabilities Act

<http://www.usdoj.gov/crt/ada/adahom1.htm>

The National Weather Service (Local Weather Page)

<http://www.srh.noaa.gov/ifps/MapClick.php?CityName=Athens&state=GA&site=FFC>

Severe Weather Information

<http://www.nws.noaa.gov/om/severeweather/index.shtml>

Additional Links for Information Purposes Only

<http://www.fema.gov/>

<http://www.redcross.org/>

ACCIDENT REPORT FORM LINK

http://www.busfin.uga.edu/forms/first_report.pdf

EVACUATION CHAIR DEMONSTRATION

(insert Link Here)

APPENDIX A

Walkie-Talkie Protocol for Emergency Situations

The walkie-talkies provided to the Floor Safety Representatives are for use during emergency situations. The walkie-talkies should not be used for any other situations.

Channels:

Aderhold - Channel 5

River's Crossing - Channel 1

The following protocol will be implemented during emergency situations involving evacuations.

Walkie-talkies should NOT be used in the event of a bomb threat.

Fire Evacuation and Tornado Refuge Areas

The COE Safety Coordinator will ask Floor Safety Representatives to give a report for their floor.

The COE Safety Coordinator will systematically ask for each Floor Safety Representative (by floor number) to report if Representative's floor is "all clear," or if there are people still on the floor that either require assistance or refuse to leave the building. In the event that there are still people on the floor that require assistance, the Floor Safety Representative will report the number of people needing assistance and their location so that emergency personnel can be notified.

It is important that Floor Safety Representatives **only** use the radio to communicate with the COE Safety Coordinator. Too many people talking at the same time will jam the transmissions and cause confusion.

Back-up Communication System

Devices should be left on during business hours to serve as a back-up for traditional communications and to allow instant contact should an emergency occur.

APPENDIX B

SAFETY EVACUATION FOR PEOPLE WITH DISABILITIES

The Americans with Disabilities Act (ADA) and the Rehabilitation Act both allow an employer or educational facility to have knowledge of specific disabilities in individual employed with or attending an institution. However, provision of this information is strictly voluntary. If you are an individual with a mobility disability it is advisable that you ask to speak with your immediate supervisor, or department head to assist you in the event of an emergency. By keeping your professor/supervisor informed of your needs you will help ensure your safety during an emergency by avoiding delays in obtaining last minute help during such events. It is also recommended to employ the “buddy system” in advance, by choosing someone to assist you with mobility. Choose more than one “buddy” in the event of the absence of another.

The College of Education (Aderhold Hall and Rivers Crossing) has available for use during an emergency, evacuation chairs (**see streaming link in Important Links Section**) that can be used with assistance on stairs. (DO NOT USE THE ELEVATORS DURING A FIRE). (ELEVATORS MAY BE USED IN THE EVENT OF A TORNADO WARNING BY PERSON’S WITH A DISABILITY, and THEIR DESIGNATED “BUDDY” TO SPEED THEIR DESCENT TO AN AREA OF SAFE REFUGE).

If you are visually impaired, you are the best judge of your own abilities to evacuate the building in the event of a emergency. Personnel with disabilities are advised to follow the same procedures for evacuation, or safe conduct during an emergency.

In the unlikely event that an emergency has occurred, and you are unable to secure assistance to evacuate the building, the landing areas of all stairwells have been specifically designated as AREAS of RESCUE ASSISTANCE.

APPENDIX C

Contents of a Severe Weather Kit Should Include the Following Items:

- A Flashlight (with extra batteries)
- A Portable Radio (with extra batteries)
- A First Aid Kit
- 1 copy of UGA Emergency Operations Plan and 1 Copy of the COE Emergency Operations Plan
- An A.B.C. Type Fire Extinguisher
- Several Blankets

NOTE: The College has purchased the following for Aderhold and Rivers Crossing:

- 2 automatic external defibrillators (First Floor Entrance at Aderhold and Main Lobby of Rivers Crossing)
- 2 emergency evacuation chairs for Rivers Crossing (See Streaming Link for Demonstration)
- 1 OSHA compliant first aid kit for each floor
- 3 trauma kits (Deans Office, Student Services and Rivers Crossing)

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Additional Notes: