On-Campus Emergencies
706-864-1500
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PURPOSE STATEMENT

The University of North Georgia Emergency Action Plan was created to provide a guide to all the University Community in an effort to save lives, protect property, and ensure the continued operations of The University of North Georgia through the means of preparedness, education, and individual readiness. This plan is a guide to assist in critical incidents. Because critical incidents are varied and unpredictable, adaptation must be exercised along with this guide to flexibly adjust for a continued means of safety.

YOUR INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Supervisor</td>
<td></td>
</tr>
<tr>
<td>Facility Representative</td>
<td></td>
</tr>
<tr>
<td>Department Head</td>
<td></td>
</tr>
<tr>
<td>In Case of Emergency</td>
<td></td>
</tr>
<tr>
<td>Building Coordinator</td>
<td></td>
</tr>
</tbody>
</table>

Emergency Evacuation Assembly Area:

____________________________________________________________________________________

____________________________________________________________________________________

Severe Weather Shelter Area(s):

____________________________________________________________________________________

____________________________________________________________________________________

Notes

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Accessibility Statement

If you need this document in an alternate format for accessibility purposes (e.g. Braille, large print, audio, etc.), please contact the Department of Public Safety at publicsafety@ung.edu or 678-717-3719.
## CONTACT NUMBERS FOR EMERGENCIES & SERVICES

### ANY ON-CAMPUS EMERGENCY 24 HOURS

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNG Police Department</td>
<td>706-864-1500</td>
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### BLUE RIDGE CAMPUS

<table>
<thead>
<tr>
<th>Service</th>
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</thead>
<tbody>
<tr>
<td>UNG Police Department</td>
<td>706-864-1500</td>
</tr>
<tr>
<td>Fannin County Sheriff’s Office</td>
<td>706-632-2045</td>
</tr>
<tr>
<td>Fannin County Fire Department</td>
<td>706-632-4711</td>
</tr>
<tr>
<td>Fannin County Emergency Management</td>
<td>706-632-1958</td>
</tr>
<tr>
<td>Fannin Regional Hospital</td>
<td>706-632-3711</td>
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### CUMMING CAMPUS

<table>
<thead>
<tr>
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<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNG Police Department</td>
<td>706-864-1500</td>
</tr>
<tr>
<td>UNG Student Counseling</td>
<td>470-239-3134</td>
</tr>
<tr>
<td>City of Cumming Police Department</td>
<td>770-781-2000</td>
</tr>
<tr>
<td>Forsyth County Sheriff’s Department</td>
<td>770-781-2222</td>
</tr>
<tr>
<td>Forsyth County Fire Department</td>
<td>770-781-2180</td>
</tr>
<tr>
<td>Forsyth County Emergency Management</td>
<td>770-205-4667</td>
</tr>
<tr>
<td>Northside Hospital – Forsyth</td>
<td>770-844-3200</td>
</tr>
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### DAHLONEGA CAMPUS

<table>
<thead>
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<th>Service</th>
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</thead>
<tbody>
<tr>
<td>UNG Police Department</td>
<td>706-864-1500</td>
</tr>
<tr>
<td>UNG Student Counseling</td>
<td>706-864-1819</td>
</tr>
<tr>
<td>UNG Health Services</td>
<td>706-864-1948</td>
</tr>
<tr>
<td>Lumpkin County Sheriff’s Office</td>
<td>706-864-0414</td>
</tr>
<tr>
<td>Lumpkin County Emergency Services</td>
<td>706-864-3030</td>
</tr>
<tr>
<td>Chestatee Regional Hospital</td>
<td>706-864-6136</td>
</tr>
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### GAINESVILLE CAMPUS

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<th>Service</th>
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<tr>
<td>UNG Police Department</td>
<td>706-864-1500</td>
</tr>
<tr>
<td>UNG Student Counseling</td>
<td>678-717-3660</td>
</tr>
<tr>
<td>City of Oakwood Police Department</td>
<td>770-534-2364</td>
</tr>
<tr>
<td>Hall County Sheriff’s Department</td>
<td>770-531-6900</td>
</tr>
<tr>
<td>Hall County Fire Department</td>
<td>770-531-6838</td>
</tr>
<tr>
<td>Hall County Emergency Management</td>
<td>770-531-6838</td>
</tr>
<tr>
<td>Northeast Georgia Regional Medical Center</td>
<td>770-219-9000</td>
</tr>
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### OCONEE CAMPUS

<table>
<thead>
<tr>
<th>Service</th>
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<tbody>
<tr>
<td>UNG Police Department</td>
<td>706-864-1500</td>
</tr>
<tr>
<td>UNG Student Counseling</td>
<td>706-310-6205</td>
</tr>
<tr>
<td>Oconee County Sheriff’s Department</td>
<td>706-769-3945</td>
</tr>
<tr>
<td>Oconee County Fire Department</td>
<td>706-769-3975</td>
</tr>
<tr>
<td>Oconee County Emergency Management</td>
<td>706-310-3600</td>
</tr>
<tr>
<td>Athens Regional Medical Center</td>
<td>706-475-7000</td>
</tr>
</tbody>
</table>
### OTHER UNG SERVICES
<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Health &amp; Occupational Safety</td>
<td>678-717-3434</td>
</tr>
<tr>
<td>UNG Facilities North</td>
<td>706-864-1450</td>
</tr>
<tr>
<td>UNG Facilities South</td>
<td>678-717-3677</td>
</tr>
</tbody>
</table>

### USG BOARD OF REGENTS
<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disaster Coordinator</td>
<td>404-656-2244</td>
</tr>
</tbody>
</table>

### STATE OF GEORGIA RESOURCES
<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Georgia Emergency Management Agency</td>
<td>800-879-4363</td>
</tr>
<tr>
<td>GBI Bomb Unit</td>
<td>800-282-8746</td>
</tr>
<tr>
<td>Georgia State Patrol</td>
<td>770-205-5400</td>
</tr>
</tbody>
</table>

### OTHER RESOURCES
<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poison Control Line</td>
<td>800-222-1222</td>
</tr>
<tr>
<td>Chemtrec (Chemical Spills &amp; Information)</td>
<td>800-262-8200</td>
</tr>
<tr>
<td>Atlanta Gas Light Company</td>
<td>800-289-8151</td>
</tr>
<tr>
<td>National Suicide Hotline</td>
<td>800-273-8255</td>
</tr>
<tr>
<td>Georgia Crisis &amp; Access Line</td>
<td>800-715-4255</td>
</tr>
</tbody>
</table>

### OTHER IMPORTANT NUMBERS
PREPARING FOR EMERGENCIES

In larger emergencies that may impact the entire campus and/or community, first responders may not be able to reach you quickly. As a result, there are several simple steps that you can take to be prepared to handle emergencies on your own. In order to be prepared, you should:

- Know what emergencies can impact you and have a plan for each.
- Always locate two exits in any building that you frequent.
- At a minimum, have an emergency kit in your car and/or office with a flashlight, whistle, small first aid kit, and other items to sustain you for three days.
- Think about how you will communicate with family and friends during an emergency when cell phone systems may be overwhelmed – try texting and/or establishing an out of town emergency phone contact person who family and friends can call to check in and relay messages.
- It may be difficult to remember all the phone numbers you have entered into your cell phone. Keep a printed list of phone numbers for family, friends, and other contacts in case your cell phone is inoperable, the battery is dead, or in the event you lose your phone.
- Program emergency contact numbers in your cellphone using ICE, ICE2, ICE3 (in case of emergency).
- Consider taking a CPR/First Aid Class and/or participate in emergency preparedness training programs offered by the UNG Department of Public Safety.

For more information about how to prepare for an emergency at UNG, or if you would like to participate in a presentation about emergency preparedness please contact:

UNG Department of Public Safety
Emergency Preparedness Division
678-717-3719
publicsafety@ung.edu
EMERGENCY NOTIFICATION

How will I be notified of an emergency?
Currently the University of North Georgia has adopted three methods of communication for dissemination of information regarding emergencies. Those methods include:

- UNG Alert
- Website Notification
- Outdoor Weather Sirens

UNG Alert:

- **What is UNG Alert?** UNG Alert is the primary emergency messaging system that delivers text messages, voice calls, e-mails, and desktop computer alerts directly to your cell phone or computer in the event of severe weather, campus emergency, emergency evacuation, or other campus emergency.

- **Am I automatically enrolled to receive the emergency text messages?** No. Students and employees will have to log into their Banner Web account, click “Personal Information”, and select Emergency Alert System to add information for telephone and text notifications. You may also contact the Department of Public Safety at 706-864-1500 for assistance with registering.

- **What does it cost?** The only cost is the amount your cell phone company may charge you to receive a text message or phone call – usually just a few cents.

- **What If my cell phone number changes?** You must update your cell phone number by going to your Banner Web Account.

- **Will the UNG Alert system cover all University of North Georgia Campuses?** Yes, all students, faculty and staff can receive emergency messages, regardless of their location and receive location specific alerts.

- **Can my family receive UNG Alerts?** Yes. The UNG Alert system allows you to include up to 5 additional phone numbers.

- **What kinds of messages will I receive from UNG Alert?** We will only send you a message in the event of severe weather, a campus emergency, an emergency campus closing/evacuation, or other emergency in which we believe your wellbeing is in danger. The system **WILL NOT** be used for routine communications.

- **How are messages delivered?** Messages are delivered via text, voice phone calls, UNG e-mail, and UNG desktop computer alerts.

- **Important Information:** The UNG Alert phone number is 706-867-3025. Please pre-program this number in your phone so you will know the message is an emergency alert. This number is not monitored and will only deliver emergency messages.
Website Notifications:
UNG University Relations will update UNG websites with emergency information and updates as they become available. Updates will be available on the following websites:

- www.ung.edu
- http://ung.edu/emergency.php
- www.ung.edu/news

Outdoor Weather Siren System:
Outdoor weather sirens are owned and controlled by the respective counties each campus is within. These systems are activated by each county based upon their local protocols. More information about these systems should be directed to the county government.

- **Blue Ridge Campus:** Fannin County does not utilize an outdoor weather siren system.

- **Cumming Campus:** Forsyth County has 17 outdoor severe weather sirens located throughout the county to notify people who are outdoors that severe weather is in the area.

- **Dahlonega Campus:** Lumpkin County has 14 outdoor severe weather sirens located throughout the county notify people who are outdoors that severe weather is in the area.

- **Gainesville Campus:** Hall County has 20 outdoor severe weather sirens located throughout the county to notify people who are outdoors that severe weather is in the area. One of these sirens is located on the UNG Gainesville Campus near the Music Building.

- **Oconee Campus:** Oconee County does not utilize an outdoor weather siren system.
UNIVERSITY POLICE

What should I know about University Police?
The University of North Georgia Police Department is a fully certified, state police agency. University police officers are authorized to make arrests for violations of state law, city and/or county ordinances, obtain and execute search warrants, and enforce the traffic laws.

The jurisdiction of the UNG Police as defined by Georgia law is public or private property under control of the Board of Regents plus 500 yards around such property.

The UNG Police Department has a strong working relationship with neighboring jurisdictions. On a regular basis, the departments share information and equipment, assist with investigations, and provide patrol assistance when needed.

The Department provides a full range of police and ministerial services 24-hours a day, seven days a week on the Dahlonega and Gainesville Campus. On the Cumming and Oconee Campus, officers are assigned on patrol whenever school is in session and has agreements with the surrounding law enforcement agencies to provide services as well. The Blue Ridge Campus primarily receives services from the Fannin County Sheriff’s Department, and is supported by the UNG Police Department.

What should I know about reporting a crime?
If you are a victim of a crime or witness a crime taking place, report the incident and/or any suspicious person immediately to the University Police Department. Provide as much information as possible including:

- Nature of the incident
- Whether the incident is in progress
- Location of the incident
- Description of suspect(s) involved
- Whether the suspect is armed
- Description of any vehicle involved
- Follow the communication officer's instructions and stay on the line until an officer arrives and, if possible, protect the crime scene

What services are provided by University Police?
- Patrol services
- Emergency preparedness training
- Criminal investigations
- Crime prevention
- Vehicle unlocking
- Vehicle battery jump
- Safety escorts
What safety tips are good to know?

- Walk to you vehicle in pairs or in a group
- Vary your routine; use a different route, different times
- Follow a well-lit pathway or roadway
- Be aware of your surroundings. Watch for suspicious people or activities
- Be aware of the locations of all Emergency Call Boxes on campus. Use them if you are concerned or feel your safety is in jeopardy
- When you enter your vehicle, lock all the doors and turn on your headlights. This will allow you to see anyone outside in the dark
- If you are unfamiliar with the parking lot, drive through it and check it first. If you don’t feel safe, go elsewhere and wait for someone else to arrive
- Have your keys in your hand so that you don’t have to search for them when you reach your vehicle.
- When you know that you will be returning to your vehicle late at night, try to pick a well-lit area
- Before getting into your vehicle, visually inspect the interior for anything suspicious
- See something, say something!
- If you suspect that someone is following you, drive to the nearest open public place, to the University Police or local police department

When are timely warnings issued?
In the event that a situation arises, either on or off campus, that, in the judgment of the UNG Chief of Police, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the university’s mass notification system to students, faculty and staff.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Department of Public Safety may also post a notice on the UNG website with more detailed notification.

Anyone with information warranting a timely warning should report the circumstances to the UNG Police Department at 706-864-1500 or in person to the Public Safety office on your campus.

Public Safety Campus Office Locations:

Cumming: Room 240
Dahlonega: Public Safety Building, 246 S. Chestatee Street
Gainesville: Public Safety Building, 2640 Facilities Drive
Oconee: Building 900, Public Safety Office

Contact Information: (all campuses)

24 Hours: 706-864-1500
Police Reports: 706-864-1702
http://www.ung.edu/police
publicsafety@ung.edu
ARMED ASSAILANTS AND SHOOTING INCIDENTS

If the situation should arise that an armed assailant has entered the campus area and threatened violence and/or started shooting, the University of North Georgia may enter into a lockdown mode. Please note, that these situations are highly unpredictable, and that the following guidelines are based on past experiences. Altering responses may be necessary depending on the situation.

DURING an Active Shooter Incident

RUN and escape, if possible.

- Get away from the shooter or shooters is the top priority.
- Leave your belongings behind and get away.
- Help others escape, if possible, but evacuate regardless of whether others agree to follow.
- Warn and prevent individuals from entering an area where the active shooter may be.
- Call UNG Police when you are safe, and describe shooter, location, and weapons.

HIDE, if escape is not possible.

- Get out of the shooter’s view and stay very quiet.
- Silence all electronic devices and make sure they won’t vibrate.
- Lock and block doors, close blinds, and turn off lights.
- Don’t hide in groups- spread out along walls or hide separately to make it more difficult for the shooter.
- Try to communicate with police silently through text message or social media- so they know geo-tagged location, or by putting a sign in a window.
- Stay in place until law enforcement gives you the all clear.
- Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.

FIGHT as an absolute last resort.

- Commit to your actions and act as aggressively as possible against him/her.
- Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc. to distract and disarm the shooter.
- Be prepared to cause severe or lethal injury to the shooter.
- Throw items and improvise weapons.

AFTER an Active Shooter Incident

- Keep hands visible and empty
- Know that law enforcement’s first task is to end the incident, and they may have to pass injured along the way.
- Follow law enforcement instructions and evacuate in the direction they come from.
- Officers may be armed with rifles, shotguns, and/or handguns and may use pepper spray or tear gas to control the situation.
- Officers will shout commands and may push individuals to the ground for their safety.
Take care of yourself first, and then you may be able to help the wounded before first responders arrive.
If the injured are in immediate danger, help get them to safety.
While you wait for first responder to arrive, provide first aid- apply direct pressure to wounded and use tourniquets if you have been trained to do so.
Turn wounded people onto their sides if they are unconscious and keep them warm.

**Lockdown Procedures**

If you are inside a building and you hear gunfire or receive an emergency message signifying a lockdown, please follow these steps:

1. Go to the nearest room, office, or closet
2. Close and lock the door
3. If possible, cover the door or windows
4. Place whatever you can in front of the door to prevent anyone from entering
5. Place books in the front and back of your shirt to protect against gunfire
6. Stay quiet and stay out of view
7. DO NOT answer the door
8. If you hear gunfire or have pertinent information to the situation, notify University Police. Do this ONLY if it is reasonably safe to do so
9. Give the communications officer the following information
   a. Your name
   b. Location of the incident (as specific as possible)
   c. Number of known shooters
   d. Identification of the shooter
   e. Type of weapon (handgun, rifle, etc.)
   f. Your current location
   g. Location of known victims
10. Stay barricaded inside the room, closet, etc. until you’re escorted out by an emergency official or given an “all clear” notification message.

If you are outside of a building, run off campus and seek shelter.

<table>
<thead>
<tr>
<th>Police Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police are trained to respond to an active shooting incident by entering the building as soon as possible and proceeding to the area of the shooter. Early on in the incident medical treatment may be impossible to deliver to victims, because their main goal is stopping the shooter. Try to remain as calm as possible so as not to interfere with police operations. Once the area has been secured, rescue teams will arrive to provide assistance to those injured.</td>
</tr>
</tbody>
</table>
BOMB THREATS

What should I know about bomb threats?
Bomb threats can be classified into two categories:

- **The Hoax Caller**: These threats are generally motivated to create an atmosphere of panic and chaos. Generally, the motive of these callers is to disrupt the normal activities and operations to the location where the explosive device is alleged to be placed.

- **The Credible Caller**: This caller believes that an explosive device has been or will be placed, and he or she wants to warn of the threat to minimize personal injuries or property damage. The caller may be the person placing the bomb or someone who has become aware of information they believe to be credible.

What methods can I receive a bomb threat?
Most of the time, bomb threats occur over the phone, however these threats can also be made via letters, e-mail, and suspicious packages.

- **The Phone Threat**: Telephone bomb threats are the most common. A person receiving a bomb threat by phone SHOULD NOT disconnect the caller. Keep the caller on the phone as long as possible and get as much information as possible. Once the call is finished report the call and information to University Police.
  
  **Information you should obtain:**
  - When will the bomb explode?
  - Where is the bomb located?
  - What kind of bomb is it?
  - Who is (are) the targets?
  - Who is the caller and how can he or she be reached?
  - Why was the bomb placed there?

- **The Letter Threat**: Bomb threats can be received via letter or in another form or writing. If you receive this correspondence, keep all materials and contact University Police immediately. The person opening the letter should handle the document as little as possible.

- **The E-Mail Threat**: E-mail is becoming a more and more frequent source of harassing communication. Although e-mail is not very private, experienced persons can create e-mail accounts under fictitious names and use public computers to send threats. A person receiving a bomb threat via e-mail should contact University Police immediately. Do not delete the message.

- **The Suspicious Package, Letter or Other Item**: Any unusual object or even a strange vehicle should be immediately reported to University Police. See Suspicious Package Section on page 22 of this plan.

What do I do if I receive a bomb threat?

- Keep calm and keep the caller on the line as long as possible. Ask the caller to repeat the message. Record as much of the spoken words made by the person making the call as possible.

- Ask the caller for the exact location and time of possible detonation (if this information was not provided).
- Pay particular attention for any strange or peculiar noises, such as, motors running, background music and type of music, and any other noises, which might give even a remote clue as to the place from which the call is being made.
- Listen closely to the voice (male or female), quality of the voice (calm or excited), accents and speech impediments. DO NOT HANG UP THE PHONE UNTIL THE CALLER HAS DISCONNECTED.
- Call University Police immediately when the call has been completed, giving as much information as possible. University Police will disseminate the information to the University Community.
- If the bomb threat is directed to your building, notify the Dean or other appropriate directors and proceed with an orderly evacuation of all building occupants.
- Assemble at an area away from the building or other location as directed by University Police.
- Preserve any written, electronic or recorded communications related to the bomb threat for investigation by University Police.

### Bomb Threat Stand-Off Distances

<table>
<thead>
<tr>
<th>Threat Description</th>
<th>Explosives Capacity (TNT Equivalent)</th>
<th>Building Evacuation Distance</th>
<th>Outdoor Evacuation Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pipe Bomb</td>
<td>5 LBS/2.3 KG</td>
<td>70 FT/21 M</td>
<td>850 FT/259 M</td>
</tr>
<tr>
<td>Briefcase/Suitcase Bomb</td>
<td>50 LBS/23 KG</td>
<td>150 FT/46 M</td>
<td>1,850 FT/564 M</td>
</tr>
<tr>
<td>Compact Sedan</td>
<td>500 LBS/227 KG</td>
<td>320 FT/98 M</td>
<td>1,500 FT/457 M</td>
</tr>
<tr>
<td>Sedan</td>
<td>1,000 LBS/454 KG</td>
<td>400 FT/122 M</td>
<td>1,750 FT/533 M</td>
</tr>
<tr>
<td>Passenger/Cargo Van</td>
<td>4,000 LBS/1,814 KG</td>
<td>600 FT/183 M</td>
<td>2,750 FT/838 M</td>
</tr>
<tr>
<td>Small Moving Van/Delivery Truck</td>
<td>10,000 LBS/4,536 KG</td>
<td>860 FT/262 M</td>
<td>3,750 FT/1,143 M</td>
</tr>
<tr>
<td>Moving Van/Water Truck</td>
<td>30,000 LBS/13,600 KG</td>
<td>1,240 FT/378 M</td>
<td>6,500 FT/1,981 M</td>
</tr>
<tr>
<td>Semi-Trailer</td>
<td>60,000 LBS/27,216 KG</td>
<td>1,500 FT/457 M</td>
<td>7,000 FT/2,134 M</td>
</tr>
</tbody>
</table>

This table is for general emergency planning only. A given building’s vulnerability to explosions depends on its construction and composition. The data in these tables may not accurately reflect these variables. Some risk will remain for any persons closer than the Outdoor Evacuation Distance.
# Bomb Threat “Check List”

The exact wording of the threat:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
Number at which the call is received: __________________ Time: __________ Date: __________
Length of call: ___________________

Questions to ask the caller:

When is the bomb going to explode? ______________________________________________

What is the exact location of the threat? ____________________________________________

Where is the bomb right now? _____________________________________________________

What does the bomb look like? ________________________________________________

What kind of bomb is it? ________________________________________________________

What will cause the bomb to explode? _____________________________________________

Did you place the bomb? ________________________________________________________

Why? _______________________________________________________________________

What is your name? ___________________________________________________________

What is your address? ___________________________________________________________

____________________________________________________________________________

Sex of caller: ______________________ Race: __________________

Caller’s language
☐ Well spoken (educated) ☐ Foul ☐ Irrational ☐ Incoherent ☐ Taped
☐ Message Read

Caller’s Voice
☐ Calm ☐ Nasal ☐ Angry ☐ Stutter ☐ Excited ☐ Cracking Voice
☐ Lisp ☐ Slow ☐ Raspy ☐ Soft ☐ Deep ☐ Distinct
☐ Loud ☐ Ragged ☐ Laughter ☐ Familiar ☐ Clear throat ☐ Whispered
☐ Accent ☐ Crying ☐ Slurred ☐ Normal ☐ Disguised

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________________________________________

Date: _______________________________________________________________________
Name: _______________________________________________________________________
Position: ____________________________________________________________________
Phone Number: _______________________________________________________________________

Note: This report should be given only to the representative of the Department of Public Safety who will interview the person completing the form.

After the conversation, call University Police IMMEDIATELY and follow the instructions of the Communications officer. DO NOT discuss the details of the threat with anyone except your direct supervisor.
CRIMINAL OR DISRUPTIVE BEHAVIOR

The University of North Georgia is only as safe as the University Community allows it to be. Everyone is asked to assist in making the campus safe by being alert to suspicious situations and promptly reporting them.

What should I do if I observe or am a victim of a criminal act or violent behavior, or if I observe suspicious activity or person(s)?

If you observe a criminal act or are a victim, immediately notify the University Police via phone or emergency call box.

**What information do I need to have readily available when reporting?**
- Nature of the incident.
- Location of the incident.
- Description of the person or persons involved.
- Description of property involved.

**What do I need to do after reporting the suspicious activity, criminal act or violent behavior?**
If possible, stay on the phone as long as possible with the communications officer and keep a visual on the suspect.
When the officers arrive, assist them by supplying them with all additional information.

DISRUPTIVE BEHAVIOR

Disruptive behavior is any behavior that interferes with students, faculty, or staff and their access to an appropriate and/or safe educational or work environment. Some examples are behavior that draws inappropriate attention to oneself, verbal outbursts, words or actions that may cause others to fear for their safety.

**How to respond to disruptive behavior:**

Disruptive behavior should not be ignored. It is important to remain calm. Tell the person that such behavior is inappropriate and that there are consequences for failing to alter or improve the disruptive behavior. Many disruptive situations involve anger. Often it is best to wait out the initial outburst before addressing the individual. If you feel threatened, seek to remove yourself from the situation and NOTIFY University Police.

- NOTIFY University Police if there is a threat to the safety of anyone
- Actively listen
- Allow the person to vent and talk out the problem
- Explain what type of behavior is acceptable
- Trust your instincts
- Focus only on what you can control
- Suggest and assist with finding resources to help resolve the problem
CYBER INCIDENTS

Often times, we may not realize that our actions online might put us, our families, and even our country at risk. Learning about the dangers online and taking action to protect ourselves is the first step in making the Internet a safer place for everyone. Cybersecurity is a shared responsibility and we each have a role to play.

Cybersecurity involves preventing, detecting, and responding to cyber incidents. Unlike physical threats that prompt immediate action—like stop, drop, and roll in the event of a fire—cyber threats are often difficult to identify and comprehend. Among these dangers are viruses erasing entire computer systems, intruders breaking into computer systems and altering files, intruders using your computer or device to harm others, or intruders stealing confidential information. The spectrum of cyber risks is limitless. Threats, some more serious and sophisticated than others, can have wide-ranging effects on the individual, community, organizational, and national level. These risks include:

- Organized cybercrime, state-sponsored hackers, and cyber espionage can pose national security risks to our country.
- Transportation, power, and other services may be disrupted by large scale cyber incidents. The extent of the disruption is highly uncertain as it will be determined by many unknown factors such as the target and size of the incident.
- Vulnerability to data breach and loss increases if an organization’s network is compromised. Information about a company, its employees, and its customers could be at risk.
- Individually-owned devices such as computers, tablets, mobile phones, and gaming systems that connect to the Internet are vulnerable to intrusion. Personal information may be at risk without proper security.

Before a Cyber Incident:

You can increase your chances of avoiding cyber risks by setting up the proper controls. The following are things you can do to protect yourself and UNG property before a cyber incident occurs.

- Only connect to the Internet over secure, password-protected networks.
- Do not click on links or pop-ups, open attachments, or respond to emails from strangers.
- Always enter a URL by hand instead of following links if you are unsure of the sender.
- Do not respond to online requests for Personally Identifiable Information (PII); most organizations—banks, universities, companies, etc.—do not ask for your personal information over the Internet.
- Limit who you are sharing information with by reviewing the privacy settings on your social media accounts.
- Trust your gut; if you think an offer is too good to be true, then it probably is.
- Password protect all devices that connect to the Internet and user accounts.
- Do not use the same password twice; choose a password that means something to you and you only; change your passwords on a regular basis.
- If you see something suspicious, NOTIFY University Police
During a Cyber Incident:

Immediate Actions

- Check to make sure the software on all of your systems is up-to-date.
- Run a scan to make sure your system is not infected or acting suspiciously.
- If you find a problem, disconnect your device from the Internet and perform a full system restore.
- REPORT the incident to University Police and the UNG IT Department. You might have revealed sensitive information about your organization.

Immediate Actions if your Personally Identifiable Information (PII) is compromised:

PII is information that can be used to uniquely identify, contact, or locate a single person. PII includes but is not limited to:

- Full Name
- Social security number
- Address
- Date of birth
- Driver’s License Number
- Vehicle registration plate number
- Credit card numbers

If you believe your PII is compromised:

- Immediately change all passwords; financial passwords first. If you used the same password for multiple resources, make sure to change it for each account, and do not use that password in the future.
- If you believe the compromise was caused by malicious code, disconnect your computer from the Internet.
- Contact companies, including banks, where you have accounts as well as credit reporting companies. Depending what information was stolen, you may need to contact other agencies.
- Close any accounts that may have been compromised. Watch for any unexplainable or unauthorized charges to your accounts.
- NOTIFY University Police
EARTHQUAKE

Earthquakes are sudden rolling or shaking events caused by movement under the earth’s surface. Earthquakes happen along cracks in the earth’s surface, called fault lines, and can be felt over large areas, although they usually last less than one minute. Earthquakes cannot be predicted.

The State of Georgia is at risk for earthquakes. Earthquakes can happen at any time of the year.

During an earthquake:

If you are inside a building:

- Stay where you are until the shaking stops. Do not run outside. Do not get in a doorway as this does not provide protection from falling or flying objects, and you may not be able to remain standing.
- Drop down onto your hands and knees so the earthquake doesn’t knock you down. Drop to the ground.
- Cover your head and neck with your arms to protect yourself from falling debris.
  - If you are in danger from falling objects, and you can move safely, crawl for additional cover under a sturdy desk or table.
  - If there is low furniture or an interior wall or corner nearby, and the path is clear, these may also provide some additional cover.
  - Stay away from glass, windows, outside doors and walls, and anything that could fall, such as light fixtures or furniture.
- Hold on to any sturdy covering so you can move with it until the shaking stops. Stay where you are until the shaking stops.

If getting safely to the floor to take cover won’t be possible:

- Identify an inside corner of the room away from windows and objects that could fall on you. The Earthquake Country Alliance advises getting as low as possible to the floor. People who use wheelchairs or other mobility devices should lock their wheels and remain seated until the shaking stops. Protect your head and neck with your arms, a pillow, a book, or whatever is available.

If you are outside when you feel the shaking:

- If you are outdoors when the shaking starts, move away from buildings, streetlights, and utility wires. Once in the open, “Drop, Cover, and Hold On.” Stay there until the shaking stops. This might not be possible in a city, so you may need to duck inside a building to avoid falling debris.

If you are in a moving vehicle when you feel the shaking:

- If you are in a moving vehicle, stop as quickly and safely as possible and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires. Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that the earthquake may have damaged.
After an earthquake:

- When the shaking stops, look around. If there is a clear path to safety, leave the building and go to an open space away from damaged areas.
- If you are trapped, do not move about or kick up dust.
- If you have a cell phone with you, use it to call or text for help.
- Tap on a pipe or wall or use a whistle, if you have one, so that rescuers can locate you.
- Once safe, monitor local news reports via battery operated radio, TV, social media, and cell phone text alerts for emergency information and instructions.
- Be prepared to “Drop, Cover, and Hold on” in the likely event of aftershocks.
EMERGENCY EVACUATION PROCEDURES

What conditions may warrant evacuation of a building?
A wide variety of emergencies may cause an evacuation such as Fire, Bomb Threat, Hazardous Materials Spill, Hostile Intruder, Utility Failure, etc. In some instances you may have time to prepare, while other situations might call for an immediate evacuation. Planning ahead is vital to ensuring that you can evacuate quickly and safely, no matter what the circumstances.

What should I know about the building evacuation plan?
- KNOW the evacuation plan of the building and where to find it. (consult building coordinator)
- KNOW the location of all exits for the building
- KNOW the locations of emergency equipment (i.e., fire extinguishers, pull stations, emergency telephones, etc.)
- KNOW the location of the assembly area(s) outside the building
- ASSIST and participate in fire drills

What should I do if the fire alarm has not already been activated due to smoke, heat or fire, or there is no evidence of fire or explosion threat in the building, but I discover an event or condition that may warrant building evacuations?
- NOTIFY University Police
- Activate the fire alarm
- INFORM the building coordinator of the event or conditions if possible

What should I do when I hear a fire alarm, or get an order to evacuate without an activated alarm?
- TURN OFF ALL HAZARDOUS EXPERIMENTS or procedures before evacuating. If possible, take or secure all valuables, wallets, purses, keys, etc.
- EVACUATE the building using the nearest exit or stairway. DO NOT USE ELEVATORS
- Call University Police from a safe area and provide your name, location, and nature of emergency
- PROCEED to a pre-determined assembly area for the building and remain there until you are told to re-enter by the emergency personnel in charge
- DO NOT IMPEDE access of emergency personnel to the area
- INFORM THE building coordinator or emergency personnel of the event, conditions, and location of individuals who require assistance and have not been evacuated

What should I do to initiate a fire alarm to evacuate a building?
- ACTIVATE FIRE ALARM SYSTEM LOCATED ALONG EXIT ROUTES

Individuals Requiring Assistance

What should I know as an individual requiring assistance?
It is recommended that individuals requiring assistance prepare for emergencies ahead of time by:
- LEARNING the locations of exit corridors and exit stairways
- PLANNING an escape route
- SHOWING a co-worker or instructor how to assist you in case of emergency

What should I do as an individual requiring assistance during a building evacuation?
- SEEK REFUGE near the closest stairway and request assistance from others

What should I know in order to help individuals requiring assistance?
- BE FAMILIAR with the people requiring assistance who are routinely in your work area
• TO REDUCE THE RISK OF PERSONAL INJURY, attempts to carry immobilized persons are discouraged. Wherever stairs are part of the evacuation route, the following procedures are to be applied:

  BLIND, BUT MOBILE PERSONS, should first be moved out of the rush of traffic, and then promptly assisted to the nearest exit.

  DEAF, BUT MOBILE PERSONS, may be unaware of the need to evacuate, and should be calmly advised and guided to the nearest available exit.

  TEMPORARILY IMMOBILIZED PERSONS, including those wearing casts and/or using canes or crutches, should be given assistance based solely upon their ability to maneuver through doorways and up/down stairs. If they cannot easily move up and down stairs, temporarily immobilized persons must be assisted in the same manner as those who are permanently impaired (see below).

  PERMANENTLY IMMOBILIZED PERSONS are those who have either limited or no use of legs, and must rely upon crutches, wheelchairs, or walkers for transport in and through buildings. If they cannot easily move, they must be assisted.

What should I do to help individuals requiring assistance?

• MOVE THE PHYSICALLY IMPAIRED person quickly to reasonable safety, preferably to an enclosed room or space that smoke or flames cannot easily enter as soon as a fire alarm sounds or the order to evacuate is received by emergency or building safety personnel. ELEVATORS CANNOT BE USED

  ACCOMPANY this by a verbal explanation so as that the person being assisted understands what is happening and why these actions are being taken.

• CONTACT CAMPUS POLICE immediately if a telephone is available, and provide the following:
  o The individuals name and location within the building
  o The phone number from which the call is being made

  If left alone, the disabled person may want to remain on the phone with Campus Police.

• IF AVAILABLE, A COMPANION, OR OTHER RESPONSIBLE PERSON may stand by to remain with and assist the physically-challenged individual.

• INFORM the Building Coordinator or emergency personnel of the exact location of the immobilized person.

If it becomes necessary for removal from the building, trained and properly equipped emergency personnel will then carry out the removal.

What if all or part of the campus needs to be evacuated?

Evacuation of all or part of the campus grounds will be decided by the President and announced by University Police. All persons are to immediately vacate the area in question and move to another part of the campus grounds or local assembly area or shelter as directed. Building representatives are responsible for aiding disabled persons.

What do I do when I have evacuated the building?

Stay in the designated assembly area until an accurate headcount is taken and permission to return to the building is given by emergency personnel in charge.

Will I receive an evacuation notification?

There are situations where we would use the UNG Alert system as means of evacuation notice. If this occurs, follow the instructions given by the message and alert others in your area to evacuate the building.
EXPLOSION

Before an Explosion

The following are things you can do to protect yourself in the event of an explosion.

- Build an Emergency Supply Kit
- Learn what to do in case of bomb threats or receiving suspicious packages and letters
- Ensure your friends and co-workers have up-to-date information about any medical needs you may have and how to contact designated beneficiaries or emergency contacts.

During an Explosion

- Get under a sturdy table or desk if things are falling around you. When they stop falling, leave quickly, watching for obviously weakened floors and stairways.
- Do not use elevators.
- Stay low if there is smoke. Do not stop to retrieve personal possessions or make phone calls.
- Check for fire and other hazards.
- Once you are out, do not stand in front of windows, glass doors or other potentially hazardous areas.
- If you are trapped in debris, use a flashlight, whistle or tap on pipes to signal your location to rescuers.
- Shout only as a last resort to avoid inhaling dangerous dust.
- Cover your nose and mouth with anything you have on hand.

After an Explosion

- There may be significant numbers of casualties or damage to buildings and infrastructure.
- Heavy law enforcement involvement at local, state and federal levels.
- Health and mental health resources in the affected communities can be strained to their limits, maybe even overwhelmed.
- Extensive media coverage, strong public fear and international implications and consequences.
FIRE

All incidents of unintentional/non-control burn fires will be reported to the University Police immediately whether Fire Department response is required or not. All Department heads, building coordinators, and supervisors will ensure that their employees are aware of the location of the fire extinguishers and fire alarm pull boxes in their work area(s). All employees should be made aware of emergency evacuation routes for their work area, the location of the fire exits, windows (if applicable) and reminded not to use elevators in the event of fire.

What should I do if I discover a fire?

- ACTIVATE THE FIRE ALARM SYSTEM by pulling one of the pull stations that are located along the exit routes, IF the alarm is not already sounding.
- FOLLOW YOUR EVACUATION ROUTE and evacuate the building through the nearest exit. DO NOT USE ELEVATORS
- PROCEED to the pre-determined outdoor assembly area for the building
  - The building coordinator can assist in explaining where the assembly area is
- CALL University Police to report the fire
- REMAIN OUTSIDE in the assembly area until you have been told to re-enter the building by the emergency personnel in charge.

What do I need to know about portable fire extinguishers?

- Portable fire extinguishers are installed in every building
- Familiarize yourself with the locations of the fire extinguishers and receive hands-on training.

When should I use a portable fire extinguisher?

Attempt to use fire extinguishers ONLY if the following apply:

- The fire is small and can be contained safely with a fire extinguisher
- The exit is clear and there is no imminent peril
- The proper extinguisher is readily available

How do I use a fire extinguisher?

- P – pull the pin
- A – aim low
- S – squeeze
- S – sweep
HAZARDOUS MATERIALS INCIDENTS

Hazardous chemicals are utilized on campus in various locations. Also trains, tractor trailers and contractors that may be traveling on or near campus may have hazardous chemicals that may threaten the environment of the campus in the event of a spill. The following steps will be taken in the event of a chemical or radiation spill.

Hazardous materials come in the form of explosives, flammable and combustible substances, poisons and radioactive materials. These substances are most often released as a result of transportation accidents or because of chemical accidents in plants.

During a Hazardous Materials Incident:

NOTIFY University Police of any hazardous materials incidents.

<table>
<thead>
<tr>
<th>If you are:</th>
<th>Then:</th>
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<tbody>
<tr>
<td>Asked to evacuate</td>
<td>Do so immediately.</td>
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<td></td>
<td>Follow the routes recommended by public safety officials--shortcuts</td>
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<td></td>
<td>may not be safe. Leave at once.</td>
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<td></td>
<td>If you have time, minimize contamination in the area by closing all</td>
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<td></td>
<td>windows, shutting all vents, and turning off attic fans.</td>
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<td></td>
<td>Take pre-assembled disaster supplies.</td>
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<td></td>
<td>Remember to help others who may require special assistance--infants,</td>
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<td></td>
<td>elderly people and people with access and functional needs.</td>
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<tr>
<td>Caught Outside</td>
<td>Stay upstream, uphill, and upwind! In general, try to go at least one-</td>
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<td>half mile (usually 8-10 city blocks) from the danger area. Move away</td>
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<td>from the accident scene and help keep others away.</td>
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<td></td>
<td>Do not walk into or touch any spilled liquids, airborne mists, or</td>
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<td></td>
<td>condensed solid chemical deposits. Try not to inhale gases, fumes and</td>
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<td></td>
<td>smoke. If possible, cover mouth with a cloth while leaving the area.</td>
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<td></td>
<td>Stay away from accident victims until the hazardous material has been</td>
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<td></td>
<td>identified.</td>
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<tr>
<td>In a motor vehicle</td>
<td>Stop and seek shelter in a permanent building. If you must remain in</td>
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<tr>
<td></td>
<td>your car, keep car windows and vents closed and shut off the air</td>
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<tr>
<td></td>
<td>conditioner and heater.</td>
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<tr>
<td>Requested to stay</td>
<td>Bring animals inside.</td>
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<tr>
<td>indoors</td>
<td>Close and lock all exterior doors and windows. Close vents, fireplace</td>
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<tr>
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<td>dampers, and as many interior doors as possible.</td>
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<tr>
<td></td>
<td>Turn off air conditioners and ventilation systems. In large buildings,</td>
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<td></td>
<td>set ventilation systems to 100 percent recirculation so that no outside</td>
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<td>air is drawn into the building. If this is not possible, ventilation</td>
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systems should be turned off.

Go into the pre-selected shelter room. This room should be above ground and have the fewest openings to the outside.

Seal gaps under doorways and windows with wet towels or plastic sheeting and duct tape.

Seal gaps around window and air conditioning units, bathroom and exhaust fans and vents.

Use material to fill cracks and holes in the room, such as those around pipes.

If gas or vapors could have entered the building, take shallow breaths through a cloth or a towel. Avoid eating or drinking any food or water that may be contaminated.
MEDICAL EMERGENCY

Medical emergencies may occur at any time and without warning. AEDs are strategically installed in university buildings to be used during a cardiac emergency. University Police has the ability to coordinate the response efforts of fire and ambulance emergency services at every campus.

What do I do if there is a medical emergency occurring or one has occurred?

- Call University Police
- University police will notify the local fire and/or ambulance service
- Provide your name, location, number of people injured, and description of the medical emergency
- Stay on the phone for instructions of what to do
- Stay calm and keep the patient calm as well
- Located and obtain an AED/First Responder Kit and use accordingly

CPR Steps

Cardiopulmonary resuscitation (CPR) can help save a life during a cardiac or breathing emergency.

Before Giving CPR

Check the scene and the person. Make sure the scene is safe, then tap the person on the shoulder and shout "Are you OK?" to ensure that the person needs help.

Call University Police for assistance. If it's evident that the person needs help, call (or ask a bystander to call), then send someone to get an AED. (If an AED is unavailable, or a there is no bystander to access it, stay with the victim, call for help and begin administering assistance.)

Open the airway. With the person lying on his or her back, tilt the head back slightly to lift the chin.

Check for breathing. Listen carefully, for no more than 10 seconds, for sounds of breathing. (Occasional gasping sounds do not equate to breathing.) If there is no breathing begin CPR.

Red Cross CPR Steps

Push hard, push fast. Place your hands, one on top of the other, in the middle of the chest. Use your body weight to help you administer compressions that are at least 2 inches deep and delivered at a rate of at least 100 compressions per minute.

Deliver rescue breaths. With the person's head tilted back slightly and the chin lifted, pinch the nose shut and place your mouth over the person's mouth to make a complete seal. Blow into the person's mouth to make the chest rise. Deliver two rescue breaths, then continue compressions.

Continue CPR steps. Keep performing cycles of chest compressions and breathing until the person exhibits signs of life, such as breathing, an AED becomes available, or EMS or a trained medical responder arrives on scene.
PANDEMIC

You can prepare for an influenza pandemic now. You should know both the magnitude of what can happen during a pandemic outbreak and what actions you can take to help lessen the impact of an influenza pandemic.

Before a Pandemic:

- Store a two week supply of water and food. During a pandemic, if you cannot get to a store, or if stores are out of supplies, it will be important for you to have extra supplies on hand. This can be useful in other types of emergencies, such as power outages and disasters.
- Periodically check your regular prescription drugs to ensure a continuous supply in your home.
- Have any nonprescription drugs and other health supplies on hand, including pain relievers, stomach remedies, cough and cold medicines, fluids with electrolytes, and vitamins.
- Get copies and maintain electronic versions of health records from doctors, hospitals, pharmacies and other sources and store them, for personal reference. HHS provides an online tool intended to help people locate and access their electronic health records from a variety of sources. [http://healthit.gov/bluebutton](http://healthit.gov/bluebutton)

During a Pandemic:

Limit the Spread of Germs and Prevent Infection

- Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick too.
- If possible, stay home from work, school, and errands when you are sick. You will help prevent others from catching your illness.
- Cover your mouth and nose with a tissue when coughing or sneezing. It may prevent those around you from getting sick.
- Washing your hands often will help protect you from germs.
- Avoid touching your eyes, nose or mouth. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.
- Practice other good health habits. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.
PSYCHOLOGICAL CRISIS/SUBSTANCE ABUSE

What is psychological crisis?
A psychological crisis exists when an individual is threatening harm to themselves or others, or is out of touch with reality

The crisis may be manifested as:

- Paranoia
- Hallucinations
- Uncontrollable behavior
- Complete withdrawal

STUDENTS experiencing a severe psychological crisis should go to the nearest hospital emergency room or contact UNG Counseling Center, which provides individual and group counseling. Its professionally trained staff seeks to assist students with social, emotional, and academic concerns in a sensitive, caring, and confidential manner. The Counseling Offices numbers are:
  - Dahlonega Campus - (706) 864-1819
  - Gainesville Campus - (678) 717-3660
  - Oconee Campus - (706) 310-6205
Public Safety has the emergency numbers to Counseling Services in the event of an after-hours emergency.

FACULTY or STAFF experiencing a psychological crisis should go to the nearest hospital emergency room or call their family physician.

PROCEDURES

- Should you come in contact with someone experiencing a psychological crisis, do not attempt to handle the potentially dangerous situation alone
- Call University Police
- The safety of the person in crisis and those around him should be of first concern. University Police will work closely with campus counseling professionals when necessary

ALL SUICIDE ATTEMPTS AND THREATS WILL BE REPORTED TO UNIVERSITY POLICE IMMEDIATELY
BEHAVIOR INTERVENTION TEAM (BIT)

What is Behavior Intervention Team (BIT)?
The BIT is comprised of a key group of administrators representing multiple departments on each campus to assess and recommend appropriate responses to University of North Georgia Administration regarding serious behavioral problems exhibited by students enrolled at UNG.

When should I contact BIT?
When any faculty or staff member observes or receives information about observed or potential self-destructive, violent, destructive, disruptive, or disorderly behavior.

If the behavior appears critical, immediately contact the University Police, and then contact Student Counseling if during regular business hours and follow-up with an on-line Behavior Intervention Report.

“Critical” means that imminent danger is currently happening or could happen at any moment.

If the behavior appears non-critical, complete the on-line Behavior Intervention Report. If desired, consult with Student Counseling or University Police.

“Non-critical” means that there is a risk of danger in the future.

How do I contact BIT?

Online reporting of concerns is available by clicking on the “Say Something” button at sayssomething.ung.edu or find the report on the Dean of Students UNG Webpage, http://ung.edu/dean-of-students/index.php

UNIVERSITY SUBSTANCE ABUSE POLICY

What do I need to know about substance abuse at the University of North Georgia?

The University of North Georgia is committed to providing a safe and orderly environment for all members of the campus community. To accomplish this goal, the University advises all members that it is unlawful to manufacture, distribute, dispense, possess and/or use illegal drugs on University property. Any violation of this policy and/or state and federal laws regarding drugs may result in prosecution and/or campus disciplinary action.

The use of alcoholic beverages by members of the University community is at all times subject to state laws and the University Alcohol Policy and guidelines. It is unlawful for any person to sell, give, serve, or permit to be served alcoholic beverages to any person less than 21 years of age.

Residence Life also provides specific guidelines regarding the use of alcohol and drugs in all residence facilities.
SEEKING SHELTER

When would I need to seek shelter?
A hazardous material release, dangerous person/hostile intruder in the area, severe weather that makes travel or being outdoors dangerous, or when there is not enough safety to evacuate.

What should I know about seeking shelter?
- The basic concept is to get out of harms way through a means of creating a barrier between you and the danger, while still maintaining safety and communication.
- The best room in a building to use for seeking shelter is an interior room with as few windows as possible. The lowest portion of the building should be used in a tornado warning.

What should I do to safely seek shelter?
- In General:
  - GO inside as quickly as possible or
  - PROCEED to an interior room, if already indoors
  - CLOSE all doors and windows
  - LOCK all windows and close all blinds and shades if there is time
  - LOCK doors if advised to do so
  - DO NOT use gas stoves, candles, or other fire sources due to the dangers of carbon monoxide and creating a fire hazard
  - USE the phone only for emergencies
- If the emergency is hazardous material spill or gas release:
  - STAY low and away from windows, in high winds
  - BRING a disaster kit into the room
  - TURN OFF air conditioners, furnaces, and fans, if possible
  - SEAL all windows, doors and air vents with plastic sheeting and duct tape, if possible or
  - IMPROVISE and use what you have on hand to seal gaps so that you create a barrier between yourself and any contamination
  - TURN ON a TV or radio so you can hear emergency messages
- If the emergency is a dangerous person or hostile intruder
  - See the criminal or violent behavior section, page 26
- If the emergency is severe weather
  - See Severe Weather section, pages 32-33
SEVERE WEATHER EMERGENCIES

TORNADOS

The local county Emergency Management Agencies and the University Police will monitor the National Weather Service for severe weather. In the event that the severe weather is in the immediate area, notifications will be made via the UNG Alert and/or the outdoor Emergency Weather Sirens.

If you are under a tornado warning, seek shelter immediately! Most injuries associated with high winds are from flying debris, so remember to protect your head.

<table>
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<th>If you are in:</th>
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| A structure (e.g. campus building)    | • Go to a pre-designated area such as a safe room, basement, storm cellar, or the lowest building level. If there is no basement, go to the center of a small interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck.  
  • In a high-rise building, go to a small interior room or hallway on the lowest floor possible.  
  • Put on sturdy shoes.  
  • Do not open windows. |
| A manufactured home or office         | • Get out immediately and go to a pre-identified location such as the lowest floor of a sturdy, nearby building or a storm shelter. Mobile homes, even if tied down, offer little protection from tornadoes. |
| The outside with no shelter           | If you are not in a sturdy building, there is no single research-based recommendation for what last-resort action to take because many factors can affect your decision. Possible actions include:  
  • Immediately get into a vehicle, buckle your seat belt and try to drive to the closest sturdy shelter. If your vehicle is hit by flying debris while you are driving, pull over and park. |
• Take cover in a stationary vehicle. Put the seat belt on and cover your head with your arms and a blanket, coat or other cushion if possible.
• Lie in an area noticeably lower than the level of the roadway and cover your head with your arms and a blanket, coat or other cushion if possible.

In all situations:
• Do not get under an overpass or bridge. You are safer in a low, flat location.
• Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter.
• Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

THUNDERSTORMS & LIGHTNING

All thunderstorms are dangerous. Every thunderstorm produces lightning. While lightning fatalities have decreased over the past 30 years, lightning continues to be one of the top three storm-related killers in the United States.

If thunderstorm and lightning are occurring in your area, you should:

• Avoid contact with corded phones and devices including those plugged into electric for recharging. Cordless and wireless phones not connected to wall outlets are OK to use.
• Avoid contact with electrical equipment or cords. Unplug appliances and other electrical items such as computers and turn off air conditioners. Power surges from lightning can cause serious damage.
• Avoid contact with plumbing. Do not wash your hands, do not take a shower, do not wash dishes, and do not do laundry. Plumbing and bathroom fixtures can conduct electricity.
• Stay away from windows and doors, and stay off porches.
• Do not lie on concrete floors and do not lean against concrete walls.
• Avoid natural lightning rods such as a tall, isolated tree in an open area.
• Avoid hilltops, open fields, the beach or a boat on the water.
• Take shelter in a sturdy building. Avoid isolated sheds or other small structures in open areas.
• Avoid contact with anything metal—tractors, farm equipment, motorcycles, golf carts, golf clubs, and bicycles.
• If you are driving, try to safely exit the roadway and park. Stay in the vehicle and turn on the emergency flashers until the heavy rain ends. Avoid touching metal or other surfaces that conduct electricity in and outside the vehicle.
Sexual Assault and Violence Education (SAVE)

The university is a community of trust whose existence depends on strict adherence to standards of conduct set by its members.

Dating violence, domestic violence, stalking and all forms of sexual misconduct are serious violations of these standards and are prohibited by UNG policy and will not be tolerated. The university encourages all members of the university community to be aware of both the consequences of sexual misconduct and relationship violence the options available to victims and should be encouraged to seek assistance using any appropriate resources.

**Sexual Misconduct** is a serious violation of these standards and will not be tolerated. The university encourages all members of the university community to be aware of both the consequences of sexual misconduct and the options available to victims and should be encouraged to seek assistance using any appropriate resources.

**I think I have been sexually assaulted. What should I do next?**

- Get yourself to a safe place. Call a friend, your R.A., or Campus Police (706-864-1500) to help you if needed.
- We recommend visiting the nearest hospital to address any physical health issues. This also helps preserve evidence that can be used if you decide to report the incident. You can also connect with many supportive resources at the hospital.
- It is your right to choose how to report this incident. The University is committed to helping you no matter what option you choose.

**Seeking Medical Attention**

- If you think that there is even a small chance you will want to pursue any type of criminal charges in this incident, you should visit an emergency room that offers support for victims of sexual violence, including high-tech evidence collection and the chance to meet with specially trained nurses and advocates. In Dahlonega, Gainesville, or Cumming, go to Northeast Georgia Medical Center at 742 Spring Street, Gainesville. In Athens/Oconee county, go to St. Mary’s Hospital at 1230 Baxter Street or Athens Regional Medical Center at 1199 Prince Avenue.
- If you have any suspected injuries, pain, bruising, bleeding, soreness, discharge, or head trauma, even if you do not eventually want to report the incident, we recommend that you visit the nearest emergency facility. It is important that you obtain medical help, and health professionals will keep your visit confidential unless you authorize the release of information.
- For non-emergency medical attention, students who have paid the student health fee may visit Student Health Services in Dahlonega (706-864-1948).
How do I report an incident of sexual misconduct?

If you or someone you know has been the victim of sexual misconduct please contact University Police, a Student Affairs staff member, or the campus Title IX Coordinator or deputy as soon as possible.

What is the role of the Title IX Coordinator and Deputies?

The Title IX coordinator and deputies seek first and foremost to ensure that the victim is safe and that the campus community is protected. They will meet with the victim of the reported sexual misconduct, known as the “complainant.” The Title IX coordinator and deputies are trained in college sexual misconduct and will provide expert and empathetic counsel to the complainant. Visit the Human Resource's Title IX Coordinator webpage to learn more about the Title IX coordinator and deputies.

Contact a coordinator or deputy if you:

- Wish to understand your options if you think you may have encountered sex discrimination or sexual misconduct;
- Learn of a situation that you feel may warrant a university investigation;
- Need help on how to handle a situation by which you are indirectly affected;
- Seek guidance on possible informal remedies or administrative measures to de-escalate or alleviate a difficult situation;
- Have questions about the university’s policies and procedures.

Relationship Violence

Relationship Violence can be dating or domestic violence.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim.

Domestic Violence: Violence committed by a current or former spouse or intimate partner of the alleged victim, by a person with whom the alleged victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the alleged victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

What can I do?

Whether or not you are planning to leave your partner, there are things you can do to protect yourself. If you are in immediate danger please call 911 (off-campus) and 706-864-1500 (on-campus). In addition, there are some safety tips below. Keep any safety plan or emergency number list in a place hidden from your partner.

- Know your abuser’s red flags
- Identify safe areas of your home
- Make and memorize a list of emergency contacts
- Create an escape plan that you can execute quickly and safely.
SUSPICIOUS ACTIVITY REPORTING

It Takes a Community to Protect a Community
"If You See Something, Say Something™" is a national campaign that raises public awareness of the indicators of terrorism and terrorism-related crime, as well as the importance of reporting suspicious activity to state and local law enforcement.

What is suspicious activity?
Suspicious activity is any observed behavior that could indicate terrorism or terrorism-related crime. This includes, but is not limited to:

- **Unusual items or situations**: A vehicle is parked in an odd location, a package/luggage is unattended, a window/door is open that is usually closed, or other out-of-the-ordinary situations occur.
- **Eliciting information**: A person questions individuals at a level beyond curiosity about a building’s purpose, operations, security procedures and/or personnel, shift changes, etc.
- **Observation/surveillance**: Someone pays unusual attention to facilities or buildings beyond a casual or professional interest. This includes extended loitering without explanation (particularly in concealed locations); unusual, repeated, and/or prolonged observation of a building (e.g., with binoculars or video camera); taking notes or measurements; counting paces; sketching floor plans, etc.

Some of these activities could be innocent—it's up to law enforcement to determine whether the behavior warrants investigation. The activities above are not all-inclusive, but have been compiled based on studies of pre-operational aspects of both successful and thwarted terrorist events over several years.

Protecting Citizens' Privacy & Civil Liberties
The "If You See Something, Say Something™" campaign respects citizens' privacy, civil rights, and civil liberties by emphasizing behavior, rather than appearance, in identifying suspicious activity.

Factors such as race, ethnicity, and/or religious affiliation are not suspicious. The public should only report suspicious behavior and situations (e.g., an unattended backpack or package, or someone breaking into a restricted area). Only reports that document behavior that is reasonably indicative of criminal activity related to terrorism will be shared with federal partners.

How to Report Suspicious Activity
Public safety is everyone's responsibility. If you see suspicious activity, report it to the UNG Police Department or a person of authority.

Describe specifically what you observed, including:

- Who or what you saw;
- When you saw it;
- Where it occurred; and
- Why it's suspicious.
SUSPICIOUS PACKAGES AND LETTERS

1. Characteristics of Suspicious packages
Mail and package delivery to each department should be screened for suspicious letters and/or packages. Some common features of threat letters/packages include the following, but the presence of one or more of these elements does not always mean that the package is suspicious. In the final analysis, this evaluation depends upon the judgment of the individual screening the mail.

**Potential Elements of Suspicion:**
- Fictitious, unfamiliar or no return address
- Handwritten or poorly typed address
- Address to a title only or an incorrect title
- Mailed from a foreign country
- Excessive postage
- Excessive string or tape on package
- Misspelling of common words
- Restrictive markings such as “Confidential”, “Personal”, etc.
- Excessive weight and/or feel of a powdery or foreign substance
- Discoloration or stains

2. Do Not Open or Handle
Suspicious letters and packages should not be opened and should not be handled any more than is absolutely necessary. If there is nothing leaking from the suspicious item leave it alone and CALL UNIVERSITY POLICE. Keep others away from the area.

3. Letter or Package Claiming Contamination
If you open a letter/package with information that claims to have contaminated you, but there is no substance seen or felt in the envelope or on the letter, the chances are that you have not been contaminated. CALL UNIVERSITY POLICE and tell them exactly what has happened. They will dispatch the appropriate personnel to your location to follow-up on your possible exposure and to document what has taken place. Secure the area until University Police arrive. Do not handle the suspicious item anymore and do not let anyone else handle the item.

4. Letter or Package with a Foreign Substance
If you open a letter/package that claims to have contaminated you or there is some sort of foreign substance in the envelope or package, place the letter back into the envelope/package and close it back up. The person that opened the envelope/package and anyone who came in contact with the envelope/package or its contents after it was opened should immediately leave the room and wash their hands with soap and water. Remove any clothing that has the substance on it and place the contaminated clothing in a plastic trash bag. Then wash your hands with soap and water. CALL UNIVERSITY POLICE to report the letter and tell the dispatcher you have opened the envelope/package, there is a substance inside, and what you have done up to that point.

5. The Risk will be Evaluated and Further Measures Taken If Necessary
The University Police and the local Fire Department can evaluate the risk to those in the room at the time of potential exposure as well as any impact on the remainder of the building. Based upon that risk assessment, further emergency measures may be implemented as necessary. If the risk is found to be minimal, other areas of the facility will not be disrupted and any necessary actions to return the area involved to normal activity will begin as soon as possible.
UTILITY FAILURE

In the event of an electrical or plumbing failure, flooding, water leak, natural gas or propane leak call University Police. University Police will coordinate with Plant Operations and other appropriate authorities.

What should I do if the utility failure causes or has the potential to cause serious danger to persons or property?
- NOTIFY University Police
- EVACUATE the building
- NOTIFY the building manager and others in the immediate area as you are exiting the building

What should I do if the building’s power is turned off and the building is not equipped with a generator or emergency lighting?
- When the electricity is turned off in a building, smoke detectors and fire alert systems no longer function. Those buildings with generators are equipped to have egress lighting and should be evacuated
- NOTIFY your Emergency Building Coordinator
- Wait for instructions of what to do

What should I do if I smell propane or natural gas?
- LEAVE the area immediately
- KEEP others out of area
- NOTIFY University Police
- EVACUATE the building
- DO NOT PULL THE FIRE ALARM!
- NOTIFY the building manager and others as you are exiting the building

If the utility failure is widespread University Police or other University administrators may order the building or area evacuated until the problem has been corrected.
WINTER STORMS

Snow, ice and/or flooding can make travel to and from campus hazardous. When potential or actual conditions develop that would make travel to and from campus hazardous, the following procedure will be followed:

What should I know about Snow and Ice?
Snow and Ice storms typically come with some warning. The University Police and University Administration will monitor the National Weather Service and Georgia Department of Transportation for changing conditions. The University President makes the decision whether or not to close a campus based on the weather conditions and recommendations of senior administration and public safety officials.

Inclement weather communications protocol
In the event of inclement weather that causes a campus closure or delayed opening, an announcement will be distributed first through the university’s Emergency Notification System. In the event of emergencies, closures or delayed openings, this system will provide important information regarding university operations or emergency actions.

If you need to update your contact information for the Emergency Notification System, please use the Banner Information System, contact the emergency preparedness coordinator in the Office of Public Safety, or email publicsafety@ung.edu for assistance.

Inclement weather notifications are likely to be segmented by campus location, as weather conditions may vary widely in the university’s five-campus area. Students will receive alerts for only the campus(es) where they are taking classes. Faculty and staff should receive all notifications, but information may be specific to certain campuses.

Should a campus be closed or delay opening due to weather conditions, an announcement will be published by 6:30 a.m. Essential personnel (identified in advance by their supervisors) would need to report as soon as they are able to safely do so. Non-essential personnel and students who do not reside on campus should refrain from coming to campus to avoid placing unnecessary demand on public safety and plant operations staff.

When campuses return to normal operations, students, staff and faculty should always use their best judgment about traveling depending upon road conditions in their area.

The Office of University Relations will also disseminate information through local media outlets.
MEDIA NOTIFICATION

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<tr>
<th>CAMPUS DISTRIBUTION</th>
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<tbody>
<tr>
<td>Facebook</td>
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<td><a href="http://www.ung.edu/news">www.ung.edu/news</a></td>
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<th>TV STATIONS</th>
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<tr>
<td>WAGA-TV, Channel 5</td>
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<td>WGCL-TV, Ch. 46</td>
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<tr>
<td>WXIA-TV, Channel 11 (Covers: Star 94 FM, AM-790 the Zone, WGST 640-AM, 105.7 FM, 96 FM Rock)</td>
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<td>WSB-TV, Channel 2</td>
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<th>RADIO STATIONS</th>
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<tr>
<td>WSB-Radio, 750-AM (covers 98.5-FM, KISS 104.1 FM, 95.5 FM, 97.1 The River)</td>
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<td>WDUN, 550-AM</td>
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<tr>
<td>WMJE, 102.9-FM</td>
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<td>Accessnorthga.com</td>
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<td>WYAY, 106.7-FM</td>
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<td>WRWH, 1350-AM (Cleveland)</td>
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<td>WKHC, 104.3-FM (Dahlonega)</td>
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<tr>
<td>Cox Radio- WRFC 960AM, WGMG 102.1 FM, WPUP 100.1 FM, WGAU 1340 AM, WNGC 106.1 FM, WXKT 103.7 FM</td>
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<tr>
<td>Glory 1330</td>
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<th>NEWSPAPERS</th>
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<tbody>
<tr>
<td>Gainesville Times</td>
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<tr>
<td>Forsyth County News</td>
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<tr>
<td>Onlineathens.com; Athens Banner- Herald</td>
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<tr>
<td>Dahlonega Nugget</td>
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In the event of inclement weather that causes a campus closure or delayed opening, an announcement will be distributed first through the university’s Emergency Notification System, UNG Alert. In the event of emergencies, closures or delayed openings, this system will provide important information regarding university operations or emergency actions.
OTHER EMERGENCY CONTACT NUMBERS

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<th>NAME/DEPT</th>
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