



**EMERGENCY ACTION PLAN**  
**Students, Faculty, Staff, Visitors**



**ON-CAMPUS EMERGENCIES**  
**706-864-1500**

## PURPOSE STATEMENT

The University of North Georgia Emergency Action Plan was created to provide a guide for 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 BUILDING INFORMATION

Building Name: \_\_\_\_\_

Building 911 Address: \_\_\_\_\_

Contact Person	Name	Phone Number
Direct Supervisor		
Department Head		
In Case of Emergency		
Building Coordinator		

### Emergency Evacuation Assembly Locations

Primary: \_\_\_\_\_

Secondary: \_\_\_\_\_

### Severe Weather Shelter Locations

Primary: \_\_\_\_\_

Secondary: \_\_\_\_\_

### Notes

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## 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 extended time periods.
- 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](mailto:publicsafety@ung.edu)

### 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](mailto:publicsafety@ung.edu) or 706-864-1500.

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## CONTACT NUMBERS

<b>ANY ON-CAMPUS EMERGENCY 24 HOURS</b>	
<b>UNG Police Department</b>	<b>706-864-1500</b>

<b>BLUE RIDGE CAMPUS</b>	
<b>UNG Police Department</b>	<b>706-864-1500</b>
Fannin County Sheriff's Office	706-632-2045
Fannin County Fire Department	706-632-4711
Fannin County Emergency Management	706-632-1958
Fannin Regional Hospital	706-632-3711

<b>CUMMING CAMPUS</b>	
<b>UNG Police Department</b>	<b>706-864-1500</b>
UNG Student Counseling	470-239-3134
City of Cumming Police Department	770-781-2000
Forsyth County Sheriff's Department	770-781-2222
Forsyth County Fire Department	770-781-2180
Forsyth County Emergency Management	770-205-4667
Northside Hospital - Forsyth	770-844-3200

<b>DAHLONEGA CAMPUS</b>	
<b>UNG Police Department</b>	<b>706-864-1500</b>
UNG Student Counseling	706-864-1819
UNG Health Services	706-864-1948
Lumpkin County Sheriff's Office	706-864-0414
Lumpkin County Emergency Services	706-864-3030
NE GA Regional Hospital - Lumpkin	706-867-4110

<b>GAINESVILLE CAMPUS</b>	
<b>UNG Police Department</b>	<b>706-864-1500</b>
UNG Student Counseling	678-717-3660
City of Oakwood Police Department	770-534-2364
Hall County Sheriff's Department	770-531-6900
Hall County Fire Department	770-531-6838
Hall County Emergency Management	770-531-6838
Northeast Georgia Regional Medical Center	770-219-9000

<b>OCONEE CAMPUS</b>	
<b>UNG Police Department</b>	<b>706-864-1500</b>
UNG Student Counseling	706-310-6205
Oconee County Sheriff's Department	706-769-3945
Oconee County Fire Department	706-769-3975
Oconee County Emergency Management	706-310-3600

OTHER UNG SERVICES	
Environmental Health & Occupational Safety	678-717-3434
UNG Risk Management & Compliance	706-864-1463
UNG Facilities North	706-864-1450
UNG Facilities South	678-717-3677
UNG Disability Services	678-717-3855
UNG Title IX	706-867-4560

USG BOARD OF REGENTS	
Disaster Coordinator	404-656-2244

STATE OF GEORGIA RESOURCES	
Georgia Emergency Management Agency	800-879-4363
GBI Bomb Unit	800-282-8746
Georgia State Patrol	770-205-5400

OTHER RESOURCES	
Poison Control Line	800-222-1222
Chemtrec (Chemical Spills & Information)	800-262-8200
Atlanta Gas Light Company	800-289-8151
National Suicide Hotline	800-273-8255
Georgia Crisis & Access Line	800-715-4255

OTHER IMPORTANT NUMBERS	



## Get the App

- 1 Download "LiveSafe" from Google Play or the App Store.
- 2 Register with your phone number.
- 3 Search for & select your organization. You're set!





## **UNIVERSITY POLICE**

### **What should I know about University Police?**

The University of North Georgia Department of Public Safety is a 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 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 provides 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 Blue Ridge, Cumming, and Oconee Campus, officers are assigned on patrol during normal campus hours and has agreements with the surrounding law enforcement agencies to provide services as well.

### **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 Department of Public Safety. 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 officers 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 your 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

### **Emergency Phones + Call Boxes**

There are emergency phones located across all campuses for use by any member of the community. All of these emergency phones provide a direct line to the Central Dispatch Center at the Department of Public Safety. There are also direct-line call boxes located across all campuses, identifiable at night by the blue lights on top, as well as emergency phones in parking lots and elevators.

Call boxes require only the push of a button to contact Public Safety through a speakerphone. A bright strobe light on the top of the call box is set off when the button is pushed, helping police quickly locate the caller. If the caller is unable to speak or needs to seek safer shelter, there are indicators in place to let police dispatchers know which call box has been activated. University police officers will respond quickly any time a call box is activated, whether someone speaks into the speaker or not. Users may also use call boxes to report suspicious activity or any other concern that may warrant police attention.

### **Public Safety Campus Office Locations:**

Cumming: Room 240

Dahlonega: Public Safety Building, 269 Morrison Moore Parkway

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](mailto:publicsafety@ung.edu)

## **TIMELY WARNINGS + EMERGENCY NOTIFICATIONS**

### **Timely Warnings (Crime Alerts)**

Timely Warnings are used to notify the campus community of any Clery Act crime that poses a serious or continuing threat to the campus community, except in situations where issuing the crime alert would compromise law enforcement efforts to address the crime. These warnings are sent as soon as the information is available to enable people to protect themselves and/or their property.

All available information, both public and confidential, will be taken into consideration when determining if a serious or continuing threat exists. Those considerations include, but are not limited to, the relationship between victims and perpetrators, whether an arrest has been made that mitigates the threat and the amount of time that has passed between the commission of the crime and University Police being notified of the crime. Although each case will be evaluated on an individual basis.

The University may not necessarily issue crime alert for every Clery Act criminal incident that is reported since that specific incident may not pose a continuing threat to the community.

### **Informational Emails**

Informational emails may be sent to make the University community aware of situations that do not merit a Timely Warning but would otherwise be of interest to the University community. Examples of situations that may result in the distribution of an informational email are when a crime or incident occurs outside of UNG's Clery geography or when an incident occurs that is not a Clery qualifying crime but is nevertheless a safety concern.

### **Emergency Notifications – UNG Alert**

The University will immediately notify the campus community if a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, staff or visitors occurring on any campus. In those instances, the University will, without delay, and taking into account the safety of the community, determine the content of the notification and activate the emergency alert system, commonly known as 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, if registered in the system, or desktop computer in the event of severe weather, campus emergency, emergency evacuation, or other campus emergency.

Students, faculty, and staff must manually register their cell phone number(s) in the UNG Alert system within Banner to receive text message alerts and phone calls. Users that utilize the LiveSafe app will receive alerts through the app as well.

UNG Alert will only be used in the event of severe weather, a campus emergency, or other situation in which the University believe your wellbeing may be in danger and some type of action is required of you. The system is not used for routine communications.

## Website Notifications

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://www.ung.edu)
- [www.ung.edu/emergency](http://www.ung.edu/emergency)
- [www.ung.edu/news](http://www.ung.edu/news)

## Outdoor Weather Sirens

Outdoor weather sirens are owned and controlled by the respective counties each campus is located 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 outdoor weather sirens.
- **Cumming Campus:** Forsyth County has emergency sirens located throughout the county to notify people who are outdoors that severe weather is in the area.
- **Dahlonega Campus:** Lumpkin County has emergency sirens located throughout the county to notify people who are outdoors that severe weather is in the area.
- **Gainesville Campus:** Hall County has emergency sirens located throughout the county to notify people who are outdoors that severe weather is in the area.
- **Oconee Campus:** Oconee County does not utilize an outdoor weather siren system.

## LiveSafe Phone App

The free LiveSafe app provides students, faculty, staff, and visitors with a direct connection to University Police so everyone can easily communicate all their safety needs. Its easy-to-use features help you stay safe every day and enable us to provide better protection for you. LiveSafe app users automatically receive UNG Alerts and other broadcasts initiated by University Police.



Emergency “push button” calls to either UNG Police or 9-1-1 for emergency response. Users can also message UNG Police in the app.



Anonymous messaging for reporting suspicious activity, crimes in progress, or any safety concerns.



Location services for friends or family to monitor your progress to a destination.

## CLERY ACT

In 1990, the U.S. Congress enacted the *Crime Awareness and Campus Security Act*, which requires postsecondary institutions to disclose campus crime statistics and security information. The act was renamed the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* in 1998 in memory of a student who was slain in her dorm room in 1986.

The *Clery Act* requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies. It also requires that crime data is collected, reported and disseminated to the campus community and is also submitted to the U.S. Department of Education. The act is intended to provide students and their families, as higher education consumers, with accurate, complete, and timely information about safety on campus so they can make informed decisions.

The Clery Act requires the University of North Georgia to:

- Publish a Daily Crime Log.
- Collect data on the frequency of Clery Qualifying crimes that occur within Clery geography and publish the data in an Annual Security Report.
- Identify and train Campus Security Authorities (CSAs) on their reporting obligations under the Clery Act.
- Send Crime Alerts and Emergency Notifications when a situation poses a danger to the campus community.

## Reporting Incidents

Anyone wishing to report a crime or incident should report the circumstances to the UNG Department of Public Safety at 706-864-1500 or in person to the Public Safety office on any campus. All crimes that occur on campus should be reported to University Police. This helps ensure that incidents are properly included in the annual Disclosure of Crime Statistics and that a Crime Alert can be issued when necessary. Additionally, crimes may be reported to the Dean of Students, Title IX Coordinator, Residence Life Officials, Human Resources Officials, Commandant of Cadets, or Director of Athletics.

There are options available to report crimes and incidents anonymously.

- LiveSafe Phone App: <https://ung.edu/police/LiveSafe.php>
- See Something Say Something:  
[https://cm.maxient.com/reportingform.php?UnivofNorthGeorgia&layout\\_id=4](https://cm.maxient.com/reportingform.php?UnivofNorthGeorgia&layout_id=4)

## Crime Statistics + Reports

Copies of Incident or Accident Reports may be obtained by contacting the Records Custodian by emailing [policereports@ung.edu](mailto:policereports@ung.edu). Electronic copies of Accidents Reports may be conveniently obtained at [buycrash.com](http://buycrash.com). The daily crime log can be viewed online at: <https://dailylog.ung.edu/>

The University of North Georgia's annual Security & Fire Report can be viewed online at: <https://ung.edu/police/>

## ALL HAZARDS EMERGENCY PREPAREDNESS

There are many benefits to planning ahead for disasters. The most important benefits are staying safe and helping yourself the community recover. By preparing in advance for an emergency, you can:

- Help keep other people safe
- Limit property damage
- Know what to do during and after a disaster
- Support community resilience and preparedness
- Help the campus community get back up and running after a disaster

### How to Prepare for Emergencies

#### Know Your Risks

- **Understand the risks you and the campus community face.** UNG campuses face many types of hazards. It is important to learn the risks specific to your campus and building. Know how and when to take action before, during, and after different hazards.

#### Make a Plan

- **Make a communications plan and prepare for both evacuating and sheltering in place.** Prepare for your unique needs with customized plans and supplies. In addition, use your social networks to help friends and family prepare and participate in community-wide emergency preparedness activities.

#### Take Action

- **Put your plan into action.** Be ready and able to face emergencies, no matter where you are and when they occur. Practice your emergency plans, take advantage of emergency alert and warning systems, and explore ways to serve the campus community.

### Basic Protective Actions For All Emergencies

Remember to be inclusive in your disaster planning and consider the needs of children, the elderly, and those with disabilities or access and functional needs. Also, be sure to consider your transportation and communication needs, recognizing that a disaster may impact normal route and transportation methods and the ability to use cellular telephones.

Many disasters happen with little or no warning. You need to be ready with the appropriate skills and knowledge to act immediately—often before you have instructions from authorities. After an event, it is important to first assess the situation before deciding to stay or change your location.

**Assess the Situation** – When something happens without warning, it is important to take a few seconds to figure out your most effective next steps. The goal is to be safe and stay out of harm’s way.

**Decide to Stay or Change Locations** – The next step is to stay in your current location or move to another location. In some instances such as a tornado, it may be best to stay indoors. In an armed assailant incident, it may be best to run to another location.

## **ARMED ASSAILANTS + 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, these situations are highly unpredictable, and that the following guidelines are based on past experiences. Altering responses may be necessary depending on the situation.

### **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.

<b>Police Response</b>
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.

## **BIOTERRORISM**

Biological agents are organisms or toxins that can kill or incapacitate people, livestock and crops. A biological attack is the deliberate release of germs or other biological substances that can make you sick.

There are three basic groups of biological agents that could likely be used as weapons: bacteria, viruses and toxins. Biological agents can be dispersed by spraying them into the air, person-to-person contact, infecting animals that carry the disease to humans and by contaminating food and water.

### **Before a Biological Threat**

A biological attack may or may not be immediately obvious. In most cases local health care workers will report a pattern of unusual illness or there will be a wave of sick people seeking emergency medical attention. The public would be alerted through an emergency radio or TV broadcast, or some other signal used in your community, such as a telephone call or a home visit from an emergency response worker.

The following are things you can do to protect yourself, your family and your property from the effects of a biological threat:

- Build an Emergency Supply Kit
- Make a Family Emergency Plan
- Check with your doctor to ensure all required or suggested immunizations are up to date for yourself, your children and elderly family members.
- Consider installing a High-Efficiency Particulate Air (HEPA) filter in your furnace return duct, which will filter out most biological agents that may enter your house

### **During a Biological Threat**

The first evidence of an attack may be when you notice symptoms of the disease caused by exposure to an agent. In the event of a biological attack, public health officials may not immediately be able to provide information on what you should do. It will take time to determine exactly what the illness is, how it should be treated, and who is in danger.

Follow these guidelines during a biological threat:

- Watch TV, listen to the radio, or check the Internet for official news and information including signs and symptoms of the disease, areas in danger, if medications or vaccinations are being distributed and where you should seek medical attention if you become ill.
- If you become aware of an unusual and suspicious substance, quickly get away.
- Cover your mouth and nose with layers of fabric that can filter the air but still allow breathing. Examples include two to three layers of cotton such as a t-shirt, handkerchief or towel.
- Depending on the situation, wear a face mask to reduce inhaling or spreading germs.
- If you have been exposed to a biological agent, remove and bag your clothes and personal items. Follow official instructions for disposal of contaminated items.
- Wash yourself with soap and water and put on clean clothes.



- Contact authorities and seek medical assistance. You may be advised to stay away from others or even quarantined.
- If your symptoms match those described and you are in the group considered at risk, immediately seek emergency medical attention.
- Follow instructions of doctors and other public health officials.
- If the disease is contagious expect to receive medical evaluation and treatment.
- For non-contagious diseases, expect to receive medical evaluation and treatment.
- In a declared biological emergency or developing epidemic avoid crowds
- Wash your hands with soap and water frequently.
- Do not share food or utensils.

### **After a Biological Threat**

Pay close attention to all official warnings and instructions on how to proceed. The delivery of medical services for a biological event may be handled differently to respond to increased demand.

The basic public health procedures and medical protocols for handling exposure to biological agents are the same as for any infectious disease. It is important for you to pay attention to official instructions via radio, television, and emergency alert systems.

Visit the [Centers for Disease Control and Prevention](#) for a complete list of potential agents/diseases and appropriate treatments.

## 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?








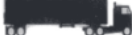
Most of the time, bomb threats occur over the phone, however these threats can also be made via letters, e-mail, and suspicious packages.

- **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 44 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.

<b>Bomb Threat Stand-Off Distances</b>			
<b>Threat Description</b>	<b>Explosives Capacity<sup>1</sup>(TNT Equivalent)</b>	<b>Building Evacuation Distance<sup>2</sup></b>	<b>Outdoor Evacuation Distance<sup>3</sup></b>
 Pipe Bomb	5 LBS/ 2.3 KG	70 FT/ 21 M	850 FT/ 259 M
 Briefcase/ Suitcase Bomb	50 LBS/ 23 KG	150 FT/ 46 M	1,850 FT/ 564 M
 Compact Sedan	500 LBS/ 227 KG	320 FT/ 98 M	1,500 FT/ 457 M
 Sedan	1,000 LBS/ 454 KG	400 FT/ 122 M	1,750 FT/ 533 M
 Passenger/ Cargo Van	4,000 LBS/ 1,814 KG	600 FT/ 183 M	2,750 FT/ 838 M
 Small Moving Van/ Delivery Truck	10,000 LBS/ 4,536 KG	860 FT/ 262 M	3,750 FT/ 1,143 M
 Moving Van/ Water Truck	30,000 LBS/ 13,608 KG	1,240 FT/ 378 M	6,500 FT/ 1,981 M
 Semi-Trailer	60,000 LBS/ 27,216 KG	1,500 FT/ 457 M	7,000 FT/ 2,134 M

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:

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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 + 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. 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

## **EARTHQUAKES**

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.

## Protect Yourself During Earthquakes!

**IF  
POSSIBLE**



**USING  
CANE**



**USING  
WALKER**



**USING  
WHEELCHAIR**



## 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

## 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:
  - The individuals name and location within the building

- 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

### **Evacuation Chairs**

Emergency evacuation chairs are fold-up chairs which allow for people with permanent or temporary mobility limitations to be moved down stairs during an emergency. These devices can help community members or first responders quickly move people with mobility limitations down the stairs or across rough terrain. These chairs are strategically located in multi-story campus buildings for use during an emergency. Contact University Police or visit <http://www.ung.edu/police> to learn more information and see available training opportunities.

Any person who needs assistance with evacuation planning, is encouraged to notify the Office of Student Disability Services to work on evacuation plans prior to an emergency.

### **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.

If you are:	Then:
Asked to evacuate	<p>Do so immediately.</p> <p>Follow the routes recommended by public safety officials--shortcuts may not be safe. Leave at once.</p> <p>If you have time, minimize contamination in the area by closing all windows, shutting all vents, and turning off attic fans.</p> <p>Take pre-assembled disaster supplies.</p> <p>Remember to help others who may require special assistance--infants, elderly people and people with access and functional needs.</p>
Caught Outside	<p>Stay upstream, uphill, and upwind! In general, try to go at least one-half mile (usually 8-10 city blocks) from the danger area. Move away from the accident scene and help keep others away.</p> <p>Do not walk into or touch any spilled liquids, airborne mists, or condensed solid chemical deposits. Try not to inhale gases, fumes and smoke. If possible, cover mouth with a cloth while leaving the area.</p> <p>Stay away from accident victims until the hazardous material has been identified.</p>
In a motor vehicle	<p>Stop and seek shelter in a permanent building. If you must remain in your car, keep car windows and vents closed and shut off the air conditioner and heater.</p>

If you are:	Then:
Requested to stay indoors	<p>Bring animals inside.</p> <p>Close and lock all exterior doors and windows. Close vents, fireplace dampers, and as many interior doors as possible.</p> <p>Turn off air conditioners and ventilation systems. In large buildings, set ventilation systems to 100 percent recirculation so that no outside air is drawn into the building. If this is not possible, ventilation systems should be turned off.</p> <p>Go into the pre-selected shelter room. This room should be above ground and have the fewest openings to the outside.</p> <p>Seal gaps under doorways and windows with wet towels or plastic sheeting and duct tape.</p> <p>Seal gaps around window and air conditioning units, bathroom and exhaust fans and vents.</p> <p>Use material to fill cracks and holes in the room, such as those around pipes.</p> <p>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.</p>

<p><b>Health Hazard</b></p>  <ul style="list-style-type: none"> <li>• Carcinogen</li> <li>• Mutagenicity</li> <li>• Reproductive Toxicity</li> <li>• Respiratory Sensitizer</li> <li>• Target Organ Toxicity</li> <li>• Aspiration Toxicity</li> </ul>	<p><b>Flame</b></p>  <ul style="list-style-type: none"> <li>• Flammables</li> <li>• Pyrophorics</li> <li>• Self-Heating</li> <li>• Emits Flammable Gas</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>	<p><b>Exclamation Mark</b></p>  <ul style="list-style-type: none"> <li>• Irritant (skin and eye)</li> <li>• Skin Sensitizer</li> <li>• Acute Toxicity (Harmful)</li> <li>• Narcotic Effects</li> <li>• Respiratory Tract Irritant</li> <li>• Hazardous to Ozone Layer (Non-Mandatory)</li> </ul>
<p><b>Gas Cylinder</b></p>  <ul style="list-style-type: none"> <li>• Gases Under Pressure</li> </ul>	<p><b>Corrosive</b></p>  <ul style="list-style-type: none"> <li>• Skin Corrosion/Burns</li> <li>• Eye Damage</li> <li>• Corrosive to Metals</li> </ul>	<p><b>Exploding Bomb</b></p>  <ul style="list-style-type: none"> <li>• Explosives</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>
<p><b>Flame Over Circle</b></p>  <ul style="list-style-type: none"> <li>• Oxidizers</li> </ul>	<p><b>Environment (Non-Mandatory)</b></p>  <ul style="list-style-type: none"> <li>• Aquatic Toxicity</li> </ul>	<p><b>Skull and Crossbones</b></p>  <ul style="list-style-type: none"> <li>• Acute Toxicity (Fatal or Toxic)</li> </ul>



## **MEDICAL EMERGENCIES**

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

### **Cardiopulmonary resuscitation (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.

### **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.

### American Red Cross AED Use Steps

Automated external defibrillators can help save lives during sudden cardiac arrest. However, even after training, remembering the steps to use an AED the right way can be difficult. These AED steps should be used when caring for a non-breathing child aged 8 or older who weighs more than 55 pounds, or an adult. After checking the scene and ensuring that the person needs help, you should ask a bystander to call for help, then:

<b>1</b>	Turn on the AED and follow the visual and/or audio prompts.
<b>2</b>	Open the person's shirt and wipe his or her bare chest dry. If the person is wearing any medication patches, you should use a gloved (if possible) hand to remove the patches before wiping the person's chest.
<b>3</b>	Attach the AED pads, and plug in the connector (if necessary).
<b>4</b>	Make sure no one is, including you, is touching the person. Tell everyone to "stand clear."
<b>5</b>	Push the "analyze" button (if necessary) and allow the AED to analyze the person's heart rhythm.
<b>6</b>	If the AED recommends that you deliver a shock to the person, make sure that no one, including you, is touching the person – and tell everyone to "stand clear." Once clear, press the "shock" button.
<b>7</b>	Begin CPR after delivering the shock. Or, if no shock is advised, begin CPR. Perform 2 minutes (about 5 cycles) of CPR and continue to follow the AED's prompts. If you notice obvious signs of life, discontinue CPR and monitor breathing for any changes in condition.



## 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>

### 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.

## **POWER OUTAGES**

Extended power outages may impact the whole community. A power outage is when the electrical power goes out unexpectedly. A power outage may: disrupt communications, water, and transportation, result in classes and University operations being suspended, cause food spoilage and water contamination, and prevent the use of some medical devices.

### **How to Prepare in Advance**

- Take an inventory of the items you need that rely on electricity.
- Talk to your medical provider about a power outage plan for medical devices powered by electricity and refrigerated medicines. Find out how long medication can be stored at higher temperatures and get specific guidance for any medications that are critical for life.
- Plan for batteries and other alternatives to meet your needs when the power goes out.
- Sign up for UNG Alerts. Monitor weather reports.
- Determine whether your office and/or home phone will work in a power outage and how long battery backup will last.
- Review the supplies that are available in case of a power outage. Have flashlights with extra batteries. Have enough nonperishable food and water.
- Use a thermometer in the refrigerator and freezer so that you can know the temperature when the power is restored. Throw out food if the temperature is 40 degrees or higher.
- Keep mobile phones and other electric equipment charged and gas tanks full.

### **How to Survive During**

- Keep freezers and refrigerators closed. The refrigerator will keep food cold for about four hours. A full freezer will keep the temperature for about 48 hours. Use coolers with ice if necessary. Monitor temperatures with a thermometer.
- Maintain food supplies that do not require refrigeration.
- Avoid carbon monoxide poisoning. Generators, camp stoves, or charcoal grills should always be used outdoors and at least 20 feet away from windows. Never use a gas stovetop or oven to heat your home or office.
- Go to a community location with power if heat or cold is extreme.
- Turn off or disconnect appliances, equipment, or electronics. Power may return with momentary “surges” or “spikes” that can cause damage.
- Consider installing Carbon Monoxide (CO) detectors inside if you will be using a generator.

## PSYCHOLOGICAL CRISIS

### 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 Student 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
- In the case of an emergency such as the expression of suicidal or homicidal thoughts; severe loss of emotional control; gross impairment in thinking ability or any bizarre behavior, contact Student Counseling services. After normal business hours call UNG Public Safety (University Police) at (706) 864-1500.

### 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](http://sayssomething.ung.edu) or find the report on the Dean of Students UNG Webpage, <http://ung.edu/dean-of-students/index.php>



## **SHELTER IN PLACE**

### **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 harm's 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

## SEVERE WEATHER EMERGENCIES

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.

### Tornados

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.

If you are in:	Then:
A structure (e.g. campus building)	<ul style="list-style-type: none"> <li>• 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.</li> <li>• In a high-rise building, go to a small interior room or hallway on the lowest floor possible.</li> <li>• Put on sturdy shoes.</li> <li>• Do not open windows.</li> </ul>
A manufactured home or office	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
The outside with no shelter	<p>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:</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>



- 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.

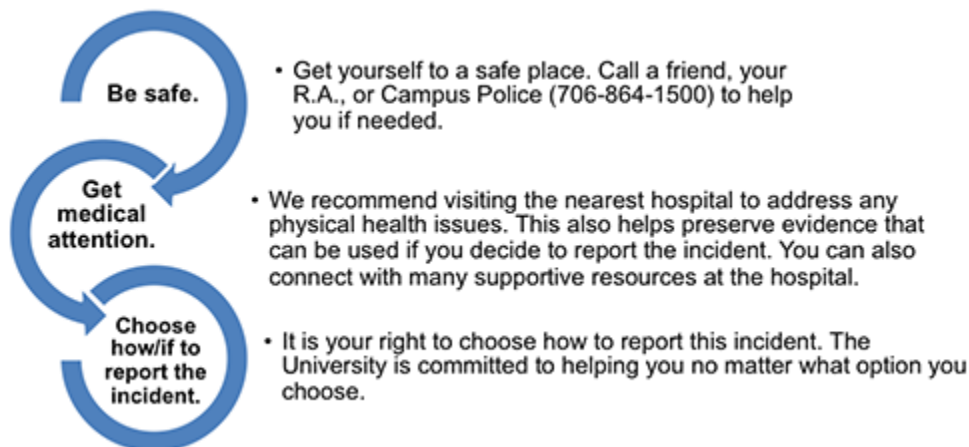
## SEXUAL ASSAULT + VIOLENCE EDUCATION (SAVE)

The University of North Georgia 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?**



### 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 Title IX webpage, <https://ung.edu/title-ix/index.php>, 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 + Dating Violence + Domestic Violence**

**Relationship Violence** can be dating or domestic violence. **Dating Violence** is 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 Privacy + Civil Liberties

The 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:

- Who or what you saw;
- When you saw it;
- Where it occurred; and
- Why it's suspicious

## **SUSPICIOUS PACKAGES + LETTERS**

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, misspelling of common words
- Address to a title only or an incorrect title
- Excessive postage, string or tape on package
- Restrictive markings such as “Confidential”, “Personal”, etc.
- Excessive weight and/or feel of a powdery or foreign substance
- Discoloration or stains

### **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.

### **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.

### **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 incident.

### **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 Facilities Management and other appropriate departments as needed.

**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 buildings 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 from University Police

**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 wide spread University Police or other University administrators may order the building or area evacuated until the problem has been corrected.

## **WINTER STORMS**

Snow, ice and other wintery precipitation 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. 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](mailto: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.