UGA SCHOOL OF LAW – SUMMARY OF EMERGENCY INFORMATION

Key Telephone Numbers:
- 911 on Landline goes directly to UGA Police
- 911 on Cell goes directly to Athens-Clarke County Police; tell them you on campus and they will connect you instantly with UGA Police for a quick response.
- Non-Emergency UGA Police Telephone: 706-542-2200 (program into cell phone)
- Go to UGA Alert at www.ugaalert.uga.edu and set up how you wish to receive emergency notifications. Then program 706-542-0111 as UGA Alert into your cell phone.

Evacuate – FIRE
- Use the nearest exit – Use stairway NOT elevator
- Quickly take personal belongings, keys, cell phone, purses, briefcase, and coats.
- Proceed to UGA Law designated assembly site:
  - Primary assembly site: Quadrangle in front of the School of Law/Main Library
  - Secondary assembly site: Herty Field only if quad not accessible. NOT Herty Drive.
  - Do not attempt to re-enter the building until given “All Clear” directive by authorities.

Shelter – Severe Weather, Natural Disaster, Winter Storm
- Shelter locations – Ground floor, non-window locations
  - Law School
    - Classrooms A & B, Student Affairs/Registrar, Career Development hallway/interview rooms and Communications Office
  - Library
    - Basement or Annex first floor west hallway
  - Rusk Hall
    - Classroom K
- Tornado – Take immediate Shelter

Medical Emergency
- Call the UGA Police at 911 on landline or ACC Police at 911 on cell.
- AED’s in Hirsch on 2nd floor near Elevator and Classroom C; Rusk on 2nd floor near Rusk Center

Internet/Cybersecurity issues
- Stop any action on your computer
- Report suspicious activity to Information Technology Services at 706-542-0895

Utility Failure
- Includes power outage, water leaks, or elevator failure
  - Gas leaks or hazardous materials - Evacuate
- During regular work hours (Monday-Friday, 8 am - 5 pm)
  - Report utility issues to Physical Plant Work Order Desk at 706-542-7456
  - Then notify your supervisor as appropriate
- After regular work hours, on weekends and holidays, immediately report utility failures to UGA Police, 706-542-2200.
- Also, contact Mary Beisswenger, 706-207-7236 (Cell) and Custodial Supervisor for School of Law: Leslie Carithers, 706-286-6828 (Cell)

Active shooter/Active threat – Evacuate
- If it is not possible to evacuate, lock or barricade all doors and secure/conceal yourself in a safe area with room lights and cell phone ringer turned OFF. Hide and be Quiet until “All Clear”.
- DO NOT pull the fire alarm to alert others of an active shooter or active threat
Civil Disturbance/Demonstration
- Call the UGA Police at 911 on landline or UGA Police at 706-542-2200 on cell.
- Do not attempt to negotiate with an individual or crowd unless directed by UGA Police
- Be prepared to initiate evacuation procedures

Student Crisis Response
- Student appears to be an immediate threat to his or her own safety or that of others - call UGA Police at 911 on landline or 706-542-2200
- Then notify the Dean’s Office – 706-542-7140

Bomb Threat
- If you receive a bomb threat, remain calm and elicit as much information as possible from the caller
- Call the UGA Police at 911 on landline, or 911 on Cell for ACC Police.
  - Then notify your supervisor as appropriate
- Do not open any suspicious item
- Be prepared to initiate evacuation procedures