Contacts: 1

<table>
<thead>
<tr>
<th>EMERGENCY (including a gas leak)</th>
<th>Dial 911</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Georgia Police - Non Emergency</td>
<td>706.542.2200</td>
</tr>
<tr>
<td>UGA Office of Emergency Preparedness</td>
<td>706.542.5845</td>
</tr>
<tr>
<td>Athens-Clarke County Police - Non Emergency</td>
<td>706.613.3345</td>
</tr>
<tr>
<td>Athens-Clarke County Fire Department - Non Emergency</td>
<td>706.613.3360</td>
</tr>
<tr>
<td>Piedmont Athens REgional Medical Center</td>
<td>706.475.7000</td>
</tr>
<tr>
<td>St. Mary’s Hospital</td>
<td>706.389.3000</td>
</tr>
</tbody>
</table>

Building Information: 2

- The **Automated External Defibrillator** is located in the main lobby
- There are basic First Aid Kits in the building
  - Box Office
  - Main Office
  - Old Scene Shop
  - Cellar Theatre Light Booth
  - Scene Shop
- There is an emergency **Eye Wash Station** in the building
  - Scene Shop
Assisting Special Needs Guests: 3

Visually impaired persons: Announce the type of emergency, offer arm for guidance, tell the person where you are going and ask if further help is needed once you reach safety.

Hearing limited/Deaf persons: Turn lights on/off to gain the person’s attention, or indicate directions with gestures or write a note w/ evacuation directions to assist to safety as needed.

Persons with crutches, canes, or walkers: Evacuate these individuals as injured persons, assist and accompany to the evacuation site if possible, or use a sturdy chair to move the person, or help carry the individual to safety.

Wheelchair bound persons: Check with the individual on their preference, remove any immediate dangers, immediately advise arriving first responders of special evacuation cases.

Fire: 4

- EVACUATE the building immediately when a fire alarm is activated - always act & assume the alarm signifies an actual emergency until there is Facility Manager/Department Head/Business Manager/Faculty on Duty confirmation otherwise and an all-clear is given.
- Encourage and assist others as you leave to follow you, if safe to do so
- See Fire Evacuation primary locations/gathering areas in section 5 of this guidebook
- Do not use elevator - use only stairs if exiting down
- If smoke is present, stay low towards the ground as you exit
- So long as you can do quickly without hindrance, take your smaller personal belongings with you
- Call 911 to alert the authorities in the event of an actual emergency
- Person in Charge to dispatch helpers to all entrances for emergency vehicle arrival in order to direct them to the incident
- Please pay close attention to all alarms in the building, even if they are not actively sounding/strobing in your immediate area so you might assist others and be aware of potential danger in the area
Emergency Evac/Shelter Locations: 5

TORNOADO SHELTER LOCATION

- Entire building >>> Cellar theatre and trap room

FIRE EVACUATION GATHERING LOCATIONS (PRIMARY)

- FINE ARTS THEATRE >>> Across Baldwin St. by Joe Brown Hall
- Balcony Theatre >>> Across Baldwin St. by Joe Brown Hall
- East wing hallways >>> Parking lot by Miller Learning Center
- West wing hallways >>> Grassy area behind the building by the statue
- Cellar Theatre >>> Parking lot by Miller Learning Center
- Cellar Theatre dressing rooms >>> Grassy area behind the building by the statue
- Basement level classrooms >>> Grassy area behind the building by the statue
- Fine Arts dressing rooms >>> Parking lot by Miller Learning Center

Medical Emergencies: 6

- Notify and DIAL 911 immediately before providing other assistance
- Immediately following dialling 911, notify the Facility Manager @ erwing@uga.edu
- Be prepared to share your name, location, number of people injured/affected, description of the emergency, and the location and best building access point to reach the injured/affected
- Seek/send someone to locate a the Facility Manager/Business Manager if they are available to assist until further help can arrive
- There is an Automated External Defibrillator (AED), First Aid Kits, and Eye Wash Station in the building or Scene Shop. See Building Information for locations in Section 2
- Do not move the person(s) unless there is an immediate threat to the person in that location
- Be sure to wear personal protection equipment and avoid body fluids
- Ensure someone stays with the victim(s) and send someone else to meet an ambulance/law enforcement if called
- Ensure that once the injured is stabilized and properly cared for, be sure that an incident report is thoroughly completed
Active Shooter Threat: 7

You have three options when responding:

**AVOID** (ideal and preferred option)

- Have escape route in mind
- Leave belongings behind
- **EVACUATE**
- Keep your hands visible
- Call 911 once you are safe

**DENY**

- Lock/block entry to your location
- Turn off lights and remain quiet and out of view
- Silence your phone and/or 2-way radio

**DEFEND**

- Fight only as a last resort if in imminent danger
- Attempt to incapacitate the threat/shooter
- Commit to your actions 100%

*Remember: When law enforcement arrives, their clear primary duty will be to first stop the threat*

Bomb Threat: 8

- Most bomb threats are received by phone. Act quickly, but remain calm and obtain as much information as possible from the caller
- Pay attention to the callers voice and tone, listen for background noises, and the details of the threat that are shared with you and take notes
- We will not automatically evacuate the building upon a bomb threat being received
- If you receive a threat, personally notify the Department Head, Facility Manager, or Business Manager as quickly as possible following the call
- If they are not present, call 911 and share the details at hand to assess the threat as quickly and accurately as possible and determine whether to evacuate or not
Severe Weather: 9

TORNADO

- A tornado watch is issued by the National Weather Service when tornadoes are possible in the area
- A tornado warning is issued when a tornado has been sighted, or indicated by weather radar in the area
- UGAAlert will notify in the event of a tornado watch or warning (Make sure you are signed up for UGAAlert)
- Be prepared and take shelter in the Cellar Theatre and trap room
- Do not pull a fire alarm pull station to alert others of a tornado warning
- Stay away from all exterior windows and doors
- Utilize internal hallways to the extent possible
- Do not use the elevator in the event power is lost
- Wait for an official all-clear notification prior to returning to your work areas/classrooms

Fire Extinguisher Locations: 10

- **Fine Arts Theatre:**
  - RHL Light lock
  - RHR Light lock
  - FHL Light lock
  - FHR Light lock
  - DSL
  - USR
  - SR Old Scene Shop
  - SL Old Scene Shop
  - Both ends of the dressing room hallway

- **Cellar Theatre:**
  - Light booth
  - SL exit into trap room
  - Hallway entry into trap room

- **4th Floor:**
  - Inside Room 400
  - Fine Arts Catwalk
  - Elevator landing
Fire Extinguishers Cont.

- **3rd Floor:**
  - Outside Rm 367
  - Outside Rm 304

- **2nd Floor:**
  - Main Lobby (2)
  - Outside Rm 202
  - Outside Rm 256

- **1st Floor:**
  - Room 151
  - Outside Costume Shop Rm 155
  - Outside Makers Lab Rm 116
  - Outside Rm 108

- **Scene Shop:**
  - By both Exits
  - By the tool table

- **Other Locations:**
  - Outside Rm 60
  - Mechanical Rm 63