



# Department of Theatre and Film Studies

*Franklin College of Arts and Sciences*  
**UNIVERSITY OF GEORGIA**

## EMERGENCY RESPONSE GUIDEBOOK THE FINE ARTS BUILDING | UNIVERSITY OF GEORGIA | ATHENS, GEORGIA

### Contacts: 1

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

### 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

## TORNADO 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](mailto: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
- UGAlert will notify in the event of a tornado watch or warning (Make sure you are signed up for UGAlert)
- 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 allclear 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