EMERGENCY RESPONSE PLAN
RAMSEY

1. **For tornado warnings:** The Department of Recreational Sports will make announcements on the public address system, which has speakers throughout the building. You MUST EVACUATE to the locker rooms or to the first floor hallway in the academic wing when directed to do so.

2. **For fire emergencies:** The entire building MUST BE EVACUATED whenever a fire alarm is activated, even if class is in session. Faculty and instructors should be responsible for shepherding students towards the exits. Wait outside until we receive an official notification that the building is safe to re-enter. If you were the one who pulled the switch or if you saw the source of the fire, exit the building and make your way via an outside route to the main entrance where you can report your information to the building manager or Recreational Sports staff.

   Please note the location of the fire alarm pull switch nearest your office or classroom. On the third floor there is an alarm switch near each stairway.

3. **For medical emergencies:** Follow the procedures below to notify (a) emergency first responders and (b) the Recreational Sports front desk. The Recreational Sports personnel will meet and direct the EMS to your location; their staff are also trained in first aid and CPR and they have portable cardiac equipment.

   a. **Call 911** to report a medical emergency. Provide the emergency dispatcher with your name, location, number of people injured, and a description of the medical emergency. Stay on the phone for instructions of how you can assist until the dispatcher tells you to hang up. For 2nd and 3rd floor of Ramsey, direct the EMS to enter through the main lobby at the 2nd floor entrance to the building.

   b. **Also call 542-1454** to inform Recreational Sports that an ambulance will be arriving. Give the location and the nature of the emergency. They will meet the ambulance and will also notify campus police of the situation.

4. **For a bomb threat or other emergency,** if you take the call try to get as much information as you can and remember the exact words of the caller. (See [http://www.prepare.uga.edu/emergency/bomb-threat](http://www.prepare.uga.edu/emergency/bomb-threat) for more detailed instructions.)

   a. **Call University Police at 911 immediately** and give them the information. Follow their instructions.

   b. **Also call Recreational Sports at 542-1454** to let them know the situation.

**When to call 911 for a medical emergency**

- The victim is or becomes unconscious
- Has trouble breathing or is breathing in a strange manner
- Has chest pain or pressure
- Is bleeding severely
- Has pressure in the abdomen that does not go away
- Is vomiting or passing blood
- Has seizures, a severe headache or slurred speech
- Appears to have been poisoned
- Has injuries to the head, neck, or back
- Has possible broken bones

A victim who is conscious, alert, and over the age 18 has the right to refuse medical care. If someone refuses medical care but you believe that a medical technician should see person, try to get a third party to witness that refusal.

Also see [http://www.prepare.uga.edu/emergency-what-to-do](http://www.prepare.uga.edu/emergency-what-to-do) for links to additional information compiled by the University Office of Emergency Preparedness