URSA Crisis Communication Procedures

URSA employees are required to follow established Georgia State University policies regarding emergency situations.

In the event of a crisis requiring evacuation of the work place, URSA employees should follow the procedures below to ensure that all employees are accounted for and receive accurate, timely communication of information.

1. Employees report to the designated assembly area, external west corner of Hurt Building just across the street, or any other designated location as instructed.

2. Employees should notify the Floor Safety Volunteer, taking roll upon arrival at the designated assembly point.

3. Employees should not leave the designated assembly point without informing their supervisor, unless instructed by officials.

4. Contact information in the URSA Directory may be used to contact employees with updates in the event of crisis. Individuals are highly recommended to provide updated contact information (cell phone, home phone, email) to the URSA receptionist. The individual information will be provided to appropriate URSA supervisors.

5. The call flow chart will provide the contact sequence to ensure all URSA employees receive notification and are present in the designated assembly point.