



University Housing

Student Affairs

UNIVERSITY OF GEORGIA

Duty On-Call Binder 2017-2018

Table of Contents

Duty and On-Call Response.....	3
Consulting/Informing Up	3
Priority Levels.....	4
Duty Zones	5
UGAPD and University Housing Response.....	7
Equal Opportunity Office	8
Sexual Assault Response Protocol	8
Facilities Issues.....	8
Second Shift Maintenance Phone Numbers.....	8
After-Hours Maintenance Phone Numbers.....	8
Minor Lock and Key Problem Solving	8
Community Specific Information	9
Weather Radios.....	9
How to Find a Room for Emergency Move?	9
Appendix I – Forms, A/SC on Call Schedule, BSW Contacts.....	9
Form Links.....	9
Online Injury Reporting System	9
A/SC On Call Fall 2017.....	9
Weekly Dates	10
Coordinator On Call	10
Housing Building Service Workers Emergency Call List.....	11
Appendix II – Counseling and Psychiatric Services	11
Appendix III – Community Specific Information	16
Brumby Community.....	16
Creswell Community	16
East Campus Village	16
Health Sciences Campus	17
Hill Community.....	18
Myers Community.....	19
Reed Community	20
University Village	21
Appendix IV - How to Find a Room for an Emergency Move	22
Appendix V – Relevant Phone Numbers	28
After-Hours Maintenance Phone Numbers.....	28
Athens-Clarke County Police Department.....	28
Building Services Worker on Call Phone Numbers	28
Counseling and Psychiatric Services	28
Duty Phone Numbers	28
Equal Opportunity Office & Title IX Coordinator	28
Second Shift Maintenance Phone Numbers.....	28
UGA Police Department.....	28

Duty and On-Call Response

In order to support our mission of providing secure on-campus housing, RPS has a security, duty and on-call program. This program provides a tier system of response. The first point of contact is the staffed 24-hour desks. When additional support is needed, the desk staff contacts the first level of response - the resident assistant. The resident assistant does community rounds and responds to situations as needed. When appropriate, they consult up to the second level response team which consists of graduate residents, doctoral interns, residence hall directors and the coordinator for student leadership.

This group will respond to calls that are a bit more out-of-the-ordinary and assist the resident assistants as needed. As situations rise to a more critical level, this group consults-up to the area coordinators and senior coordinator for the Health Sciences Campus and conference services.

As this group monitors situations that arise, they communicate to the next level of support the associate directors for residence life and the associate director for staff development & student conduct. The associate director communicates the more severe cases to the executive director of University Housing.

University Housing employs night security staff to assist with maintaining the security in and around our facilities. Security guards begin each night at 9 pm and remain on duty until 6 am the following morning. Residents may expect to see security guards checking the grounds surrounding the buildings and the parking lots associated with residential facilities.

Consulting/Informing Up

As a staff member who deals with a variety of incidents on a daily basis, you may sometimes find it challenging to know when to “CONSULT UP.” An incident that you address, and maybe even resolve, may not require another staff member’s direct involvement. However, there are those occasions when information about certain incidents should be communicated up the line in the department and/or division in a timely fashion.

Below you will find a chart designed to offer guidance in deciding when it is appropriate to consult up. This chart, by no means, is all-inclusive. Use it as a tool to assist with determining when to inform others in the department about incidents that have occurred in your zone.

Using the priority level situations listed as guidelines, each team should *consult up* to its supervisor team when policy clarification is urgently needed or should *inform* the supervisor team when emergencies arise. If you are ever unsure about what needs to be done, contact your supervisor or the person to whom they report. After hours, contact the appropriate staff on call with these questions. **On rare occasions, you may need to follow the chain through a couple of levels before you are able to reach someone. Please be patient but diligent.**

The incidents listed below are divided into three priority levels defined as:

Priority Level I – These are the incidents that the associate directors and the executive director needs to be notified of as soon as possible. During regular business hours, contact these individuals in their respective offices. If the incident occurs after hours, contact these individuals at home or by cell phone. These are incidents you should not hesitate to wake someone up for and provide them with details of the incident. If everyone is in town and accessible, the contacts made are as follows:

1. **The hall director, coordinator for student leadership, doctoral intern or graduate assistant contacts the area or senior coordinator.**

2. The area or senior coordinator contacts the associate director
3. The associate director contacts the executive director
4. The executive director contacts appropriate staff outside of the department if needed

If someone in the above chain of command cannot be reached, you are responsible for contacting the person on the next level team.

Priority Level II – These are incidents that the associate director needs to be notified of as soon as possible. The associate director will contact the executive director and provide them with the details of the incident. The executive director will determine how/when to communicate this information outside of the department. In some instances, contact will be made immediately. If appropriate, particularly after hours, contact may be made the next day by direct contact (by phone or in person), by leaving a voicemail message, e-mail or text. Be sure to include the following information when leaving a message:

- The student's name
- The student's room assignment
- A summary of what occurred
- The condition of the student
- The outcome of the incident
- The Advocate and UGAPD case numbers

The first three communication/contact steps of the process should be followed as outlined under **Priority Level I**.

Priority Level III – These are incidents that the associate director needs to be notified of in a timely fashion. If the incident at this level occurs after hours, you will need to determine if the associate director should be contacted immediately or if it can wait until the following day. As with incidents in other levels, the associate director will determine how/when to contact the executive director. Unless there are extenuating circumstances, incidents in this level would not require waking up the associate director in the middle of the night. However, the senior/area coordinator should be contacted.

Priority Levels

<u>Priority Level I</u>	<u>Priority Level II</u>	<u>Priority Level III</u>
Death of a resident	Alcohol poisoning	Small scale emergency maintenance building services problem – such as bodily fluid clean up or tripped circuit breaker
Suicide – ideation and attempts	Hospital Transport or Arrest	Reported or confirmed eating disorder
Rape or sexual assault	Bomb threat	Terminations – Including RA/CA

Incidents involving the presence or use of a weapon	Emotional/psychological breakdown	Unidentified packages
Assaults involving staff members	Fire – Small... such as door decorations or bulletin boards	Thefts
Fire – Large... significant damage	Major vandalism	
Flooding or significant facilities damage	Physical assault	
Major Drug Intervention		

Duty Zones

Residential Programs and Services (RPS) is divided into three on-call zones. Each zone has resident assistants on call each evening. The number of staff members in each building/community varies and is reviewed for consistency. RHDs, the coordinator for student leadership, doctoral interns and graduate staff are the next level of response on call.

- Doctoral interns and graduate residents will have one week of duty each semester and the professional staff (RHD and the coordinator for student leadership) will have two weeks. There are 11 weeks of duty, excluding winter and spring breaks.
 - Zones 1 & 3 will have an additional 11 days to cover based on the number of staff in this duty rotation.
 - All days in Zone 2 are covered by the 2 to 1 ratio.
- The area/senior coordinator will meet with their staff to see if they would like to do a split week coverage plan.
 - Staff can work the entire week.
 - The week could be split into a Sunday through Wednesday slot or a Thursday through Saturday slot.
 - RHD/Coordinator would need to take two Sunday through Wednesday slots and two Thursday through Saturday slots.
 - The decision of doing an entire or split week needs to be made and agreed to by all members of the zone team.
- In order to manage FLSA flextime, supervisors and professional staff should discuss the need to flex their time with their supervisor and not be afraid to appropriately indicate time worked.
- Supervisors should be mindful of the calls that the doctoral intern and/or graduate resident works while on duty and adjust their time accordingly.

- Staff are encouraged to be supportive of one another's need to switch and accommodate that need whenever possible.
- RHD/coordinator and doctoral/graduate staff can cover for each other.
- If a switch needs to occur, staff should make an effort to find someone in their zone before reaching out to another zone.
- Staff may do external zone switching but the staff needs to work with the appropriate senior/area coordinate to make sure they are trained on the facilities in that zone.
- If there is no other staff member available for the switch, the senior/area coordinator may need to fill the duty shift responsibilities instead.
- There will be one person on call for each zone. During football weekend, senior/area coordinators will determine the need for additional coverage.
- Monday – Friday on-call starts at 5 p.m. until 8 a.m. the following morning. Weekend on call starts Friday at 5 p.m. and end on Monday at 8 a.m.
- Professional staff will document work time spent responding to call and emergency situations and email this information to their supervisor the next business day. This time will be entered with appropriate notations into Kronos by the supervisor.
- Professional, doctoral interns and graduate staff will consult up to senior/area coordinator on duty.
- Zone logs should be completed and distributed via email by 9 a.m. on the following business day. If a staff member is flexing their time the morning after being on call, the duty log should be sent out prior to the start of their flextime to ensure the 9 a.m. deadline is met.
- A supervisor should contact one of the Associate Directors to get a new staff member added to a duty zone listserv.
- Professional staff members will also participate in modified duty rotations during holiday and spring breaks and during the summer (TBD).
- During break periods, duty logs should be sent out through the Housing Security listserv: HSG-SECURITY@LISTSERV.UGA.EDU
- Doctoral/graduate staff members will also participate in a modified duty rotation during opening at the beginning each semester and closing at the end of each semester (TBD). If you are working for University Housing during the summer you will serve in the on-call rotation.
- Area/senior coordinator/associate director rotation will begin on Mondays at 5 p.m. and end on the following Mondays at 8 a.m. During 8 a.m. to 5 p.m. on weekdays staff need to contact their supervisor. The exception to this is break and holiday coverage. During that time, area and senior coordinator modify the coverage days and times. With this modification, all days have that level of coverage.
- The area/senior coordinator will consult up to the associate director.
- The associate director will consult up to the executive director.

Zone 1 Creswell Community Reed Community O-House Duty phone# 706.206.7853	Zone 2 Health Sciences Campus (HSC) Community East Campus Village (ECV) Community University Village Community Duty phone# 706.207.3039	Zone 3 Brumby Community Myers Community Hill Community Lower 5 Duty phone# 706.206.6511
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UGAPD and University Housing Response

ACCESS TO BUILDINGS

UGAPD is welcome in campus residences at any time. Their presence should be encouraged and welcomed by our staff. They may inform us about the reason for their visit, but they are not required to do so. Our buildings are campus buildings, and the police are free to enter public and non-student room (or apartment) areas to conduct business, familiarize themselves with the facilities, or to make their presence known as an important part of the University staff concerned with safety and security. Staff may offer to accompany officers, but it is not required.

Ideally, police officers, University Housing staff and residents should develop a comfortable feeling about seeing one another around campus, in the halls and around the apartments. Both housing and UGAPD staff are here to help students achieve their academic goals. University Housing staff, particularly the live-in staff members, are positioned to play a facilitating role in this area by reaching out to both police and students, thereby becoming a bridge to better understanding.

University Housing staff and UGAPD may enter student rooms or apartments when:

- The room or apartment is vacant.
- Police are in possession of a search warrant valid for those premises.
- Invited or permitted to enter by the resident(s) [for housing staff, this includes maintenance work requested by a resident].
- Ample warning has been given of inspections for custodial, maintenance or safety reasons.
- There is an emergency where housing staff have reason to believe entry may be necessary for life safety.

It is important to note police officers have the right to exercise judgment in this area following strict guidelines set forth for their use and the protection of individual rights. Staff members should defer to the judgment of police officers in police matters. If there are questions about the proper action of officers, they can be raised by residents and/or staff after the fact by reporting through the appropriate supervisory chain.

Equal Opportunity Office

Sexual Assault Response Protocol

The University of Georgia's Sexual Assault Response (SAR) Protocol is intended to coordinate and assist the University of Georgia in delivering the highest quality of services to victims/survivors of sexual assault. This SAR Protocol is also intended to insure compliance with the University's legal obligations under Title IX of the Education Amendments of 1972 ("Title IX"), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), and the relevant implementing regulations of each statute.

In order to access the protocol click the following link;
[https://eoo.uga.edu/Sexual Assault Response Protocol](https://eoo.uga.edu/Sexual_Assault_Response_Protocol). This site will take you through the necessary steps to assist the victim/survivor and report the incident as required.

For other information regarding EOO policies and protocol click the link below.

- [Website](#)
- [Making an EOO Report or Complaint](#)
- [NDAH Policy](#)
- [Sexual Misconduct Policy](#)

Facilities Issues

Second Shift Maintenance Phone Numbers

Traditional Halls: 706-357-0196
University Village and HSC: 706-202-9673

After-Hours Maintenance Phone Numbers

Traditional Halls: 706-202-9672
University Village and HSC: 706-202-9673

Minor Lock and Key Problem Solving

BEFORE YOU CALL THE AFTER HOURS PERSON, FOLLOW THESE INSTRUCTIONS

Make sure you have the right key for the room. You can verify the code on the code sheet in StarRez. Check for a bent key and try a spare key. Try the master key.

Check for swelling of door due to humidity or recent painting. If the door sticks, it could cause the latch not to extend into the strike and cause the lock to malfunction. Some mortise locks will not open by just retracting the dead bolt. The key has to be rotated further to retract the latch. Familiarize the RAs with the operation of locks in their area.

With wear and tear over the years, the locks can become gummed up and start to cause problems. You will have access to "LPS 1 Greaseless Lubricant." Spray some in the keyway of the lock and repeatedly insert key in and out of the lock. This will free up most minor lock gumming. In addition, you can insert

the key all the way in and tap lightly on the butt of the key to loosen the pins so that lock will operate. Vandalism happens! Super glue, toothpicks, paper clips, and other foreign objects will from time to time be put in the lock keyway. Do not force a key in the lock if you detect a foreign object. Call the afterhours on-call person.

If there is no jeopardy to the resident's security (determined by the resident only), the problem can be repaired the following workday.

OUTSIDE EXIT DOORS WITHOUT THE MAGNETIC LOCKING SYSTEM

Check for foreign objects propping the door open. The latch can be jammed open, too; look for toothpicks, twigs, matchsticks, rocks, etc. The normal way to unlock the panic bar is with an Allen wrench. They are readily available to the public, and this might be why the door is open.

[Community Specific Information](#)

Community specific information (see Appendix IV) lists helpful information about the buildings in a community. It contains information about key codes, fire panels, the master key location, utilities, the location of pig pads and wet vacs, storm shelter locations, common duty issues, and other relevant information.

[Weather Radios](#)

The weather radio in each community is integral to the early warning of residents, staff and partners of severe weather tracking toward Athens. Although UGA Alert is the official communication of the UGA campus, the weather radios will likely sound the alarm before UGA Alert is enacted. Please see the severe weather policy for more information on what to do when severe weather threatens.

[How to Find a Room for Emergency Move?](#)

Appendix V contains information regarding finding a vacant room in StarRez for an emergency room change. The Area/Senior coordinator must approve emergency room changes prior to the change being made.

[Appendix I – Forms, A/SC on Call Schedule, BSW Contacts](#)

[Form Links](#)

[Online Injury Reporting System](#)

- [Injury Reporting Policy](#)

[A/SC On Call Fall 2017](#)

If RHDs/GRs/DIs/CSL think a situation exists, on which they need to consult up between 5 pm and 8 am Monday through Thursday and between 5 pm Friday and 8 am Monday, please contact the on-call person via the coordinator on-call cell phone **706-247-9937**.

Weekly Dates	Coordinator on Call
January 2-8	Scott Nelson
January 8-15*	Blake York
January 15-22*	Ricky Boggs
January 22-29	Blake York
January 29 – February 5	John Wright
February 5-12	Azura Morgan
February 12-19	Ricky Boggs
February 19-26	Scott Nelson
February 26 – March 5	John Wright
March 5-10**	Azura Morgan
March 10 -16	Blake York
March 17-19***	Scott Nelson
March 19-26	John Wright
March 26 – April 2	Azura Morgan
April 2-9	Blake York
April 9-16	Scott Nelson
April 16-23	Ricky Boggs
April 23-30	John Wright
April 30 – May 7	Azura Morgan

*Martin Luther King Jr. Day – Offices Closed

**Spring Break Begins – break duty procedures begin Sunday, March 10 at 12 p.m.

***Spring Break Ends – break duty procedures end Sunday, March 18 at a.m.

Should RHDs/CLS/GRs/DIs have any questions about this schedule, they should consult with their supervisor for clarification.

Housing Building Service Workers Emergency Call List

There is an on call BSW for each zone. Please use the numbers below to call the on call employee in need. Once contact is made, the BSW has 1 hour to respond. If contact cannot be made or any other issue arises please contact Sue Coleman for the West Zone and/or James Anderson for the East Zone.

West Zone BSW on Call Phone # 706 247-5399
(Brumby, Creswell, Hill, HSC and Russell Communities)
Sue Coleman- 706 714-2699

East Zone BSW on Call Phone # 706 247-3085
(ECV, University Village, Myers, Reed Communities)
James Anderson- 706 248-4668

Appendix II – Counseling and Psychiatric Services

Appendix II – Counseling and Psychiatric Services Counseling and Psychiatric Services (CAPS) staff members are available to provide support and consultation to University Housing staff members concerned about the welfare of students. CAPS collaborates with University Housing to develop:

1. Effective and efficient responses to students experiencing mental health concerns or crises,
2. Programming aimed at promoting mental fitness, reducing stigma, and responding to students in distress, and
3. Training programs to address the needs of University housing professional staff.

Consultation Regarding Mental Health Concerns or Crises

Each residence community/hall will be assigned a dedicated CAPS liaison as a point of contact during the academic year. It is expected that the CAPS liaison will meet with the designated Area coordinator and hall director(s) to touch base once or twice during the fall and spring semesters. Through this liaison relationship, CAPS hopes to learn about emergent trends observed in residence halls and explore training needs that area coordinators/hall directors might have related to CAPS about intervening with students in distress or experiencing mental health concerns. The CAPS liaison will be:

1. A resource for the area coordinator or hall director when consultation or advice is needed regarding student(s) experiencing mental health concerns.
2. Responsible for conveying information about CAPS initiatives and special events, CAPS service delivery, process of referral, after-hours response and safety planning processes.

CAPS Liaison Chart

Area/Senior Coordinator	Residence Hall	Hall Director	CAPS Liaison
John Wright	Brumby Hall	Hannah Mountford	Tricia Coghlan, LCSW

Ricky Boggs	Hill Community	Dashan Axson-Lawrence Gaby Rojas Vince Morton	Anne Layton, LCSW
	Myers Community	Miles Johnson Steven Campbell	Alicia Talbird, LMSW
Azura Morgan	Creswell Hall	Britany Chill	Monica Williams, Ph.D.
	Reed Community	Vacant Becca Morgan Heather Macon	Austin Shedden, Psy.D.

Blake York	East Campus Village	Becki Bury Casey Lewis	Angie Hahn, Psy.D.
	University Village	David Strumpf Vacant	Sandrine Bosshardt, Ph.D.
Scott Nelson	Brown Hall	Lauren Adams	Lauren Pucci, Ph.D.

The CAPS Leadership team is also available to University Housing staff members for consultation:

- Dr. Ash Thompson - CAPS Director (Liaison to Rick Gibson, Director of Residential Programs and Services)
- Dr. Janet Camp -Associate Director for Clinical Services (Liaison to Kathryn Hall, Interm Associate Director of Residence Life and Dr. Keener Scott, Associate Director for Staff Development and Student Conduct)
- Jennifer Hester - Lead Mental Health Professional (After-Hours Response Coordinator) Dr. Al Clarke -Training Director
- Dr. Stephen Fleming -Lead Psychiatrist

CAPS Frequently Asked Questions

A. If I feel a student is at risk of harming him or herself or others, what do I do?

In this situation, contact the UGA Police (542-2200).

- 1) Remain calm and avoid verbal or nonverbal interaction that may escalate the student's distress.
- 2) If it is after-hours and there is a mental health concern, the UGA Police will contact the CAPS On-Call Clinician.

- 3) CAPS clinicians will routinely consult with housing professional staff members and UGA police during after-hours contacts to gain information and to implement a plan to reduce the student's risk of harm to self or others.
- 4) Housing staff members will routinely report any emergency to their supervisor.

B. What do I do if I have concerns about a student but the situation is not an emergency?

Talk with the student before the concerns potentially turn into a crisis:

- 1) Find a private but safe location.
- 2) Ask questions that are direct but matter-of-fact.
- 3) Take your time to listen to the student.
- 4) Be clear with the student about the behaviors that concern you.
- 5) Avoid making assumptions, judgments, or asserting your authority.
- 6) Do not promise that you can keep what is said confidential.
- 7) Convey that you are concerned and care about the student's wellbeing.
- 8) Keep a record of the behaviors you find concerning and the interactions you have with the student.

Facilitate a referral to CAPS, if warranted:

- 1) Speak from your heart and be specific and honest with your recommendations.
- 2) Tell the student that you want to help them solve their problems and that there are resources to help. Know the limits of your expertise and convey this to the student.
- 3) Encourage the student to make an appointment at CAPS (can be done by phone or online).
- 4) Offer to assist the student in making the appointment.
- 5) If the student is in distress or is experiencing a crisis recommend that s/he go to CAPS. Offer to accompany the student to CAPS. Walk-ins are welcome between 9 a.m. and 5 p.m. Monday through Friday (no appointment is needed) for students with urgent concerns.
- 6) Emphasize that counseling is confidential and that there is no charge for an initial visit.
- 7) Emphasize that everyone needs assistance from time-to-time and that reaching out for help does not reflect poorly on him or her or indicate that there is something wrong with him or her.
- 8) Say that seeking counseling does not indicate weakness. In fact, making the decision to seek counseling takes a lot of courage.
- 9) Say that you know CAPS staff members personally and we are friendly, approachable, and specialize in working with college students.
- 10) If it is not an emergency or crisis, leave the option to seek counseling open. Indicate that you may want to revisit this idea later.
- 11) Agree to follow-up with the student after s/he has made contact with CAPS.

C. How can I identify students who may be experiencing mental health concerns or who would benefit from a referral to CAPS?

A consultation with or referral to CAPS may be beneficial, if you are observing one or more of the following, especially if you have noticed changes over time:

- 1) A sense of hopelessness
- 2) Excessive sleeping or fatigue
- 3) Noticeable weight gain or loss

- 4) Crying spells (lasting two weeks or longer, or if it is known that the student has experienced a significant loss, e.g. death of a family member)
- 5) Withdrawal from social activities or avoidance
- 6) Conflicts with peers
- 7) Agitation
- 8) Changes in personal hygiene
- 9) Increases in alcohol or substance use
- 10) Engaging in risky activities
- 11) Frequently overwhelmed
- 12) Helplessness or dependency on others to cope
- 13) Behavior that you would define as odd or unusual
- 14) Mood swings
- 15) Increased reactivity to minor events
- 16) Outbursts of frustration, anger or irritability
- 17) Complaints from other students

D. If I am worried about a student's behavior, whom can I contact for consultation?

Contact the person who is designated to be your CAPS liaison first and leave a message if s/he is unavailable to speak when you call. If you feel the situation is urgent and you cannot wait for a call back, then ask to speak to a Walk-In clinician or any member of the CAPS Leadership Team. During working hours, the contact number is (706) 542-2273. It is also recommended that your direct supervisor be made aware of these situations.

It is time to ask for help when:

- 1) You are taking the student's troubles home with you
- 2) You are feeling overwhelmed by the student's need for help
- 3) You are feeling angry with the student
- 4) You are feeling afraid of or for the student
- 5) You are feeling in over your head
- 6) You are acting in the role of a counselor for the student

E. If I suggest to a student that s/he make an appointment with CAPS, how do I know it was done?

Ask the student if s/he followed through. If you have been caring enough to make the referral, the student will likely feel comfortable sharing with you that they have been seen at CAPS.

Students are sometimes reluctant to come to CAPS. It may take several conversations before a student is ready to take this step.

Due to state laws and professional ethics, CAPS cannot provide information without the consent of the student, including whether the student kept an appointment.

F. If I continue to have concerns about a student even after making a referral, what do I do?

Consult with your direct supervisor.

Contact your CAPS liaison and/or Student Care and Outreach in the Dean of Students Office.

G. What are the limits placed on housing staff by students right to privacy and confidentiality after s/he has made contact with CAPS?

A student may share directly with you whatever information s/he chooses.

You may share with CAPS any information you believe is relevant.

If you are concerned about a particular student, call us in advance of his/her appointment and relay this information. Ask to speak with your CAPS liaison or a member of the CAPS Leadership Team who will take your information and offer ways to address your concerns.

H. If I am dissatisfied with the outcome of an emergency contact with CAPS for a specific student, what can I do?

Consult with your direct supervisor.

Contact Jennifer Hester (CAPS Lead Mental Health Professional and Coordinator of After-Hours Response) at (706) 542-2273 during regular business hours to discuss the situation.

After business hours (in emergency or urgent situations only) call the UGA Police at (706) 542-2200 and ask to speak with the On-Call Clinician who can be instructed to contact a member of the CAPS Leadership team.

CAPS Contact Information, Location and Hours

- Telephone Number: (706) 542-2273
- Web page: <http://www.uhs.uga.edu/CAPS/>
- Location: CAPS is located on the second floor of the University Health Center. We are located on the corner of College Station and East Campus Roads.
- Hours: Monday through Friday 8 a.m. to 5 p.m.
- After-hours urgent needs: Call UGA Police at 706-542-2200 and ask for the CAPS on-call clinician.

Appendix III – Community Specific Information

Brumby Community

Brumby	
Fire Panel Locations	Front desk
Utilities	All electric
Pig Pad Locations	Storage room 483, custodial closets on each floor, 9 th floor custodial closet room 983A, kitchen
Wet Vac Locations	Storage Room 483
Designated Storm Shelters	Floors 1, 2, 3, 4, and 5. On residential floors, the middle of the building in the elevator lobby or either community bathroom, or the unisex bathroom. On the 1 st floor, the elevator lobby, the unisex bathroom in the main lobby, the unisex bathroom in the rotunda, or the CA-RA work room.
After Hours Vehicle Key	Creswell Hall key box
Master Key Location	Community office closet behind Marcella's desk (key in key box at front desk)

Creswell Community

Creswell	
Fire Panel Locations	Front desk
Utilities	All electric
Pig Pad Locations	Custodial closets at C/D end, storage room 105
Wet Vac Locations	Storage Room 105
Designated Storm Shelters	First three hallway and corridor floors
Other Pertinent Notes	Keys for the RHA/RHS offices are located at the front desk. Keys to FRC advising are located in the key box at the front desk.
After Hours Vehicle Key	Creswell Hall key box
Master Key Location	On door 126E (key closet located in the office suite in the back)

East Campus Village

Busbee	
Fire Panel Locations	Rooker desk panel, Busbee bike room, and Busbee desk area
Utilities	All electric
Pig Pad Locations	Rooker Hall Front Desk
Wet Vac Locations	Room 514
Designated Storm Shelters	1 st floor hallway
After Hours Vehicle Key	In the back panel of the key box in the ECV Office storage closet.
Master Key Location	Rooker community office supply-64201#
McWhorter	
Fire Panel Locations	Rooker desk panel and McWhorter front desk
Utilities	All electric

Pig Pad Locations	Rooker Hall Front Desk
Wet Vac Locations	Vandiver 125, Busbee 514, or 1516 room 640
Designated Storm Shelters	1 st floor multipurpose room and 2 nd floor hallway
After Hours Vehicle Key	In the back panel of the key box in the ECV Office storage closet.
Master Key Location	Rooker community office supply-64201#
Rooker	
Fire Panel Locations	Rooker desk panel and electrical closet room 132 (main)
Utilities	All electric
Pig Pad Locations	Rooker Hall Front Desk
Wet Vac Locations	Vandiver 125, Busbee 514, or 1516 room 640
Designated Storm Shelters	1 st floor hallway
After Hours Vehicle Key	In the back panel of the key box in the ECV Office storage closet.
Master Key Location	Rooker community office supply-64201#
Vandiver	
Fire Panel Locations	Rooker desk panel and Vandiver front desk
Utilities	All electric
Pig Pad Locations	Rooker Hall Front Desk
Wet Vac Locations	Vandiver 125
Designated Storm Shelters	1 st floor of the building on the east side past the secure elevator doors. 2 nd floor hallways of the building (stairwells).
After Hours Vehicle Key	In the back panel of the key box in the ECV Office storage closet.
Master Key Location	Rooker community office supply-64201#

Health Sciences Campus

Brown Hall	
Fire Panel Locations	Front desk
Utilities	All electric
Pig Pad Locations	Storage Room 120, Kenny Road Office Supply Room
Wet Vac Locations	Storage Room 120
Designated Storm Shelters	Interior first floor hallway closest to main lobby
Other Pertinent Notes	Georgia Power handles all power outages for this area. There is no second shift maintenance. Must contact University Village/HSC after-hours maintenance after 5 p.m. or on the weekend. All phone lines are connected to the internet. If the internet goes down, so do the phone lines.
After Hours Vehicle Key	Brown Hall front desk
Master Key Location	Mailroom
Townhomes	
Fire Panel Locations	N/A except for Kenny Road 217 – that panel is located in the outside back storage closet (need AG-2 to open)
Utilities	All electric except for Kenny Road kitchen (gas)
Designated Storm Shelters	Gilmore – interior closet in hallway Kenny – interior closet underneath first floor stairwell McGowan – interior closet on the first floor

Other Pertinent Notes	<p>Georgia Power handles all power outages for this area. There is no second shift maintenance. Must contact University Village/HSC after-hours maintenance after 5 p.m. or on the weekend.</p> <p>McGowan – water shut off to each apartment is located underneath the kitchen sink.</p> <p>Kenny – Water shut off to each townhome is located outside underneath the carport towards the main entrance to each unit. Each shut off is below the asphalt and is protected by a gray colored cover.</p> <p>Gilmore – Water shut off to each house is located in the front yard (facing Prince Avenue). Each shut off is below ground and is protected by a gray colored cover.</p> <p>Extra linens for visiting scholar units can be found in the STW and Building Services offices located in Building A on Kenny Road. A master key or the ABD-1 key will open the main office door.</p>
After Hours Vehicle Key	Brown Hall front desk
Master Key Location	Mailroom

Hill Community

Hill Hall	
Fire Panel Locations	In front lobby
Utilities	All electric
Pig Pads and Wet Vacs	Custodial closets on each floor
Designated Storm Shelters	1 st and 2 nd floor hallways
Pertinent Notes	Breaker box key is different from rest of Lower 5 (small silver key in box)
After Hours Vehicle Key	Creswell Hall front desk
Master Key Location	Mail room
Boggs Hall	
Fire Panel Locations	Closet in front lobby
Utilities	All electric
Pig Pad Locations	Storage Room 127
Wet Vac Locations	Storage Room 126
Designated Storm Shelters	1 st and 2 nd floor hallways
After Hours Vehicle Key	Creswell Hall front desk
Master Key Location	Mail room
Church Hall	
Fire Panel Locations	Closet in front lobby
Utilities	All electric
Pig Pads and Wet Vacs	Storage Room 106
Designated Storm Shelters	1 st and 2 nd floor hallways
After Hours Vehicle Key	Creswell Hall front desk

Master Key Location	Mail room
Lipscomb Hall	
Fire Panel Locations	Closet in front lobby
Utilities	All electric
Pig Pads and Wet Vacs	Storage Room 128
Designated Storm Shelters	1 st and 2 nd floor hallways
After Hours Vehicle Key	Creswell Hall front desk
Master Key Location	Mail room
Mell	
Fire Panel Locations	Closet in front lobby
Utilities	All electric
Pig Pads and Wet Vacs	Storage Room 128
Designated Storm Shelters	1 st and 2 nd floor hallways
After Hours Vehicle Key	Creswell Hall front desk
Master Key Location	Mail room
O-House	
Utilities	Electric and gas
Pig Pad Locations	Basement Storage B21
Wet Vac Locations	Basement Storage B61
Designated Storm Shelters	Carpet area in the basement, study lounges in the basement, stairwells
After Hours Vehicle Key	Creswell Hall front desk
Master Key Location	Mail room

Myers Community

Mary Lyndon	
Fire Panel Locations	Myers front desk, ML 142, behind left door of ML Parlor on 2 nd floor
Utilities	All electric
Pig Pad and Wet Vac	Room 124
Designated Storm Shelters	1 st floor
After Hours Vehicle Key	Myers Front Desk
Master Key Location	Community Office
Myers Hall	
Fire Panel Locations	Front desk
Utilities	All electric
Pig Pad Locations	Myers Basement #003 and #008, 2 nd floor room #228
Wet Vac Locations	Myers Basement #008, 2 nd floor room #228
Designated Storm Shelters	Basement and 1 st floor in the hallways away from the lobby.
Other Pertinent Notes	Instructions for cameras are behind monitor 1 at front desk. Call Ricky Young/security.
After Hours Vehicle Key	Myers Hall front desk
Master Key Location	Community office
Rutherford	
Fire Panel Locations	Myers front desk and Rutherford 121 (AG-2)

Pig Pads and Wet Vac	Room #137
Designated Storm Shelters	West side of 1 st floor
After Hours Vehicle Key	Myers Hall frond desk
Master Key Location	Rutherford 121
Soule	
Fire Panel Locations	Myers
Utilities	All electric
Pig Pads and Wet Vac	Basement room #005
Designated Storm Shelters	Basement and 1 st floor stairwells
After Hours Vehicle Key	Myers Hall front desk
Master Key Location	Soule 108

Reed Community

Building 1516	
Fire Panel Locations	One at the front desk, large panel in basement mechanical room (need elevator key to get to basement, need AG-2 key to open closet)
Utilities	Electric and gas
Pig Pads and	All 24-hour desks
Wet Vac Location	Room 640
Designated Storm Shelters	Middle of the hallways on floors 1, 2, and 3. Individuals in the lobby can retreat to the two unisex bathrooms. The basement is <i>not</i> used because it is not accessible by the stairs.
Pertinent Notes	If the fire alarm goes off, there are 3 panels in the basement that have to be manually reset. They are in 3 mechanical offices (behind the garage-type doors). The key for those is located on the pro staff duty ring (CAA-33).
After Hours Vehicle Key	Reed Hall front desk
Master Key Location	In office area behind front desk
Morris Hall	
Fire Panel Locations	One in the lobby by the front doors, larger panel in the basement in mechanical closet between kitchen and exit door (AG-2)
Utilities	Electric and gas
Pig Pads and Wet Vac	122A custodial closet
Designated Storm Shelters	1 st floor hallway
After Hours Vehicle Key	Reed Hall front desk
Master Key Location	In sequential lock under the key box at the front desk
Payne Hall	
Fire Panel Locations	One in the lobby, larger panel in basement laundry room mechanical closet (AG-2)
Utilities	All electric
Pig Pads and Wet Vac	Basement storage room 10
Designated Storm Shelters	Basement
After Hours Vehicle Key	Reed Hall front desk

Master Key Location	On the back of the Reed front desk door
Reed Hall	
Fire Panel Locations	One at the front desk, large panel in sub-basement near exterior exit door to stadium
Utilities	All electric
Pig Pad & We Vac Locations	442 Custodial closet
Designated Storm Shelters	Hallway in the basement (east and west ends)
After Hours Vehicle Key	Reed Hall front desk
Master Key Location	On the back of the front desk door

University Village

Brandon Oaks	
Fire Panel Locations	T=11R, U=13R, V=25R
Utilities	All electric
Other Pertinent Notes	There is a main breaker panel in addition to the local breaker in the apartment. Desk is open from 8 a.m. – 10 p.m. daily. After 10 p.m., the phone is forwarded to the ECV community desk in Rooker Hall. There is no 2 nd shift maintenance – must contact University Village/HSC after-hours maintenance after 5 p.m. or on weekends.
After Hours Vehicle Key	In the back panel of the key box located behind the front desk in the UV Community Office.
Master Key Location	Community office – RAs have access, ask them to meet with key
Office	
Fire Panel Locations	119
Utilities	All electric
Other Pertinent Notes	There is a main breaker panel in addition to the local breaker in the apartment. Desk is open from 8 a.m. – 10 p.m. daily. After 10 p.m., the phone is forwarded to the ECV community desk in Rooker Hall. There is no 2 nd shift maintenance – must contact University Village/HSC after-hours maintenance after 5 p.m. or on weekends.
After Hours Vehicle Key	In the back panel of the key box located behind the front desk in the UV Community Office.
Master Key Location	Community office – RAs have access, ask them to meet with key
Rogers Road	
Fire Panel Locations	M=216, N=216, P=120, R=120, S=120
Master Key Location	Community office – RAs have access, ask them to meet with key
Other Pertinent Notes	There is a main breaker panel in addition to the local breaker in the apartment. Desk is open from 8 a.m. – 10 p.m. daily. After 10 p.m., the phone is forwarded to the ECV community desk in Rooker Hall. There is no 2 nd shift maintenance – must contact University Village/HSC after-hours maintenance after 5 p.m. or on weekends.

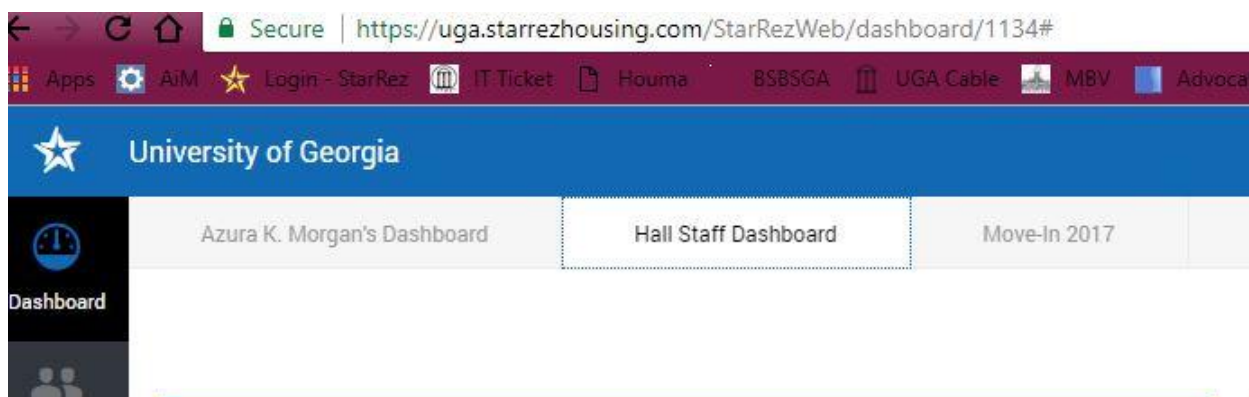
After Hours Vehicle Key	In the back panel of the key box located behind the front desk in the UV Community Office.
Master Key Location	Community office – RAs have access, ask them to meet with key
University Village	
Fire Panel Locations	A=B15A, B=B13A, D=B15, E=B16, F=B15A, G=B03A, H=112, J=B13A, K=B11A, L=B11A
Utilities	All electric
Other Pertinent Notes	There is a main breaker panel in addition to the local breaker in the apartment. Desk is open from 8 a.m. – 10 p.m. daily. After 10 p.m., the phone is forwarded to the ECV community desk in Rooker Hall. There is no 2 nd shift maintenance – must contact University Village/HSC after-hours maintenance after 5 p.m. or on weekends.
After Hours Vehicle Key	In the back panel of the key box located behind the front desk in the UV Community Office.
Master Key Location	Community office – RAs have access, ask them to meet with key

Appendix IV - How to Find a Room for an Emergency Move

To locate rooms for an emergency room change:

Log in to Star Rez at <https://uga.starrezhousing.com/StarRezWeb/> using your MYID and password.

Make sure “Dashboard” is selected from the left hand menu then select the “Hall Staff Dashboard”



You will then be able to see a list of rooms on the bottom half of the screen that are available for emergency moves.

Dashboard

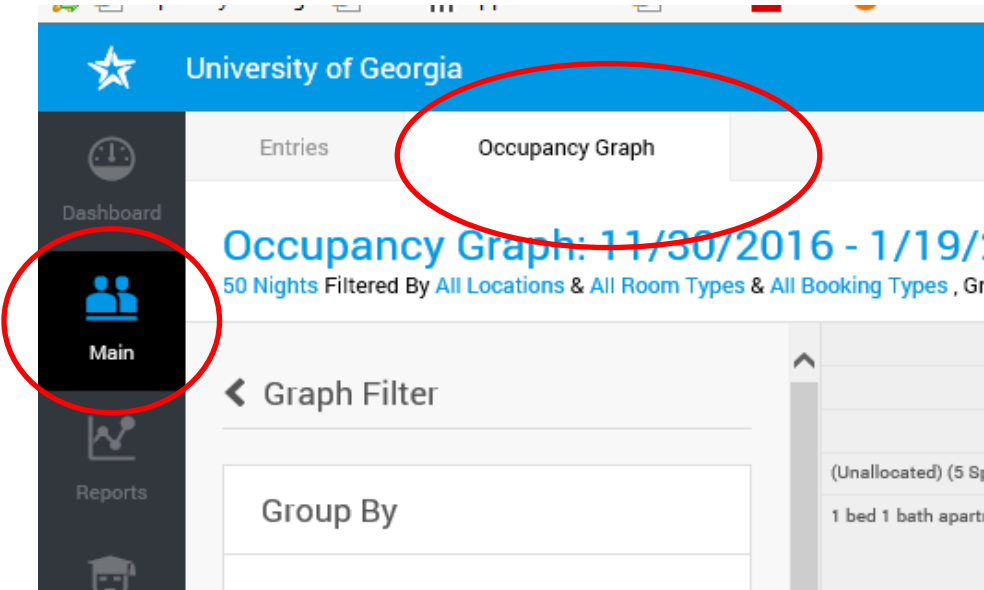
Access Pass-Ins over 6	No records found for this panel.
Temp Keys Checked Out	No records found for this panel.
Rooms Available for Emergency Room Change	
Room Space	Gender
Boggs Hall 304 A	Male
Brumby Hall 0011	Female
Brumby Hall 630 B	Male
Brumby Hall 715 B	Female
Brumby Hall 780 D	Male
Building 1516 233 A	Female
Building D 203B	DynamicGender
Building L 304B	DynamicGender
Records: 35	



If this shorter version does not work then try the longer version below.

Log in to <https://uga.starrezhousing.com/StarRezWeb>

Go to the “Main” tab on the left, then “Occupancy Graph” at the top:



Click on the heading “Occupancy Graph”:

University of Georgia

Entries Occupancy Graph

Start Date:
Sat, 9 Aug 2014

End Date:
Sat, 23 Aug 2014

Room Type:
<All>

Room Location:
Brumby Hall Booking Type

Booking Type:
<All>

Wait List:
<All>

Events:
<All>

Groups:
<All>

Gender Type:
☒ Male

Classification:
☐ <All>

Apply Filter

0 Items Selected

Make sure that “grouping” is set to “none” and then click “apply filter.”

Brumby Hall 347 B					H [M] Rebolgar-suarez, Edgar
Brumby Hall 348 A					H [M] Le, Jason
Brumby Hall 348 B					H [M] Riddle, Christopher
Brumby Hall 349 A					H [M] Li, Raulston
Brumby Hall 349 B					H [M] Wallace, Evan
Brumby Hall 350 A					H [M] Herold, Christopher
Brumby Hall 350 B					
Brumby Hall 351 A					H [M] Reed, Dakota
Brumby Hall 351 B					H [M] Vance, Langdon
Brumby Hall 352 A					H [M] Bowman, Dakota
Brumby Hall 352 B					H [M] Byun, Young Joo
Brumby Hall 353 A					H [M] Hire, Cory
Brumby Hall 353 B					H [M] Millar, Kyle
Brumby Hall 354 A					H [M] Pyle, Cody
Brumby Hall 354 B					H [M] Ali, Ashmal
Brumby Hall 355 A					H [M] Sims, Brandon
Brumby Hall 355 B					Space Closed [General]
Brumby Hall 356 A					H [M] Dubberly, Ross
Brumby Hall 356 B					H [M] Harper, Curtis

0 Items Selected. Click On A Record To Show Further Information & Actions.

Click on the room number for additional information about the room (example – single vs. double). Click the “X” to close.

After finding a space for the emergency move, email Suzanne Reichner and copy Michael Dale in the Housing Assignments office to mark off the space on the following business day. Include in the email if the move is temporary (with estimated duration) or permanent. *Note – room changes require the Area or Senior coordinator’s approval prior to making the change.*

Appendix V – Relevant Phone Numbers

After-Hours Maintenance Phone Numbers

Traditional Halls: 706-202-9672

University Village and HSC: 706-202-9673

Athens-Clarke County Police Department

(706) 613-3330

Building Services Worker on Call Phone Numbers

East (ECV/1516/ University Village, Myers, Reeds Communities) 706-247-3085

James Anderson- 706-248-4668

West (Brumby, Creswell, Hill, HSC and Russell Communities) 706-247-5399

Sue Coleman- 706-714-2699

Counseling and Psychiatric Services

706-542-2273

Duty Phone Numbers

Zone 1: 706-206-7853

Zone 2: 706-207-3039

Zone 3: 706-206-6511

Equal Opportunity Office & Title IX Coordinator

706-542-7912

Second Shift Maintenance Phone Numbers

Traditional Halls: 706-357-0196

University Village and HSC: 706-202-9673

UGA Police Department

706-542-2200