



Georgia Tech

Center for Sustainable Communities
Research and Education

[Course Event/Program Name]
[Location and Date/Time Period Information]

Guidance from ___[Partner Name]___ **about working in** ___[Specific Area]___:

- 1.
- 2.
- 3.
- 4.
- 5.

General Guidance

- Respect local residents and community partners. Honor diversity and differences.
- Maintain group cohesion: remember that program/project activities take priority over personal interests.
- Be polite and listen to one another. Look for compromises.
- While group travel and unexpected occurrences can be stressful, try to remain calm.
- Know the extent of your role; don't engage in activities beyond the scope of your class.

Emergencies

- If you feel unsafe, trust your instincts. Leave the site and inform your faculty member and community partner.
- If an incident occurs, first contact emergency services (police, fire, and ambulance) as soon as possible. Authorities will be able assist and to document the incident.
- As soon as you can do so safely, contact the Office of the Vice President for Student Life and the Dean of Students, during regular business hours, at (404) 894-6367. For after-hours emergencies, contact the Georgia Tech Police Department at (404) 894-2500 and request that the "Dean on Call" be contacted.

Transportation Tips

- Walking
 - Tell a friend or classmate your destination and when you expect to return.
 - Walk with another person, especially at night or in neighborhoods with which you are not familiar.
 - Stay aware of your surroundings; don't wear headphones or stare at your phone.
 - If traveling near campus after dark, use Stingerette by calling, going to website, or using the LiveSafe app (see Phone Preparation section).
- Driving



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- Avoid bringing valuables with you, but if you have any in your car, stow them out of sight. Always close your windows and lock your car.
- Drive carefully: Tech does not insure you. In the event of an accident, the insurance that covers the vehicle (your own insurance, if it is your car) is what will provide coverage.
- Know the exact address and parking situation before you depart campus.
- Park in open, visible locations and consider that it may be dark when you return.
- When returning to your car, have your keys ready and check all sides of the car. Once inside, lock the doors immediately.
- Public transit
 - When riding the bus, wait at a stop that is well-lit and near foot traffic or businesses.
 - Travel with a friend or classmate whenever possible. Stay awake and alert.
 - Use the MARTA app or the Transit app (see Phone Preparation) to plan your trip and track the transit vehicles so that you don't have to wait longer than necessary.
 - Have your Breeze Card ready to tap in when entering the train station and ready to tap out when exiting the train station.
 - If you're taking a bus, enter at the front doors and tap your Breeze Card on the machine next to the driver. If you don't have any trips loaded on your card, you will have to feed \$2.50 into the machine, which only accepts exact change.
 - Sit near the aisle, bus driver, or exit so you can move away from an unwanted situation.
 - Keep your bags on your lap, between your feet, or in your arms.
 - Be respectful of other riders; don't have a loud phone conversation or play music without headphones.

Contact Information

- Local fire, police, ambulance services: 911
- Georgia Tech Police Department: (404) 894-2500
- Office of the VP for Student Life & Dean of Students: (404) 894-6367
- Faculty Member's cell phone (emergency use only): _____
- Community Partner's cell phone (emergency use only): _____

Phone Preparation

- Designate personal In Case of Emergency (ICE) contacts on your phone, and add the above contacts.
- Remember to charge your phone fully before leaving campus and bring a charger or battery pack if necessary.
- LiveSafe App: ([Apple](#)) or ([Android](#))
 - Before going off campus, set up an account with your phone number, email, or Facebook account. Select Georgia Tech as your organization.
 - Familiarize yourself with the options under "Georgia Tech Resources" → "Emergency Procedures," such as Medical Emergency and Weather.



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- In an emergency, select “Emergency Options” to call GTPD or 911 while sharing your location with the authorities.
- You can request a Stingerette under the “GoSafe” option or request for a friend to watch your location as you walk.
- MARTA App: ([Apple](#)) or ([Android](#))
 - See rail, bus, and Atlanta Streetcar schedules.
 - View next train arrivals and real-time bus locations.
 - Favorite train stations or bus routes to easily access their information.
- Transit App: ([Apple](#)) or ([Android](#))
 - See MARTA, Uber, bike, and walk time estimates and directions all in one place.
 - Find nearby MARTA bus lines and stations and Relay bike racks.
 - Set home, work, and other locations to easily navigate to frequent destinations.