University of Virginia
Critical Incident Management Plan
Incident Annexes

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Version 2.0

Privacy Statement

Public disclosure of this document would have a reasonable likelihood of threatening public safety by exposing vulnerabilities. It contains sensitive and confidential information that is not subject to FOIA under Virginia Code §2.2-3705.2. Accordingly, the University of Virginia is withholding this plan from public disclosure. Refer any request for a copy of this document to the University of Virginia’s legal counsel or the Virginia Attorney General’s office.
Distribution

This Critical Incident Management Plan has been distributed internally within the University of Virginia and with those external agencies that may be affected by its implementation. The Critical Incident Management Plan has been coordinated with other jurisdictions and agencies by the UVA Office of Emergency Preparedness through the regional Emergency Management Coordinator for the city of Charlottesville, Albemarle County, and the University of Virginia.
Table of Contents

ANNEX A: BOMB THREAT ........................................................................................................ 1
ANNEX B: EARTHQUAKE ........................................................................................................ 3
ANNEX C: EXPLOSION ........................................................................................................... 6
ANNEX D: FIRE ..................................................................................................................... 7
ANNEX E: HAZARDOUS MATERIALS .................................................................................... 9
ANNEX F: HURRICANE ....................................................................................................... 11
ANNEX G: INFRASTRUCTURE FAILURE ........................................................................... 13
ANNEX H: MAJOR DEMONSTRATION ................................................................................ 14
ANNEX I: SEVERE WINTER WEATHER ............................................................................ 16
ANNEX J: TERRORISM ......................................................................................................... 18
ANNEX K: TORNADO ........................................................................................................... 20
ANNEX L: VIOLENT INCIDENT .......................................................................................... 22
ANNEX M: INCIDENTS EXTERNAL TO THE REGION ......................................................... 26
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ANNEX A: BOMB THREAT

DESCRIPTION

A bomb threat may come to the attention of the receiver in various ways. It is important to compile as much information as possible. Please DO NOT attempt to notify or evacuate an entire building as this could consume valuable time that would be better used to gather important information. Please keep in mind that the vast majority of bomb threats are false and are primarily intended to elicit a response from the building occupants. In the case of a written threat, it is vital that the document be handled by as few people as possible, as this is evidence that should be turned over to the University of Virginia Police. If the threat should come via e-mail, make sure to save the information on your computer. Most bomb threats are transmitted over the telephone; thus, the following instructions are provided with that assumption.

IMMEDIATE ACTION

• Remain calm and immediately refer to the attached Telephone Bomb Threat Checklist. If applicable, pay attention to your telephone display and record the information shown in the display window.
• The objective is to keep the caller on the line as long as possible to attempt to gather as much information as possible. Try not to anger the caller at any time.
• While engaging the caller, pay attention to any background noise and distinctive sounds (machinery, traffic, other voices, music, television, etc.).
• Note any characteristics of the caller’s voice (gender, age, education, accent, etc.).
• Attempt to obtain information on the location of a device (building, floor, room, etc.).
• Attempt to obtain information on the time of detonation and type of detonator.
• Immediately after the caller has ended the call, notify the University of Virginia Police at 911.
• If the threat was left on your voice mail, do not erase.
• Notify the immediate supervisor within your work area.

DECISION

The decision to evacuate a University facility shall be made after a thorough evaluation of the information available, including but not limited to:

• Nature of the threat
• Specificity of location and time of detonation
• Circumstances related to the threat (i.e. political climate, series of events leading to the threat, etc.)
• Discovery of a device or unusual package, luggage, etc.
The University of Virginia Police or other police unit will dispatch a search team and will organize the search. Other emergency units will be alerted to the threat and asked to stand by for further instructions. Persons leaving the building should report to a specified location for further instructions.

**SUBSEQUENT PROCEDURES/INFORMATION**

Staff can be of assistance to the University of Virginia Police in several ways. Staff will be more familiar with their work area than the police officers. As the search is conducted, staff may be asked to identify boxes or objects in their work area. If an evacuation of an academic building is necessary, classes will be dismissed or relocated. If a suspicious device, package, bag, etc. is discovered, the University of Virginia Police will notify the local bomb squad for assistance. The decision to resume normal activities in the building will be made jointly by the Chief of Police or a designee in consultation with the EVP/COO and/or appropriate individuals in University administration.
ANNEX B: EARTHQUAKE

DESCRIPTION

The University is located in the Central Virginia Seismic Zone. Since at least 1774, people in central Virginia have felt small earthquakes and suffered damage from infrequent larger ones. The largest damaging earthquake (magnitude 5.8) in the seismic zone occurred in August 2011. Smaller earthquakes that cause little or no damage are felt each year or two.

Most injuries occur when people inside buildings try to move to a different location in the building or try to leave. The area near the exterior walls of a building is the most dangerous place to be. Windows, facades and architectural details are often the first parts of the building to collapse. To stay away from this danger zone, stay inside if you are inside and outside if you are outside. Injuries can be avoided if you drop to the ground before the earthquake drops you.

IMMEDIATE ACTION

If you are indoors:

- Stay inside until the shaking stops.
- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn’t a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- If you are in bed when the earthquake strikes, stay there. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- Do not use the elevators.

If you are outdoors:

- Stay there.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops.

If you are in a moving vehicle:

- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
• Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

• If you are in a stadium or amphitheater:

• Stay at your seat and protect your head and neck with your arms. Don’t try to leave until the shaking is over. Then walk out slowly watching for anything that could fall in the aftershocks.

DECISION

• After the shaking has stopped, evaluate your surroundings:

• Look for safety hazards such as fire, smoke, smell of gas or fumes, dangerous debris or obvious structural damage.

• Look for injured or trapped persons.

• If you are in a building and there are no obvious hazards do not evacuate.

• If the structural integrity of your building is compromised or your surroundings are hazardous, evacuate. Use the stairs.

• Determine if emergency responders are needed. If yes, call 911

• Determine if the building needs to be evaluated for damage. If yes, contact Facilities Management at 924-1777. Facilities Management will deploy personnel for damage assessments.

SUBSEQUENT PROCEDURES/INFORMATION

Expect aftershocks. These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months after the quake.

• Take steps to account for people. Gather at designated assembly areas and determine if everyone is present including employees and guests.

• If the building was evacuated, there should be an evaluation of the building to address damage. Do not re-enter building until this has been completed.

• Listen to a battery-operated radio or television for the latest emergency information. The University operating status will be posted on www.virginia.edu or emergency.virginia.edu and announced on WTJU 91.1 FM if the operating schedule is affected.

• Use the telephone only for emergency calls.

• Stay away from damaged areas unless your assistance has been specifically requested.

• Inspect your space for damage. Report damage to your supervisor.

• Open cabinets cautiously; beware of objects that can fall off shelves.

• Clean up spilled medicines, bleaches, gasoline or other flammable liquids immediately if you are trained to do so. Leave the area and call 911 if you smell natural gas or fumes from other
chemicals. Call Environmental Health and Safety at 982-4911 (or 911 after hours) for assistance if needed
ANNEX C: EXPLOSION

DESCRIPTION

An explosion is caused by a rapid expansion of gas from chemical reactions or incendiary devices. Signs of an explosion may be a very loud noise or series of noises and vibrations, fire, heat or smoke, falling glass or debris, or building damage.

IMMEDIATE ACTION

- Get out of the building as quickly and calmly as possible. Call 911.
- If items are falling off of bookshelves or from the ceiling, get under a sturdy table or desk.
- If there is a fire, stay low to the floor and exit the building as quickly as possible.
- If you are trapped in debris, tap on a pipe or wall so that rescuers can hear where you are.
- Assist others in exiting the building and move to designated evacuation areas. Keep streets and walkways clear for emergency vehicles and crews.
- Untrained persons should not attempt to rescue people who are inside a collapsed building. Wait for emergency personnel to arrive.

DECISION

The emergency services Incident Commander will make decisions regarding the control and abatement of the explosion incident, and will determine if it is safe to re-enter or occupy the building.

SUBSEQUENT PROCEDURES/INFORMATION

Depending on the nature and degree of the explosion incident, other support agencies and University resource units may be brought in for services or assistance.
ANNEX D: FIRE

DESCRIPTION

A fire may include visible flames, smoke, or strong odors of burning. The appropriate emergency action is for persons to evacuate the building quickly and safely and notify the Fire Department by dialing 911. For University buildings, the building Fire Monitor and/or Assistant Fire Monitor should be contacted, if possible. The Fire Monitor and/or Assistant Fire Monitor shall work with the emergency responders to provide information about the location of the fire, the cause of the fire, and to assist in a safe and orderly evacuation of the building.

IMMEDIATE ACTION

For the person discovering the fire:

Remember R-A-C-E

- REMAIN CALM, and RESCUE anyone in immediate danger
- ALARM—pull the nearest fire alarm
- CONTAIN the fire—close all doors but do not lock them—and CALL 911
- EXTINGUISH the fire only if you can do so safely and quickly, and EVACUATE the building using established procedures

After the fire is extinguished, call 911, if you have not already done so.

For occupants of the building:

- Close, but do not lock the doors to your immediate area
- EVACUATE the building via the nearest exit. Assist others in exiting the building
- DO NOT use elevators
- Avoid smoke-filled areas

For persons evacuating from the immediate fire area:

- Feel door from top to bottom. If it is hot, DO NOT proceed; go back.
- If door is cool, crouch low and open the door slowly. Close door quickly if smoke is present so you do not inhale it.
- If no smoke is present, exit the building via the nearest stairwell or exit.
- If you encounter heavy smoke in a stairwell, go back and try another stairwell.
DECISION

The responding Fire Department Incident Commander will control and make decisions at the scene of the fire. The Fire Department will decide when to turn control of the scene back to the University. The University Police will decide when to turn control of the scene back to the facility tenant(s).

SUBSEQUENT PROCEDURES/INFORMATION

Depending on the nature and needs of the incident, assistance and services may be brought in from other public support agencies, University resource units, or specialized contractors.
ANNEX E: HAZARDOUS MATERIALS

DESCRIPTION

A hazardous materials incident may be a spill or release of chemicals, radioactive materials or biological materials inside a building or to the environment. The user may manage simple spills. Major spills or emergencies require emergency assistance from 24-hour emergency agencies, i.e. the local Fire Department or University Environmental Health and Safety. The University does not have a fire department or HAZMAT Team.

IMMEDIATE ACTION

Simple spills should be cleaned up by the person causing the spill.

Major spills or emergencies:

- Dial 911
- Evacuate, assemble at a safe distance, and designate a person to communicate with the Fire Department
- Account for individuals
- Wait for and provide information to responders

Call 982-4911 to notify Environmental Health and Safety regarding any simple or major hazardous materials spill.

DECISION

The decision to call for emergency assistance may be made by the user, a person discovering an incident, or the resource or emergency unit receiving the call for assistance.

- Determine if emergency responders are needed
- Determine if immediate hazards are under control and the situation is stabilized
- Determine if the site can be reoccupied or if further remediation or repair is needed

The decision that an incident is controlled and stabilized is made by the emergency response agency, i.e. the Fire Department, Environmental Health and Safety or a HAZMAT team. After immediate hazards have been controlled and stabilized, the EVP/COO will transfer authority and responsibility for the site to the University.

Emergency Agencies and units may request input for decision-making from University resource units; for example, to determine that reoccupation is safe.
SUBSEQUENT PROCEDURES/INFORMATION

Depending on the nature and needs of the incident, assistance and services may be brought in from other public support agencies, University resource units, or specialized contractors.
ANNEX F: HURRICANE

DESCRIPTION

A hurricane is a severe tropical storm that forms in the southern Atlantic Ocean, Caribbean Sea, Gulf of Mexico or eastern Pacific Ocean. To form, hurricanes need warm tropical oceans, moisture and light winds. Hurricanes rotate in a counterclockwise direction around an "eye." They have winds at least 75 mph. When they come onto land, hurricanes can bring heavy rain, storm surge, strong winds and floods, and can damage buildings, trees and cars. During a hurricane or tropical storm WATCH (threat of hurricane or tropical storm conditions within 36 hours), monitor local radio or television stations for official emergency information and instructions. Make a plan to evacuate in case you are asked to do so. During evacuations, roadways can get crowded and airports might close.

IMMEDIATE ACTION

Before a Hurricane

Personal preparedness measures:

- Secure your home, close storm shutters, and secure outdoor objects or bring them indoors.
- Be sure trees and shrubs around your home are well trimmed.
- Clear loose and clogged rain gutters and downspouts.
- Check your emergency kit to make sure the food, water, medical and safety supplies are on hand and up to date. Don’t forget to gather supplies for animals.

Workplace preparedness measures:

- Review emergency responsibilities with designated employees.
- Review contact information and communication chains.
- Review continuity plans to identify operations that could be negatively affected by high winds and power outages; strategize on management of these issues if they arise.

During a Hurricane

If a hurricane is moving through the area:

- Listen to the radio or TV for information.
- Turn off utilities if instructed to do so. Otherwise, turn the refrigerator thermostat to its coldest setting and keep its doors closed.
- Turn off propane tanks. Avoid using the phone, except for serious emergencies.
- Ensure a supply of water for sanitary purposes such as cleaning and flushing toilets. Fill the bathtub and other large containers with water.
DEcision

Depending on the severity of the storm and the damages caused by high winds, you may have to consider evacuating. You should evacuate under the following conditions:

- If you are directed by local authorities to do so. Be sure to follow their instructions.
- If you feel you are in danger.

If you are unable to evacuate, go to your safe room. If you do not have one, follow these guidelines:

- Stay indoors during the hurricane and away from windows and glass doors.
- Close all interior doors—secure and brace external doors.
- Keep curtains and blinds closed. Do not be fooled if there is a lull; it could be the eye of the storm - winds will pick up again.
- Take refuge in a small interior room, closet, or hallway on the lowest level.

Subsequent Procedures/Information

Your first concern after a disaster is your health and safety. You need to consider possible safety issues and monitor health and well-being.

Aiding the Injured

- Check for injuries.
- Do not attempt to move seriously injured persons unless they are in immediate danger of death or further injury.
- If you must move an unconscious person, first stabilize the neck and back, then call for help immediately.

Safety Issues

- Be aware of new safety issues created by the disaster. Watch for flooding, washed out roads, contaminated buildings, contaminated water, gas leaks, broken glass, damaged electrical wiring, and slippery floors.
- Inform local authorities about health and safety issues, including chemical spills, downed power lines, washed out roads, smoldering insulation, and dead animals.

Health

- Wear sturdy work boots and gloves.
- Be aware of exhaustion. Don’t try to do too much at once. Set priorities and pace yourself. Get enough rest.
- Drink plenty of clean water.
- Eat well.
- Wash your hands thoroughly with soap and clean water often when working in debris.
ANNEX G: INFRASTRUCTURE FAILURE

DESCRIPTION

It is understood that from time to time the University of Virginia may experience infrastructure problems that could render the work site unsafe or uninhabitable, such as electricity, computer, steam, water, or telephone failures.

IMMEDIATE ACTION - ACADEMIC

- If a critical incident is experienced relating to water, electricity, or steam, call Facilities Management at 924-1777
- If a critical incident is experienced relating to telephone systems, call Voice Communications at 924-8600
- If a critical incident is experienced relating to computer systems, call the ITC Help Desk at 924-4357

IMMEDIATE ACTION – HEALTH SYSTEM

- If a critical incident is experienced relating to water, electricity, or steam, call Facilities Management at 924-2267
- If a critical incident is experienced relating to telephone systems, call Voice Communications at 924-8600
- If a critical incident is experienced relating to computer systems, call the Health System ITC Help Desk at 924-3731

DECISION

The first responders will determine whether a critical incident exists, and will report to the appropriate department heads. In the event that a critical incident exists, the Chief of Police will notify the EVP/COO, who will convene the Critical Incident Management Team (CIMT).

SUBSEQUENT PROCEDURES/INFORMATION

Depending on the nature and needs of the incident, assistance and services may be brought in from other public support agencies, University resource units, or specialized contractors.
ANNEX H: MAJOR DEMONSTRATION

DESCRIPTION

In many cases demonstrations on Grounds such as marches, picketing and rallies will be peaceful and non-obstructive. A demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

- Disruption of the normal operations of the University.
- Obstructing access to offices, buildings, or other University property.
- Threat of physical harm to persons or damage to University property.
- Unauthorized entry into or remaining within any University facility, or other property, including but not limited to entry at any unauthorized time, or any unauthorized or improper use of any University property, equipment, or facilities.

IMMEDIATE ACTION/DECISION

The University of Virginia Police Department will be notified immediately of any demonstrations, marches, protests, rallies or other such gatherings so that the Police Department can determine the staff, if any, that will be required to manage the incident. If any of the above conditions exist, the Police Department will contact and inform the EVP/COO, the Director of Emergency Preparedness, and other University administrators, as appropriate. Depending on the circumstances, the EVP/COO may initiate contact with the some or all of the members of the Critical Incident Management Team (CIMT). In addition, depending on the nature of the demonstration, the appropriate procedures listed below should be followed:

1. Peaceful Non-Obstructive Demonstration

   A. Generally, peaceful non-obstructive demonstrations should not be interrupted. Protestors should not be obstructed or provoked and efforts should be made to conduct University business as normal.
   B. If protestors are asked, at the request of the President or EVP/COO, or other designated University administrator, to leave a University facility by the facility’s regular closing time, but the protesters refuse to leave then arrangements will be made to monitor the situation during non-business hours, or to treat the violation of the facility’s regular closing time as a disruptive demonstration under the procedures outlined below.
   C. All demonstrations must conform to the Policy on the Use of University Facilities contained in the Graduate and Undergraduate Records.

1. Non-Violent Disruptive Demonstration

   In the event that a demonstration blocks access to University facilities or otherwise interferes with the normal operation of the University:
A. The President, EVP/COO, or another designated University administrator will go to the area and ask the protestors to discontinue their disruptive activities or to leave.

B. If the protestors persist in their disruptive activity, the following statement should be read by a University administrator as circumstances permit:

I am ____________________________ (name, ____________________________ (title), a representative of the University of Virginia authorized to make this statement. I am hereby officially directing you to please leave these premises immediately. I am also notifying you that if you do not leave immediately you will be in violation of both the University's Standards of Conduct and Virginia Law. Violating the University's Standards of Conduct puts employees and students at risk of University discipline up to and including termination from the University, and violations of law may result in criminal prosecution resulting in criminal sanctions.

C. If the protestors persist in disruptive behavior after the above administrative message is read, the following statement may be read as circumstances permit:

The University has directed you to leave the premises and you have refused to do so. The University now has requested that law enforcement clear this area. Please cooperate with law enforcement. If you fail or refuse to do so, you may be arrested.

3. Disruptive Demonstration with Potential for Violence or Property Damage

In the event that a demonstration in which injury to persons or damage to property occurs or appears imminent, the following will occur:

The University of Virginia Police will be notified immediately and will take action intended to preserve order and public safety. The Chief of Police, or his or her designee, will as soon as practicable contact and inform the EVP/COO, or his or her designee, and other University administrators, as appropriate. The EVP/COO, or his or her designee, will determine further actions to be taken by the University.

NOTE: When practicable, an attempt should be made to communicate with the protestors to ask them to refrain from or to discontinue engaging in activities that could result in injury to persons or damage to property and to avoid further escalation of possible violent confrontation.

SUBSEQUENT PROCEDURES/INFORMATION

If it becomes necessary, the Chief of Police or his or her designee will request assistance from the Charlottesville and/or Albemarle County police departments or other law enforcement agencies, as needed. If assistance is needed with mass transportation, the Chief of Police will request assistance from the University of Virginia Department of Parking and Transportation.

Efforts should be made to secure positive identification of protestors to facilitate later witness statements and testimony, including photographs. Additionally, efforts should be made to videotape any administrative and police action for future reference.
ANNEX I: SEVERE WINTER WEATHER

DESCRIPTION

Winters in Virginia can mean snow or subfreezing temperatures, as well as strong winds or even ice or heavy rain storms. Winter weather can knock out heat, power and communications services, sometimes for days at a time.

IMMEDIATE ACTION

- Check and update your emergency supply kit before winter approaches.
- Make sure your vehicle is ready for winter.
- Check road conditions before driving by visiting the state's Web site or dialing 511.
- Look at the Operating Schedule section of the U.Va. Home page (www.virginia.edu) for the latest information on schedule changes or call the closings and delays telephone lines (434-924-7669 or 434-243-7669).

DECISION

Snow and Ice Management

- Facilities Management has primary responsibility for snow and ice control operations. The Snow and Ice Control Plan will be implemented in the event of a snow or ice storm.
- Vehicles not parked in designated holding lots after midnight on a snow day will be towed to a designated lot at no cost to the employee in order to clear the remaining lots.
- Only main entrances and handicap entrances to buildings will be cleared of snow and ice. The focus will be to keep main arteries clear and safe.

University Operations

As a general practice, the University makes every effort to maintain its normal schedule of operation. However, the University may decide to alter the start or close of the working day under extreme emergency conditions; only the President or the EVP/COO has this authority. No dean or faculty member is authorized to cancel a regularly scheduled class because of inclement weather. Special programs that involve travel away from the University (field trips, evening classes, or other activities) may be canceled by the responsible dean, if in the dean’s judgment, extreme weather conditions require it.

The University will announce full and partial shift modifications through various media sources. The Office of Public Affairs will provide announcements to local television and radio stations to cover all day, evening, night, and weekend University work schedules. Standardized messages covering employees of both the University and the Medical Center will be broadcast.
SUBSEQUENT PROCEDURES/INFORMATION

- Listen to weather-alert radios to stay informed of real-time traffic information, latest road reports, or listing of closed roads during a major winter weather event.
- Also monitor commercial radio, television and the Internet.
- Keep in mind that during a severe winter storm it could be hours, or even days, before emergency personnel are able to reach you.
ANNEX J: TERRORISM

DESCRIPTION

Terrorism is defined by the Federal Bureau of Investigation (FBI) as “the unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian populations, or any segment thereof, in furtherance of political or social objectives.” Weapons of Mass Destruction (WMD) are frequently employed by terrorists and can be categorized into five groups using the acronym CBRNE – chemical, biological, radiological, nuclear and explosive.

First responders in the Charlottesville region have been trained to recognize the effects resulting from a CBRNE attack, and to respond accordingly. Unified training is organized through the City/County/University Emergency Operations Center. The University of Virginia Medical Center and Martha Jefferson Hospital as well as other regional hospitals, have decontamination facilities and personnel trained to treat the effects of CBRNE agents.

The network of State Health Department, local hospitals, pharmacies, the Blue Ridge Poison Control Center and the federal stockpile, maintains adequate supplies of antibiotics and vaccines to treat the known biological agents. In the event of a need to vaccinate or otherwise distribute medication to a large segment of the local population, the local office of the State Health Department maintains a plan for mobilizing regional resources.

IMMEDIATE ACTION

Instruction on what to do in the event of a CBRNE attack will be disseminated through the City, County and University Public Information Officers. It is recommended that you have a battery-operated radio or TV available for viewing/listening for use in this type of emergency.

Prepare to deal with a terrorist incident by adapting many of the same techniques used to prepare for other crises, such as being alert to your surroundings—including any conspicuous or unusual behavior, having a personal plan and being familiar with the evacuation plan for your building. In the event of a terrorist attack, follow the directions of authorities and the procedures drawn up in the preparedness plan.

**Mask:** put on breathing protection such as a gas or escape mask or cover mouth and nose with a cloth.

**Move:** if indoors, to the highest and most interior room of a house or building. If outdoors, move laterally and upwind away from any smoke or aerosol cloud.

**Shelter:** seek shelter in a building or covered structure. If in a vehicle, pull over and turn off the engine, air conditioner, heater and vents and roll up the windows.

- Turn off all electrical appliances, fans, air conditions, furnaces, etc.
- Close and lock all windows, vents, doors and other openings
• Seal room windows and doors with duct or masking tape
• Seal door thresholds with wet towels
• Sit adjacent to an inner wall and away from out walls and windows. **Do not smoke, light candles or use any sources of open flame**

**DECISION**

**Evacuation:** be prepared to evacuate your home or workplace if circumstances require it. Follow the steps in your Family Disaster Plan to be sure you have the necessary items with you.

Listen: Keep calm and listen to the radio/TV (batter operated if appropriate) for official news updates. Stay indoors until notified by the public information officers that it is safe.

**Decontaminate:**

- Minimize contact with all outside surfaces
- Remove contaminated clothing and jewelry as soon as possible and place in *separate*, sealed plastic bags
- Wash exposed skin with soap and water and shampoo hair

**Seek Care:** if exposure is known or suspected, report to the nearest medical facility as directed by public health officials for evaluation and treatment. Inform the staff you may be contaminated.

**Assist Others:** as circumstances and your training permits, assist others in your building or neighborhood. Depending on the magnitude of the incident, assistance from emergency services personnel may be significantly delayed. Preparing beforehand by seeking raining through the American Red Cross, the community Emergency Response Team (CERT), or other organization can provide a valuable community service.

**SUBSEQUENT PROCEDURES/INFORMATION**

Depending on the nature and needs of the incident, assistance and services may be brought in from other public support agencies, University resource units, or specialized contractors.
ANNEX K: TORNADO

DESCRIPTION

A tornado **watch** means conditions are right for a tornado. During a tornado watch, staff should be alert to weather conditions.

A tornado **warning** means that a tornado has been spotted or if there are radar indications that a tornado may be possible. Tornado warnings normally are given 3-15 minutes in advance of a tornado.

IMMEDIATE ACTION

- Remain calm and avoid panic
- Go to an area of safety
  - Rooms and corridors in the innermost part of a building
  - Avoid windows, corridors with windows or large freestanding expanses
- There is no guaranteed safe place during a tornado. However, it is important to seek shelter in the best location to help minimize your exposure.
- DO NOT use elevators during a tornado warning.
- Persons with mobility concerns should go to an area of safety at the time of a tornado watch. DO NOT wait for a tornado warning.
- Close all doors, including main corridors, making sure they latch.
- Crouch near the floor or under heavy, well-supported objects and cover your head.
- If outside, lie down in a low-lying ditch and cover your head.
- Be alert for fire.
  - In the event of a fire, the fire plan should be utilized

DECISION

If a tornado actually affects any of the University of Virginia buildings, the decision to return to your work space or vacate the affected building(s) will be made by the Chief of Police or designee in consultation with the EVP/COO and Facilities Management.

SUBSEQUENT PROCEDURES/ INFORMATION

Your first concern after a disaster is your health and safety. You need to consider possible safety issues and monitor health and well-being.

**Aiding the Injured**

- Check for injuries.
- Do not attempt to move seriously injured persons unless they are in immediate danger of death or further injury.
- If you must move an unconscious person, first stabilize the neck and back, then call for help immediately.

**Safety Issues**

- Be aware of new safety issues created by the disaster. Watch for debris, leaking hazardous materials, gas leaks, broken glass, damaged electrical wiring, and injured animals.
- Inform local authorities about health and safety issues, including chemical spills, downed power lines, smoldering insulation, and dead animals.

**Health**

- Wear sturdy work boots and gloves.
- Be aware of exhaustion. Don’t try to do too much at once. Set priorities and pace yourself. Get enough rest.
- Drink plenty of clean water.
- Eat well.
- Wash your hands thoroughly with soap and clean water often when working in debris.
ANNEX L: VIOLENT INCIDENT

DESCRIPTION

Violent incidents, including but not limited to: acts of terrorism, and active shooter, assaults, or other incidents of workplace violence can occur on the University Grounds or in close proximity with little or no warning. An “active shooter” is considered to be a suspect or assailant whose activity is immediately causing serious injury or death and has not been contained.

The UVa Police Department has adopted nationally accepted law enforcement response procedures to contain and terminate such threats, as quickly as possible. The following information regarding law enforcement response will enable you to take appropriate protective actions for yourself. Try to remain calm as your actions will influence others. The following instructions are intended for incidents that are of an emergent nature (i.e., imminent or in progress).

IMMEDIATE ACTION

Secure the Immediate Area

Whether a classroom, residence hall room, office or restroom:

- Lock or barricade the door, if able. Block the door using whatever is available—desks, tables, file cabinets, other furniture, books, etc.
- After securing the door, stay behind solid objects away from the door as much as possible
- If the assailant enters your room and leaves, lock or barricade the door behind
- If safe to do so, allow others to seek refuge with you

Protective Actions

Take appropriate steps to reduce your vulnerability:

- Close blinds
- Block windows
- Turn off radios and computer monitors
- Silence cell phones
- Place signs in interior doors and windows, but remember the assailant can see these as well
- Place signs in exterior windows to identify your location and the location of injured persons
- Keep people calm and quiet
- After securing the room, people should be positioned out of sight and behind items that might offer additional protection—walls, desks, file cabinets, bookshelves, etc.

Unsecured Areas

If you find yourself in an open area, immediately seek protection:
• Put something between you and the assailant
• Consider trying to escape, if you know where the assailant is and there appears to be an escape route immediately available to you.
• If in doubt, find the safest area available and secure it the best way that you can.

Call 911

Emergency situations should be reported to law enforcement by dialing 911. You may hear multiple rings—stay on the line until it is answered; do not hang up. Be prepared to provide the 911 operator with as much information as possible such as:

• What is happening
• Where you are located including building name and room number
• Number of people at your specific location
• Injuries, if any, including the number of injured an types of injuries
• Your name and other information as requested

Try to provide information in a calm clear manner so that the 911 operator quickly can relay your information to responding law enforcement and emergency personnel.

What to Report

Try to note as much as possible about the assailant, including:

• Specific location and direction of the assailant
• Number of assailants
• Gender, race and age of the assailant
• Language or commands used by the assailant
• Clothing color and style
• Physical features – e.g. height, weight, facial hair, glasses, etc.
• Type of weapons – e.g., handgun, rifle, shotgun, explosives
• Description of any backpack or bag
• Do you recognize the assailant? Do you know their name?
• What exactly did you hear? – e.g., explosions, gunshots, etc.

Treat the Injured

The 911 operator will notify law enforcement and other emergency service (EMS) agencies—fire and rescue. EMS will respond to the site, but will not be able to enter the area until it is secured by law enforcement. You may have to treat the injured as best you can until the area is secure. Remember basic first aid:

• For bleeding apply pressure and elevate. Many items can be used for this purpose – e.g., clothing, paper towels, feminine hygiene products, newspapers, etc.
• Reassure those in the area that help will arrive – try to stay quiet and calm.

Un-securing the Area
• The assailant may not stop until his objectives have been met or until engaged and neutralized by law enforcement.
• Always consider the risk exposure by opening the door for any reason.
• Attempts to rescue people only should be made if it can be done without further endangering the persons inside of a secured area.
• Be aware that the assailant may bang on the door, yell for help, or otherwise attempt to entice you to open the door of a secured area.
• If there is any doubt about the safety of the individuals inside the room, the area needs to remain secured.

**Law Enforcement Response**

UVa Police will immediately respond to the area assisted by other local law enforcement agencies if necessary. Remember help is on the way. It is important for you to:

• Remain inside the secure area
• Law enforcement will locate, contain and stop the assailant
• The safest place for you to be is inside a secure room
• The assailant may not flee when law enforcement enters the building, but instead may target arriving officers

**Injured Persons**

Initial responding officers will not treat the injured or begin evacuation until the threat is neutralized and the area is secure.

• You may need to explain this to others in order to calm them
• Once the threat is neutralized, officers will begin treatment and evacuation

**Evacuation**

Responding officers will establish safe corridors for persons to evacuate

• This may be time consuming
• Remain in secure areas until instructed otherwise
• You may be instructed to keep your hands on your head
• You may be searched
• You may be escorted out of the building by law enforcement personnel; follow their directions
• After evacuation, you may be taken to a staging or holding area for medical care, interviewing, counseling, etc.
• Once you have been evacuated, you will not be permitted to retrieve items or access the area until law enforcement releases the crime scene

**DECISION**

Assistance from local and state law enforcement agencies will be provided under existing mutual aid agreements. The decision to call in outside supporting agencies or to close all or a portion of the
Grounds will be made by the Chief of Police or designee and other appropriate individuals in the University administration. Information will be released to the UVa community as quickly as circumstances permit.

SUBSEQUENT PROCEDURES/INFORMATION

We cannot predict the origin of the next threat; assailants in incidents across the nation have been students, employees and nonstudents alike. In many cases there were not obvious specific targets and the victims were unaware that they were a target until attacked. Being aware of your surroundings, taking common sense precautions, and heeding any warning information can help protect you and other members of the community.
ANNEX M: INCIDENTS EXTERNAL TO THE REGION

DESCRIPTION

Significant events outside of our own region, either nationally or internationally, may have an impact on the University community or its operations. Heightened Homeland Security Advisory Levels, activation of certain national response organizations such as the National Medical Disaster System (NMDS) may require regional actions for mitigation and response.

IMMEDIATE ACTION

Upon receiving information from federal, state, or local authorities of a credible threat or significant event and evaluating the effects on the University community, the EVP/COO’s office may decide to have University agencies take preventive actions, such as the completion of preparedness actions called for under each terrorist Threat Level or natural disaster response.

DECISION

The EVP/COO’s office, in consultation with the appropriate local and University representatives, will decide on action to be taken in the event of a significant incident occurring outside of our region but which has an impact on University operations or the community.

SUBSEQUENT PROCEDURES/INFORMATION

- The activation of the appropriate level of the regional Emergency Operations Plan and the Emergency Operations Center (EOC) at Zehmer Hall.
- The activation of the University Critical Incident Management Plan (CIMP) to assist in preparedness and support University EOC operations.
- Support of the physical and emotional wellbeing of the entire University community.
- Assistance and support for demobilization operations and follow up support.