

# EMERGENCY PROCEDURES

## REMAIN CALM

### Evacuation

- Follow directions of authorities.
- Secure hazardous materials or equipment.
- Take personal belongings (keys, purses, wallets, cell phones, etc.).
- Use the nearest exit or, if it is blocked, an alternate exit.
- Do not use elevators!
- Assist persons with disabilities or special needs.
- Account for individuals.

### Shelter in Place

You may be safer where you are.

- Stay quiet and calm.
- Pay attention to your surroundings.
- Follow directions of authorities.

### Fire

- Activate the nearest fire alarm.
- Evacuate the building.
- Call 911.
- Do not re-enter the building until authorized by emergency personnel.

### Tornado

**TORNADO WATCH:** means conditions are right for tornado; remain alert to weather conditions.

**TORNADO WARNING:** means a tornado has been sighted; warnings are typically available 3-15 minutes in advance of the tornado.

- Go to an internal, lowest area of safety: hallways or basement away from windows and glass.
- Do not use elevators during a tornado warning. Persons with mobility concerns should go to a safe place at the time of a tornado watch; do not wait for a tornado warning!
- Close all doors, including main corridors.
- Crouch near the floor or under heavy, well-supported objects and cover your head.
- If outside, lie down in a low area such as a ditch and cover your head.
- Be alert for fire and use the fire plan as needed.

### Explosion

- Evacuate the building as quickly and calmly as possible.
- Call 911.
- If items are falling, get under a sturdy table or desk.
- If fire is present, stay low to the floor and exit the building as quickly as possible.
- If trapped in debris, tap on a pipe or wall to alert rescuers.
- Help others exit the building and move to designated evacuation areas.
- Untrained persons should not try to rescue people who are inside a collapsed building; wait for emergency personnel.

### Infrastructure Failure

- In case of water, power, heat or cooling outages call Facilities Management at 434-924-1777. For outages in the Health System, call 434-924-2267.
- In case of internal telephone systems outages, use cell to call Voice Communications at 434-924-8600.
- In case of a critical incident relating to computer systems, call the ITC Help Desk at 434-924-4357. In case of a critical incident related to computer systems in the Health System, call 434-924-5334.

### Hazardous Materials Release

For major spills:

- Call 911.
- Evacuate, assemble at a safe distance and designate someone to communicate with the Fire Department.
- Notify emergency personnel if you have been exposed or have information about the spill.

For all spills: immediately call Environmental Health and Safety at 434-982-4911 M-F, 8 a.m. – 5 p.m., or 911 during non-business hours.

### Suspicious Person

- Do not let anyone into a locked building/office or “tailgate” into the building behind you.
- Do not confront the person.
- Do not block the person’s exit.
- Call 911. Provide as much information as possible.

### Suspicious Object

- Do not touch or disturb object.
- Call 911.
- Be prepared to evacuate.

### Violent Incident

- If you know location of assailant or danger, consider escaping if a safe escape route is immediately available to you. Call 911 when safe.

**If it is unsafe to escape:**

- Immediately seek protection.
- Secure area by locking or barricading door using whatever means available.
- Stay behind solid objects away from door.
- Call 911.
- Minimize noise that may draw attention to your location: turn off lights, computers and radios and put cell phones on vibrate.
- Follow all directions of authorities; do not challenge law enforcement.

**When reporting an incident, your location is:**