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.

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.

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.

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:

For additional information see http://www.virginia.edu/emergency/plan.html
University of Virginia Office of Emergency Preparedness • May 2010