



# EMERGENCY PROCEDURES

Always follow official instruction and use good judgment in the absence of instruction.

## BOMB THREAT

- Remain calm and attempt to keep the caller on the line as long as possible to gather as much information as possible.
- Write down the caller's phone number; note any distinctive qualities about the caller's voice or background noise.
- Attempt to obtain information on the description, location, and time/method of detonation of the device.
- Call 911 as soon as the call has ended.

## EARTHQUAKE

- If inside, stay there. **DROP, COVER, HOLD ON!**
- If there is nothing to hide under, crouch near an interior wall and cover head.
- If outside, stay outside and move away from buildings, street lights, and utility wires.
- Only evacuate if additional hazards threaten your safety.
- Call 911 to report injuries, fire, gas leaks, etc.

## FIRE/EXPLOSION

- Activate nearest fire alarm pull station.
- Evacuate; if smoke is present, stay low to the floor.
- Watch out for falling debris; take cover and protect head.
- If you become trapped, tap on a wall or pipe to alert rescuers.
- Call 911 when safe to do so.

## HAZARDOUS MATERIALS RELEASE

- Move away from the site of the hazard to a safe location.
- Call 911 when safe to do so.
- Call Environmental Health and Safety at 434-962-4911.
- Alert others to stay clear of the area.
- Notify emergency personnel if you have been exposed or have information about the release.

## INFRASTRUCTURE OUTAGE

- Voice Communications: 434-924-8600.
- Computer Systems: 434-924-4357.
- Water, power, heating, cooling: 434-924-1777.

## MEDICAL EMERGENCY

- If illness or injury is serious, do not move the person.
- Call 911.
- If appropriate and available, get an AED.
- Send someone to meet emergency responders outside and direct them to the person's location.

### Evacuation Guidelines

- Leave using nearest exit or alternative if blocked.
- Never use an elevator.
- Take personal items, but don't delay departure.
- If unable to exit, move to designated areas of refuge.
- Once outside, go to designated assembly area.
- Do not reenter until instructed by authorities.

## SEVERE WEATHER

- A **WATCH** means weather conditions are favorable for the development of hazardous weather.
- A **WARNING** means hazardous weather is happening or imminent.
- Seek shelter immediately; go to internal, lowest area of safety away from windows.
- If instructed to evacuate, follow evacuation procedures.

## SUSPICIOUS OBJECT

- Do not touch or disturb object.
- Call 911.
- Prepare to evacuate if instructed.

## SUSPICIOUS PERSON

- Do not confront, stop, or apprehend the person.
- Note the person's description and suspicious activity.
- Call 911 and provide details on the person and direction of travel.

## TORNADO

- Seek shelter immediately; go to internal, lowest area of safety away from windows.
- Close all doors, including main corridors.
- Crouch near the floor or under heavy, well-supported objects and cover head.
- If outside, move inside a sturdy structure or lie down in a low area such as a ditch and cover head.
- Call 911 to report injuries, fire, gas leaks, etc.

## VIOLENT INCIDENT

- **RUN:** Evacuate if a safe route is available.
- **HIDE:** If it is unsafe to escape, hide in an area out of view.
  - Lock the door and block entry; stay behind solid objects away from the door.
  - Turn off lights and computers; silence cell phones.
- **FIGHT:** Prepare to defend yourself if necessary.
- Call 911 when safe to do so.

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

### Shelter in Place Guidelines

- Evaluate the situation and choose the most appropriate shelter location.
- Move to shelter, taking your go-bag.
- Remain sheltered until instructed it is safe to leave.
- Monitor news and UVA emergency page for latest information.

Responses for the Health System may vary; follow procedures in your Red Book.

For additional information, see [www.virginia.edu/emergency](http://www.virginia.edu/emergency).

UVA Office of Safety and Emergency Preparedness | [oesep@virginia.edu](mailto:oesep@virginia.edu) | Reviewed annually and revised as needed (rev. 8/2018)

# Er Policy Manual

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