10 Things to Know in an Emergency: Prepare to Act
Emergencies can happen at any time...
Preparing in advance allows you to respond quickly and safely

- It will help to know:
  - Your work space and what emergency resources are available
  - How you’ll hear about an emergency
  - How to get help
  - What decisions you may have to make
  - How to evacuate and how to shelter in place
  - Who your emergency contacts are and how to contact them
  - How to stay informed
1. Know your space & resources

Know your building:
- Exit routes – posted by stairwell doors
- Areas of rescue assistance
- Shelter in place locations
- Evacuation locations - see list at [www.virginia.edu/emergency/classroom-evacuation-sites](http://www.virginia.edu/emergency/classroom-evacuation-sites)

Know your gear:
- First aid supplies
- Automatic External Defibrillator (AED)
- Emergency Procedures poster
- Keep a Go Bag (flashlight, H2O, emergency contacts, etc.)
2. Hearing about an emergency

- UVa Alerts
- LCD, LED or Alertus desktop displays
- Siren
- Fire alarm
- Social media
- Alerted by a colleague or friend
- Witness the event
3. Getting help

- For any type of emergency call 911*
  - Give your name, address, and the nature of the emergency
  - Stay on the line until you are told you may hang up
  - Remain calm and answer questions as clearly as possible

* Medical Center employees only: call 4-2012
4. Deciding what to do - evaluation

- Gather information
- Watch and listen for instructions
- Follow instructions
  - Evacuate = Go
  - Shelter in Place = Stay
- Sometimes you just have to use your best judgment
EMERGENCY PROCEDURES

Follow instructions of authorities and use good judgement in the absence of instruction.

Do I go?  Do I stay?

EVACUATE
- Leave using the nearest exit, or alternative if nearest exit is blocked.
- Never use an elevator.
- Take personal belongings (go-bag, keys, purse, wallet, cell phone, etc.), but do not delay your exit to retrieve items.
- Follow procedures to secure hazardous materials or equipment before leaving.
- If unable to exit, move to designated areas of refuge.
- Once outside, go to the designated assembly area.
- Do not reenter until instructed by authorities.

SHELTER IN PLACE
- Evaluate the situation and choose the most appropriate shelter location, for example:
  - Severe weather: lowest interior space away from windows.
  - Violence: secure, enclosed space, behind solid objects and away from door.
- Follow procedures to secure hazardous materials or equipment before leaving.
- Move to the shelter, taking your go-bag.
- Remain sheltered until instructed it is safe to leave.
- Monitor news sites for the latest information.

FIRE
- Activate nearest fire alarm.
- Evacuate if smoke is present, stay low to the floor.
- Call 911 when safe to do so.

EXPLOSION
- 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.
- Call Environmental Health & Safety at 434-982-4911.
- Alert others to stay clear of the area.
- Notify emergency personnel if you have been exposed or have information about the release.

TORNADO
- Seek shelter immediately, go to internal, lowest area of safety away from windows and glass.
- 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 your head.
- Call 911 to report injuries, fire, gas leaks, debris, etc.

EARTHQUAKE
- If inside, stay there. Shelter in place - deep, cover, and 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, debris, etc.

MEDICAL EMERGENCY
- If illness or injury is serious, do not move the person.
- Call 911.
- If appropriate and available, get someone trained in CPR or AED to help.
- Send someone to meet emergency personnel outside and direct them to the person’s location.

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

INFRASTRUCTURE OUTAGE CONTACTS
- Water communications: 434-924-4800
- Computer systems: 434-924-4357 (Academic) or 434-924-5334 (Health System)
- Water, power, heating, or cooling: 434-924-1777 (Academic) or 434-924-5267 (Health System)

SUSPICIOUS PERSON
- Do not confront, stop, or apprehend the person.
- Note the person’s description and suspicious activity.
- Call 911.
- Provide details on the person and his/her direction of travel.

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

When reporting an incident, your location is:

Responses for the Medical Center may vary; follow procedures in your Unit Red Book.
For additional information, see www.virginia.edu/emergency.
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5. Evacuating

- Secure hazardous materials or equipment
- Take personal belongings and emergency Go-bag
- Close doors, but do not lock them
- Walk to the exit in an orderly manner
- Do not use elevators
- Assist persons with disabilities or special needs
- If unable to exit building, move to the designated areas of refuge
- Once outside, check in at the evacuation area
- Wait for approval to re-enter
6. Sheltering in place

- Secure hazardous materials or equipment
- Grab your Go bag
- Move to the shelter location; bring visitors/guests
- Close and lock the door
- Silence all devices
- Check in with the person in charge
- Check in with family emergency contact, then stay off the phone
- Wait for approval to leave the shelter location
7. Emergency contacts

- Personal
  - Family members and friends
  - Child or Eldercare
  - Out of area contact

- Professional
  - Supervisor
  - Colleagues
8. Staying informed

- University emergency home page (www.virginia.edu/emergency)
- University home page (www.virginia.edu)
- University HOT lines (recorded info.)
  - 243-7669 (SNOW)
  - 924-7669 (SNOW)
- Your unit’s communication channels
- WTJU – 91.1 FM
8. Staying informed (cont.)

- In severe weather situations – rely on local television and radio stations

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<tr>
<th>EAS Radio Stations</th>
<th>EAS TV Stations</th>
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<tr>
<td>□ WCHV/WWWV 1260 AM/97.5 AM</td>
<td>□ WVIR Channel 29</td>
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<td>□ WINA /WQMZ 1070 AM/95.1 FM</td>
<td>□ WCAV Channel 19</td>
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<td>□ WKAV 1400 AM</td>
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- Community emergency page

(www.communityemergency.org)
9. Recovery

An extended disruption may require continuity of operations (COOP) efforts

- COOP team members perform essential functions during critical events
  - Learn about your unit’s COOP plan
  - Find out if you are “designated” or “non-designated”
    - If you are designated, know your roles and responsibilities; plan accordingly for your family’s needs
    - If you are non-designated, know what is expected of you and how to stay informed about the return to normal operations
10. Practice and Update

- Practice
  - On a regular schedule, talk through an emergency scenario with your team
  - Evacuate with every fire alarm
  - Move to the shelter in place location during the statewide tornado and earthquake drills

- Update
  - Keep up to date on local hazards
  - Make sure emergency contacts are current
  - Reflect staff changes & building changes in your plan
Additional resources

- UVA Emergency Information
  [http://www.virginia.edu/emergency](http://www.virginia.edu/emergency)
- Office of Safety and Emergency Preparedness
  [http://www.virginia.edu/emergency](http://www.virginia.edu/emergency)
- Critical Incident Management Plan
  [http://www.virginia.edu/emergency/plan](http://www.virginia.edu/emergency/plan)
- Virginia Department of Emergency Management
  [www.vdem.state.va.us](http://www.vdem.state.va.us)
- Ready Virginia
  [www.readyvirginia.gov](http://www.readyvirginia.gov)
- Red Cross
  [www.redcross.org](http://www.redcross.org)
Questions?
Please ask us.

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