EMERGENCY PROCEDURES
Follow instructions of authorities and use good judgment in the absence of instruction.

Do I go?  Do I stay?

EVACUATE
• Leave using the nearest exit, or alternate if nearest exit is blocked.
• Never use an elevator.
• Take personal belongings (go-bag, keys, purse, wallet, cell phone, coat), 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 – drop, 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.

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

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 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.

VOILENT INCIDENT
• Evacuate if a safe route is available.
• If it is unsafe to escape, hide out in an area out of view:
  • Block entry to your hiding place and lock the door; stay behind solid objects away from door.
  • Turn off lights, computers, radios; put cell phones on vibrate.
• Call 911 when safe to do so.

For additional information see http://www.virginia.edu/emergencypreparedness/
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