Prepare to Act:
10 Things to Know in an Emergency

UVA Office of Safety and Emergency Preparedness
About Us

- **Mission:** Help the institution plan for, mitigate, respond to, and recover from emergencies, large and small

- **Areas of Responsibility:**
  - Develop and maintain important plans such as the Critical Incident Management Plan (CIMP) and Continuity of Operations Plan (COOP)
  - Facilitate implementation of the CIMP and staff the Emergency Operations Center (EOC)
  - Develop and facilitate emergency management exercises for the Critical Incident Management Team (CIMT) and other groups
  - Administer the University’s Emergency Notification System
  - Administer the University’s Automated External Defibrillator (AED) program
  - Provide safety and emergency preparedness training
  - Serve as the University Liaison to various public safety partners
Emergencies can happen at any time...
Prepare in Advance!

Preparing in advance allows you to respond quickly and safely. It will help to know:

1. Your work space and what emergency resources are available
2. How you’ll hear about an emergency
3. How to get help
4. What decisions you may have to make
5. How to evacuate
6. How to shelter in place
7. Who your emergency contacts are and how to contact them
8. How to stay informed
9. How you’ll recover from an emergency
10. How you’ll stay prepared to act
10 Things to Know in an Emergency
1. Know your space and equipment

- **Know your building**
  - Exit routes
  - Areas of rescue assistance
  - Shelter in place locations
  - Assembly locations/rally point

- **Know your emergency supplies**
  - Automated External Defibrillator
  - First Aid Supplies
  - Emergency Procedures poster
  - Emergency Kit/Go Bag
Emergency Kit

- Flashlight/extra batteries
- First aid supplies
- Dust mask
- Poncho
- Copies of important documents
- Moist towelettes
- Medications/prescriptions
- Spare glasses
- Bottles of water
- Non-perishable snacks
- Cash
2. Know how you’ll hear about an emergency

- **UVA Alerts**
  - Text message
  - Email
  - Alertus Desktop Notification
  - LED/LCD displays
  - Website: [http://www.virginia.edu/emergency](http://www.virginia.edu/emergency)

- **Siren/PA**
- **Fire alarm**
- **News media**
- **Witness event (Call 911!)**
3. Know how you’ll get help

- For any type of emergency, call 911*
  - Stay calm!
  - Give your name, address, and nature of emergency
  - Stay on the line until you’re told to hang up
  - Answer questions as clearly as possible – help is on the way!

*Health System Team Members should refer to their unit Red Book
4. Know how you’ll react

- Gather Information
- Watch and listen for instructions
- Follow instructions
  - Evacuate = GO
  - Shelter in Place = STAY
- Sometimes you may need to use your best judgement
5. Know how you’ll evacuate

**DO**
- Secure hazardous materials
- Take wallet/ID, keys, cell phone, emergency kit
- Close doors
- Walk to exits in an orderly manner
- Assist persons with disabilities/special needs
- Move to area of refuge if unable to exit
- Report to assembly area

**DO NOT**
- Lock doors
- Waste time gathering belongings
- Run
- Use elevators
- Go home/to vehicle without checking in at assembly area
6. Know how you’ll shelter in place

**DO**
- Secure hazardous materials
- Grab emergency kit (go bag)
- Move to shelter location
- Close and lock doors
- Turn off lights
- Put phones on silent
- Check in with family when safe to do so
- Remain sheltered until instructed it is safe to leave

**DO NOT**
- Leave doors open
- Waste time gathering belongings
- Run
- Stay on phone
7. Know your emergency contacts

- **Personal**
  - Spouse/significant other/emergency contact
  - Childcare/Eldercare needs
  - RA/Roommate
  - Out-of-area contact

- **Professional**
  - Manager
  - Colleagues
  - Interdependent organizations
8. Know how to stay informed

- UVA Emergency Webpage is official, most-up-to-date source of information: [www.virginia.edu/emergency](http://www.virginia.edu/emergency)

- UVA Alerts

- University Hot Lines (Closings)
  - 243-7669
  - 924-7669

- WTJU – 91.1FM

- Local Media
  - Emergency Alert System (EAS)
  - Severe Weather
  - Closings/Delays
  - News Updates

<table>
<thead>
<tr>
<th>EAS Radio Stations</th>
<th>EAS TV Stations</th>
</tr>
</thead>
<tbody>
<tr>
<td>WCHV 1260 AM</td>
<td>WVIR Channel 29 (NBC)</td>
</tr>
<tr>
<td>WINA 1070 AM</td>
<td>WCAV Channel 19 (CBS)</td>
</tr>
<tr>
<td>WKAV 1400 AM</td>
<td>WVAW Channel 16 (ABC)</td>
</tr>
<tr>
<td>WWWV 97.5 FM (3WV)</td>
<td>WAHU Channel 9 (Fox)</td>
</tr>
<tr>
<td>WQMZ 95.1 (295.1)</td>
<td></td>
</tr>
<tr>
<td>WUVA 92.7 FM (Nash Icon)</td>
<td></td>
</tr>
<tr>
<td>WCYK 99.7 FM (HitKicker 99.7)</td>
<td></td>
</tr>
<tr>
<td>WHTF 101.9 FM (Hot 101.9)</td>
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<tr>
<td>WZGN 102.3 FM (Generations 102.3)</td>
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9. Know how you’ll recover

- 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

- Understand if you are a “designated” or “non-designated” employee
  - Designated – Will report even if agency is closed. Know your roles and responsibilities, plan accordingly, and plan for your family’s needs
  - Non-designated – Will not report if agency is closed. Know your roles and responsibilities and how to stay informed about the return to normal operations
10. Know how you’ll stay up-to-date

- **Practice**
  - Talk through an emergency scenario with your friends and colleagues on a regular basis
  - Evacuate with every fire alarm
  - Practice sheltering in place during tornado and earthquake drills if able

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

- University of Virginia Emergency Information/Office of Safety and Emergency Preparedness
  [http://www.virginia.edu/emergency](http://www.virginia.edu/emergency)
- Virginia Department of Emergency Management
- Build an Emergency Kit (FEMA)
- American Red Cross
  [http://www.redcross.org](http://www.redcross.org)
Questions?

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