

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

## Do I go?

### 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, 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.

### 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.

### 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.
- 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 the door 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.

## Do I stay?

### 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.

### 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.

### 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.

### INFRASTRUCTURE OUTAGE CONTACTS

- Voice communications: 434-924-8600
- Computer systems: 434-924-4357 (Academic) or 434-924-5334 (Health System)
- Water, power, heating, or cooling: 434-924-1777 (Academic) or 434-924-2267 (Health System)

**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](http://www.virginia.edu/emergency).

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