

Prepare to Act: 10 Things to Know in an Emergency

Developed by the 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

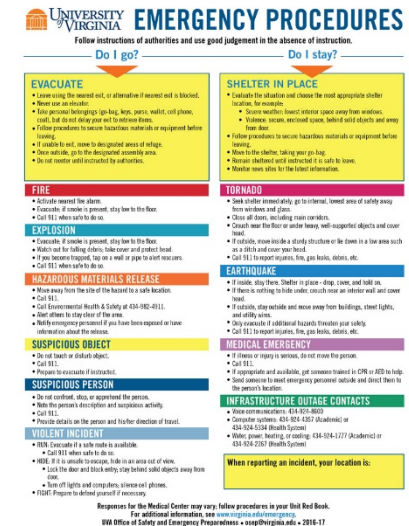
1. Know your space and equipment

■ 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



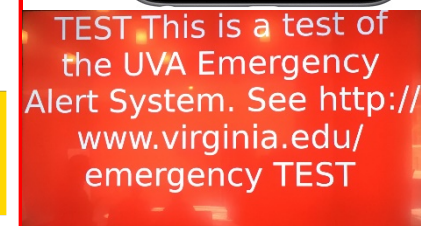
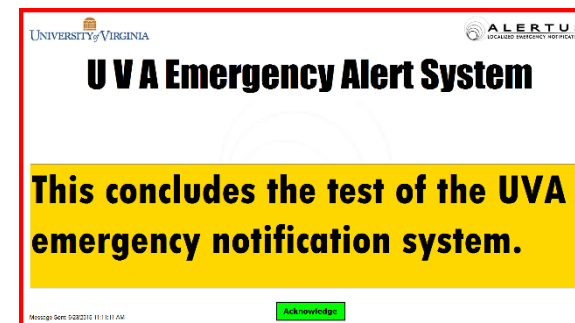
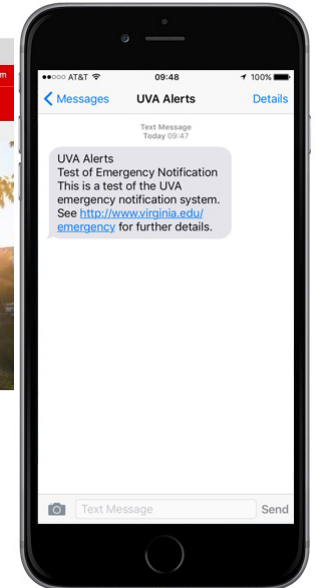
Emergency Kit

- 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
- www.virginia.edu/emergency
- Siren/PA
- Fire alarm
- News media
- Witness event (Call 911!)



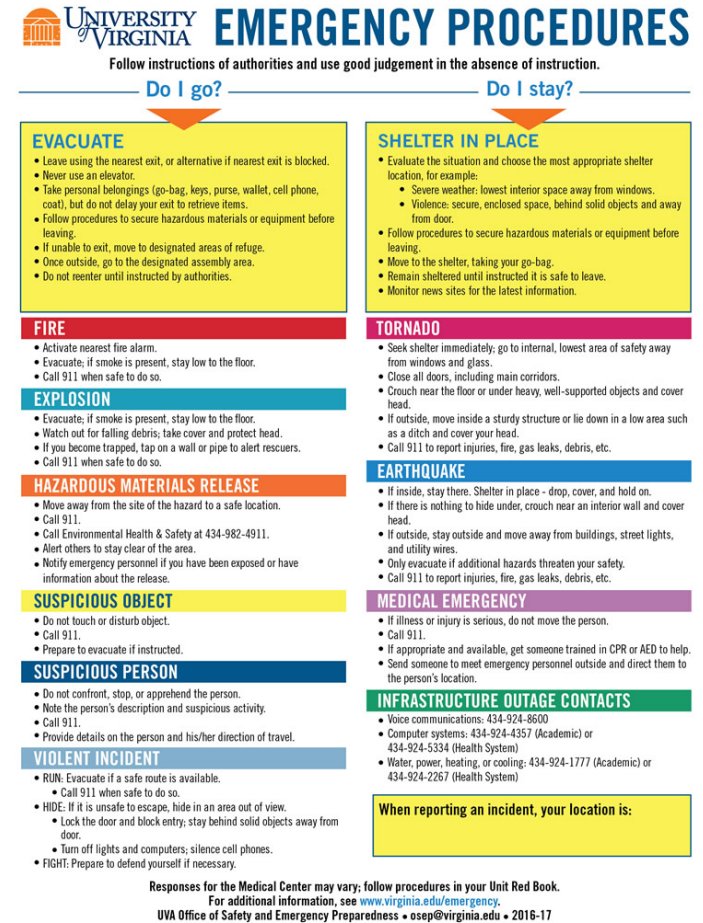
3. Know how you'll get help

- 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



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



UNIVERSITY OF VIRGINIA 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, 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.

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.
UVA Office of Safety and Emergency Preparedness • osep@virginia.edu • 2016-17

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
- RA/Roommate
- Out-of-area contact

■ Professional

- Manager
- Colleagues
- Interdependent organization
- Residents/Resident Director

8. Know how to stay informed

- UVA Emergency Webpage is official, most up-to-date source of information: www.virginia.edu/emergency
- UVA Alerts
- University Hot Lines (closings)
 - 243-7669
 - 924-7669
- WTJU – 91.1 FM
- Local Media
 - Emergency Alert System (EAS)
 - Severe Weather
 - Closings/Delays
 - News Updates

| EAS Radio Stations | EAS TV Stations |
|-----------------------------------|-----------------------|
| WCHV 1260 AM | WVIR Channel 29 (NBC) |
| WINA 1070 AM | WCAV Channel 19 (CBS) |
| WKAV 1400 AM | WVAW Channel 16 (ABC) |
| WWWV 97.5 FM (3WV) | WAHU Channel 9 (Fox) |
| WQMZ 95.1 (Z95.1) | |
| WUVA 92.7 FM (Nash Icon) | |
| WCYK 99.7 FM (HitKicker 99.7) | |
| WHTE 101.9 FM (Hot 101.9) | |
| WZGN 102.3 FM (Generations 102.3) | |

9. Know how you'll recover

- **An extended disruption may require continuity of operations (COOP) efforts**
 - COOP team member 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>
- Virginia Department of Emergency Management
<http://www.readyvirginia.gov>
- Build an Emergency Kit (FEMA)
<http://www.ready.gov/build-a-kit>
- American Red Cross
<http://www.redcross.org>



Questions?

Office of Safety and Emergency Preparedness

osep@virginia.edu | 982-0565