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 & equipment

Know your building:
- Exit routes
- Areas of rescue assistance
- Shelter in place locations
- Assembly location

Know your gear:
- First aid supplies
- Automatic External Defibrillator (AED)
- Emergency Procedures poster
- Keep a Go Bag (flashlight, 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
- Call from a 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

* Health System calls 4-2012
4. Deciding what to do - evaluation

- Gather information
- Watch and listen for instructions
- Follow instructions
  - Shelter in Place = Stay
  - Evacuate = Go
- Sometimes you just have to use your best judgment
4. Deciding what to do - Emergency Procedures Poster
5. Evacuating

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

- Secure hazardous materials or equipment
- Grab your emergency kit
- Move to the shelter location; bring visitors/guests
- Close and lock the door
- Turn on emergency radio to stay updated
- 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
  - Spouse/significant other/emergency contact
  - School
  - Eldercare
  - Out of area contact

- Professional
  - Manager
  - Colleagues
  - Interdependent organizations
8. Staying informed

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

- In severe weather situations – rely on local television and radio stations
  
  **EAS Radio Stations**
  - WCHV/WWV 1260 AM/97.5 AM
  - WINA/WQMZ 1070 AM/95.1 FM
  - WKAJ 1400 AM
  - WUVA 92.7 FM
  - WCYK 99.7 FM
  - WVSY 101.9 FM
  - WVAO 102.3 FM

  **EAS TV Stations**
  - WVIR Channel 29
  - WCAV Channel 19
  - WVAW Channel 16
  - WAHU Channel 9

- Community emergency page
  ([www.communityemergency.org](http://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
  - Understand 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 you should 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

- University of Virginia Emergency Information
  virginia.edu/emergency
- Office of Safety & Emergency Preparedness
  emergencypreparedness.virginia.edu
- Critical Incident Management Plan
  http://www.virginia.edu/emergency/plan.html
- Virginia Department of Emergency Management
  www.vdem.state.va.us
- Ready Virginia
  www.readyvirginia.gov
- Red Cross
  www.redcross.org
Questions?

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