

10 Things to Know in an Emergency: *Prepare to Act*



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SAFETY AND EMERGENCY PREPAREDNESS

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

UNIVERSITY OF VIRGINIA **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, car), but do not delay your exit to retrieve them.
- 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 approach 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

- 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.

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: 434-924-8500
- Computer systems: 434-924-4357 (Academic) or 434-924-5204 (Health System)
- Water, power, heating, or cooling: 434-924-1777 (Academic) or 434-924-2267 (Health System)

When reporting an incident, your location is:

For additional information see <http://www.virginia.edu/emergencypreparedness/>
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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](http://www.virginia.edu/emergency) (www.virginia.edu/emergency)
- University [home page](http://www.virginia.edu) (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/WWVW 1260 AM/97.5 AM
- WINA /WQMZ 1070 AM/95.1 FM
- WKAV 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)

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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