



Emergency Management

# **Emergency Procedures Guide (2023/2024)**

**Department / School Name**

**Buildings Occupied by Department**

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# Emergency Planning at the University of Virginia

The University of Virginia Office of Emergency Management (UVAEM) coordinates the overall emergency planning process at the University of Virginia using the four Phases of Emergency Management framework (mitigation, preparedness, response, and recovery) and an all-hazards approach.

UVAEM provides strategic guidance with three primary types of university plans. The Critical Incident Management Plan (CIMP) guides overarching emergency response to incidents that may occur at the university. The Building Emergency Action Plan (BEAP) Program, including the Emergency Procedures Guide (EPG), are based at the building level and provide immediate action planning for life safety during an incident. A departmental Continuity of Operations Plan (COOP) provides the basis for continuity actions while establishing a framework of procedures for addressing short-term or extended disruptions that could occur individually or in any combination. Each plan is a tool to increase the university's resiliency and improve the university's ability to respond to and recover from an incident.

The development of an EPG is an integral part of the emergency management system at the University of Virginia (UVA). An EPG will be used as the basis for university-wide preparedness, response, evacuation, and shelter-in-place actions. The EPG outlines the actions that personnel in a department will take in response to an incident. A well-developed EPG reduces the impact of incidents on people, property, and departmental functions.

Buildings are responsible for participation in the BEAP Program, which contains building-specific information such as emergency contact information, life safety equipment locations, the EPG, and proper methods for contacting emergency responders.

UVA Emergency Management Contact Information:

**IN CASE OF EMERGENCY, CALL 911.**

**FOR NON-EMERGENCIES AFTER BUSINESS HOURS, CALL 434-924-7166.**

Phone: 434-982-0565

Email: [uvaem@virginia.edu](mailto:uvaem@virginia.edu)

# **EMERGENCY PREPAREDNESS TRAINING**

Training is an integral part of the safety program for your department and building. Employees should be aware of the information located within the departmental EPG.

## **EMERGENCY PROCEDURES AWARENESS**

It is the responsibility of each department and school to ensure all their employees are familiar with the emergency procedures. General training should be a part of onboarding for new employees, and all employees should review the appropriate BEAP/s on a regular basis. This includes awareness of the emergency procedures, a physical tour of evacuation route/s and building evacuation location/s, location of first aid kits and AED(s), and unique building circumstances.

# EMERGENCY NUMBERS

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## EMERGENCY RESPONSE

UVA Police Department: 911

Charlottesville Fire Department: 911

Charlottesville Albemarle Rescue Squad: 911

## NON-EMERGENCY

UVA Police Department (non-emergency): 434-924-7166

Charlottesville Fire Department (non-emergency): 434-970-3240

Charlottesville Albemarle Rescue Squad (non-emergency): 434-296-4825

UVA Emergency Management: 434-982-0565

UVA Environmental Health and Safety: 434-982-4911

UTS OnDemand: 434-242-1122

Facilities Management for Academic/Housing facilities and grounds (request service): 434-924-1777

Facilities Management for UVA Health facilities and grounds (request service): 434-924-2267

Charlottesville-UVA-Albemarle Emergency Communications Center: 434-977-9041

UVA Health: 434-924-0000

# DIALING 911

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## REPORTING AN EMERGENCY

Dial 911 from your cell phone or on-Grounds phone when you need Police, Fire, or Emergency Medical Services.

- Tell the dispatcher your location, and provide the exact address or building, if possible.
- State the nature of the emergency (describe clearly and accurately).
- Give your full name and the telephone number from which you are calling, in case you are disconnected.
- Remain calm and do not hang up as additional information may be needed. If possible, have someone else or yourself meet emergency personnel outside of the building.

## THE UNIVERSITY OF VIRGINIA POLICE DEPARTMENT

The University Police Department is an internationally accredited professional police department providing the same level of service offered by a municipal police department, as well as other services unique to an academic institution. The department consists of over 130 employees including sworn police officers certified by the Commonwealth of Virginia, security officers, and administrative personnel. Patrols of the Grounds and Health System are done by foot, vehicles, bicycles, motor scooters, and motorcycles.

For more information on the University Police Department, please visit their website at <https://uvapolice.virginia.edu> or call 434-924-7166.

# EMERGENCY NOTIFICATION SYSTEM

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The UVA Emergency Notification System is used to reach the University community - students, faculty, and staff - during an emergency. Outdoor sirens, digital screens, email, text message, and desktop alerts are some components of the UVA Emergency Notification System.

## HOW TO RECEIVE UVA ALERTS

Students, faculty, and staff with a computing ID automatically are assigned an account and automatically receive alerts via email. A text message will also be sent to those who have registered their mobile phone number with the University during orientation or onboarding. Students, faculty, and staff can manage their accounts at any time to register additional email addresses and mobile phone numbers at this link: [https://uvaemergency.virginia.edu/uva\\_alerts](https://uvaemergency.virginia.edu/uva_alerts). This enhancement of UVA's Emergency Notification System is part of the University's commitment to provide quick and accurate information to our community in an emergency.

## BEYOND UVA ALERTS: ADDITIONAL SAFETY NOTIFICATIONS AT UVA

**An important reminder: The UVA Alerts Emergency Notification System is just one of the methods the University will use to communicate emergency information.** Emergency details and schedule changes will be posted on the University's emergency page at [www.virginia.edu/emergency](http://www.virginia.edu/emergency). Alerts and information will also be tweeted on @uva\_em and @uvapolice. Local television and radio stations should also be relied on in severe weather situations. Key staff and student leaders, such as the Housing & Residence Life Staff, will also be equipped to communicate directly with students. The UVA Department of Safety and Security also sends Community Alerts. These are safety notifications that are issued as information is available and on a case-by-case basis for certain crimes which have occurred either on Grounds or in an area immediately bordering Grounds. All available forms of communication will be used to convey needed information to the University community.

## WHAT TO DO IF YOU HEAR A CAMPUS OUTDOOR SIREN?

When the sirens are activated, remain calm, follow any audible instructions, and immediately check for additional protective action information via other UVA Alerts channels.

# EMERGENCY PROCEDURES

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## ACTIVE ATTACKERS & VIOLENT INCIDENTS

### Description

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Violent incidents, including but not limited to: active attackers, acts of terrorism, or other incidents of violence can occur on the University Grounds or in close proximity with little or no warning. The University Police Department has adopted nationally accepted law enforcement response procedures to contain and terminate such threats as quickly as possible. The following instructions regarding law enforcement response will enable you to take appropriate protective actions for yourself. The following instructions are intended for incidents that are of an emergent nature (i.e., imminent or in progress).

### Immediate Action

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- **RUN:** Evacuate if a safe route is available.
- **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 the door.
  - Turn off lights and computers, silence cell phones and other electronic devices.
- **FIGHT:** Prepare to defend yourself if necessary.
- **Call or text 911** when it is safe for you to do so.

### Secure the Immediate Area

Whether a classroom, residence hall room, office, or restroom:

- Lock or barricade the door, if able. Block the door using whatever is available—desks, tables, file cabinets, other furniture, books, etc.
- After securing the door, stay behind solid objects away from the door as much as possible.
- If the assailant enters your room and leaves, lock or barricade the door behind them.
- If it is safe for you to do so, allow others to seek refuge with you.

### Protective Actions

Take appropriate steps to reduce your vulnerability:

- Close blinds.
- Block windows.
- Turn off radios and computer monitors.
- Silence cell phones and other electronic devices.
- Remain calm and quiet. Encourage others to do the same.
- After securing the room, people should be positioned out of sight and behind items that might offer additional protection—walls, desks, file cabinets, bookshelves, etc.

### Unsecured Areas

If you find yourself in an open area, immediately seek protection:

- Put something between you and the assailant.
- Consider trying to escape, if you know where the assailant is and there appears to be an escape route immediately available to you.
- If in doubt, find the safest area available and secure it the best way that you can.



## **Call 911**

Emergency situations should be reported to law enforcement by dialing **911**. You may hear multiple rings—stay on the line until it is answered; do not hang up. Be prepared to provide the 911 operator with as much information as possible such as:

- What is happening,
- Where you are located including building name and room number,
- The number of people at your specific location,
- Injuries, if any, including the number of injured and the types of injuries, and
- Your name and other information as requested.

Try to provide information in a calm, clear manner so that the 911 operator can quickly relay your information to responding law enforcement and emergency personnel.

## **What to Report**

Try to note as much as possible about the assailant, including:

- Specific location and direction of the assailant,
- Number of assailants,
- Gender, race, and age of the assailant,
- Language or commands used by the assailant,
- Clothing color and style,
- Physical features – e.g., height, weight, facial hair, glasses, etc.,
- Type of weapons – e.g., handgun, rifle, shotgun, explosives,
- Description of any backpack or bag,
- Do you recognize the assailant? Do you know their name?, and
- What exactly did you hear? – e.g., explosions, gunshots, etc.

## **Treat the Injured**

The 911 operator will notify law enforcement and other emergency services personnel. Emergency medical services personnel will respond to the site but will not be able to enter the area until it is secured by law enforcement. You may need to treat the injured with basic first aid until the area is secure.

- For bleeding: apply pressure and elevate. Many items can be used for this purpose – e.g., clothing, paper towels, feminine hygiene products, newspapers, etc.
- Reassure those in the area that help will arrive – try to stay quiet and remain calm.

## **Un-securing the Area**

- The assailant may not stop until their objectives have been met or until engaged and neutralized by law enforcement.
- Always consider the risk exposure by opening the door for any reason.
- Attempts to rescue people should only be made if it can be done without further endangering the persons inside of a secured area.
- Be aware that the assailant may bang on the door, yell for help, or otherwise attempt to entice you to open the door of a secured area.
- If there is any doubt about the safety of the individuals inside the room, the area needs to remain secured.

## **Law Enforcement Response**

The University Police Department will immediately respond to the area assisted by other local law enforcement agencies if necessary. Know that help is on the way. It is important for you to remember the following:

- Remain inside the secure area.
- Law enforcement will locate, contain, and stop the assailant.
- The safest place for you to be is inside a secure room.
- The assailant may not flee when law enforcement enters the building, but instead may target arriving officers.

## **Injured Persons**

Initial responding officers will not treat the injured or begin evacuation until the threat is neutralized and the area is secure. It is important for you to remember the following:

- You may need to explain this to others in order to have them remain calm.
- Once the threat is neutralized, officers will begin treatment and evacuation.

## **Evacuation**

Responding officers will establish safe corridors for persons to evacuate. It is important for you to remember the following:

- This may be time consuming.
- Remain in secure areas until instructed otherwise.
- You may be instructed to keep your hands on your head or hands visible.
- You may be searched.
- You may be escorted out of the building by law enforcement personnel; follow their directions.
- After evacuation, you may be taken to a staging or holding area for medical care, interviewing, counseling, etc.
- Once you have been evacuated, you will not be permitted to retrieve items or access the area until law enforcement releases the crime scene.

## **Decision**

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Assistance from local and state law enforcement agencies will be provided under existing mutual aid agreements. The decision to call in outside supporting agencies or to close all or a portion of the Grounds will be made by the Associate Vice President of Safety & Security/Chief of Police or their designee and other appropriate individuals in the University administration. Information will be released to the UVA community as quickly as circumstances permit.

# BOMB THREAT

## Description

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A bomb threat may come to the attention of the receiver in various ways. It is important to compile as much information as possible. Please DO NOT attempt to notify or evacuate an entire building as this could consume valuable time that would be better used to gather important information. Please keep in mind that the vast majority of bomb threats are false and are primarily intended to elicit a response from the building occupants. In the case of a written threat, it is vital that the document be handled by as few people as possible, as this is evidence that should be turned over to the University Police Department. If the threat should come via e-mail, make sure to save the information on your computer. Most bomb threats are transmitted over the telephone; thus, the following instructions are provided with that assumption.

## Immediate Action

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- Remain calm and if able, please refer to the Telephone Bomb Threat Checklist on the next page. If applicable, pay attention to your telephone display and record the information shown in the display window.
- The objective is to keep the caller on the line as long as possible to attempt to gather as much information as possible. Try not to anger the caller at any time.
- While engaging the caller, pay attention to any background noise and distinctive sounds (machinery, traffic, other voices, music, television, etc.).
- Note any characteristics of the caller's voice (gender, age, education, accent, etc.).
- Attempt to obtain information on the location of a device (building, floor, room, etc.).
- Attempt to obtain information on the time of detonation and type of detonator.
- Immediately after the caller has ended the call, notify the University Police Department at **911**.
- If the threat was left on your voicemail, do not erase.
- Notify the immediate supervisor within your work area.

## Decision

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The decision to evacuate a University facility shall be made after a thorough evaluation of the information available, including but not limited to:

- Nature of the threat,
- Specificity of location and time of detonation,
- Circumstances related to the threat (i.e. political climate, series of events leading to the threat, etc.), and
- Discovery of a device or unusual package, luggage, etc.

The police will dispatch a search team and will organize the search. Other emergency units will be alerted to the threat and asked to stand by for further instructions. Persons leaving the building should report to a specified location for further instructions.

# BOMB THREAT CHECKLIST

Date:	Time Call Received:	Time Call Terminated:
Number Where Call was Received:		Who Received the Call?
Exact Wording of the Threat:		

**WHEN POSSIBLE, ASK THE CALLER THE FOLLOWING QUESTIONS:**

“When is the bomb going to go off?”	“Where is the bomb right now?”	“What does it look like?”
“What kind of bomb is it?”	“What will cause it to explode?”	“What is your name?”
“Did you place the bomb?”	“Why?”	“What is your address?”
“Is there a special way to identify the bomb?”	Other:	

**Describe the caller’s voice (check how he/she sounds)**

- Calm       Angry       Excited       Slow       Ragged/Raspy       Soft
- Laughter       Crying       Normal       Distinct       Deep Breathing       Slurred
- Stutter       Lisp       Fast       Familiar       Clearing Throat       Loud
- Nasal       Deep       Disguised       Accent       Cracked Voice       Other \_\_\_\_\_

**Describe the caller’s language**

- Understandable       Incoherent       Irrational       Message Read by Threat Maker
- Taped Message       Foul Language

Remarks:

**Describe the background sounds (check the sounds you hear)**

- Street Noises       Animal Noises       Office Machinery       Voices       Music
- Motor       House Noises       Factory Machinery       Clear
- Static: PA System or Local?

# EARTHQUAKE

## Description

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The University is located in the Central Virginia Seismic Zone. Since at least 1774, people in central Virginia have felt small earthquakes and suffered damage from infrequent larger ones. The largest damaging earthquake (magnitude 5.8) in the seismic zone occurred in August 2011. Smaller earthquakes that cause little or no damage are felt each year or two.

Most injuries occur when people inside buildings try to move to a different location in the building or try to leave. The area near the exterior walls of a building is the most dangerous place to be. Windows, facades, and architectural details are often the first parts of the building to collapse. To stay away from this danger zone, stay inside if you are inside and outside if you are outside. Injuries can be avoided if you drop to the ground before the earthquake drops you.

## Immediate Action

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If you are indoors:

- Stay inside until the shaking stops.
- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there is not a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- If you are in bed when the earthquake strikes, stay there. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- Do not use the elevators.

If you are outdoors:

- Stay there.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, drop to the ground and stay there until the shaking stops.

If you are in a moving vehicle:

- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

If you are in a stadium or amphitheater:

- Stay at your seat and protect your head and neck with your arms. Do not try to leave until the shaking is over. Then walk out slowly watching for anything that could fall in the aftershocks.

## Decision

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After the shaking has stopped, evaluate your surroundings:

- Look for safety hazards such as fire, smoke, smell of gas or fumes, dangerous debris, or obvious structural damage.
- Look for injured or trapped persons.
- If you are in a building and there are no obvious hazards, do not evacuate.
- If the structural integrity of your building is compromised or your surroundings are hazardous, evacuate. Use the stairs.
- Determine if emergency responders are needed. If yes, call **911**.
- Determine if the building needs to be evaluated for damage. If yes, contact Facilities Management at 434-924-1777. Facilities Management will deploy personnel for damage assessments.

## Subsequent Procedures / Information

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Expect aftershocks. These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months after the quake.

- Take steps to account for people. Gather at designated building evacuation location and determine if everyone is present including employees and visitors.
- If the building was evacuated, there should be an assessment of the building to evaluate damage. Do not re-enter the building until this has been completed.
- Listen to a battery-operated radio or television for the latest emergency information. The University operating status will be posted on [www.virginia.edu](http://www.virginia.edu) and <http://statusboard.uvaemergency.virginia.edu>.
- Use the telephone only for emergency calls.
- Stay away from the damaged areas unless your assistance has been specifically requested.
- Inspect your space for damage. Report damage to your supervisor.
- Open cabinets cautiously; beware of objects that can fall off shelves.
- Clean up spilled medicines, bleaches, gasoline, or other flammable liquids immediately if you are trained to do so. Leave the area and call **911** if you smell natural gas or fumes from other chemicals. Call Environmental Health and Safety at 434-982-4911 (or 911 after hours) for assistance if needed.

# FIRE / EXPLOSION

## Description

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A fire may include visible flames, smoke, or strong odors of burning. An explosion is caused by a rapid expansion of gas from chemical reactions or incendiary devices. The appropriate emergency action is for persons to evacuate the building quickly and safely and notify the Fire Department by dialing **911**.

## Immediate Action

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- Activate nearest fire alarm pull station.
- 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.
- Untrained persons should not attempt to rescue people who are inside a collapsed building. Wait for emergency personnel to arrive.
- Call **911** when it is safe for you to do so.

### For occupants of the building:

- Close, but do not lock the doors, to your immediate area as you leave.
- Evacuate the building via the nearest exit. If safe for you to do so, assist others in evacuating the building.
- Do not use elevators.
- As you evacuate, avoid smoke-filled areas.
- There are certain buildings, such as the Medical Center, that are defend in place buildings. If in doubt, ask your manager or professor if the building you are in is a defend in place building.

### For persons evacuating from the immediate fire area:

- As you evacuate, feel door/s from top to bottom with the back of your hand. If it is hot, do not proceed; go back and try an alternative evacuation route.
- If the door is cool, crouch low and open the door slowly. Close door quickly if smoke is present so you do not inhale it.
- If no smoke is present, exit the building via the nearest stairwell or exit door.
- If you encounter heavy smoke in a stairwell, go back and try another stairwell.

## Decision

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The responding Fire Department Incident Commander will control and make decisions at the scene of the fire. The Fire Department will decide when to turn control of the scene back to the University. The University Police Department will decide when it is safe to turn control of the scene back to the facility tenant(s).

# HAZARDOUS MATERIALS RELEASE

## Description

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A hazardous materials incident may be a spill or release of chemicals, radioactive materials, or biological materials inside a building or to the environment. Minor hazardous materials spills may be managed locally by personnel who are trained and familiar with the materials. Environmental Health and Safety is available to provide guidance and support for minor hazardous materials incidents. A major hazardous materials incident constitutes an emergency situation that endangers life safety or the environment and requires assistance from emergency response agencies such as the fire department or regional hazardous materials response team. This section provides general instruction for major hazardous materials incidents.

## Immediate Action

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- Move away from the site of the hazard to a safe location.
- Call **911** when it is safe for you to do so.
- Alert others to stay clear of the area.
- Wait and provide information to emergency response personnel.

## Decision

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- Determine if emergency responders are needed.
- Determine if immediate hazards are under control and the situation is stabilized.
- Determine if the site can be reoccupied or if further remediation or repair is needed.

### Decision Maker(s):

The decision to call for emergency assistance may be made by:

- A hazardous materials user involved in an incident,
- A person discovering an incident, and/or
- The resource or emergency unit receiving the call for assistance.

The decision that an incident is controlled and stabilized is made by the Incident Commander of the emergency response agency. Emergency agencies and units may request input for decision-making from University resource units. After immediate hazards have been controlled and stabilized, the Incident Commander will transfer authority and responsibility to the University Executive Vice President & Chief Operating Officer.



# INFRASTRUCTURE FAILURE

## Description

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It is understood that from time to time the University of Virginia may experience infrastructure problems that could disrupt normal operations or render the work site unsafe or uninhabitable, such as electricity, computer, heating and/or cooling systems, water, or telephone failures.

### Immediate Action – ACADEMIC

- If a critical incident is experienced relating to water, electricity, heating and/or cooling systems, call Facilities Management at **434-924-1777**.
- If a critical incident is experienced relating to telephone systems, call the UVA Help Desk at **434-924-4357**.
- If a critical incident is experienced relating to computer systems, call the UVA Help Desk at **434-924-4357**.

### Immediate Action – HEALTH SYSTEM

- If a critical incident is experienced relating to water, electricity, heating and/or cooling systems, call Facilities Management at **434-924-2267**.
- If a critical incident is experienced relating to telephone systems, call the Health System's Health Information & Technology Help Desk at **434-924-5334**.
- If a critical incident is experienced relating to computer systems, call the Health System's Health Information & Technology Help Desk at **434-924-5334**.

## Decision

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The first responders will determine whether a critical incident exists and will report to the appropriate department heads. In the event that a critical incident exists, the Associate Vice President for Safety and Security or their designee will notify the Executive Vice President & Chief Operating Officer and will convene the Critical Incident Management Team.

# MEDICAL EMERGENCY

## In the event of a serious illness or injury, dial 911.

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Provide the following information to the dispatcher:

- Exact location of the victim,
- Call back information (your name and phone number) in case you are disconnected,
- Sex and approximate age of victim,
- Nature of injury or illness, and
- Pertinent medical history, if known.

## What to do until help arrives:

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If a serious injury or illness occurs on Grounds, immediately dial **911**.

- Remain calm.
- If possible, send someone to meet emergency responders outside and direct them to the person's location.
- Keep victim still and comfortable. Do not move the victim unless the person is in immediate danger.
- Ask the victim, "Are you okay?" and "What is wrong?" Does the victim respond?
- Check breathing and check for a pulse. If there is no pulse and you have been trained, perform CPR or use an AED.
- Control serious bleeding by applying direct pressure to the wound.
- In case of a minor injury or illness, provide first aid care. Note the location of the first aid kits and the names of first aid/CPR trained personnel in your area. Individuals in each department or building are encouraged to obtain training in first aid/CPR/AED.

## Public Access Automatic External Defibrillators (AEDs)

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AEDs are located across Grounds in a variety of buildings. A map and a listing of public AED locations across Grounds is located at this website address: <https://uvaemergency.virginia.edu/aed>.

# MISSING CHILD OR VULNERABLE ADULT

## Immediate Action

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If someone approaches you with information that a child or vulnerable adult under their care is missing, follow these steps:

- Perform a quick search of the immediate area.
- Collect the following information about the missing individual:
  - Name
  - Age
  - Sex
  - Skin color
  - Hair color
  - Height
  - Weight
  - Clothing
  - Location last seen
  - Was the missing individual with anyone else?
  - Does the reporting party have any recent pictures of the missing individual readily available?
- **Call 911.**
- Explain the situation and relay the information that you have collected.
- Follow directions provided by law enforcement personnel.

If you encounter a child or vulnerable adult that seems to be lost or unsure of their surroundings, follow these steps:

- Talk to the individual to see if they are truly lost.
- Ask the individual for parent or caregiver contact information. If they can provide that information, then use it to contact the parent or caregiver.
- **Call 911** if the individual is not able to provide you with contact information for a parent or caregiver, or if you do not make quick contact with a parent or caregiver.
- Stay with the individual until law enforcement personnel, a parent, or caregiver arrives. Do not remove the individual from that location unless you are in a dangerous place.

# SEVERE WEATHER

## Description

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When severe weather conditions become apparent, the National Weather Service describes conditions by two classifications:

- A **Watch** means weather conditions are favorable for the development of hazardous weather.
- A **Warning** means hazardous weather is happening or is imminent.

If the National Weather Service issues a Severe Weather-Related Warning for the City of Charlottesville, follow the steps below.

## Immediate Action

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- Move away from outside windows. If the windows in your offices are supplied with blinds, close the blinds (this will provide protection from broken glass).
- Remain calm.
- If directed to evacuate:
  - Take all items of value with you.
  - Use a route that is in the building interior and stay away from large expanses of glass and windows.
  - Use the stairwells rather than the elevators.
  - Do not return inside the building until advised by emergency response personnel that it is safe to do so.
- Look at the Operations Status Board at <http://statusboard.uvaemergency.virginia.edu> for the latest information on schedule changes or call the Weather or Emergency Event Status Messages hotlines (434-924-7669 or 434-243-7669).

## Changes to University Operations

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As a general practice, the University makes every effort to maintain its normal schedule of operation. However, the University may decide to alter the start or close of operations during emergencies. Only the President or the Executive Vice President & Chief Operating Officer has this authority. Special programs that involve travel away from the University (field trips, evening classes, or other activities) may be canceled by the responsible dean if, in the dean's judgment, extreme weather conditions require it.

The University will announce full and partial modifications to the schedule through various media sources. University Communications will provide announcements to local television and radio stations to cover all day, evening, night, and weekend University work schedules. Standardized messages covering employees of both the University and the Medical Center will be broadcast.

## Subsequent Procedures and Information

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- Listen to weather-alert radios to stay informed of real-time traffic information, latest road reports, or listing of closed roads during a weather event.
- Also monitor commercial radio, television, and the Internet.

# SUSPICIOUS OBJECT, ODOR, OR PERSON

*“If you see something, say something.”*

## Suspicious Object

### Immediate Action

1. Do not touch or disturb the object.
2. Leave the immediate area of the object and dial **911**.
3. Report type of object and location to first responders. Prepare to evacuate if instructed.

## Suspicious Odor

### Smell of Smoke or Gas

1. Activate the nearest fire pull station.
2. Evacuate the immediate area and dial **911**.
3. Report type of odor and location to first responders. Prepare to evacuate if instructed.

### Any Other Odor

1. Investigate, if possible and safe to do so.
2. If you do not know which utility service to contact, dial University Police at **434-924-7166** (for non-emergency situations).

## Suspicious Person

### Signs of a Suspicious Person

The signs of a suspicious person include but are not limited to:

- A person who does not belong gaining or trying to gain access to a restricted area,
- A person forcibly entering a locked vehicle or door,
- A person who photographs, videotapes, sketches, or asks detailed questions about infrastructure, or
- A person acting in an unusual manner or seems out of the ordinary.

### Suspicious Person Response

1. Dial **911** and provide the following information:
  - Area where the suspicious person is currently located,
  - What the suspicious person is doing, and
  - A description of the suspicious person.
2. Do not let anyone into a locked room or building without proper authority.
3. Do not engage in a confrontation with the person.
4. Do not block the person's exit.

# TORNADO

## Description

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When severe weather conditions occur in which tornadoes may develop, the National Weather Service describes conditions by two classifications:

- A **tornado watch** means weather conditions are favorable for tornadoes to develop in and near the watch area. During a tornado watch, staff should be alert to weather conditions.
- A **tornado warning** means that a tornado has been sighted or indicated by weather radar. There is imminent danger to life and property.

## Immediate Action

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- Remain calm.
- Go to an area of refuge.
  - Rooms and corridors in the innermost part of a building are the safest spaces.
  - Avoid windows and corridors with windows or large freestanding expanses of glass.
- There is no guaranteed safe place during a tornado. However, it is important to seek shelter in the best location to help minimize your exposure.
- Do not use elevators during a Tornado Warning.
- Persons with mobility concerns should go to an area of refuge at the time of a Tornado Watch. Do not wait for a Tornado Warning.
- Close all doors, including main corridors. Make sure all doors latch.
- Crouch near the floor or under heavy, well-supported objects and cover your head.
- If outside, lie down in a low-lying ditch and cover your head.
- Be alert for fire. In the event of a fire, follow the recommendations from the Fire / Explosion Section of the Emergency Procedures Guide.

## Decision

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If a tornado impacts any of the University of Virginia buildings, the decision to return to your workspace or vacate the affected building(s) will be made by the Associate Vice President for Safety & Security/Chief of Police or their designee in consultation with the Executive Vice President & Chief Operating Officer, Office of the University Building Official, Environmental Health and Safety – Fire Safety, and Facilities Management.

## Subsequent Procedures / Information

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Your first concern after an emergency is your health and safety.

### Aiding the Injured

- Check for injuries and call **911** if medical help is needed.
- Do not attempt to move seriously injured persons unless they are in immediate danger of death or further injury.
- If you must move an unconscious person, first stabilize the neck and back, then call for help.

### Safety Issues

- Be aware of new safety issues created by the tornado. Watch for debris, leaking hazardous materials, gas leaks, broken glass, damaged electrical wiring, and injured animals.
- Inform local authorities about health and safety issues, including chemical spills, downed power lines, smoldering insulation, and dead animals.