Building Emergency Action Plan

Building Name
New Cabell Hall

Building Number
0060

Building Address
1605 Jefferson Park Ave

Departments in Building

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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. Adepartmental Continuity of Operations Plan (COOP) provides the basis for continuity actions while establishing aframework of procedures for addressing short-term or extended disruptions that could occur individually or in anycombination. Each plan is a tool to increase the university's resiliency and improve the university's ability to respondto 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.

University of Virginia Emergency Management

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

Emergency Preparedness Guide (EPG) Training

Training is an integral part of the safety program for your department and building. Employees should be aware ofthe 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 firstaid kits and AED(s), and unique building circumstances.

Important Numbers

Emergency Response

UVA Police Department: 911
Charlottesville Fire Deparment: 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

Reporting an Emergency

Dial or text 911 from your cell phone or on-Grounds phone or use the UVA Ready APP 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 someoneelse or yourself meet emergency personnel outside of the building.

The University of Virginia Police Department

The University Police Division is an internationally accredited professional police department providing thesame level of service offered by a municipal police department, as well as other services unique to an academicinstitution. The division 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, and motorcycles.

For more information on the University Police Division, please visit their website at https://uvapolice.virginia.edu or call434-924-7166.

Building Coordination Team

Each building that maintains a BEAP will have a Building Coordination Team. The team will consist of a minimum of one Building Emergency Coordinator (BEC) and one Alternate Building Emergency Coordinator (Alternate BEC). Buildings may also form an optional Building Preparedness Committee.

Typically, a building is occupied by multiple departments, making building-wide communications difficult during normal operations, let alone during an emergency. Consequently, the Building Coordination Teams also serve to assist first responders, UVAEM, EHS Fire Safety, and University Police by developing a common, building-wide plan of action for emergencies that threaten life safety. An additional role of the BEC and Alternate BEC is to serve as points of contact within each building and promote better dissemination of pertinent emergency preparedness information and plans throughout occupants of and visitors to their buildings. In addition, emergency responders are provided with knowledgeable points of contact within each building that can assist in contacting appropriate departmental personnel and officials in case of an emergency.

Building Emergency Coordinator (BEC)

The Building Emergency Coordinator (BEC) Program will establish a coordinated emergency preparedness and planning effort among each of the campus buildings. The BEC and Alternate BEC serve as central points of contact to the Department of Safety and Security in which information can be exchanged within and external to the building.

Alternate BEC

The Alternate BEC will serve as an additional point of contact for Department of Safety and Security and will assume the role of the BEC in their absence.

Building Emergency Coordinator	Aimee Steussy	Arts & Sciences Office Manager and Space Management Admin/Administrative Generalist
		+1 434-960-2987
	ans5a@virginia.edu	
	New Cabell Hall - 5th Floor - 528 New Cabell Hall	

Alternate Building Emergency Coordinator	Anna Towns	Arts & Sciences Director of Space Planning & Management
		+1 434-242-5666
	akt2m@virginia.edu	
	New Cabell Hall - 5th Floor - 533 New Cabell Hall	

Building Information

Building Footprint:

Building Name: New Cabell Hall	**Building Number:** 0060	**Year Built:** 1952
# of Floors:	**Gross Square Footage:**	**Access Type:**
Address & Zip: 1605 Jefferson Park Ave, 22904	**Department(s):**	

Fire Control Panel(s)

Floor #	Building + Room	Location Description
1		

Life Safety Equipment Locations

Automated External Defibrillators (AEDs)

Serial #	Room #	Location Description
	C355	Near conference room 349
X19J209936	C460	4th floor men's bathroom lobby
X19J209626	C240	Women's restroom lobby

Fire Extinguishers

Floor #	Location Description	Type & Size
P	EMR 650W	ABC - 10LB
6		-
6		-
6	Elevator machine room in attic room 650W	ABC - 10LB
6	Elevator machine room 650E in attic	ABC - 10LB
5	Room 547	ABC - 2.5LB
4	Room 456	ABC - 2.5LB
3	Room 356	ABC - 2.5LB
2	Room 256	ABC - 2.5LB
2	Room 256	ABC - 2.5LB
2	Rising roll prep room	K - 6L
2	Rising roll cafe prep room	K - 6L
1	Room 156	ABC - 2.5LB

Emergency Notification System

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. 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.

UVA Alerts: Emergency Notification System 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. Alerts and information will also be tweeted on @uvasafety 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
Division of Safety and Security also sends Community Alerts These are safety notifications that are issued as information is available and on 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 check for additional protective action information via other UVA Alerts channels.

Emergency Procedures

Shelter-In-Place

Description

Shelter-in-place alerts are used for any incident where police and emergency responders need the UVA community go inside and stay inside, such as a dangerous situation on or near Grounds, a HAZMAT or other environmental hazard, or severe weather. In these incidents staying inside is important for your safety and facilitates emergency response.

How do I Shelter-In-Place?

If inside:

- Stay inside. Remain calm.
- Move away from external doors and windows, if possible.
- Inside, patrons of a building may continue their activities, including moving around to access restrooms, food, and to work/teach.

If outside:

- Go inside the nearest building.
- If that is unavailable, get away from the area, to safety, as quickly as possible. Or if unable to get away, hide behind or under a secure structure.

- Monitor communications from the university.
- Follow any additional instructions from UVA alerts or emergency personnel.
- Do not leave the building until UVA issues the “All Clear” message.

Emergency Evacuation

Description

A building may need to be evacuated due to an emergency such as a chemical spill, fire, structural damage, or violence. In these situations, the fire alarm system or UVA Alert may be used to initiate a building evacuation; however, verbal commands from staff, faculty, police, or other emergency response personnel may also be used.
All buildings must have continuously unobstructed exit paths to allow timely evacuation and immediate access for emergency response personnel. An exit path consists of:

- Corridors, stairways, and/or aisles leading to an exit door,
- An exit door, and
- The path or way outside of the exit door that leads away from the building.

General Actions

Before an emergency requiring evacuation, faculty and staff should locate the nearest exit from their work location and determine the route they will follow to reach that exit in an emergency. Establish an alternate route to be used in the event your route is blocked or unsafe. Once outside, know where your designated Building Evacuation Location is for your building. If you are unsure, talk with your supervisor or Building Emergency Coordinator.

It is the responsibility of supervisors, faculty, and staff to ensure that employees and students are familiar with evacuation alerts, evacuation routes, exterior designated Building Evacuation Locations, and other procedures related to evacuation.

In the event of an evacuation, all building occupants must respond to emergency alarms and notifications.

- Immediately stop what you are doing and remain calm.
- If you are in a lab, secure any hazardous materials/equipment before leaving.
- If time, conditions, and safety permit, take important personal items with you (i.e. car keys, purse, medication, glasses, etc.). Leave everything else. Instruct others to do the same.
- Check doors for heat before opening and if the door is hot, DO NOT open it.
- Walk directly to the nearest exit, assisting students and visitors with evacuation procedures. Move quickly; however, do not run, push, or crowd.
- Assist persons with disabilities. Occupants who are unable to evacuate should contact 911 and give their exact location.
- Use the stairs for evacuation; do not use elevators. Use handrails in stairwells and stay to the right.
- Keep noise to a minimum so you can hear emergency instructions. Follow instructions from emergency personnel.
- Once outside, move quickly away from the building and to your Building Evacuation Location, unless otherwise instructed.
- Report missing persons to emergency response personnel.
- Watch for falling glass and other debris.
- Keep roadways and walkways clear for emergency vehicles and personnel.
- **DO NOT** return to the building until instructed to do so by emergency personnel.

Evacuation Assembly Areas

Each building has a Building Evacuation Location to use in case of emergency. An emergency coordinator (such as a BCT Member) should be assigned to each evacuation point to ensure that all building occupants are safe and accounted for.

Bomb Threat

Description

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. 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 Division. If the threat should come via e-mail, make sure to save the information onyour computer. Most bomb threats are transmitted over the telephone; thus, the following instructions are provided with that assumption.

Immediate Actions

- Remain calm and if able, please refer to the Telephone Bomb Threat Checklist on the next page. Ifapplicable, pay attention to your telephone display and record the information shown in the displaywindow.
- The objective is to keep the caller on the line as long as possible to attempt to gather as muchinformation 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 Division at 911.
- If the threat was left on your voicemail, do not erase.
- Notify the immediate supervisor within your work area.

Decision

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

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

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

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

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 address damage. Do not re-enter 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 and http://statusboard.uvaemergency.virginia.edu.
- Use the telephone only for emergency calls.
- Stay away from 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

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

The R.A.C.E. acronym stands for Rescue, Alarm, Confine, and Extinguish/Evacuate. It's a simple way to remember the steps to take in a fire emergency.

- RESCUE: If it is safe to do so, rescue others from immediate danger.
- ALARM: If you do not hear or see the fire alarm, pull the closest alarm and call 911.
- CONTAIN: Contain the fire by closing doors and windows. If it is safe to do so, clear corridors of obstructions.
- EXTINGUISH/EVACUATE: If the fire is small and you feel comfortable, use the nearest fire extinguisher to extinguish the flames and/or evacuate the area.

Evacuation Safety:

- Evacuate the building via the nearest exit. If safe for you to do so, assist others to evacuate the building.
- Do not use elevators.
- Close, but do not lock doors behind you as you leave.
- As you evacuate, feel door/s from top to bottom with the back of your hand.
    - If hot, do not proceed; go back and try an alternative evacuation route.
    - If cool, crouch low and open the door slowly. Close the door quickly if smoke is present so you do not inhale it.
- If you encounter heavy smoke in a stairwell, go back and try another stairwell.
- If you become trapped, make noise to alert rescuers.
- Watch out for falling debris; take cover and protect head.

To use a Fire Extinguisher remember the P.A.S.S. acronym:

- **P**ull the pin
- **A**im at the base of the fire
- **S**queeze the trigger
- **S**weep side to side

Decision

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 Division will decide when it is safe to turn control of the scene back to the facility tenant(s).

Hazardous Materials Release

Description

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

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

Decision

- 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

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**.

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

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

Provide the following information to the dispatcher:

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

What to do until help arrives

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 the person still and comfortable. Do not move them unless the person is in immediate danger.
- Ask the person, "Are you okay?" and "What is wrong?" Does they 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)

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

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

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

- 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).

Decision

University Operations

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 / Information

- 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 Activity

Suspicious Activity

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.

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).

Tornado

Description

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

- 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

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

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.

Violent Incident

Description

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 Division has adopted nationally accepted law enforcement response procedures to contain and stop 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

If you are in the immediate vicinity of the attacker:

1. RUN: Evacuate if a safe route is available.
2. 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.
3. FIGHT: Prepare to defend yourself if necessary.
4. Call or text 911 when it is safe for you to do so.

If you are not in the immediate vicinity of the attacker:

- Stay inside and away from exterior doors and windows.
- If outside, go inside the nearest building or leave the area.

How to 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.

Other Protective Actions

- Close blinds and block windows.
- 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 offeradditional protection—walls, desks, file cabinets, bookshelves, etc.
- Do not exit if there is a fire alarm unless you see smoke or fire.

Call 911
Emergency situations should be reported to law enforcement by dialing or texting 911. You may hearmultiple rings—stay on the line until it is answered; do not hang up. Be prepared to provide the 911operator 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 informationto 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.

Injured Persons

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 securedby 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

- Only let in police and uniformed first responders.
- Always consider the safety risk by opening the door for any reason.
- The assailant may not stop until their objectives have been met or until they are stopped by law enforcement.
- Be aware that the assailant may bang on the door, yell for help, or otherwise attempt to entice you toopen the door of a secured area.
- Attempts to rescue people should only be made if it can be done without further endangering the persons inside of a secured area.

When Law Enforcement Arrives:

- Phones down, hands up. Immediately raise hands and spread fingers.
- Remain calm and follow officers' instructions.
- Avoid quick movements towards officers such as attempting to hold on to them for safety.
- Avoid pointing, screaming and/or yelling.

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 untillaw enforcement releases the crime scene.

Persons Needing Assistance in Emergencies

Some members of our community may need additional assistance during an emergency. When offering assistance always remember:

- Ask how you can help before giving assistance.
- Respect that the person with the disability has authority on how to be evacuated.
- Offer help but let the person explain what help is needed.
- Carrying a person is not advisable except in the most extreme of circumstances.
- Once outside, direct the person to the designated Building Evacuation Location.

We recognize the aforementioned information is only a starting point for assisting those with disabilities during an evacuation. Students with questions or concerns are encouraged to have a conversation with Student Disability Access Center. Faculty and staff with questions or concerns are encouraged to have a conversation with the Office for Equal Opportunity and Civil Rights.

Evacuation Options

The following are general guidelines for evacuation procedures for persons with disabilities. Faculty, staff, students, and visitors who may need additional assistance should develop their own evacuation plans and identify their primary and secondary evacuation routes from each building they use. They should:

- Be familiar with evacuation options.
- Seek evacuation assistants who are willing to help in case of an emergency.
- Inform your instructor or supervisor that you would need assistance in an emergency and discuss in advance on how they can best assist you.
- Familiarize your support team with your schedule, how best to assist you, and how to operate any necessary equipment.

During an evacuation, building occupants generally have two evacuation options:

1. **Horizontal Evacuation:** Using building exits to reach the outside ground level. Some buildings may be connected to other buildings via ramps, tunnels, or bridges. If this is the case, moving to an unaffected adjacent building may be another safe option.
2. **Vertical Evacuation:** Using stairs to move individuals from top or bottom floors to a floor that allows individuals to exit the building.

Individuals that are unable to use the two above options have the following options:

1. **Stay in Place:** Unless danger is imminent, remain in a room with an exterior window, a telephone, and a solid or fire-resistant door. With this approach, the person may keep in contact with emergency services by dialing 911 and reporting their location directly. Emergency services will immediately relay this location to on-site emergency personnel. Phone lines are expected to remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object. *The Stay in Place approach may be more appropriate for sprinkler protected buildings or buildings where an "area of refuge" is not nearby or available. It may also be more appropriate for an occupant who is alone when the alarm sounds.*
2. **Area of Refuge**: With an evacuation assistant, go to an area of refuge away from obvious danger. The evacuation assistant will then go to the Building Evacuation Location and notify the on-site emergency personnel of the location of the person with a disability. Usually, the safest areas of refuge are pressurized stair enclosures common to high-rise buildings and open-air exit balconies. Other possible areas of refuge include fire-rated corridors or vestibules adjacent to exit stairs. Taking a position in a fire-rated corridor next to the stairs is a good alternative to a small stair landing crowded with other building occupants using the stairs to evacuate.

Access Needs

Wheelchair User

Persons using wheelchairs should stay in place or move to an area of refuge with a self-identified evacuation assistant when notified of an emergency in the building. The self-identified evacuation assistant should then proceed to the Building Evacuation Location and tell the arriving emergency personnel of the location of the wheelchair user. If alone, the wheelchair user should call 911 with their location and the area of refuge they are headed to.

If the stair landing is chosen as the area of refuge, please note that many buildings have relatively small stair landings and wheelchair users are advised to wait until the heavy traffic has passed before entering the stair landing.

Trained emergency personnel should conduct stairway evacuation of wheelchair users. Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users.

Non-Wheelchair User – Other Physical Need
Persons with mobility impairments who can walk independently may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with a mobility impairment may choose to stay in the building, using the other options, until the emergency personnel arrive and determine if evacuation is necessary. In this case, the person with a mobility impairment should call 911 to alert them to their location and request further information to ascertain the necessity of evacuation.

Deaf or Hard-of-Hearing

Some buildings on campus have fire alarms with strobe lights; however, many older buildings have only an audible alarm. Identify a method (such as short explicit written notes) that will alert you to evacuate and then share this method with your instructors, coworkers, and/or interpreters.

Vision Loss

Most people with vision loss will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are blind or have low vision may need assistance in evacuating. The self-identified evacuation assistant should offer their elbow to the individual with low vision and guide the individual through the evacuation route. During the evacuation, the assistant should communicate as necessary to ensure safe evacuation.

Mental Disabilities (Including Autism, Anxiety, PTSD, etc.) Functional Needs

Those with mental disabilities under usual circumstances can function on their own or with support systems. However, during an emergency, their level of independence may be challenged. All standard building egress systems require the ability to process and understand information to safely evacuate. Plan to ask for assistance if you may need help from a friend or coworker in the buildings you frequent. Review and practice emergency evacuation procedures and understand how notifications will occur.