

**Emergency Response Sheet**  
**A Quick Reference Guide for Emergency Situations**

Emergency Type	Your first response should be:
Active Shooter	<p><b>Run: Evacuate if a safe route is available and call 911 when safe to do so</b></p> <p><b>Hide: If it is unsafe to escape, hide in an area out of view and lock the door and block entry, stay behind solid objects away from the door, turn off lights and computers and silence cell phones.</b></p> <p><b>Fight: Be prepared to defend yourself if necessary.</b></p>
Bomb Threat	Obtain as much information as possible – location of the device, when will it go off, what it looks like, why was it placed, etc. Direct someone to <b>call 911</b> from a different phone.
Civil Disturbance	<b>Call 911.</b>
Computer Problem	<b>Call HSTS HIT Help Desk at 924-5334.</b>
Elevator outage	<b>Call HS Physical Plant at 924-2267.</b>
Evacuation	Notify all in area of need to evacuate, advise emergency personnel of anyone who needs assistance evacuating the building.
Explosion	Evacuate and <b>call 911 when safe to do so.</b>
Fire	Activate nearest fire alarm and evacuate. <b>Call 911</b> when safe to do so.
Flooding	<b>Call HS Physical Plant at 924-2267.</b> Do not touch electrical equipment if in contact with water. Remove sensitive items from area.
Freezer outage	<b>Call HS Physical Plant at 924-2267.</b> Request the School of Medicine spare freezer, which is controlled by the HVAC group. Access dry ice for freezers and refrigerators.
Gas Leak	<b>Call HS Physical Plant at 924-2267.</b>
Hazardous Materials	Trained personnel clean up spill using personal protective equipment and appropriate supplies. <b>Call OEHS at 982-4911.</b> Move away from spill; deny entry to area. <b>Call 911.</b> Notify your supervisor.
Infrastructure Outage: Cooling, Heating, Power, Water,	<b>Call HS Physical Plant at 924-2267.</b> Ensure that critical equipment is served by emergency power and functional. Access extension cords and dry ice, as needed.
Medical Emergency	<b>Call 911;</b> give location of emergency. Follow directions from the 911 operator.
Odors other than smoke	<b>Call HS Physical Plant at 924-2267.</b>
Radioactive incident	<b>Notify emergency operator (924-2012).</b> Evacuate and isolate the area, deny entry to others. Notify Supervisor.
Sewer Stoppage/Failure	Do not flush toilets, use water, or pour liquids down drain. <b>Call HS Physical Plant at 924-2267.</b>

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Suspicious Object	Do not touch or disturb object, <b>Call 911.</b>
Telephone outage	<b>Use cell phone to call HSTS at 924-5334</b> or submit an on-line help request: <a href="http://its.virginia.edu/telephone/support.html">http://its.virginia.edu/telephone/support.html</a> .
Violent Incident	<b>Run: Evacuate if a safe route is available and call 911 when safe to do so</b>  <b>Hide: If it is unsafe to escape, hide in an area out of view and lock the door and block entry, stay behind solid objects away from the door, turn off lights and computers and silence cell phones.</b>  <b>Fight: Be prepared to defend yourself if necessary.</b>

**Please place by phones in  
your Work Area**