

School of Medicine  
Quick Reference Guide for Emergency Situations

Emergency	Prepare	Your first response should be	Then do this	Additional Follow up
<b>Bomb Threat</b> 	<ul style="list-style-type: none"> <li>Maintain copy of bomb threat checklist at each telephone with a published number.</li> <li>Consider drilling bomb threat procedures on each shift annually.</li> </ul>	<ul style="list-style-type: none"> <li>Obtain as much information about the device as possible.</li> <li>Direct someone to <b>Call 911</b> immediately from a different phone.</li> </ul>	<ul style="list-style-type: none"> <li>Contact your supervisor.</li> <li>Move to safety and await instructions from emergency personnel.</li> </ul>	<ul style="list-style-type: none"> <li>If possible, complete UVA bomb threat checklist (<a href="http://www.virginia.edu/emergency/plan.html#bombthreat">http://www.virginia.edu/emergency/plan.html#bombthreat</a>).</li> </ul>
<b>Civil Disturbance</b> 		<ul style="list-style-type: none"> <li><b>Call 911</b></li> </ul>	<ul style="list-style-type: none"> <li>Follow instructions from institutional leaders/police.</li> </ul>	<ul style="list-style-type: none"> <li>Report on the incident to responders.</li> </ul>
<b>Computer Network Failure</b> E-mail, internet, network connectivity non-functional.	<ul style="list-style-type: none"> <li>Ensure that key systems are plugged into UPS battery backup with surge protection.</li> </ul>	<ul style="list-style-type: none"> <li><b>Call Help Desk: 924-5334</b></li> </ul>	<ul style="list-style-type: none"> <li>Institute downtime procedures with backup manual/paper systems.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure system integrity such as lost data</li> </ul>
<b>Electrical Power Failure (no emergency power)</b> 	<ul style="list-style-type: none"> <li>Identify essential reagents and equipment to protect.</li> <li>Purchase extension cords and surge strips for use in an emergency. Known where SOM extension cords are stored in your building and how to access them.</li> <li>Ensure that key equipment is plugged into UPS battery backup and/or red outlets, if available.</li> <li>Identify alternate location to work and move supplies/equipment.</li> <li>Purchase flashlights and batteries.</li> </ul>	<ul style="list-style-type: none"> <li>Access dry ice for freezers and refrigerators. <b>Call Health System Physical Plant (HSPP) 924-2267.</b></li> <li>Account for needs of individuals with limited mobility. Help coordinate response with Physical Plant, Dean's Office.</li> </ul>	<ul style="list-style-type: none"> <li><b>Call 911</b></li> <li>Contact your supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>Learn extent and length of outage.</li> <li>Determine whether to modify employees' work schedules; coordinate with department administration, HR.</li> </ul>

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<p><b>Electrical Power Failure (emergency generators work)</b></p>	<ul style="list-style-type: none"> <li>Ensure that critical equipment is served by emergency power and functional.</li> </ul>	<ul style="list-style-type: none"> <li>Turn off/unplug other equipment. Access extension cords and dry ice, as needed. <b>Call Health System Physical Plant (HSPP) 924-2267.</b></li> </ul>	<ul style="list-style-type: none"> <li>Contact your supervisor.</li> </ul>	
<p><b>Elevator outage</b></p> <p>All vertical movement will have to be by stairs.</p>	<ul style="list-style-type: none"> <li>Become familiar with individuals in your area who have limited ability to navigate stairs</li> <li>People with limited mobility and/or disabilities, develop a plan for evacuation in case of an outage</li> </ul>	<ul style="list-style-type: none"> <li><b>Call Health System Physical Plant (HSPP) 924-2267.</b></li> </ul>	<ul style="list-style-type: none"> <li>Limit use of available elevators to essential transport; otherwise, use stairs to move from one floor to the next</li> </ul>	
<p><b>Evacuation Announcement</b></p> <p>Remaining in area may be hazardous. Order to evacuate may come from fire, police, or UVA/SOM administration.</p>	<ul style="list-style-type: none"> <li>Establish a plan to shelter-in-place for those unable to evacuate</li> <li>Prepare emergency go-bag. Take along with keys, medicine, cell phone, wallet, purse, other valuables, etc.</li> <li>Identify and periodically review outside evacuation locations.</li> </ul>	<ul style="list-style-type: none"> <li>Notify all in area of need to evacuate.</li> </ul>	<ul style="list-style-type: none"> <li>Report to designated assembly area, if one has been assigned.</li> </ul>	
<p><b>Explosion or Fire</b></p> <p>Includes smoke, or the smell of something burning.</p>	<ul style="list-style-type: none"> <li>Review Fire Prevention and Response Guide</li> <li>Develop Unit Specific Fire Safety Plan</li> <li>Identify location of emergency exits.</li> <li>Conduct fire drills</li> </ul>	<ul style="list-style-type: none"> <li>Pull manual alarm.</li> <li>Leave area immediately,</li> <li><b>Call 911.</b></li> </ul>	<ul style="list-style-type: none"> <li>Report to the building's evacuation site. Advise emergency personnel of anyone who remains in the building.</li> </ul>	

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<b>Fire alarm or sprinkler system failure</b>		<ul style="list-style-type: none"> <li>Call Health System Physical Plant (HSPP) 924-2267.</li> </ul>		
<b>Flooding</b> Source: within your area or from roof or floors above.	<ul style="list-style-type: none"> <li>Store critical supplies, hazardous material, and equipment off floor</li> <li>Develop unit specific evacuation plan.</li> </ul>	<ul style="list-style-type: none"> <li>Call Health System Physical Plant (HSPP) 924-2267. Do not touch electrical equipment.</li> <li>Avoid contact with water</li> <li>Remove sensitive items from area</li> </ul>	<ul style="list-style-type: none"> <li>Contact your supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>Move supplies and equipment to dry location or cover with plastic.</li> <li>Attempt to capture water in containers, channel to drains or outside. Notify all in area if evacuation is directed.</li> </ul>
<b>Freezer outage</b>		<ul style="list-style-type: none"> <li>Call Health System Physical Plant (HSPP) 924-2267. Request that they deliver the School of Medicine freezer, which is controlled by the HVAC group. Access dry ice for freezers and refrigerators.</li> </ul>	<ul style="list-style-type: none"> <li>Make sure to return freezer to HSPP as soon as the failed unit has been replaced or repaired.</li> </ul>	
<b>Gas Leak</b>	<ul style="list-style-type: none"> <li>Ensure that gas valves are closed tightly after usage.</li> <li>Make sure that all potential ignition sources are stored away properly.</li> </ul>	<ul style="list-style-type: none"> <li>Call Health System Physical Plant (HSPP) 924-2267.</li> </ul>	<ul style="list-style-type: none"> <li>Open windows to ventilate; turn off gas equipment.</li> <li>Do not turn on or off any electrical equipment.</li> <li>Do not use cell or land line phones inside affected area.</li> </ul>	

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<b>Hazardous Materials</b>	<ul style="list-style-type: none"> <li>• Maintain file for MSDS and send any MSDS forms to Environmental Health &amp; Safety</li> <li>• Maintain spill kit appropriate for known hazards.</li> </ul>	<ul style="list-style-type: none"> <li>• Trained personnel clean up spill using personal protective equipment, spill clean-up supplies. <b>Call 911 and the Office of Environmental, Health &amp; Safety (982-4911).</b></li> <li>• Notify your supervisor and others in the area of the spill.</li> <li>• Move away from and isolate spill; deny entry to area.</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriately dispose of materials.</li> <li>• Remain nearby to aid responders. Assist victims with decontamination if you can do so safely. Seek medical treatment for victims.</li> </ul>	<ul style="list-style-type: none"> <li>• For any spill, report on the incident to the Office of Environmental, Health &amp; Safety.</li> </ul>
<b>Heating, Ventilation, Air Conditioning Outage</b>	<ul style="list-style-type: none"> <li>• Identify essential reagents and equipment to protect.</li> <li>• Identify alternate location to work and move supplies/equipment.</li> <li>• Review protocols for building closure.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Call Health System Physical Plant (HSPP) 924-2267.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Contact your supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• Determine whether to modify employees' work schedules; coordinate with department administration, HR.</li> </ul>
<b>Inclement Weather</b>	<ul style="list-style-type: none"> <li>• UVA Emergency Management maintains awareness of changing conditions</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Employees should obtain work reporting instructions from the Inclement Weather line at 924-SNOW or 243-SNOW</b></li> </ul>		
<b>Medical Emergency</b>	<ul style="list-style-type: none"> <li>• Know contents and location of emergency equipment.</li> <li>• Know where AED is located</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Call 911</b>; give location of emergency and follow directions from the 911 operator.</li> </ul>	<ul style="list-style-type: none"> <li>• If victim is unresponsive and NOT breathing, proceed with CPR, if trained to do so, or AED.</li> </ul>	<ul style="list-style-type: none"> <li>• Contact your supervisor.</li> </ul>

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<b>Natural Disaster</b>	<ul style="list-style-type: none"> <li><a href="http://www.medicine.virginia.edu/emergency-planning">http://www.medicine.virginia.edu/emergency-planning</a></li> </ul>	<ul style="list-style-type: none"> <li>Protect self (e.g., get under table, move to basement or away from objects likely to fall).</li> </ul>	<ul style="list-style-type: none"> <li>Survey the damage nearby, take appropriate defensive action</li> </ul>	<ul style="list-style-type: none"> <li>Contact your supervisor.</li> </ul>
<b>Odors</b>		<ul style="list-style-type: none"> <li><b>Call Health System Physical Plant (HSPP) 924-2267.</b></li> </ul>	<ul style="list-style-type: none"> <li>Follow directions given from HSPP.</li> </ul>	
<b>Radioactive incident</b>		<ul style="list-style-type: none"> <li><b>Call 911.</b></li> <li>Isolate the spill area (evacuate). Deny entry to others. Do not leave area. Notify Supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>Notify Environmental Health and Safety at 982-4911.</li> </ul>	
<b>Shooter</b>		<ul style="list-style-type: none"> <li>Secure immediate area (close off and lock windows and doors, silence cell phones, hide behind protective structures). <b>Call 911.</b></li> </ul>	<ul style="list-style-type: none"> <li>If possible without being seen by the assailant, place signs to responders in building windows, notifying them of your presence.</li> </ul>	
<b>Telephone outage</b>	<ul style="list-style-type: none"> <li>Consider testing alternate methods of communication on a regular basis.</li> </ul>	<ul style="list-style-type: none"> <li><b>Use cell phone to call ITS (924-5334)</b> or email help request: <a href="http://hit.healthsystem.virginia.edu/default/index.cfm/help-desk/">http://hit.healthsystem.virginia.edu/default/index.cfm/help-desk/</a></li> </ul>	<ul style="list-style-type: none"> <li>Use alternate means to communicate (email, cell phone, overhead announcements, text paging, and runner).</li> </ul>	