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ACTIVE SHOOTER (RED ALERT)

Primary Response

1. RUN:

- Immediately evacuate the area.
- Leave your belongings behind.
- Evacuate regardless of whether others agree to follow.
- Help others escape, if possible.
- Dial **911** from a safe location.

2. HIDE:

- Seek a location out of the shooters view.
- Close, lock, and/or block doors.
- Turn off lights.
- Silence phones.
- Be quiet.
- Dial **911** from a safe location.

3. FIGHT:

- As a last resort and only when your life is in imminent danger, you may make the personal decision to try to incapacitate the perpetrator to survive.
- Act with as much physical aggression as possible.
- Improvise weapons or throw items at the active shooter.
- Commit to your actions; your life depends on it.

When Law Enforcement Arrives

The first officers to arrive on scene will not stop to help the injured. Expect rescue teams to follow initial officers. These rescue teams will treat and remove injured.

1. Remain calm and follow instructions.
2. Keep hands visible at all times and avoid quick movements toward officers.

BIOLOGICAL SPILL | EXPOSURE CONTROL PLAN

Spill Response

1. Move away from spill/release, isolate, and deny entry to area.
2. Dial **982-1555** for Environmental Services.
3. Notify Environmental, Health & Safety at **982-4911**

BOMB THREAT

Bomb threats are often made over the phone, but can also be written or verbal (person to person). If you receive a bomb threat of *any kind*, immediately follow response procedures below. All threats are considered credible until proven otherwise by law enforcement.

If You Receive a Bomb Threat

1. Dial **911**.
2. Obtain as much information as possible using the Bomb Threat Checklist.
3. Do not pull the fire alarm.

Bomb Threat Response

Gathering reliable information during a bomb threat can be challenging. Information will be released as it is received and verified.

Notifications may come from University Police, University Office of Safety and Emergency Preparedness, and/or Health System Emergency Management.

1. Following instructions in emergency messages.
2. If ordered to shelter-in-place, remain in the building.
3. If ordered to evacuate, exit the building immediately and move to a safe location outside.
4. Notify others around you, if possible.
5. Do not pull the fire alarm.

Bomb Threat Checklist

1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause the bomb to explode?
6. Did you place the bomb?
7. Why?
8. What is address?
9. What is your name?

EXACT WORDING OF BOMB THREAT:

Sex of caller: _____ Race: _____

Age: _____ Length of call: _____

Telephone number at which call is received: _____

Time call received: _____

Date call received: _____

CALLER'S VOICE

- | | |
|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Angry |
| <input type="checkbox"/> Stutter | <input type="checkbox"/> Loud |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Slow |
| <input type="checkbox"/> Rasp | <input type="checkbox"/> Crying |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Distinct |

- | | |
|--|--|
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Whispered |
| <input type="checkbox"/> Ragged | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Deep Breathing | <input type="checkbox"/> Cracking Voice |
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Familiar (If voice is familiar, who did it sound like?) _____ | |

BACKGROUND SOUNDS:

- | | |
|--|---|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Factory machinery |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Crockery |
| <input type="checkbox"/> Animal noises | <input type="checkbox"/> Clear |
| <input type="checkbox"/> PA System | <input type="checkbox"/> Static |
| <input type="checkbox"/> Music | <input type="checkbox"/> House noises |
| <input type="checkbox"/> Long distance | <input type="checkbox"/> Local |
| <input type="checkbox"/> Motor | <input type="checkbox"/> Office machinery |
| <input type="checkbox"/> Booth | <input type="checkbox"/> Other (Please specify) _____ |

BOMB THREAT LANGUAGE:

- | | |
|--|---|
| <input type="checkbox"/> Well spoken (education) | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Message read by threat maker |
| <input type="checkbox"/> Taped | <input type="checkbox"/> Irrational |

REMARKS: _____

Your name: _____

Your position: _____

Your telephone number: _____

Date checklist completed: _____

CHEMICAL SPILL | CHEMICAL INVENTORY

Primary Response

1. Move away from spill/release, isolate, and deny entry to area.
2. Refer to Safety Data Sheet (MSDS icon is on the Health System computer desktops) to determine type and level of hazard.
3. Treat any unknown substance as an emergency.

EMERGENCY Dangerous to Life and Health	NON-EMERGENCY Not Dangerous to Life and Health
<ol style="list-style-type: none">1. Follow instructions in the SDS.2. Dial 911.3. Notify Environmental, Health & Safety at 982-4911.	<ol style="list-style-type: none">1. Follow instructions in the SDS.2. Trained employee cleans up spill with PPE and spill clean-up supplies. Contact EHS for cleaning assistance if needed.3. Notify Environmental, Health & Safety at 982-4911.

COMPUTER SYSTEMS

Primary Response

1. Dial **924-5334** for Health Information & Technology (HIT) Help Desk.
2. Institute downtime procedures with backup manual/paper systems.
3. If the web based Outlook e-mail system is working, monitor for updates from the HIT Help Desk.

EARTHQUAKE

During Tremors

1. **DROP! COVER! HOLD ON!**
2. Stay away from outside walls and doors. Do not get in a doorway.
3. Stay where you are until the shaking stops. Do not run outside.
4. Do not use elevators.

Immediately After Tremors

1. When the shaking stops, look around. If there is a clear path to safety, leave the building and go to an open space away from damaged areas.
2. If you are trapped, do not move about or kick up dust.
3. Assess your immediate surroundings for any life-threatening hazards.
4. Be prepared to “Drop, Cover, and Hold On” in the likely event of aftershocks.

Recovery

1. Report structural damages, compromised utilities, and accountability of employees to your supervisor when possible.
2. Monitor UVA Alerts for information.
3. Supervisors or senior most person collect and send damage information to Health System Facilities Management at **924-2267**, unless directed to report the information elsewhere.

EVACUATION

When Directed to Evacuate

1. Secure hazardous materials or equipment.
2. Take personal belongings and emergency go-bag.
3. Close doors, but do not lock them.
4. Walk to the exit in an orderly manner.
5. Do not use elevators.
6. Assist persons with disabilities or special needs.
7. If unable to exit building, move to an area of refuge.
8. Once outside, report to the evacuation site.
9. Advise emergency personnel of anyone who needs assistance evacuating the building.
10. Wait for approval to re-enter.

FIRE

Primary Response

1. Activate nearest fire alarm.
2. Evacuate; if smoke is present, stay low to the floor.
3. Once outside, report to the evacuation site.
4. Dial **911** when safe to do so.
5. Advise emergency personnel of anyone who needs assistance evacuating the building.

HOSTAGE INCIDENT

Primary Response

1. Protecting yourself is priority.
2. Do not provoke or try to reason with the individual.
3. Immediately evacuate the area and keep away from the hostage taker.
4. Hide in a secure area if possible.
5. Dial **911** from a safe location.

If You Are Taken Hostage

1. Remain calm, be polite, and cooperate with your captors.
2. Do not provoke or try to reason with the individual.
3. Do not attempt escape unless there is an extremely good chance of survival. It is safer to be submissive and obey your captors.
4. Speak normally. Do not complain, avoid being belligerent, and comply with all orders and instructions.
5. Do not draw attention to yourself with sudden body movements, statements, comments, or hostile looks.

MEDICAL EMERGENCY

Primary Response

1. If illness or injury is serious, do not move the person.
2. Dial **911**.
3. If appropriate and available, get someone trained in CPR or AED to help.
4. Send someone to meet emergency personnel outside and direct them to the person's location.

MISSING CHILD

A missing child is any person or patient 17 years of age or younger. Upon notification of a missing child, all persons providing services for the Health System shall initiate emergency response actions, as detailed below.

To Activate a Missing Child Response

1. Dial **911** and provide the following information:
 - Area where child was last seen.
 - Description of child (to include name, age, ethnicity, and clothing).
 - Any other pertinent information.
2. Stay with the Parent/Guardian.
3. Search the immediate area.

Missing Child Response

1. All Team Members shall move to hallways, stairwells, elevator lobbies, and exit doors.
2. Ensure all exits and entrances are covered and monitored.
3. All staff shall stay alert until incident is cleared.
4. Be alert for anyone with a stroller or container that could hold an infant.
5. Strictly enforce ID policy.
6. Report information on any suspect or suspicious/unusual events to Security/Police.

MISSING PATIENT (ADULT)

Primary Response

1. Search the immediate area.
2. If there is an emergency, dial **911**.

SUSPICIOUS ODOR

Smell of Smoke

1. Activate nearest fire alarm.
2. Evacuate; if smoke is present, stay low to the floor.
3. Once outside, report to the evacuation site.
4. Dial **911** when safe to do so.
5. Advise emergency personnel of the location of the smoke and anyone who needs assistance evacuating the building.

Odors Other Than Smoke

1. Notify Health System Facilities Management at **924-2267**.

SUSPICIOUS PACKAGE

Primary Response

1. Do not touch or disturb the package.
2. Dial **911**.
3. Clear staff, patients, and visitors from the immediate area.
4. Prepare to evacuate if instructed.

SUSPICIOUS PERSON

Suspicious Person Response

1. Do not confront, stop, or apprehend the person.
2. Note the person's description and suspicious activity.
3. Dial **911**.
4. Provide details on the person and his/her direction of travel.

TELEPHONE OUTAGE

Primary Response

1. Dial **924-5334** for HSTS HIT Help Desk from a working device. Or,
2. Submit a Problem Ticket at <http://hit.healthsystem.virginia.edu/default/index.cfm/help-desk/>
3. Use alternate means to communicate (email, cell phone, overhead announcements, text paging, or runner).

TORNADO

As defined by the National Weather Service (NWS):

Tornado Watch: indicates conditions have been met for a tornado to form.

Note: Emergency Response is not initiated for a Tornado Watch.

Tornado Warning: issued when a tornado is sighted on the ground or on radar.

Primary Response

1. Seek shelter immediately; go to internal, lowest area of safety away from windows and glass.
2. Close all doors, including main corridors.
3. Crouch near the floor or under heavy, well-supported objects and cover head.
4. If outside, move inside a sturdy structure or lie down in a low area such as a ditch and cover your head.

Recovery

1. Dial **911** to report injuries or fire.
2. Report structural damages, compromised utilities, and accountability of employees to your supervisor when possible.
3. Monitor UVA Alerts for information.
4. Supervisors or senior most person collect and send damage information to Health System Facilities Management at **924-2267**, unless directed to report the information elsewhere.

UTILITY OUTAGE

Electrical

1. Dial **924-2267** to notify Health Systems Facilities Management.
2. Ensure critical equipment is connected to the red outlets and working properly.

Elevator

1. Dial **924-2267** to notify Health Systems Facilities Management.

Heating and Air Conditioning

1. Dial **924-2267** to notify Health Systems Facilities Management.

Internal Flooding

1. Dial **924-2267** to notify Health Systems Facilities Management.
2. Capture, contain, and channel water from equipment and furniture.
3. Move supplies and equipment to dry location.
4. Notify unit/area below flooding, if possible.
5. If unit becomes compromised, evacuate.

Water Outage

1. Dial **924-2267** to notify Health Systems Facilities Management.

VIOLENCE, EXPLOSIVE (RED ALERT)

Signs of a Violent Person

Violence includes, but is not limited to:

- Assault and Battery (pushing, punching, kicking, choking).
- Throwing objects.
- Property destruction.
- Makeshift weapons.
- Threats of direct harm (“I’m going to kill you!”).

Primary Response

Modified “RUN, HIDE, FIGHT”

1. Protecting yourself is priority.
2. Immediately evacuate the area and keep away from the violent individual.
3. Do not provoke or try to reason with the individual.
4. Do not attempt to block or stop the person’s path/movement.
5. Hide in a secure area if possible.
6. Dial **911** from a safe location.

Recovery

Acts of abuse, intimidation, and/or violence are NOT part of the job as a Health System employee. Such actions are not to be tolerated.

If Injured as the Result of a Violent Act
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Seek appropriate treatment in Employee Health or Emergency Room. <input checked="" type="checkbox"/> Notify your Supervisor.
Consider Your Rights to Press Legal Charges Against the Attacker
Internal Resources
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Police will facilitate the complainant (you) swearing before the local magistrate to see if a warrant will be sought for the arrest of the attacker. <input checked="" type="checkbox"/> Police/University of Virginia cannot legally perform this function on your behalf. If this course of action is chosen, contact the local Police Department.
External Resources
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Workers have a right to a safe workplace. OSHA also prohibits employers from retaliating against employees for exercising their rights under the law (including the right to raise a health and safety concern or report an injury). www.osha.gov/workers.html#2 <input checked="" type="checkbox"/> OSHA can help answer questions or concerns from employers and workers. To reach your regional or area OSHA office, go to OSHA's Regional & Area Offices webpage or Dial 1-800-321-OSHA (6742). <input checked="" type="checkbox"/> Commonwealth's Attorney's Office Phone: (434) 970-3176
If Physically or Emotionally Traumatized as a Result
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> UVA Faculty & Employee Assistance Program (FEAP) is an excellent resource. <input checked="" type="checkbox"/> UVA Faculty & Employee Assistance Program 434.243.2643 www.healthsystem.virginia.edu/pub/feap <input checked="" type="checkbox"/> If unsure about legal course of action, UVA FEAP can facilitate a free 30-minute legal consultation.

WEAPON, POSSESSION OF

Per Code of Virginia (8 VAC 85-20-30), the possession, storage, or use of any weapon, except by a law-enforcement officer, on University property in academic, administrative, athletic, entertainment, or student residence buildings, child care or dining facilities, or the University Medical Center, or while attending sporting, entertainment, or educational activities is prohibited.

Team Member Response

1. If you see or suspect that a patient, visitor, or employee is in possession of a weapon on University property, immediately notify your supervisor.
2. If your supervisor is not available or you believe there is no time to contact a supervisor, dial **911** for Police.

Supervisor Response

1. Immediately dial **911** for Police and convey the information reported by the employee.