

Emergency Response Sheet
A Quick Reference Guide for Emergency Situations

Emergency Type	Your first response should be:
Active Shooter	<p>Run: Evacuate if a safe route is available and call 911 when safe to do so</p> <p>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.</p> <p>Fight: Be prepared to defend yourself if necessary.</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 call 911 from a different phone.
Civil Disturbance	Call 911.
Computer Problem	Call HSTS HIT Help Desk at 924-5334.
Elevator outage	Call HS Physical Plant at 924-2267.
Evacuation	Notify all in area of need to evacuate, advise emergency personnel of anyone who needs assistance evacuating the building.
Explosion	Evacuate and call 911 when safe to do so.
Fire	Activate nearest fire alarm and evacuate. Call 911 when safe to do so.
Flooding	Call HS Physical Plant at 924-2267. Do not touch electrical equipment if in contact with water. Remove sensitive items from area.
Freezer outage	Call HS Physical Plant at 924-2267. Request the School of Medicine spare freezer, which is controlled by the HVAC group. Access dry ice for freezers and refrigerators.
Gas Leak	Call HS Physical Plant at 924-2267.
Hazardous Materials	Trained personnel clean up spill using personal protective equipment and appropriate supplies. Call OEHS at 982-4911. Move away from spill; deny entry to area. Call 911. Notify your supervisor.
Utility Outage: Electrical, Cooling, Heating, Power, Vacuum, Water	Call HS Physical Plant at 924-2267. Ensure that critical equipment is served by emergency power and functional. Access extension cords and dry ice as needed.
Medical Emergency	Call 911; give location of emergency. Follow directions from the 911 operator.
Odors other than smoke	Call HS Physical Plant at 924-2267.
Radioactive incident	Notify emergency operator (924-2012). 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. Call HS Physical Plant at 924-2267.

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Suspicious Object	Do not touch or disturb object, Call 911.
Telephone outage	Use cell phone to call HSTS at 924-5334 or submit an on-line help request: http://its.virginia.edu/telephone/support.html .
Violent Incident	<p>Run: Evacuate if a safe route is available and call 911 when safe to do so</p> <p>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.</p> <p>Fight: Be prepared to defend yourself if necessary.</p>

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