

University of Virginia School of Medicine Emergency Conditions and Systems Failures FACULTY/STAFF REFERENCE GUIDE

Remember to program emergency numbers into your cell phone

EMERGENCY	DESCRIPTION	YOUR FIRST REPOSE SHOULD BE:	THEN DO THIS:	ADDITIONAL FOLLOW-UP
Bomb threat	Notification of a bomb on the grounds	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 or 924-2012 simultaneously from a different phone.	Report all information to your Supervisor. Move to safety and await instructions from Supervisor and Police.	If possible, complete UVA bomb threat checklist (http://www.virginia.edu/emergency/plan.html#bombthreat).
Chilled water outage	Temperature rises; telephone, equipment, computer network, pumps, and motors may fail.	Open windows; restrict use of odorous/hazardous materials, telephone, computers and radiology equipment. Call HS Physical Plant (924-2267) .	Call SOM VP/Dean's Office contacts: Richard Allen (962-5494) or Steven Wasserman (989-1255) .	
Civil disturbance	Can affect all operations (e.g., riot, violent protest).	Call 911 ; allow authorities to secure entrances and egresses, strictly enforcing ID Policy.	Follow instructions from institutional leaders/police.	Report on the incident to responders.
Computer or network system failure	E-mail, internet, network connectivity non-functional.	Call appropriate Help Desk: 924-5334 (HSCS) or 924-3731 (ITC) .	Institute downtime procedures with backup manual/paper systems.	Ensure system integrity such as lost data.
Electrical power failure (no emergency power)	Total failure of all electrical systems.	Access dry ice for freezers and refrigerators. Call HS Physical Plant (924-2267) . Account for needs of individuals with limited mobility. Help coordinate response with Physical Plant, Dean's Office.	Call SOM VP/Dean's Office contacts: Richard Allen (962-5494) or Steven Wasserman (989-1255) .	Learn extent and length of outage. Determine need to cancel appointments, reschedule patients or close unit.
Electrical power failure (emergency generators work)	Many lights out. Only red electrical outlets function.	Ensure that critical equipment is served by emergency power and functional. Turn off/unplug other units. Access extension cords and dry ice, as needed. Call HS Physical Plant (924-2267) . Account for needs of individuals with limited mobility. Help coordinate response with Physical Plant, Dean's Office.	Call SOM VP/Dean's Office contacts: Richard Allen (962-5494) or Steven Wasserman (989-1255) .	Learn extent and length of outage. Determine need to cancel appointments, reschedule patients or close unit.
Elevator failure	All vertical movement will have to be by stairs.	Call HS Physical Plant (924-2267) .	Review evacuation plan, including individuals with limited mobility, in case it is required before repairs are effected.	
Evacuation of facilities	Remaining in area may be hazardous. Order to evacuate may come from fire, police, or UVA administration.	Call 911 . Notify all in area of need to evacuate. Acquire/develop list of patients and staff on unit requiring evacuation. Prioritize evacuees (ambulatory, wheelchair, bedridden)	Report to designated assembly area. Account for coworkers in your department.	Report to responders: unaccounted personnel from your department; and location of your department.
Explosion	Major disruption of facilities; potential danger of collapse, fire, secondary explosion, etc.	Leave area immediately, helping others to do same. Phone 911 .	Report to responders any injured who remain in the facility.	
Fire	Fire, smoke, or smell of something burning.	Rescue those in immediate danger, if safe to do so. Pull manual alarm. Call 911 . Contain fire by closing doors. Move persons with limited mobility to safe area in stairwell.	Use fire extinguisher, if safe and you have been trained (pull pin; aim; squeeze handle; sweep from side-to-side).	Evacuate if ordered to or if conditions warrant. Report to responders anyone still in the building.
Fire alarm or sprinkler system failure	No fire alarms or sprinklers	Minimize fire hazards. Report any fires by phone. Call HS Physical Plant (924-2267) . Help coordinate response with Physical Plant, Dean's Office.	Call SOM VP/Dean's Office contacts: Richard Allen (962-5494) or Steven Wasserman (989-1255) .	
Flood	Source: within your area or from roof or floors above.	Call HS Physical Plant (924-2267) . Do not touch electrical equipment if in contact with water. Remove sensitive items from area.	Call SOM VP/Dean's Office contacts: Richard Allen (962-5494) or Steven Wasserman (989-1255) .	Move supplies and equipment to dry location or cover with plastic. Attempt to capture water in containers, channel to drains or outside. Notify all in area if evacuation is directed.
Hazardous materials (spill or release)	Spills presenting no hazard to a properly trained employee. Spills that employees are not trained to clean up or that exceed the capabilities of the employees.	Trained personnel clean up spill using personal protective equipment, spill clean-up supplies. Call OEHS (982-4911) . Move away from and isolate spill; deny entry to area. Call 911 . Notify your supervisor.	Appropriately dispose of materials. If during business hours, phone OEHS (2-4911) . Remain in area, aid responders. Assist victims with decontamination if you can do so safely. Seek medical treatment for victims.	For any spill, report on the incident to responders or OEHS, as appropriate.
Hostage	An individual is being held against his/her will.	Call 911 . Clear the area to avoid others becoming hostages; move to a safe area (e.g., behind door, solid wall).	Report all pertinent information to police or other responders.	Report on incident to responders. Debriefing by Crisis Team.
Medical emergency	Victim unresponsive	Call 911 ; give location of emergency. Follow directions from the 911 operator.	If victim is unresponsive and NOT breathing, proceed with CPR or AED if trained to do so.	Report on incident to responders.
Natural disaster	Earthquake, hail, high wind, or tornado may cause facility damage.	Protect self (e.g., get under table, move to basement or away from objects likely to fall, protect head).	Survey the damage nearby, take appropriate defensive action	Report problems to Department Manager or Supervisor, who may contact OEHS or Physical Plant.
Natural gas failure or leak	Gas burners non-functional, or odor of gas.	If gas leak, turn off gas equipment, don't use spark-producing electrical devices (any phones, switches), open windows to ventilate, and leave the area. Call HS Physical Plant (924-2267) using phone outside area.		
Odors	Problematic odors not covered by Hazardous Release or Fire sections	Call HS Physical Plant (924-2267) .	If requested by Physical Plant to activate alarm, do so immediately	Report on incident to responders.
Radioactive incident	See Hazardous Materials Spill or Release procedures above.	Notify emergency operator (924-2012) . Isolate the spill area (evacuate). Deny entry to others. Do not leave area. Notify Supervisor.		Notify Environmental Health and Safety (982-4911) , who will coordinate response.
Sewer failure/ stoppage	Drains backing up – Toilets overflow	Do not flush toilets, use water, or pour liquids down drain. Call HS Physical Plant (924-2267) .		
Shooter	Unpredictable source of gunfire	Phone 911 . Secure immediate area (close off windows and doors, silence cell phones, hide behind protective structures)	If possible without being seen by the assailant, place signs to responders in building windows, notifying them of your presence.	
Telephone outage	No phone service	Use cell phone to call ITC (924-8600) or email help request: http://www.itc.virginia.edu/forms/consult.html	Use alternate means to communicate (email, MIS, cell phone, overhead announcements, text paging, runner).	
Ventilation outage	No ventilation; no heating or cooling.	Open windows; institute Fire Watch (see Fire Alarm Failure above); restrict use of odorous/hazardous materials. Call HS Physical Plant (924-2267) .	Call SOM VP/Dean's Office contacts: Richard Allen (962-5494) or Steven Wasserman (989-1255) .	
Water contamination	Tap water unsafe to drink	Place "Do Not Drink" signs at drinking fountains and sinks. Call HS Physical Plant (924-2267) .	Request support from Nutrition Services for drinking water.	
Water failure	Sinks, toilets, water-based cooling systems inoperative	Institute Fire Watch (see Fire Alarm Failure above); conserve water. Call HS Physical Plant (924-2267) .	Call SOM VP/Dean's Office contacts: Richard Allen (962-5494) or Steven Wasserman (989-1255) .	Request bulk water in gallon jugs from HSPP. Request support from Nutrition Services. Use bottled water for drinking, turn off water in sinks. Use RED bags in toilet.