

University of Virginia

**CRITICAL INCIDENT
MANAGEMENT PLAN**



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INTRODUCTION

The Commonwealth of Virginia can be threatened by emergency and disaster situations both natural, such as flash flooding, hurricanes, tornados and fires, and man-made, such as hazardous materials accidents, resource shortages, civil disorders and terrorist threats. The Virginia Emergency Services and Disaster Law of 1973 as amended requires that the state, and each city and county within the state, develop and maintain a current Emergency Operations Plan (EOP) that addresses the planned response to such extraordinary emergency situations. The law also makes provisions for joint action by adjoining political jurisdictions. The Charlottesville City/Albemarle County/University of Virginia Emergency Operations Plan (EOP) is designed to meet this responsibility and provides a joint emergency response plan that is unique in the Commonwealth and nation by combining the resources of three jurisdictions to meet any threat.

The purpose of the University of Virginia Critical Incident Management Plan (CIMP) is to provide guidance and structure to the response and actions of University academic and administrative departments in crisis situations that do not require activation of the EOP, and in situations where the EOP is activated, to provide support to the overall EOP through the Critical Incident Management Team (CIMT).

I. AUTHORITY

The City/County/University EOP is the basic framework for emergency incident management at the University of Virginia. Specific plans have been developed by various University departments to support the EOP in areas of emergency response, operations and recovery.

This Critical Incident Management Plan (the “CIMP”) for the University of Virginia is intended to complement the EOP by providing a framework within which to structure the response and resources of the University academic and administrative community to any emergency incident affecting the University of Virginia. The CIMP is activated when an emergency affecting the University reaches proportions that cannot be handled by established measures. This emergency may be sudden and unforeseen, or there may be varying periods of warning. The CIMP is intended to be sufficiently flexible to accommodate contingencies of all types, magnitude and duration.

All requests for changes, suggestions, or recommendations should be submitted in writing to the University Director of Emergency Preparedness, who shall submit changes to the Executive Vice President and Chief Operating Officer. The Director of Emergency Preparedness is responsible for providing basic guidelines for emergency and counterterrorism planning, response, mitigation, and recovery, reviewing completed plans, coordinating emergency planning, training and exercises with other jurisdictions and agencies, and responding to assist in the management of emergency incidents.

II. DEFINITIONS

Critical incidents are those situations that have the potential to cause injury or loss of life to faculty, staff, students or the public, major disruptions of regular activities, or property or environmental damage or loss, or that can threaten the financial standing or public image of the University. The following are examples of events that may be designated as a critical incident, which would activate the Critical Incident Management Team, as defined below. These are merely examples and do not constitute a comprehensive list of possible crisis events.

- Fire, explosion, hazardous substance spill or other damage to University property, which may require closing the site temporarily or permanently.
- An incident resulting in or with the potential for fatality or major injuries.
- A major demonstration that disrupts the University’s regular functions.

III. CONCEPT OF OPERATIONS

The purpose of a coordinated response to critical incidents is to provide:

- A rapid response to critical incidents;
- A more systematic and routine approach to critical incidents;
- A venue for promptly identifying and supporting University decision makers;
- A system for evaluating all critical incidents with the goal of providing improved plans to protect lives and property as well as reduce exposure to vicarious liability; and
- Improved management of public information.

IV. COMMAND

The University Executive Vice President and Chief Operating Officer (“EVP/COO”) is the Director of Emergency Services for the University, and is the head of the Policy Group for the University assigned to the Emergency Operations Center (EOC) in the event of activation of the City/County/University EOP. The EVP/COO shall work with the Director of Emergency Preparedness and the University Chief of Police or his/her designee to coordinate all activities necessary to conduct operations with City and County members of the Policy Group and University units.

The President of the University, the EVP/COO, or their designees, may declare a University emergency and mobilize the EOP and EOC. They may also mobilize the CIMT to handle a crisis situation within the University or to support the EOC. The only persons authorized to declare a local emergency are the City and County jurisdictional Directors of Emergency Services. The University Director of Emergency Services (EVP/COO) may request the City or County to declare a local emergency. Only the President of the United States may declare a National Emergency and the Governor must declare a state emergency. State and federal declarations will allow for state and federal assistance as well as financial recovery of costs incurred from the emergency. The Policy Group shall consult with the President of the University, if possible, on any decision to declare an emergency affecting the University.

In the event the EVP/COO is not able to assume command, the following persons shall succeed to the position of University Director of Emergency Services and head of the Policy Group in the following order:

1. Director of Emergency Preparedness
2. Assistant to EVP/COO for Emergency Preparedness
3. Vice President for Management and Budget

FACULTY, STAFF AND STUDENTS SHOULD REPORT EMERGENCIES BY DIALING 911. THE UNIVERSITY POLICE WILL NOTIFY THE EMERGENCY UNITS NECESSARY TO RESPOND TO THE EMERGENCY.

V. LEVELS OF EMERGENCIES

Emergency incidents are classified according to their severity and potential impact, so that the response is commensurate with the actual conditions. There are three levels of incidents:

A. Level One

A Level One incident is a minor, localized incident that occurs in a building or specific area of University property or affects a small portion of the University community, and that can be quickly resolved with existing University resources or limited outside help. A Level One incident has little or no impact on University operations except in the affected area.

Normally a Level One incident would not require activation of the EOP, EOC or CIMT. The impacted area should coordinate a response directly with the appropriate responders, such as University Police, Facilities Operations, Environmental Health and Safety, and/or the Charlottesville Fire Department. In some cases it may be appropriate to utilize public information systems to provide information. In such instances, the Assistant Vice President for University Relations shall be asked to function as the Public Information Officer (PIO) and coordinate dissemination of information about the incident through the Emergency Notification System.

Examples of Level One incidents: Localized chemical spill, localized fire, and plumbing failure in a building.

B. Level Two

A Level Two incident is a major emergency that disrupts sizeable portions of University property and/ or affects a substantial subset of the University community. Level Two incidents may require assistance from external organizations. These events may escalate quickly, and have serious consequences for mission-critical functions and/or life-safety.

The EVP/COO receives information from operational departments, determines activation of the EOP, EOC and CIMT, and convenes some or all of the members of the Critical Incident Management Team (see Section VI below) to evaluate the scope of the incident, to coordinate essential

services, and to provide emergency information. Other senior managers may be alerted, as appropriate.

Examples of Level Two incidents: Building fire or other major structural damage, severe flooding, major chemical spill, extensive utility outage, or an external emergency that may impact University personnel or operations.

C. Level Three

A Level Three incident is a disaster affecting the entire Grounds and surrounding community. Normal University operations are suspended. The effects of the emergency are wide-ranging and complex. A timely resolution of disaster conditions requires University-wide cooperation and extensive coordination with external jurisdictions.

In the event of a Level Three incident, the Regional EOP may be activated and all responders shall report to their designated locations. In the event of activation of the Regional EOP, the Critical Incident Management team shall act to advise the EOC Policy Group on University matters.

Examples of Level Three incidents: Hurricane or tornado with major damage to University, City and County infrastructure; major earthquake; fire that threatens an extensive area of the region; widespread chemical or biological agent contamination.

IMPORTANT INFORMATION ABOUT LEVELS OF EMERGENCIES

- **The CIMT pertains to Level 2 and Level 3 incidents.**
- **The EVP/COO, in consultation with the President, shall designate a critical incident's emergency level.**
- **The designated level for an incident may change as emergency conditions intensify or lessen.**
- **If time permits, evacuations of University facilities must be authorized by the EVP/COO or his/her designee. Individual schools and departments are not authorized to close or cancel classes without the prior approval of the Provost in consultation with the President.**

VI. CRITICAL INCIDENT MANAGEMENT TEAM

In the event of a critical incident as defined in Section II above, the EVP/COO may convene the Critical Incident Management Team (CIMT). The CIMT will be assembled to address the immediate crisis and will disband when the crisis has ended and normal operating systems are in place. The CIMT will assemble at the President's Conference Room in Madison Hall. For major incidents, the meeting location is Zehmer Hall.

Critical Incident Planning Priorities:

1. Protect human life; prevent/minimize personal injury.
2. Protect the environment.
3. Prevent/minimize damage to physical assets, including structures, animals, research data, and library collections.
4. Restore normal operations.

In the event of an emergency, the EVP/COO or his/her designee will contact the members of the CIMT.

The Critical Incident Management Team shall consist of:

1. Executive Vice President and Chief Operating Officer*: Assembles and directs the CIMT. Provides liaison with the Chief of Police or other responders at the scene. Also communicates with the President (along with the President's Chief of Staff), Vice Presidents, and the Board of Visitors for reporting the status of the crisis response and recovery operations.
2. Chief of Staff of the President: Primary liaison with the President.
3. University Chief of Police*: Provides the initial response to the majority of emergencies. Liaison with the EVP/COO.
4. University General Counsel: Provides input to the CIMT on legal matters.
5. University Provost: Consults on academic and faculty matters. The Provost or the President must authorize cancellation of classes.
6. Assistant Vice President for University Relations*: Communicates with the news media, public, staff, faculty, and students.
7. Vice President for Student Affairs: Provides liaison with the students, the Office of the Dean of Students, and other divisions under the Vice President for Student Affairs.
8. Vice President for Management and Budget: Provides input to the CIMT on University facilities matters and any budgetary matters related to the incident.
9. University Director of Risk Management: Provides input to the CIMT on risk management issues related to the incident, and continued operations. Acts as

liaison with the State Division of Risk Management, insurance carriers, and claims adjusters. Coordinates insurance program with continuity planning programs.

10. Director of Emergency Preparedness*: Serves as University liaison and representative in community-wide emergency planning and disaster preparedness efforts.
11. Assistant to EVP/COO*: Works with EVP/COO on emergency preparedness related matters.
12. University Webmaster: Maintains information on the University's website.

The CIMT may be expanded to include the following or others as needed:

1. Vice President for Finance
2. Vice President and Chief Information Officer
3. Vice President for Research and Graduate Studies
4. Program Manager, Faculty and Employee Assistance Program
5. Medical Center Emergency Management Coordinator*
6. Vice President and Chief Executive Officer of the Medical Center
7. Medical Center Director of Risk Management
8. Associate Vice President for Business Operations*
9. Director of University Procurement Services
10. Dean of Students
11. Chief Facilities Officer*
12. Director of Environmental Health and Safety
13. Executive Director of Student Health
14. Vice President and Chief Human Resources Officer
15. Director of Parking and Transportation
16. Associate Director of Athletics for Facilities and Operations
17. Associate Director of Athletics/Director of Intramural-Recreational Sports
18. Director for Security Coordination and Policy

* Designates the positions that also have responsibilities under the EOP.

The CIMT's role is to be a decision-making body for the University community on issues related to the emergency, and to support the Policy Group at the EOC. The CIMT will not respond to the scene nor will they normally manage the initial response to an incident. It is generally the responsibility of emergency responders at the scene to isolate, contain and neutralize the incident.

The CIMT will be responsible for:

- Determining the scope and impact of the incident, using information provided by the emergency responders and the University police, or the EOC, as appropriate.
- Prioritizing emergency actions.

- Managing and directing the activities of the various departments that will be involved in emergency response and recovery.
- Deploying resources and equipment for field operations. It is the responsibility of the person(s) in charge of the incident scene to communicate with the CIMT, to provide status reports, and to inform the team as to what resources and equipment are needed.
- Disseminating timely, accurate and appropriate information (through the Assistant Vice President for University Relations or EOC Public Information Officer, as appropriate) to University faculty, staff, students and patients, and to the news media.
- Coordinating with federal, state, and local officials, and other institutions, as appropriate.

VII. EMERGENCY NOTIFICATION

The Emergency Notification System established by the EOP will be used to notify the University community of an activation of the EOP and EOC.

Internal Systems Operations:

The EVP/COO will authorize the use of University communications systems, in order to transmit brief urgent messages to large segments of the University community.

Information Technology and Communications (ITC) shall have the responsibility to receive and/or relay messages by electronic mail. Those sent on an emergency basis (i.e. for delivery within 2 hours) will be reviewed first by the Office of University Relations. The Office of the EVP/COO creates and updates messages on the 243-SNOW and 924-SNOW lines. Messages transmitted using these systems will typically include information concerning emergency weather and other Critical Incidents as defined in this document affecting the entire Grounds or a large segment of the University community.

Certain designated university officials including the EVP/COO, the Director of Emergency Preparedness, and the Chief of Police, are authorized to issue emergency text messages. Text messages will provide a brief explanation of the emergency and directions to the University's website for more information.

The Critical Incident Management Team may also employ other methods for notifying those within the University community including telephone calling lists, sirens and public announcement systems, cell phones, two-way radios, University of Virginia Police Officers, as well as other University personnel.

Public Information:

The Assistant Vice President for University Relations serves as the authorized Public Information Officer (PIO) for the University. All public information must be coordinated

and disseminated by that office's staff with assistance from other University departments and/or personnel.

University policy requires that only certain administrators may speak on behalf of the University. These spokespersons are the President, the EVP/COO, and the Assistant Vice President for University Relations. Under certain circumstances, the previously named administrators may designate others as spokespersons.

In the event that regular telecommunications on University property are not available, University Relations will center media relations at a designated location. Information will be available there for the news media and, where possible, for faculty, staff, and students.

During critical incidents, the Office of University Relations will work with each organizational unit to gather accurate and substantial information regarding the situation and details of the University response. The University PIO, working with other CIMT members and City and County PIOs, as appropriate, will provide notification to faculty, staff and students, and the general public on progress toward recovery, utilizing one or several of the following methods:

- Telephone Alert message on 924-SNOW and 243-SNOW.
- Emergency Communications Center (ECC) City Watch System.
- Mass e-mail message to the University community as a whole, or to Vice Presidents, Deans and Department Heads, as appropriate.
- University Top News and Home Page web sites.
- Text messaging to the University community
- Siren and/or public address system
- Radio, television and newspapers:
 - Radio: For a full list, see Inclement Weather Plan
 - Television: For a full list, see Inclement Weather Plan
 - Newspapers: The Daily Progress (Charlottesville), The Cavalier Daily (University student paper), and Inside UVA (University).
- Recorded message on Rolm voicemail boxes.

VIII. EVACUATION AND RELOCATION

- A. Environmental Health and Safety recommends the complete evacuation of a building in an alarm situation. If an alarm is activated in a University building, the building Fire Monitor and/or Assistant Fire Monitor should be contacted to help with the safe and orderly evacuation of persons.

Departmental evacuation plans provide more detailed information about the evacuation procedures for individual buildings.

- B. If necessary, transportation of persons shall be coordinated with appropriate University of Virginia Police and Parking/Transportation Department personnel for the purpose of evacuation and relocation of persons threatened by or displaced by the incident. A temporary shelter or facility such as University Hall, Memorial Gym, or another facility will be selected as needed. Coordination for assistance, equipment, and supplies will be determined at the relocation site as needed.
- C. In a large-scale evacuation requiring the use of athletics facilities for shelters, the Department of Athletics shall be responsible as shelter manager to assist Business Operations and Facilities Management in securing food service and other necessary items, and addressing building maintenance issues. The shelter manager shall be responsible for maintaining the costs of operating the shelter. The EVP/COO will work with University and emergency personnel to ensure that someone is responsible for registering shelter users.
- D. The primary responsibility for the protection of property, assessment of damage, and restoration of normal operations shall be given to the appropriate University service unit. These University service units will include:
 - 1. Facilities Management: Coordinates all services for the restoration of electrical, plumbing, heating, and other support systems as well as structural integrity. Assesses damage and makes a prognosis for occupancy of the structure affected by the disaster. Works with Environmental Health and Safety, the University Police, and the Fire Department as appropriate.
 - 2. Information Technology and Communications: Coordinates support for data processing resources at the main data center and the designated recovery sites. Provides alternate voice and data communications capability in the event normal telecommunication lines and equipment are disrupted by the disaster. Evaluates the requirements and selects appropriate means of backing up the ITC telecommunications network.
 - 3. University of Virginia Police: Provides law enforcement and safety and security for people and facilities, coordinates with local, state and federal law enforcement agencies and is the activation point for the EOC Notification Call-Out List for the University.
 - 4. University Business Operations: Responsible for housing and dining facilities, Parking and Transportation, and University mail services. In the event shelters are established in Athletics facilities, Business Operations shall work with the Athletics Department to provide food and other supplies to evacuees.

IX. RECOVERY

A. Facility Damage Assessment

1. **Departmental Responsibilities:**

In the event of damage to a facility, the University of Virginia Police shall be responsible for notifying the Virginia State Police Fire Marshals Office as required, securing the incident site, and notifying the designated representative (or alternate in designee's absence) of the following departments:

- Executive Vice President and Chief Operating Officer; Alternate: Vice President for Management and Budget
- Facilities Management: Chief Facilities Officer; Alternate: Deputy Chief Facilities Officer
- Environmental Health and Safety: Director of EH &S; Alternate: Environmental Safety Specialist
- Office of Risk Management: Director of Risk Management; Alternate: Assistant Director of Risk Management
- Office of Information Technology and Communication: Vice President and CIO; Alternate: Director for Security Coordination
- Office of Emergency Preparedness: Director for Emergency Preparedness
Alternate: Assistant Director for Emergency Preparedness

Individuals so notified shall immediately respond, meeting as appropriate for the purpose of determining the extent of damage, recovery activities, relocation needs, and public information needs that are immediately required.

The Facilities Management Emergency Operations Plan shall be implemented, or if the incident is in the Medical Center, the Health System Emergency Management Program shall be implemented with support from Medical Center Facilities Services.

To the extent that hazardous materials or chemicals are involved, the University of Virginia Police shall notify the Director of University Environmental Health and Safety. All emergency clean-up and recovery activities shall be subject to instructions of the Office of Environmental Health and Safety in accordance with the requirements of public authorities.

To the extent that damage is minimal and relocation of activities is not required, Facilities Management shall be responsible for all site clean-up, debris removal, and emergency or minor repairs. In the event that major remodeling or rebuilding is necessary, Facilities Management shall be responsible for preparation of plans, specifications or cost estimates for building remodeling, and equipment repair/replacement.

2. Property Loss Reporting Requirements:

Preliminary reports regarding the cause of the loss, the extent of damage, and the plans for recovery and relocation shall be provided to the University Director of Risk Management within 24 hours.

B. Dealing with a Disrupted Work Environment

The University seeks to provide a safe work environment that supports people and the business of the University.

- In those situations where, due to equipment malfunction, weather, or other crisis situations, work space is uninhabitable because of heat, cold, water, smoke, or other conditions that make the work site unsafe or uninhabitable, the Charlottesville Fire Department, in consultation with Facilities Management, Environmental Health and Safety, or the University Police, as appropriate, will make a decision relative to continued occupation at that location. If time permits, the EVP/COO shall be contacted and shall make the decision whether to evacuate a building. If the decision is made that the work site should be vacated, the following guidelines should be followed:
- If possible, services to students, faculty, staff and the public should be continued at an alternate work location within the school, vice-presidential area, or hospital unit/clinic. Deans and department heads, working with the vice presidents, should identify alternate work locations in advance of a crisis situation and advise faculty and staff of the locations and the situations that would require relocation to alternate work sites (i.e., lack of heat, fumes, threats to safety/security).
- To the extent possible, normal workflow should be maintained in the alternate location. If computers, phones, and other necessary equipment are not available, staff should engage in planning, evaluation, or training activities, which require staff presence but not operational equipment. They also may be assigned other temporary duties to aid in the recovery, as appropriate.
- If none of the above options is feasible, staff may be required to utilize paid leave or unpaid leave, during periods of disruption. It is the University's intent to avoid this option if possible.

Deans and department heads are responsible for monitoring the availability of the original workspace and for notifying staff and faculty when it is appropriate to return to the regular work area.

The Provost shall make decisions on alternative class schedules, including cancellations and delays.

X. REVIEW OF THE CRITICAL INCIDENT MANAGEMENT PLAN

- A. There will be an ad hoc committee consisting of representatives from the Executive Vice President and Chief Operating Officer's Office, the Office of Emergency Preparedness, the University of Virginia Police, Facilities Management, and University Relations who will review the Critical Incident Management Plan on an annual basis and revise as needed. Before a date is set for review of the plan, notification will be sent to the Critical Incident Management Team and all emergency and resource units.
- B. Additionally, the plan will be reviewed as appropriate following an event that requires the activation of the Critical Incident Management Team.
- C. The review team will also monitor and update on an ongoing basis the following:
 - 1. Names and telephone and pager numbers of all CIMT participants.
 - 2. List of places of refuge.

XI. CRITICAL INCIDENT PLANNING AT THE UNIT LEVEL

A. Primary Functions

Each unit should identify its primary functions that would need to be continued should a critical incident disrupt the unit's operations. Determine who the key players will be for the unit in coordinating the continuation of operations, and maintain an up-to-date phone list off-site as a means for contacting people in your unit, and a means of communicating if the phones are out of order. Each unit should review and test their plan annually.

B. Short Term Recovery

In the event of a short-term disruption (30 days or less), each unit should identify the resources that would be required to continue the primary functions identified above. Assign responsibilities to staff and discuss each person's role.

C. Long Term Recovery

In the event of a long-term disruption (30+ days), identify the resources that would be required to continue the primary functions identified above. Assign responsibilities to staff and discuss each person's role.

D. Property Loss Planning

It is important to prepare an inventory of your unit's contents and identify vital records before an event occurs that could totally damage your unit, such as a fire. Taking such

action before a critical incident occurs will expedite the process of coordinating with Risk Management to recover these items. Remember to keep a record of your contents and a periodic backup for your computer records off site, so that you can access this information if your unit suffers a major loss. For those paper records that are vital and for which duplication off site is not practical, consider having them stored in fire resistant cabinets.

E. Evacuation Procedures

Whenever people are required to evacuate, it is important to make sure everyone is accounted for after exiting the building. It is vital that someone (and an alternate) be designated to handle that responsibility and report to authorities anyone who may be missing, and where that person may be located in the building. For buildings with designated Fire Monitors, this is a duty of the Fire Monitors. It is vital that each unit instruct its people, before an event occurs, where to gather at a specific location outside the building if an evacuation becomes necessary.

Individuals with mobility concerns or other concerns that would make independent evacuation difficult are encouraged to make alternative plans and arrangements in advance that will increase the likelihood that they will be able to exit a building safely in the event of an emergency.

Every student and employee should quickly become familiar with their work area, residence hall, or classroom by locating exits, stairwells, elevators, fire-fighting equipment, fire alarms, and established areas of refuge.

It is recommended that each Department establish a “buddy” system in which volunteers and alternates are recruited and paired with persons who have self-identified disabilities that would create special evacuation needs. Volunteers should become familiar with the special evacuation needs of their buddies and plan to alert and assist them if an evacuation is ordered. Volunteers should keep in mind that many people with disabilities can assist in their evacuation.

ANNEX A: COMMON CRITICAL INCIDENTS AND RESPONSE STRATEGIES – BOMB THREAT

A bomb threat may come to the attention of the receiver in various ways. It is important to compile as much information as possible. Please DO NOT attempt to notify or evacuate an entire building as this could consume valuable time that would be better used to gather important information. Please keep in mind that the vast majority of bomb threats are false and are primarily intended to elicit a response from the building occupants. In the case of a written threat, it is vital that the document be handled by as few people as possible, as this is evidence that should be turned over to the University of Virginia Police. If the threat should come via e-mail, make sure to save the information on your computer. Most bomb threats are transmitted over the telephone; thus, the following instructions are provided with that assumption.

Immediate Action

1. Remain calm and immediately refer to the attached Telephone Bomb Threat Checklist. If applicable, pay attention to your telephone display and record the information shown in the display window.
2. The objective is to keep the caller on the line as long as possible to attempt to gather as much information as possible. Try not to anger the caller at any time.
3. While engaging the caller, pay attention to any background noise and distinctive sounds (machinery, traffic, other voices, music, television, etc.).
4. Note any characteristics of the caller's voice (gender, age, education, accent, etc.).
5. Attempt to obtain information on the location of a device (building, floor, room, etc.).
6. Attempt to obtain information on the time of detonation and type of detonator.
7. Immediately after the caller has ended the call, notify the University of Virginia Police at 911 .
8. If the threat was left on your voice mail, do not erase.
9. Notify the immediate supervisor within your work area.

Decision

The decision to evacuate a University facility shall be made after a thorough evaluation of the information available, including but not limited to:

- the nature of the threat
- the specificity of location and time of detonation
- circumstances related to the threat (i.e. political climate, series of events leading to the threat, etc.)
- discovery of a device or unusual package, luggage, etc.

The University of Virginia Police or other police unit will dispatch a search team and will organize the search. Other emergency units will be alerted to the threat and asked to stand by for further instructions. Persons leaving the building should report to a specified location for further instructions.

Subsequent Procedures/Information

Staff can be of assistance to the University of Virginia Police in several ways. Staff will be more familiar with their work area than the police officers. As the search is conducted, staff may be asked to identify boxes or objects in their work area. If an evacuation of an academic building is necessary, classes will be dismissed or relocated. If a suspicious device, package, bag, etc. is discovered, the University of Virginia Police will notify the local bomb squad for assistance. The decision to resume normal activities in the building will be made jointly by the Chief of Police or a designee in consultation with the EVP/COO and/or appropriate individuals in University administration.

TELEPHONE BOMB THREAT CHECKLIST

TIME: Call received _____ am/pm Terminated _____ am/pm

DATE: ____ / ____ / ____

EXACT WORDING OF THE THREAT

Gender of Caller: _____ Race: _____

Age: _____ Length of Call: _____

Number at which call is received: _____

Questions you should ask:

- A. When is the bomb going to explode?
- B. Where is the bomb right now?
- C. What does it look like?
- C. What kind of bomb is it?
- D. What will cause it to explode?
- E. Did you place the bomb?
- F. Why?
- G. What is your address?
- H. What is your name?

Voice Description:

- | | |
|------------------------------------|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Deep Breathing |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Cracking voice |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Whispered | |

Recognize Voice? If so, who do you think it was? _____

BACKGROUND SOUNDS:

- | | |
|---|--|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Factory Machinery |
| <input type="checkbox"/> Television | <input type="checkbox"/> Animal noises |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Clear |
| <input type="checkbox"/> PA system | <input type="checkbox"/> Static |
| <input type="checkbox"/> Music | <input type="checkbox"/> Local |
| <input type="checkbox"/> House noises | <input type="checkbox"/> Long Distance |
| <input type="checkbox"/> Motor | <input type="checkbox"/> Booth |
| <input type="checkbox"/> Office machinery | <input type="checkbox"/> Other _____ |

THREAT LANGUAGE

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

Name: _____

Position: _____

Phone Number: _____

ANNEX B: COMMON CRITICAL INCIDENTS AND RESPONSE STRATEGIES – EXPLOSION

An explosion is caused by a rapid expansion of gas from chemical reactions or incendiary devices. Signs of an explosion may be a very loud noise or series of noises and vibrations, fire, heat or smoke, falling glass or debris, or building damage.

Immediate Action

Get out of the building as quickly and calmly as possible. Call 911 .

1. If items are falling off of bookshelves or from the ceiling, get under a sturdy table or desk.
2. If there is a fire, stay low to the floor and exit the building as quickly as possible.
3. If you are trapped in debris, tap on a pipe or wall so that rescuers can hear where you are.
4. Assist others in exiting the building and move to designated evacuation areas. See Section VIII, Evacuation and Relocation. Keep streets and walkways clear for emergency vehicles and crews.
5. Untrained persons should not attempt to rescue people who are inside a collapsed building. Wait for emergency personnel to arrive.

Decision

The emergency services Incident Commander will make decisions regarding the control and abatement of the explosion incident, and will determine if it is safe to re-enter or occupy the building.

Subsequent Procedures/Information

Depending on the nature and degree of the explosion incident, other support agencies and University resource units may be brought in for services or assistance.

ANNEX C: COMMON CRITICAL INCIDENTS AND RESPONSE STRATEGIES – FIRE

A fire may include visible flames, smoke, or strong odors of burning. The appropriate emergency action is for persons to evacuate the building quickly and safely and notify the Fire Department by dialing 911. For University buildings, the building Fire Monitor and/or Assistant Fire Monitor should be contacted, if possible. The Fire Monitor and/or Assistant Fire Monitor shall work with the emergency responders to provide information about the location of the fire, the cause of the fire, and to assist in a safe and orderly evacuation of the building.

Immediate Action

1. For the person discovering the fire, remember R-A-C-E:
 - A. REMAIN CALM, and RESCUE anyone in immediate danger.
 - B. ALARM—pull the nearest fire alarm.
 - C. CONTAIN the fire—close all doors but do not lock them—and CALL 911
 - D. EXTINGUISH the fire only if you can do so safely and quickly, and EVACUATE the building using established procedures.

After the fire is extinguished, call 911, if you have not already done so.

2. For occupants of the building:
 - A. Close, but do not lock the doors to your immediate area.
 - B. EVACUATE the building via the nearest exit. Assist others in exiting the building.
 - C. DO NOT use elevators.
 - D. Avoid smoke-filled areas.
3. For persons evacuating from the immediate fire area:
 - A. Feel door from top to bottom. If it is hot, DO NOT proceed; go back.
 - B. If door is cool, crouch low and open the door slowly. Close door quickly if smoke is present so you do not inhale it.
 - C. If no smoke is present, exit the building via the nearest stairwell or exit.

- D. If you encounter heavy smoke in a stairwell, go back and try another stairwell.

Decision

The responding Fire Department Incident Commander will control and make decisions at the scene of the fire. The Fire Department will decide when to turn control of the scene back to the University. The University Police will decide when to turn control of the scene back to the facility tenant(s).

Subsequent Procedures/Information

Depending on the nature and degree of the fire incident, other support agencies and University resource units may be brought in for service or assistance. For more information on fire safety and evacuation procedures for a University building, consult the departmental evacuation plan.

ANNEX D: COMMON CRITICAL INCIDENTS AND RESPONSE STRATEGIES – HAZARDOUS MATERIALS INCIDENT

A hazardous materials incident may be a spill or release of chemicals, radioactive materials or biological materials inside a building or to the environment. The user may manage simple spills. Major spills or emergencies require emergency assistance from 24-hour emergency agencies, i.e. the local Fire Department or University Environmental Health and Safety. The University does not have a fire department or HAZMAT Team.

Immediate Action

1. Simple spills should be cleaned up by the person causing the spill.
2. Major spills or emergencies:
 - A. Dial 911
 - B. Evacuate, assemble at a safe distance, and designate a person to communicate with the Fire Department
 - C. Account for individuals
 - D. Wait for and provide information to responders
3. Notifications and Reporting: Notify Environmental Health and Safety regarding *any* simple or major hazardous materials spill. Call 982-4911 during business hours (weekdays 8 a.m. to 5 p.m.) or 911 during non-business hours.

Decision

1. Determine if emergency responders are needed.
2. Determine if immediate hazards are under control and the situation is stabilized.
3. Determine if the site can be reoccupied or if further remediation or repair is needed.

The decision to call for emergency assistance may be made by the user, a person discovering an incident, or the resource or emergency unit receiving a call for assistance.

The decision that an incident is controlled and stabilized is made by the emergency response agency, i.e. the Fire Department, Environmental Health and Safety, or a HAZMAT team. After immediate hazards have been controlled and stabilized, the EVP/COO will transfer authority and responsibility for the site to the University.

Emergency agencies and units may request input for decision-making from University resource units; for example, to determine that re-occupancy is safe.

Subsequent Procedures/Information

Depending on the nature and needs of the incident, assistance and services may be brought in from other public support agencies, University resource units, or specialized contractors.

ANNEX E: COMMON CRITICAL INCIDENTS AND RESPONSE STRATEGIES – INFRASTRUCTURE FAILURE

It is understood that from time to time the University of Virginia may experience infrastructure problems that could render the work site unsafe or uninhabitable, such as electricity, computer, steam, water, or telephone failures.

Immediate Action

1. If a critical incident is experienced relating to water, electricity, or steam, call Facilities Management at 924-1777.
2. If a critical incident is experienced relating to telephone systems, call Voice Communications at 924-8600.
3. If a critical incident is experienced relating to computer systems, call the ITC Help Desk at 924-3731.

Decision

The first responders will determine whether a critical incident exists, and will report to the appropriate department heads. In the event that a critical incident exists, the Chief of Police will notify the EVP/COO, who will convene the Critical Incident Management Team (CIMT).

ANNEX F: COMMON CRITICAL INCIDENTS AND RESPONSE STRATEGIES – HURRICANE

Immediate Action

1. Prior to the storm:
 - A. Firmly set brakes on vehicles.
 - B. Secure and brace external doors, especially double doors.
 - C. Move as many valuables as possible off the floor to limit flooding damage.
 - D. Move furniture and computer equipment away from windows or cover with plastic.
 - E. Continue to listen to radio and television for instructions.

2. During the storm:
 - A. Stay inside.
 - B. Stay away from windows and doors.
 - C. DON'T use the telephone or electrical appliances.
 - D. If the storm becomes intense, retreat to a designated interior hurricane-safe room.

Subsequent Procedures/Information

The University's Inclement Weather Policy shall apply in the event of a hurricane. The telephone alert lines 924-SNOW and 243-SNOW will be activated to provide information.

ANNEX G: COMMON CRITICAL INCIDENTS AND RESPONSE STRATEGIES – MAJOR DEMONSTRATION

In many cases protests on Grounds such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. A protest should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

- Disruption of the normal operations of the University.
- Obstructing access to offices, buildings, or other University facilities.
- Threat of physical harm to persons or damage to University facilities.
- Willful demonstrations within the interior of any University building or structure, except as specifically authorized and subject to reasonable conditions imposed to protect the rights and safety of other persons and to prevent damage to property.
- Unauthorized entry into or occupation of any University room, building, or area of the Grounds, including such entry or occupation at any unauthorized time, or any unauthorized or improper use of any University property, equipment, or facilities.

Immediate Action And Decision Maker(s)

If any of the above conditions exist, the University of Virginia Police should be notified and will be responsible for contacting and informing the EVP/COO and the Vice President for Student Affairs. Depending on the nature of the protest, the appropriate procedures listed below should be followed:

1. Peaceful, Non-Obstructive Protest
 - A. Generally, peaceful protests should not be interrupted. Protestors should not be obstructed or provoked and efforts should be made to conduct University business as normally as possible.
 - B. If protestors are asked, at the President's or EVP/COO's request, to leave but refuse to leave by regular facility closing time, then arrangements will be made by the Vice President for Student Affairs to monitor the situation during non-business hours, or determination will be made to treat the violation of regular closing hours as a disruptive protest
 - C. All demonstrations must conform with the Policy on the Use of University Facilities contained in the *Graduate* and *Undergraduate Records*.
2. Non-Violent, Disruptive Protest: In the event that a protest blocks access to university facilities or interferes with the operation of the University:

- A. The President, EVP/COO or a designated administrator will go to the area and ask the protestors to leave or to discontinue the disruptive activities.
- B. If the protestors persist in disruptive activity, the following statement should be read by a University administrator as circumstances permit:

I am _____ (name, _____ (title), a representative of the University of Virginia authorized to make this statement. I am hereby officially requesting and, if necessary, directing you to please leave these premises immediately. I am also notifying you that if you do not leave immediately you will be in violation of both the University's Standards of Conduct and Virginia Law. The University of Virginia does not want that to happen to any of you. Violating the University's Standards of Conduct puts students at risk of being suspended or expelled from the University, and criminal law violations may result in prosecution with costly dollar penalties and/or jail sentences.

- C. If the protestors persist in disruptive behavior after the above administrative message is read, the following statement may be read as circumstances permit:

The University has requested that law enforcement clear this area. Please cooperate with law enforcement. If you fail or refuse to do so, you may be arrested and criminally charged.

- 3. Violent, Disruptive Protests: In the event that a violent protest in which injury to persons or property occurs or appears imminent, the following will occur:
 - A. During Business Hours: The University of Virginia Police will be notified immediately. The Police will in turn contact key administrators, including the EVP/COO. The EVP/COO will determine further actions.
 - B. After Business Hours: The University of Virginia Police will be notified immediately of the disturbance and take action as necessary to preserve order and public safety. The Police will investigate the disruption and report and notify the Chief of Police, who will inform the EVP/COO and other key administrators.

NOTE: If possible, an attempt should be made to communicate with the protestors to convince them to desist from engaging in violent activities in order to avoid further escalation of possible violent confrontation.

Subsequent Procedures/Information

If it becomes necessary, the Chief of Police or designee will call for assistance from the Charlottesville and Albemarle County police departments or other law enforcement

agencies as needed. If assistance is needed with mass transportation, the Chief of Police will call for assistance from the University of Virginia Department of Parking and Transportation.

Efforts should be made to secure positive identification of protestors in violation to facilitate later testimony, including photographs if deemed advisable. Additionally, efforts should be made to videotape any police action for future reference.

ANNEX H: COMMON CRITICAL INCIDENTS AND RESPONSE STRATEGIES – SEVERE WEATHER

Immediate Action

1. Facilities Management has primary responsibility for snow and ice control operations. The Snow and Ice Control Plan will be implemented in the event of a snow or ice storm.
2. Vehicles not parked in designated holding lots after midnight on a snow day will be towed to a designated lot at no cost to the employee in order to clear the remaining lots.
3. Only main entrances and handicap entrances to buildings will be cleared of snow and ice. The focus will be to keep main arteries clear and safe.

Decision

The University's Inclement Weather Policy states as follows:

All schools and departments of the University remain open during regularly scheduled hours while the University is in session regardless of weather conditions. No dean or faculty member is authorized to cancel a regularly scheduled class because of inclement weather. Special programs that involve travel away from the University (field trips, evening classes, or other activities) may be canceled by the responsible dean, if in the dean's judgment extreme weather conditions require it.

The University may decide to alter the start or close of the working day under extreme emergency conditions, but only the President or the EVP/COO has this authority.

When weather conditions are so extreme that it is necessary to postpone or cancel any University activity, the public will be notified by an announcement on the Telephone Alert lines: 924-SNOW and 243-SNOW and on the TopNews and Home Page web sites.

ANNEX I: COMMON CRITICAL INCIDENTS AND RESPONSE STRATEGIES – TERRORIST THREAT OR ATTACK

Terrorism is defined by the Federal Bureau of Investigation as “The unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.” Weapons of Mass Destruction (WMD) are frequently employed by terrorists and can be categorized into five groups using the acronym CBRNE – Chemical, Biological, Radiological, Nuclear, and Explosive.

Chemical Agents

Chemical agents are poisonous gases, liquids or solids that have toxic effects on people, animals, or plants. Severity of injuries depends on the type and amount of the chemical agent used, and the duration of the exposure.

Biological Agents

Biological agents are bacteria, viruses, or toxins that have illness-producing effects on people, livestock, and crops.

Radiological Agents

Radiological agents are radiological material dispersed by an explosion or other dispersal method.

Nuclear Agents

Nuclear agents involve the detonation or threatened detonation of a fission type nuclear weapon.

Explosive Agents

Explosive devices are the most commonly used category of WMD agents. They can deliver a wide range of incendiary and explosive effects, including providing for the dispersal of the other categories of WMD.

Local Preparations for a CBRNE Attack

First responders in the Charlottesville region have been trained to recognize the effects resulting from a CBRNE attack, and to respond accordingly. Unified training is organized through the City/County/University Emergency Operations Center.

The University of Virginia Medical Center and Martha Jefferson Hospital, as well as other regional hospitals, have decontamination facilities and personnel trained to treat the effects of CBRNE agents.

The network of the State Health Department, local hospitals, pharmacies, the Blue Ridge Poison Control Center, and the federal stockpile, maintains adequate supplies of antibiotics and vaccines to treat the known biological agents.

In the event of a need to vaccinate or otherwise distribute medication to a large segment of the local population, the local office of the State Health Department maintains a plan for mobilizing regional resources.

Instructions on what to do in the event of a CBRNE attack, including, if applicable, evacuation procedures and the location of shelters and treatment facilities, will be disseminated through the City, County and University Public Information Officers. It is recommended that you have a battery-operated radio or TV available for viewing/listening, for use in this type of emergency.

Immediate Action

Prepare to deal with a terrorist incident by adapting many of the same techniques used to prepare for other crises, such as being alert to your surroundings – including any conspicuous or unusual behavior, having a Family Disaster Plan such as the one listed by the American Red Cross, and being familiar with the evacuation plan for your building. In the event of a terrorist attack, follow the directions of authorities and the procedures drawn up in the preparedness plans.

Mask: Put on breathing protection such as a gas or escape mask, or cover mouth and nose with a cloth.

Move: If indoors, to the highest and most interior room of a house or building. If outdoors, move laterally and upwind, away from any smoke or aerosol cloud.

Shelter: Seek shelter in a building or covered structure. If in a vehicle, pull over and turn off the engine, air conditioner, heater and vents, and roll up the windows.

- Turn off all electrical appliances, fans, air conditioners, furnaces, etc.
- Close and lock all windows, vents, doors and other openings.
- Seal room windows and doors with duct or masking tape.
- Seal door thresholds with wet towels.
- Sit adjacent to an inner wall and away from outer walls and windows. **Do not smoke, light candles, or use any sources of open flame.**

Evacuation: Be prepared to evacuate your home or workplace if circumstances require it. Follow the steps in your Family Disaster Plan to be sure you have the necessary items with you.

Subsequent Procedures

Listen: Keep calm and listen to the radio/TV (battery-operated, if appropriate) for official news updates. Stay indoors until notified by the public information officers that the area is safe.

Decontaminate:

- Minimize contact with all outside surfaces.
- Remove contaminated clothing and jewelry as soon as possible and place in *separate*, sealed plastic bags.
- Wash exposed skin with soap and water and shampoo hair.

Seek Care: If exposure is known or suspected, report to the nearest medical facility as directed by public health officials for evaluation and treatment. Inform the staff you may be contaminated.

Assist Others: As circumstances and your training permits, assist others in your building or neighborhood. Depending on the magnitude of the incident, assistance from emergency services personnel may be significantly delayed. Preparing beforehand by seeking training through the American Red Cross, the Community Emergency Response Team (CERT), or other organization can provide a valuable community service.

ANNEX J: COMMON CRITICAL INCIDENTS AND RESPONSE STRATEGIES – TORNADO

A tornado watch means conditions are right for a tornado. During a tornado watch, staff should be alert to weather conditions.

A tornado warning means that a tornado has been sighted within a 25-mile radius. Tornado warnings normally are given 3 to 15 minutes in advance of the tornado.

Immediate Action

1. Remain calm and avoid panic.
2. Go to an area of safety.

Areas of safety: rooms and corridors in the innermost part of a building.

Areas to avoid: windows, corridors with windows, or large free-standing expanses.

There is no guaranteed safe place during a tornado. However, it is important to seek shelter in the best location to help minimize your exposure.

3. DO NOT use elevators during a tornado warning. Persons with mobility concerns should go to an area of safety at the time of a tornado watch. DO NOT wait for a tornado warning.
4. Close all doors, including main corridors, making sure they latch.
5. Crouch near the floor or under heavy, well-supported objects and cover your head.
6. If outside, lie down in a low-lying area such as a ditch and cover your head.
7. Be alert for fire. In the event of a fire, the fire plan should be utilized.

Decision

If a tornado actually affects any of the University of Virginia buildings, the decision to return to your work space or vacate the affected building(s) will be made by the Chief of Police or designee in consultation with the EVP/COO and Facilities Management.

ANNEX K: CRITICAL INCIDENTS AND RESPONSE STRATEGIES—ACTIVE SHOOTER OR VIOLENT INCIDENT

Violent incidents, including but not limited to: acts of terrorism, an active shooter, assaults, or other incidents of workplace violence can occur on the University Grounds or in close proximity with little or no warning. An “active shooter” is considered to be a suspect or assailant whose activity is immediately causing serious injury or death and has not been contained.

The UVA Police Department has adopted nationally accepted law enforcement response procedures to contain and terminate such threats, as quickly as possible. The following information regarding law enforcement response will enable you to take appropriate protective actions for yourself. Try to remain calm as your actions will influence others. The following instructions are intended for incidents that are of an emergent nature (i.e., imminent or in progress).

Immediate Action

1. Secure the immediate area. Whether a classroom, residence hall room, office, or restroom:
 - Lock or barricade the door, if able. Block the door using whatever is available – desks, tables, file cabinets, other furniture, books, etc.
 - After securing the door, stay behind solid objects away from the door as much as possible.
 - If the assailant enters your room and leaves, lock or barricade the door behind them.
 - If safe to do so, allow others to seek refuge with you.

2. Protective Actions. Take appropriate steps to reduce your vulnerability:
 - Close blinds.
 - Block windows.
 - Turn off radios and computer monitors.
 - Silence cell phones.
 - Place signs in interior doors and windows, but remember the assailant can see these as well.
 - Place signs in exterior windows to identify your location and the location of injured persons.
 - Keep people calm and quiet.
 - After securing the room, people should be positioned out of sight and behind items that might offer additional protection – walls, desks, file cabinets, bookshelves, etc.

3. Unsecured Areas: If you find yourself in an open area, immediately seek protection:

- Put something between you and the assailant.
 - Consider trying to escape, if you know where the assailant is and there appears to be an escape route immediately available to you.
 - If in doubt, find the safest area available and secure it the best way that you can.
4. Call 911. Emergency situations should be reported to law enforcement by dialing 911. You may hear multiple rings – stay on the line until it is answered - do not hang up. Be prepared to provide the 911 operator with as much information as possible, such as the following:
- What is happening.
 - Where you are located, including building name and room number.
 - Number of people at your specific location.
 - Injuries, if any, including the number of injured and types of injuries.
 - Your name and other information as requested.

Try to provide information in a calm clear manner so that the 911 operator quickly can relay your information to responding law enforcement and emergency personnel.

5. What to Report. Try to note as much as possible about the assailant, including:
- Specific location and direction of the assailant.
 - Number of assailants.
 - Gender, race, and age of the assailant.
 - Language or commands used by the assailant.
 - Clothing color and style.
 - Physical features – e.g., height, weight, facial hair, glasses.
 - Type of weapons – e.g., handgun, rifle, shotgun, explosives.
 - Description of any backpack or bag.
 - Do you recognize the assailant? Do you know their name?
 - What exactly did you hear – e.g., explosions, gunshots, etc.
6. Treat the Injured. The 911 operator will notify law enforcement and other emergency service (EMS) agencies – fire and rescue. EMS will respond to the site, but will not be able to enter the area until it is secured by law enforcement. You may have to treat the injured as best you can until the area is secure. Remember basic first aid:
- For bleeding apply pressure and elevate. Many items can be used for this purpose – e.g., clothing, paper towels, feminine hygiene products, newspapers, etc.
 - Reassure those in the area that help will arrive – try to stay quiet and calm.
7. Un-securing the Area
- The assailant may not stop until his objectives have been met or until engaged and neutralized by law enforcement.
 - Always consider the risk exposure by opening the door for any reason.

- Attempts to rescue people only should be made if it can be done without further endangering the persons inside of a secured area.
- Be aware that the assailant may bang on the door, yell for help, or otherwise attempt to entice you to open the door of a secured area.
- If there is any doubt about the safety of the individuals inside the room, the area needs to remain secured.

Law Enforcement Response

UVA Police will immediately respond to the area, assisted by other local law enforcement agencies, if necessary. Remember:

1. Help is on the way. It is important for you to:
 - Remain inside the secure area.
 - Law enforcement will locate, contain, and stop the assailant.
 - The safest place for you to be is inside a secure room.
 - The assailant may not flee when law enforcement enters the building, but instead may target arriving officers.
2. Injured Persons. Initial responding officers will not treat the injured or begin evacuation until the threat is neutralized and the area is secure.
 - You may need to explain this to others in order to calm them.
 - Once the threat is neutralized, officers will begin treatment and evacuation.
3. Evacuation. Responding officers will establish safe corridors for persons to evacuate.
 - This may be time consuming.
 - Remain in secure areas until instructed otherwise.
 - You may be instructed to keep your hands on your head.
 - You may be searched.
 - You may be escorted out of the building by law enforcement personnel - follow their directions.
 - After evacuation you may be taken to a staging or holding area for medical care, interviewing, counseling, etc.
 - Once you have been evacuated you will not be permitted to retrieve items or access the area until law enforcement releases the crime scene.

Decision Maker(s)

Assistance from local and state law enforcement agencies will be provided under existing mutual aid agreements. The decision to call in outside supporting agencies or to close all or a portion of the Grounds will be made by the Chief of Police or designee in consultation with the Executive Vice President and Chief Operating Officer or designee and other appropriate individuals in University administration. Information will be released to the UVA community as quickly as circumstances permit.

Subsequent Procedures/Information

We cannot predict the origin of the next threat; assailants in incidents across the nation have been students, employees, and non-students alike. In many cases there were no obvious specific targets and the victims were unaware that they were a target until attacked. Being aware of your surroundings, taking common sense precautions, and heeding any warning information can help protect you and other members of the community.

ANNEX L: COMMON CRITICAL INCIDENTS AND RESPONSE STRATEGIES – EMERGENCY INCIDENTS EXTERNAL TO THE REGION

Significant events outside of our own region, either nationally or internationally, may have an impact on the University community or its' operations. Heightened Homeland Security Advisory Levels, activation of certain national response organizations, such as the National Medical Disaster System (NMDS) may require regional actions for mitigation and response.

Immediate Action

Upon receiving information from federal, state, or local authorities of a credible threat or significant event and evaluating the effects on the University community, the EVP/COO's office may decide to have University agencies take preventive actions, such as the completion of preparedness actions called for under each terrorist Threat Level or natural disaster response.

Decision Maker(s)

The EVP/COO's office, in consultation with the appropriate local and University representatives, will decide on actions to be taken in the event of a significant incident occurring outside of our region but which has an impact on University operations or the community.

Subsequent Procedures/Information

The activation of the appropriate level of the regional Emergency Operations Plan and the Emergency Operations Center (EOC) at Zehmer Hall.

The activation of the University CIMP to assist in preparedness and support University EOC operations.

Support of the physical and emotional well being of the entire University community.

Assistance and support for demobilization operations and follow-up support.