



# EMERGENCY PROCEDURES

Always follow official instruction and use good judgment in the absence of instruction.

## BOMB THREAT

- Remain calm and attempt to keep the caller on the line as long as possible to gather as much information as possible.
- Write down the caller's phone number; note any distinctive qualities about the caller's voice or background noise.
- Attempt to obtain information on the description, location, and time/method of detonation of the device.
- Call 911 as soon as the call has ended.

## EARTHQUAKE

- If inside, stay there. Shelter in place – drop, cover, hold on.
- If there is nothing to hide under, crouch near an interior wall and cover head.
- If outside, stay outside and move away from buildings, streetlights, and utility wires.
- Only evacuate if additional hazards threaten your safety.
- Call 911 to report injuries, fire, gas leaks, etc.

## FIRE/EXPLOSION

- Alert occupants through whatever means necessary.
- Evacuate; if smoke is present, stay low to the floor.
- Watch out for falling debris; take cover and protect head.
- If you become trapped, tap on a wall or pipe to alert rescuers.
- Call 911 when safe to do so.

## HAZARDOUS MATERIALS RELEASE

- Move away from the site of the hazard to a safe location.
- Call 911 when safe to do so.
- Call Environmental Health and Safety at 434-982-4911.
- Alert others to stay clear of the area.
- Notify emergency personnel if you have been exposed or have information about the release.

## INFRASTRUCTURE OUTAGE

- Station Office: 540-626-7196, Lewis Hall, Room 102, or a staff person.

## MEDICAL EMERGENCY

- If illness or injury is serious, do not move the person.
- Call 911.
- If appropriate, get an AED (Lewis Hall and Dining Hall).
- Send someone to meet emergency responders outside and direct them to the person's location.

### Evacuation Guidelines

- Leave using nearest exit, or alternative if nearest exit is blocked.
- Take personal belongings, but do not delay exit to retrieve.
- If unable to exit, move to designated areas of refuge.
- Once outside, go to designated assembly area.
- Do not reenter until instructed by authorities.

## SEVERE WEATHER

- A WATCH means weather conditions are favorable for the development of hazardous weather.
- A WARNING means hazardous weather is happening or imminent.
- Seek shelter immediately; go to internal, lowest area of safety away from windows.
- If instructed to evacuate, follow evacuation procedures.

## SUSPICIOUS OBJECT

- Do not touch or disturb object.
- Notify station staff.
- Call 911.
- Prepare to evacuate if instructed.

## SUSPICIOUS PERSON

- Do not confront, stop, or apprehend the person.
- Note the person's description and suspicious activity.
- Notify station staff with details of location and travel.
- Call 911.

## TORNADO

- Seek shelter immediately in Lewis Hall if possible; go to internal, lowest area of safety away from windows.
- Close all doors, including main corridors.
- Crouch near the floor or under heavy, well-supported objects and cover head.
- If outside, move inside a sturdy structure or lie down in a low area such as a ditch and cover head.
- Call 911 to report injuries, fire, gas leaks, etc.

## VIOLENT INCIDENT

- RUN: Evacuate if a safe route is available.
- HIDE: If it is unsafe to escape, hide in an area out of view.
  - Lock the door and block entry; stay behind solid objects away from the door.
  - Turn off lights and computers; silence cell phones.
- FIGHT: Prepare to defend yourself if necessary.
- Call 911 when safe to do so.

**When reporting an incident, your location is:**

**240 Salt Pond Rd, Pembroke, VA 24136**

### Shelter in Place Guidelines

- Evaluate the situation and choose the most appropriate shelter location.
- Move to shelter and remain sheltered until instructed it is safe to leave.
- Monitor station radio (channel 2) if available. Updates might also come via email if possible.