Emergency Preparedness and Evacuation Plan
for
AUXILIARY SERVICES
Norfolk, VA 23510

April 5, 2013
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Emergency Phone Numbers
EVMS Police and Public Safety ................................................................. 446-5911
Norfolk Fire-Rescue ................................................................. 911
Norfolk Police: .................................................. 911

Questions about this plan shall be directed to the EVMS Fire and Life Safety Officer (446-5990) or EVMS Emergency Manager (446-5995).

This plan is available online at; https://www.evms.edu/about_evms/administrative_offices/emergency_management/

Additional information and training material can be found at;
https://myportal.evms.edu/administrative_services/police/fire_life_safety/

April 5, 2013
Overview

This emergency preparedness and evacuation plan outlines procedures designed to help ensure the safety of employees, students, and visitors in various scenarios. Specific guidance is provided for events involving:

- FIRES
- ACTIVE SHOOTERS
- CHEMICAL SPILLS
- BOMB THREATS
- SEVERE WEATHER & NATURAL DISASTERS

Emergencies, by definition, are both volatile and generally unpredictable. In that context, persons are advised to:

- Listen carefully to information conveyed by the alert system, and follow instructions accordingly.
- Obey directives of police, fire, or other authorized emergency response personnel.
- Assist others in need if you can safely do so.

Evacuation route maps are posted in the elevator foyer area, and are included as an appendix to this report. **Site personnel should know at least two evacuation routes.** The following information is marked on evacuation maps: Emergency exits, Primary and secondary evacuation routes, location of fire extinguishers and fire alarm pull stations.
Emergency Personnel

EVMS EMERGENCY MANAGER: Phone: (757-446-5995)

EVMS FIRE & LIFE SAFETY SPECIALIST [FIRE MARSHAL] Phone: (757-446-5590)

DEVELOPED RESPONSIBLE DEPARTMENT MANAGER;
Designated Supervisor, Office Manager and Class Instructors
- Coordinate an orderly evacuation of all personnel.
- Perform an accurate head count of personnel reported to the designated assembly area.
- Provide Fire Department and police personnel information about the facility and occupants.

Name: ___________________ Department: _______________ Phone: (________________)

AREA/FLOOR MONITORS (If applicable):
Area/Floor Monitors must:
- Ensure that all visitors, employees and students have evacuated the area/floor.
- Report any problems to the Supervisor at the designated assembly area.

First Floor: ___________________ Department: _______________ Phone: (______________)
Second Floor: ___________________ Department: _______________ Phone: (______________)
Third Floor: ___________________ Department: _______________ Phone: (______________)
Fourth Floor: ___________________ Department: _______________ Phone: (______________)

Critical Operations:
During some emergencies, it will be necessary for some specially assigned personnel to remain at the work areas to perform critical operations.

Assignments:

<table>
<thead>
<tr>
<th>Work Area</th>
<th>Name</th>
<th>Job Title</th>
<th>Description of Assignment</th>
</tr>
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</table>

Personnel involved in critical operations may remain on the site upon the permission of the site designated official or Emergency Response personnel.

Name          | Job Title | Responsibility | Date  |
---------------|-----------|-----------------|-------|
|               |           |                 |       |
|               |           |                 |       |
|               |           |                 |       |
|               |           |                 |       |
Fire Emergency

When fire is discovered: Follow R.A.C.E.
- R - rescue injured or trapped person
- A - alert, activate the nearest fire alarm emergency pull station
- C - confine the fire by shutting door or using a fire extinguisher
- E - escape, evacuate the building to the outside assembly point

Fight the fire ONLY if:
- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by keeping exit to your back.
- The fire extinguisher is in working condition and personnel were trained to use it

When using a fire extinguisher: Remember P.A.S.S.
- P - pull the pin
- A - aim the nozzle
- S - squeeze the handle
- S - sweep the base of the fire

When the FIRE ALARM has activated, occupants must:
- Leave the building using the nearest Emergency exit escape routes.
- Do not use elevators when exiting a building when the Fire Alarm has been activated.
- Never reenter the building for any reason until given an all clear by emergency personnel.
- Evacuate to the designated assembly point for Auxiliary Services, Parking Lot #19.
- Remain outside the building until the Fire Department or Police & Public Safety personnel announces that it is safe to reenter.

Assistants to Physically Challenged should:
- Assist all physically challenged persons to outside the building or to a safe place at areas inside emergency exit stairwells, and let someone know your location.
Active Shooter
RUN – HIDE – FIGHT

RUN
• To nearest exit and exit the building
• Be aware of your environment and any possible dangers
• Take note of the two nearest exits in any facility you visit

HIDE
• If you are in an office, stay there and secure the door
• If you are in a hallway, get into a room and secure the door

FIGHT
• As a last resort, attempt to take the active shooter down.
  When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

CALL 911 WHEN IT IS SAFE TO DO SO!

Chemical Spill

When a Chemical Spill has occurred:
• Immediately notify EVMS Police & Public Safety and Supervisor.
• Secure the area to prevent other personnel from entering and alert other site personnel.
• Do not attempt to clean the spill.
• Evacuate building.

Bomb Threat

When receiving a Bomb Threat:
• Stay Calm.
• Keep Caller on the phone line as long as Possible.
• Notify supervisor and Police & Public Safety immediately.
• Follow instructions found in the Bomb Threat Check Off located in the Appendix on pages 13&14 of this plan.
Severe Weather and Natural Disasters

**Tornado:**
When a warning is issued, seek inside shelter. Consider the following:
- Go to small interior rooms on the lowest floor and without windows, hallways on the lowest floor away from doors and windows, and rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

**Earthquake: Drop, Cover & Hold On**
- **Drop** – get under your desk
- **Cover** – your head
- **Hold on** – until shaking stops
  - Stay calm and await instructions from the EVMS Emergency Responders or the designated official.
  - Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
  - Assist people with disabilities to finding a safe place of Refuge (i.e. Stairwell).
  - Evacuate if instructed to by the EVMS Emergency Responders and/or the designated official.

**Flood:**
- Be ready to evacuate as directed by the EVMS Emergency Responders and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.
- Avoid walking or driving through floodwater.
- If car stalls, abandon it immediately and climb to a higher ground.

**Hurricane:**
The nature of a hurricane provides for more warning than other natural and weather disasters. A hurricane watch issued when a hurricane becomes a threat to a coastal area. A hurricane warning is issued when hurricane winds of 74 mph or higher, or a combination of dangerously high water and rough seas, are expected in the area within 24 hours.

*Once a hurricane watch has been issued:*
  - Stay calm and await instructions from the EVMS Emergency Senior Advisory Group.
  - Continue to monitor instructions via RAVE Alerts, text, computer or TV for an announcement from the president’s office of campus closing, delay opening or early dismissal.

**Snow conditions:**
- Stay calm and await instructions from the EVMS Emergency Response Group or the designated official.
- Continue to monitor instructions via RAVE Alerts, text, computers and TV for announcement from the EVMS Emergency Senior Advisory Group of Campus closing, delay opening or early release.
Remember to never use the elevator when the fire alarm is sounding.
ACTIVE SHOOTER

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and emergency responders during an active shooter situation.

1. Evacuate
   If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
   • Have an escape route and plan in mind
   • Evacuate regardless of whether others agree to follow
   • Leave your belongings behind
   • Help others escape, if possible
   • Prevent individuals from entering an area where the active shooter may be
   • Keep your hands visible
   • Follow the instructions of any police officers
   • Do not attempt to move wounded people
   • Call 911 when you are safe

2. Hide out
   If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

   **Your hiding place should:**
   • Be out of the active shooter’s view
   • Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
   • Not trap you or restrict your options for movement
to prevent an active shooter from entering your hiding place:
   • Lock the door
   • Blockade the door with heavy furniture

   **If the active shooter is nearby:**
   • Lock the door
   • Silence your cell phone and/or pager
   • Turn off any source of noise (i.e., radios, televisions)
   • Hide behind large items (i.e., cabinets, desks)
   • Remain quiet

   **If evacuation and hiding out are not possible:**
   • Remain calm
   • Dial 911, if possible, to alert police to the active shooter’s location
   • If you cannot speak, leave the line open and allow the dispatcher to listen

3. Take action against the active shooter
   As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
   • Acting as aggressively as possible against him/her
   • Throwing items and improvising weapons
   • Yelling
   • Committing to your actions
**HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVE**

Law enforcement’s purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

**How to react when law enforcement arrives:**

- Remain calm, and follow officers’ instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

**Information to provide to law enforcement or 911 operator:**

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location
Phone Threat Checklist

Date & Time Reported: ________________  How Reported: ________________

Originating Phone #: ________________  Receiving Phone #: ________________

Name & Location of Person Receiving Call: ______________________________________

Type of Threat:  Bombing  Shooting  Physical Assault  Arson  Radiation

Exact Wording of Threat: _______________________________________________________

Questions to Ask:
When will the event happen? ___________________________________________________

Where, specifically, will the event happen? _______________________________________

If a bomb, where is it right now? _______________________________________________

If a bomb, when will it explode? _______________________________________________

If a bomb, what kind is it? ____________________________________________________

If a bomb, what does it look like? ______________________________________________

If a shooting, what kind of gun used? ___________________________________________

Why is this event happening? _________________________________________________

If a phone threat, where calling from? ___________________________________________

Description of Caller’s Voice: (Circle all that apply)

Male  Female  Young  Middle-Aged  Old  Accent ______

Background Noise:  Yes  No  Noise:  Loud  Soft  Muffled  Static

April 5, 2013
## Description Tools

### Caller's Voice

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<tbody>
<tr>
<td>Calm</td>
<td>Laughing</td>
<td>Angry</td>
<td>Crying</td>
<td>Hysterical</td>
<td>Distinct</td>
<td></td>
</tr>
<tr>
<td>Soft</td>
<td>Loud</td>
<td>Deep</td>
<td>Nasal</td>
<td>Raspy</td>
<td>Slurred</td>
<td>Lisp</td>
</tr>
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Does the voice sound familiar? Yes No Like whom? ____________________________

### Background sounds

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<tbody>
<tr>
<td>Street sounds</td>
<td></td>
<td>PA system</td>
<td>Waiting area</td>
<td>Muffled (in a booth or room)</td>
<td></td>
</tr>
<tr>
<td>Restaurant</td>
<td></td>
<td>Music</td>
<td>Office machine(s)</td>
<td>Other voices</td>
<td>Airport</td>
</tr>
<tr>
<td>Ship sounds (horns, buoy bells, etc.)</td>
<td></td>
<td>Train sounds</td>
<td>Mechanical sounds</td>
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### Threat Language

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</thead>
<tbody>
<tr>
<td>Well-spoken</td>
<td>Irrational</td>
<td>Incoherent</td>
<td>Foul</td>
<td>Taped? Yes No</td>
</tr>
</tbody>
</table>