

Facilities Management (FM) UVA Alert Notifications for Vendors/Contractors without UVA Accounts

1. If you work with local vendors or contractors, please provide them the following information.
 - Review the information on the [UVA Alerts for the Public | Emergency Management \(virginia.edu\)](#) website and follow the instructions to “opt-in” to receive UVA Alert notifications via text.
 - Those that subscribe will receive notifications for 365 days.
 - When the subscription expires, subscribers will receive a text inviting them to re-subscribe.
 - A [“Frequently Asked Questions” section](#) can also be found on the same website.
2. Ensure vendors and contractors are familiar with UVA’s Audible Siren Alerts and understand their meanings. [Previews of siren patterns](#) are available on the Emergency Management website.
3. Vendors and contractors should follow guidance as given in the alerts. Avoid the areas indicated unless their job designation requires them to respond.
 - If uncertain, they should contact their supervisors prior to entering the identified space.
 - Note: Alert updates should be sent every 15 minutes until a final “ALL CLEAR” message is sent.
4. If they are in the area identified in the alert:
 - They should follow the alert’s guidance.
 - If they are unable to leave the area and/or injured, they should call 911.
 - Provide their name, location and explain the situation.
 - They should follow the 911 operators’ instructions.
5. Make sure vendors and contractors know what to do if the UVA alert identifies an active attacker.
 - Watch UVA’s [Active Attacker Prevention and Response Training Video](#) on UVA’s Department of Safety and Security’s website.

6. If the UVA Alert identifies that an active attacker threat is occurring, the message may indicate to “RUN, HIDE, FIGHT”. Below are definitions for each action and the steps that should be taken.

- Run – When an active attacker is in your vicinity:
 - Evacuate if a safe route is available.
 - Leave your belongings behind.
 - If it is safe for you to do so, help others run.
 - When it is safe for you to do so, call 911 to report the incident and your location.
 - If you saw the attacker, give 911 as much detail as you can, including a physical description, the color of their clothes and their direction of travel.

- Hide – If it is unsafe to escape, hide in an area out of view.
 - Your goal is to make the space appear unoccupied.
 - Lock and/or block the door.
 - Close the blinds if possible.
 - Silence your cell phone and encourage others to do the same.
 - Turn off lights and computers.
 - Stay behind solid objects, away from the door.
 - Remain quiet and encourage others to do the same.
 - Your hiding place should:
 - Be out of the view of the attacker.
 - Provide protection.

- Fight – As a last resort and only if your life is in danger:
 - Attempt to incapacitate the attacker.
 - If possible, fight as a collective group.

7. It is important to remember that law enforcement’s first objective is to find the attacker and stabilize the situation but know that help is on the way.

- When law enforcement arrives:
 - Remain calm and follow instructions.
 - Always keep your hands visible.
 - Avoid pointing or yelling.

8. While sheltering in place on Grounds, and you feel safe:

- Contact 911 to report any injuries in your area.
 - Explain the situation.
 - Identify where you are.
 - Follow the operators’ instructions.
- Remember to turn your cellphone ringer off to avoid drawing attention to your area.