

UNIVERSITY OF VIRGINIA
FACILITIES MANAGEMENT
UVA Alert Procedures for Vendors & Contractors

2026-2027

Document Owner	Applies To	Review Cycle
FM sponsoring department	Vendors and contractors without UVA accounts	Annual

SAFETY PRIORITY Follow official UVA Alert instructions and emergency responder directions.

1. Purpose

Provide UVA Alert enrollment and emergency-response instructions for vendors and contractors without UVA accounts.

2. FM Sponsor Responsibilities

1. Provide this SOP to applicable vendors and contractors.
2. Direct vendors and contractors to the [UVA Alerts for the Public](#) website.
3. Ensure vendors and contractors review [audible siren patterns](#) and [active attacker training](#).

3. Enroll in UVA Alerts

4. Open the [UVA Alerts for the Public](#) webpage.
5. Follow the opt-in instructions to receive UVA Alert text messages.
6. Review the Frequently Asked Questions on the same webpage.
7. Monitor for a text invitation to resubscribe when the subscription expires.

SUBSCRIPTION PERIOD The public opt-in subscription remains active for 365 days. Subscribers receive a text invitation to resubscribe when it expires.

4. When an Alert Is Issued

- Follow the alert instructions.
- Avoid identified areas unless the work assignment requires a response.
- Contact your supervisor before entering the area if uncertain.
- Expect alert updates approximately every 15 minutes until an ALL CLEAR message is issued.
- If you cannot leave or are injured, call 911. Provide your name and location, explain the situation, and follow instructions.

5. Active Attacker Response

Action	Required Response
Run	Evacuate using a safe route; leave belongings; help others when safe; call 911 when safe and provide requested details.
Hide	Hide out of view; lock or block doors; close blinds; silence phones; turn off lights and computers; stay behind solid objects; remain quiet.
Fight	Use only as a last resort when your life is in danger; attempt to incapacitate the attacker; act as a group when possible.

6. When Law Enforcement Arrives

- Remain calm and follow instructions.
- Keep your hands visible.
- Do not point or yell.

7. While Sheltering

- When safe, call 911 to report injuries.
- Explain the situation, identify your location, and follow instructions.
- Keep your cell phone silenced to avoid drawing attention to your area.

8. References

Resource	Location
UVA Alerts for the Public	https://uvaemergency.virginia.edu/uva-alerts/uva-alerts-public
Audible Siren Patterns	https://uvaemergency.virginia.edu/sirens

Resource	Location
Active Attacker Training	https://safetyandsecurity.virginia.edu/active-attack-training-and-response-video