Facilities Management (FM) UVA Alert and/or
Active Attacker Procedures for Supervisors

1. As of May 27th, 2023, all UVA issued cell phones should be set to receive UVA Alert notifications.
    - Instructions for confirming a device and adding additional phone numbers and email addresses to your UVA alerts account can be found at the UVA alerts website under the "*MANAGING YOUR UVA ALERTS ACCOUNT*" heading.

2. If appropriate/necessary, ensure your staff's phone locations are available on your work cell phone.
    - This helps you know if you have staff in the affected area.

3. Ensure that your staff knows their designation status and what that requirement means for your specific area of responsibility.
    - Also verify that they are appropriately designated in Workday.

4. Make sure your staff completes UVA's Active Attacker Prevention and Response Training in Workday annually.

5. Always follow the alert guidance. Avoid the areas indicated unless your job designation requires you to respond.

6. If/when you are safe and out of harm's way:
    - Account for any staff that may be working in the identified area and text/email them for a status update.
        - In an active attacker scenario, DO NOT CALL your staff if they are on Grounds until the "All-Clear" signal is given. You do not want to inadvertently draw attention to where your staff may be located.
    - Identify any staff that may need to report to the affected area and contact them to let them know that they are expected to report.

7. Once you have accounted for all your staff on Grounds during the event:
    - Email a list of names for all of those on Grounds and accounted for, including their location and status, to your supervisor.

8. Supervisors should then forward all their team's statuses to their managers. Managers should report up until the associate/director of each department knows the stats of their staff on Grounds.

9. Associate/Directors should email the SCC (Systems Control Center) Manager and Operation Director once all their teams are accounted for.
- The SCC Manager and/or the Operations Director will be on the Critical Incident Management Team and may need to report on accountability.
- If you do not have staff on Grounds during the event, send an email to the SCC Manager and Operations Director letting them know.