

Facilities Management (FM) UVA Alert Response

1. As of May 27, 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 on the [UVA alerts website](#) under the “*MANAGING YOUR UVA ALERTS ACCOUNT*” heading.
 - A “[Frequently Asked Questions](#)” section can also be found on the UVA Alerts website.
2. Ensure that you are aware of your designation status and understand the obligations you are required to meet based on your position. You can check your designation status in Workday and/or check with your supervisor.
3. Ensure you are familiar with UVA’s Audible Siren Alerts and understand their meanings. [Previews of siren patterns](#) are available on the Emergency Management website.
4. Follow guidance as given in the alerts. Avoid the areas indicated unless your job designation requires you to respond.
 - If uncertain, contact your supervisor prior to entering the identified space.
 - If you are working in an area identified in the alert, email, or text your supervisor to let them know that you are safe and accounted for.
 - Alert updates should be sent every 15 minutes until a final “ALL CLEAR” message is sent.
5. If you are in the area identified in the alert:
 - Follow the alert’s guidance.
 - If you are unable to leave the area and/or you are injured, call 911.
 - Provide your name, location and explain the situation.
 - Follow the 911 operators’ instructions.
6. Remember, when first responders arrive on the scene, their first objective is to stabilize the situation:
 - Remain calm and follow instructions.

7. When you are safe, use your cell phone to call, email or text your supervisor to let them know your location and status.
 - Examples:
 - This is *(insert name)*. I'm safe but sheltering in-place at *(insert location)*.
 - This is *(insert name)*. I'm safe and headed back to the shop.
 - This is *(insert name)*. I'm injured and headed to the hospital.
 - This is *(insert name)*. I'm injured and sheltering in place at *(insert location)*.
8. Make sure you know what to do if the UVA alert identifies an active attacker.
 - Watch UVA's [Active Attacker Prevention and Response Training Video](#) in Workday.
 - Review FM's Attacker Guide.
9. Supervisors:
 - Familiarize yourself with FM's UVA Alert/Active Attacker Procedures for Supervisors.
 - Familiarize yourself with FM's UVA Alert/Active Attacker Procedures for contractors/vendors.