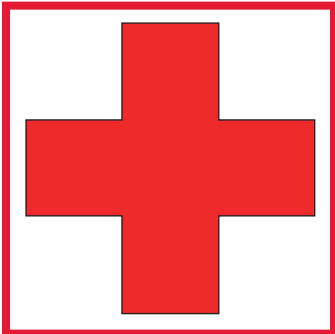


cnualert.info

Be Prepared

EMERGENCY PROCEDURES

Level 1 and 2 Emergencies: No siren or text message notification



Sudden Illness/Injury

- Notify University Police
- Provide exact location for officer response



Power Failure

- During business hours, contact Plant Operations at 757-594-7035 (4-7035)
- After business hours, contact University Police
- NOTE: Battery emergency lights will activate; fire alarms will not operate



Fire

- Activate fire alarm system by pulling nearest fire alarm box
- Notify University Police
- Evacuate building
- Do not return to building until instructed by University Police or Newport News Fire Department



Inclement Weather

- For snow/ice with significant accumulation, consult:
 - » WVEC-TV 13
 - » WAVY-TV 10
 - » WTKR-TV 3
 - » cnualert.info
- The University will notify personnel via:
 - » Campus e-mail
 - » Information desk
 - » cnualert.info
 - » Voice mail



Bomb Threat

- If received by telephone:
 - » Note exact time of call
 - » Try to obtain information from the caller, including caller's characteristics
 - » Contact University Police
- If received by letter:
 - » Do not handle the document
 - » Contact University Police

Level 3 Emergencies: Notification through siren and text message



Hostile Intruder

- Remember **ADD**:
 - » **AVOID**
Seek shelter in building, room, closet
 - » **DELAY**
Hinder intruder's entrance by locking doors and pushing furniture against them
 - » **DEFEND**
Use best defense methods possible if confronted by intruder
- Protect Yourself and Others:
 - » If safely possible, escape the area quickly and quietly; do not run in a straight line; warn others and summon police
 - » If unable to escape, lock and barricade yourself in the room you are in; do not stay in the open
 - » If able, contact University Police
 - » Do not sound the fire alarm, which would cause an evacuation and place others in jeopardy
 - » Lock and stay away from windows; close blinds
 - » Turn off lights and audio equipment
 - » Stay calm and quiet
 - » Obey all police commands

UNIVERSITY POLICE

EMERGENCY: 757-594-7777 (4-7777)

Non-Emergency: 757-594-7053 (4-7053)