

University of Mary Washington – Stafford Campus Emergency Information

Important Phone Numbers:

Fire or medical emergencies...dial 911 from any phone

DAU Liaison: Mr. Tim Mead, DAU Liaison may be contacted at 540-286-8056

UMW Events Manager: Mrs. Susan Lafayette 540-286-8012

UMW Front Desk: 540-286-8000.

Inclement Weather

Instructors and students should check the www.dau.mil site as the primary source of information regarding closings or delays. Additionally, the DAU Liaison will keep instructors informed on weather conditions. DAU will generally follow delay and closure based on UMW standards unless previous arrangements are made. UMW Info Line UMW Info Line 540-654-2424 or website: www.umw.edu (both of the above mentioned sites are updated by 0630 daily).

Fire

When the Fire Alarm sounds or you are directed by an authorized announcement to do so: Evacuate the building using emergency exit routes. Be prepared to use alternate routes. Move students and staff in an orderly fashion to the designated evacuation site a minimum of 50 feet from the building. Take your accountability checklist with you and take roll call when you reach the designated area. Report missing students, staff or faculty and/or injuries to the appropriate authority and follow the directions of the supervisor in charge and/or public safety officials.

Evacuations

Evacuations in Special Circumstances (e.g., bomb threats, chemical spills inside the building, or other directed evacuations): Follow the above steps and be prepared to move visitors and staff a minimum of 300 feet from building. Circumstances may require evacuation to an off-site location; if so, maintain control of staff and follow directives provided by the supervisor in charge and/or public safety officials. Cell phone use is strictly prohibited during a bomb threat. NOTE: Cell phone use could detonate a potential bomb.

Lockdown

When you hear an announcement to lockdown the facility, follow these directions: Immediately summon students and staff to move inside the building for lockdown. Close and lock all outside access doors and windows. Keep staff and visitors away from doorways and windows. If a hazardous chemical event is suspected follow the shelter-in-place procedures. Take roll call of all staff and take record of all visitors. Stay off cell phones to keep airwaves free for emergency situations. Remain calm and follow the direction of the supervisor in charge. Continue in lockdown until otherwise notified from public safety officials of an all-clear.

Suspicious Persons

Suspicious Persons or Activity: Politely ask the person if you can help him or her. If the person is uncooperative or you feel that he or she is unapproachable, contact a higher level authority. Report any suspicious or criminal activity to the higher level authorities and/or law enforcement immediately. Do not attempt to disarm or engage a threatening individual. Make note of all that is seen or heard, directly or indirectly, and of all those involved. Provide higher authorities and/or law enforcement with full information and help in the inquiry. Know your Emergency Services contact number.

Tornado

When a Tornado Warning has been issued: When an announcement of a tornado has been made, word should be spread quickly through the office by word of mouth. Staff and visitors should immediately move to the lowest most central part of your building, away from windows and doors. Everyone should sit on the floor and await further instructions. Stay alert for warning signs of approaching tornado (high winds, freight train sound). Stay in place until the danger has passed and an all-clear is given.