



**COLLEGE OF
ARTS AND SCIENCES**

The University of Alabama at Birmingham

Emergency Action Plan

Emergency Action Plan

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(All buildings occupied by CAS employees)

Important Numbers

- **UAB Police Emergency** (205) 934-3535 or 911 from UAB phone
- **UAB Police Non-Emergency** (205) 934-4434
- **Building Administrators- SEE APPENDIX F**
- **Secondary Building Administrator- SEE APPENDIX F**
- **UAB Maintenance (4-WORK)** (205) 934-9675
- **UAB EHS/Campus Safety** (205) 934-2487
- **UAB Telecommunications** (205) 934-7777
- **UAB Emergency Operation Center (EOC)** (205) 975-1000

Introduction

An emergency or "disaster" is any event which seriously disrupts the normal functions of the UAB Campus, regardless of the cause. Special detailed plans are included which address such scenarios as fire, bomb threat, loss of electrical power, dangerous person or active shooter, severe weather, and medical emergencies.

Administrative Notification (IFC – 404.2.2, 1.)

In the event of any disaster, UAB Police should be contacted by dialing “911” from any UAB phone or by dialing **934-3535** from a cell phone or public phone.

Bomb Threat (IFC – 404.2.2, 1.)

It is the responsibility of the local police department to investigate all suspected bombs and reports of bombs being placed on campus property and coordinate evacuation, searches, and removal of suspected explosive devices. This shall be accomplished in cooperation with staff, fire department, and other agencies which may be called to assist.

- If you receive a bomb threat use the bomb threat check list to gather all pertinent information. **(See attached Appendix C).**
- Report the bomb threat and all available information to the UAB Police by dialing “911” and your supervisor.
- Notify the Building Administrator or designee who will communicate with the police department, obtain instructions, and make an evacuation determination based on the credibility of the threat.

- Do not advise the general public. **Allow business as usual until directed otherwise.**
- If evacuation is necessary, UAB Police, the Campus Safety Coordinator, the Building Administrator or designee, and possibly other building representatives will notify each floor of the need to evacuate. If the building fire alarm system is equipped with an "all call" feature for public address, the evacuation will be announced building wide by UAB Police. The fire alarm may also be used to speed evacuation. Do not make a general announcement that the reason for evacuation is a bomb. Only state there is an "emergency situation" and that everyone must evacuate and go to their designated gathering point for their department.

Loss of Electrical Power

Upon loss of power, remain calm and notify Campus maintenance dispatch immediately at extension "934-5353."

- Where available, the emergency generator will transfer power upon loss of electricity. It is important that all staff are trained that the switch to emergency power is not instant. There will be a brief delay. Also, not all areas have emergency power. Light switches and electrical outlets on emergency generators are red and easily identified. Critical equipment should be plugged into these red outlets.
 - **Egress lighting** - All areas have egress lighting at a minimum in order to maintain enough light to navigate corridors and stairs. However, this lighting is very dim compared to what you are used to. It is important to keep evacuation routes and corridors clear of all clutter that could pose a hazard in dim light and slow or obstruct evacuation.
- All non-essential equipment should be turned off until power has been restored.

Loss of Communications

1. If the telephone system is lost, avoid attempting to use the phone.
2. Designated one individual to periodically check the phone.
3. Use cellular phones to maintain essential communications.

ACTIVE SHOOTER (IFC – 404.2.2, 1.)

An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area; in most cases, active shooters use firearm(s), and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. This document guides faculty, staff, and students who may be caught in an active shooter situation and describes what to expect from responding police officers.

Guidance to faculty, staff, and students:

Should a shooter or a person with a weapon appear on campus, call the University Police (911 or 205-934-3535) as soon as safely possible. The University Police Department is trained to deal with this incident and will respond immediately upon notification.

Each situation is different, so no single procedure will work in all circumstances. You will have to make the best decision based on your unique situation. Always be aware of your surroundings as you determine how best to protect yourself. The Department of Homeland Security offers the following suggestions:

Run...

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officer
- Do not attempt to move wounded people
- Call 911 or 205-934-3535 (UABPD) when you are safe

Hide...

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Do not trap yourself or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911 or 205-934-3535 (UABPD) if possible, to alert police of the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

Fight...

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

When calling the police, attempt to provide the following information:

- Building/Site Name and location
- Your name and phone number
- Exact location and number of shooters
- Description of shooter, type of weapon, number of hostages, if any
- Number and location of injured persons

When the police arrive, they may not know who the shooter(s) are, yet perpetrators have been known to hide among students. Therefore, it is important to obey all law enforcement commands. Officers may order everyone to raise their hands or even place handcuffs on them. This is done for safety reasons to prevent further injury and possible escape by the perpetrator(s). Once law enforcement officers are on the scene, they will move through the area/building. Follow all directions from law enforcement officers immediately. The primary focus of UABPD will be to locate and confront the threat. Once the threat has been contained, other resources will assist you.

Severe Weather

Departments should have a way of monitoring for inclement weather, such as a weather radio, weather app for your phone, B-Alert, weather.com etc. Department captains along with the Building Administrator or other designees will be responsible for monitoring the weather for changes that may require an upgrade in readiness. The Building Administrator is also responsible, in consultation with Campus Safety, for helping departments determine specific actions that should be taken to protect UAB employees, students, visitors and property.

Emergency Sirens

There are 8 emergency sirens located strategically around campus to help alert the community and those outdoors in the event of a tornado warning or sighting (see below). These are activated by the Jefferson County Emergency Management Agency in cooperation with the National Weather Service.

Heavy Rain and Flooding

Campus maintenance will be prepared to handle sewer back-up and other problems associated with flooding in areas known to have problems. Environmental or Building Services is responsible for making sure door mats and wet floor signs are deployed and to assist with any needed cleanup.

Flash Flooding

Some roads, parking areas, sidewalks, etc. at UAB are prone to flash flooding during periods of severe downpours. This can be made worse because of construction. Be aware of your surroundings.

- Never try to walk or swim through swiftly moving water.
- Never try to cross water in a vehicle, whether it is moving or not.
- If your vehicle stalls in rapidly rising water, abandon it immediately and move to higher ground.

Severe Lightning/Electrical Storms

While it is unlikely that such storms will result in serious damage to the University as a result of electrical activity, it is advisable to curtail certain activities that may present risks, such as outdoor or rooftop activities, or the use of any equipment that could cause injury or be damaged by sudden surges or interruptions in the power supply.

Many lightning fatalities or injuries occur at the beginning or end of a thunderstorm. The following are some lightning safety rules:

- Keep an eye on the sky. Look for darkening skies, flashes of light, or increasing wind. Listen for the sound of thunder.
- If you can hear thunder, you are close enough to the storm to be struck by lightning.
- Count seconds from the time you see lightning until you hear thunder, then divide by five. This gives you the distance in miles from the lightning to you.

When a storm approach...

- Find shelter in a building or car. Keep car windows closed and avoid convertibles.
- Telephone lines and metal pipes can conduct electricity. Avoid using the telephone or any electrical appliance.

If someone is struck by lightning...

- People who have been struck by lightning carry no electrical charge and can be handled safely.
- If they have stopped breathing, perform CPR.

Watches and Warnings

Watch

A tornado, severe thunderstorm, flash flood, etc. **watch** means conditions are favorable for the development of weather events that can cause severe damage. The watch will be issued by the National Weather Service for a specified time period. Specific information will be broadcast on the weather radio and on commercial radio and television. **Each department should develop a call tree or other method of notifying every one of the potentials for severe weather.** Since this is not an immediate threat and no specific action is required, e-mail notification or a group text works well for this. Make sure to include when the watch period will end. No specific action should be taken by employees during a watch except to stay alert to weather conditions and updates.

Warning

A tornado, severe thunderstorm, flash flood, etc. **warning** means a weather event has been positively identified in or near Jefferson County. **Emergency sirens will sound.** Everyone must stay alert for sudden changes in weather conditions and weather announcements and should **seek shelter immediately along the interior walls and enclosed windowless staircases, or in a basement area.** With Doppler radar and other sophisticated electronic tracking systems we can more accurately track weather threats. It is extremely important to monitor radio, weather app, or TV for the latest information on the exact location of the storm.

Stay away from the windows as much as possible. Do not attempt to monitor conditions visually by standing at a large window.

The severe weather gathering areas for the building are located:

◆ (See Appendix D)

Once a warning has been issued for the Birmingham Metro area someone should be appointed to monitor current conditions by using a weather radio, weather app, or by waiting for a notification from the B-Alert system. A B-Alert will be issued when the initial warning goes out and a “immediate threat has passed” will be given when current storm has passed the campus. This does not mean that another storm system could not be following behind so continuing conditions should be monitored until all danger has passed.

Fire Prevention and Evacuation Plan IFC – 404.2.2, 1, 5)

The purpose of the Fire Prevention and Evacuation Plan is to establish procedures for identifying fire hazards, fire evacuation response, and preventing fires. All UAB employees are expected to follow the procedures outlined in this plan.

General Procedures for all Areas:

If you detect FIRE or SMOKE, no matter how minor it may appear to be, immediately follow these steps:

STAY CALM and use common sense. Others will depend on your actions. Use the **C.A.R.E.** response system:

Close the door to **CONFINE** the fire and smoke. As you leave the room where the fire is located, close the room door and fire doors located in the corridors.

ACTIVATE THE FIRE ALARM by pulling the handle.

REPORT THE FIRE. DIAL “911” (Local police/fire department). Identify yourself and provide the exact location of fire or smoke and what is burning, if known.

EVACUATE staff and visitors immediately. Do not return to the building unless told to do so by the fire department, police, or the Safety Coordinator.

Evacuation

Evacuation of employees, students, and visitors will be carried out in a timely and orderly manner and will occur as follows:

- All building occupants should proceed to the nearest exit, move away from the building and proceed to the nearest corral point.

The corral points are located at:

♦ (See Appendix E)

Your department captain/building administrator can advise you where your gathering point is. This will provide a quick and easy way to account for all employees and visitors. It is also important that the fire department has clear and unobstructed access to the building. Do not gather in the driveway, move away from the building. Do not return to the building unless told to do so by the fire department, police, or the Campus Safety Coordinator. It is sometimes difficult to know when the all clear is given, however, UAB Police will be monitoring all exits and will blow their whistles and verbally notify groups in obvious gathering areas that it is safe to return to the building.

Provisions for Individuals with Disabilities (IFC – 404.2.1, 4.), (IFC – 404.2.2, 2.3.)

The landings at the stairwell are considered areas of refuge for individuals with disabilities. In the event the building must be evacuated, individuals with disabilities located above or below the ground floor should proceed to their designated areas of refuge and remain until emergency personnel arrive. Any required assistance for individuals accessing the area of refuge should be coordinated in advance by their Floor Captain. The Floor Captain or designee must immediately report the location of disabled or injured individuals to emergency personnel. Each Floor Captain is responsible for assisting visitors with disabilities in evacuation or accessing areas of refuge.

Fighting Small Fires

If you are *certain* that a small or contained fire does not pose an immediate threat to you, your co-workers, visitors, students, or the surrounding area, you may be able to put it out with the appropriate fire extinguisher. The fire extinguishers located throughout the building are ABC type dry chemical.

Fire Drills

In an actual fire, there will be excitement and confusion. The confusion may be compounded by thick smoke and toxic gases. A normally well marked exit route may appear unfamiliar and disorienting. For this reason, it is essential that fire response procedures be practiced.

The training of personnel to respond effectively to a fire emergency is a critical component of any fire safety program. Each person must know exactly what to do and must have enough practice to be able to perform quickly and efficiently. Fire drills should be conducted as follows:

1. Drills should be conducted in a manner that ensures all personnel participate.
2. Drills are to be conducted by the Campus Safety Coordinator and Building Administrator or designee.
3. Drills are to be initiated through verbal notification of an employee or by activating a fire alarm pull station. If a pull station is used, Campus maintenance should be on hand to reset the alarm and Birmingham Fire and Rescue must be notified of the exact time of the drill and when the system is back in service.
4. The Campus Safety Coordinator, Building Administrator or designee will monitor and evaluate the fire drill response. Training will be held at that time if an employee is found to be unfamiliar with procedures.
5. All clear to be called by the Campus Safety Coordinator, Building Administrator or designee.

Safe Fire Prevention Practices

The following guidelines have been established in order to maintain a fire safe environment for staff and visitors:

- Free access to fire cabinets, fire extinguishers and other firefighting equipment must be maintained at all times.
- The "No Smoking" policy shall be enforced.
- All use of candles and open flames are prohibited.
- Keep all electrical equipment in good repair. Do not overload electrical circuits by using multiple plugs or unapproved extension cords. Only those

extension cords labeled as UL Listed and in good condition may be used.

- Cords that are missing the grounding prong, are spliced together, or that are missing their protective sheath shall not be used.
- Only approved space heaters may be used. Never use an extension cord or power strip with space heaters.
- Holiday decorations must be made of non-combustible or fire-retardant materials. **Live Christmas trees are not permitted.** Do not block corridors with decorations. Fire doors shall not be covered with combustible materials, such as wrapping paper.
- Flammables, including data sheets, books, rags, clothing, flammable liquids or trash shall not be placed or stored near heaters or their vents, any electrical appliance, or other potential sources of ignition.
- Sources of actual or potential heat such as hot plates or electric coffee pots shall not be placed near flammable and combustible materials.
- Care must be taken not to block potential escape routes, particularly with flammable and combustible materials.
- Ensure storage spaces and individual offices are kept clean and free of piled up combustible materials and supplies.

Fire Safety Inspections

Conducting systematic inspections to locate and eliminate fire hazards is an indispensable element of the Fire Safety Program. The Safety Coordinator will conduct periodic, unannounced fire inspections as part of the hazard surveillance process. However, departments should periodically self-inspect to help identify any potential hazards, such as space heaters too close to combustibles, frayed electrical wires, excessive combustibles (Boxes, paper, etc.), improperly stored flammables, presence of burning candles, blocked emergency equipment or obstructed corridors.

It is the responsibility of each employee to report conditions believed to be unsafe or a fire hazard as soon after discovery as possible. Report these to the Building Administrator.

Fire Extinguishers, Fire Alarms Systems, and Suppression Systems

Responsibility for periodic inspection, servicing, including recharging and minor maintenance and adjustments, removal and replacement of discharged or unserviceable units regarding fire extinguishers, fire alarm systems, and fire extinguishing systems or fire suppression equipment is a Campus Maintenance function.

- a. Except for use in fighting a fire, fire extinguishers shall not be removed or relocated by any person except assigned maintenance or safety personnel.
- b. Fire extinguisher inspection tags shall only be modified by the inspector.
- c. Fire extinguisher inspection tags shall be removed by only the fire extinguisher shop.
- d. Fire extinguisher locations must be clearly indicated according to

applicable codes and must NOT be obstructed by furnishings, equipment, supplies, boxes, carts or any other material.

- e. Any fire alarm systems, or fire suppression systems having issues, or needing repair should be reported to campus maintenance immediately.

Fire Extinguisher Replacement

After an extinguisher has been used, regardless of how small the discharge, or if found to be unserviceable for any reason, it should be immediately replaced.

Contact Campus maintenance at extension 934-5353 for this service.

Medical Emergency (IFC – 404.2.1, 6.)

It is the policy at UAB to provide faculty, staff, students, visitors and patients a means by which they may report and be assisted with medical emergencies.

To facilitate the treatment of injuries and illness in order to minimize their impact on faculty, staff, students, visitors and patients, follow these guidelines when responding to a medical emergency:

- **ASSESS** the patient's condition by asking appropriate questions and observe response
 - *Do you know where you are?*
 - *What's your name?*
 - *Who is the president of the United States?*
- **RESPOND contact** (911 from a UAB phone) or 934-3535 UAB emergency number. If patient is unresponsive and not breathing a qualified person or persons should begin Cardiopulmonary Resuscitation (CPR), attach an Automatic External Defibrillator (AED) if one is available.
- **CREATE** a safe space for the patient, clear onlookers, including unnecessary students and staff
- **CARE** for, monitor and communicate with the patient to continually observe the situation onto medical responders arrive.
- **REPORT** details of the incident to the medical responders. Gather information to complete UAB Incident Report and submit it to Office of Risk Management and the Building Administrator.

Remember no one can be forced to seek medical care unless they choose to do so or are unresponsive and cannot choose for themselves.

Chemical Safety (IFC – 407.1-.7)

Safety Data Sheets

The UAB Hazard Communication Program requires all employees who work with chemicals to be familiar with the hazards associated with those chemicals. A Safety Data Sheet (SDS) - formerly MSDS (Material Safety Data Sheet) - provides information on specific hazards, health effects, handling and storage, spill response, disposal and personal protective equipment regarding a particular substance. UAB subscribes to an online service, [ChemWatch](#) for Safety Data Sheets. Safety Data Sheets may be obtained from the chemical supplier or from EH&S. It is recommended for chemical users to keep a readily available hard copy of the safety data sheets for any hazardous chemicals present in your area.

Chemical Spills and Accidents

It is the policy at UAB to have procedures in place that address the specific problems involved in a chemical spill or accident. To reduce the likelihood of injury or damage to property as a result of a spill or accident involving chemicals, personnel should be trained to safely handle the chemicals present in their areas prior to starting the work.

All areas should have a spill kit containing an appropriate amount and type of absorbent for the chemicals used in the area. Contact EH&S 4-2487 for assistance with spill kit selection if needed.

Areas where chemicals are stored or used should have a written spill clean-up plan and training on how to safely manage chemicals and how to respond to spills and other emergencies involving chemicals.

Personal Injury

a. Person on Fire

- Go to the nearest safety shower as soon as possible.
- Use the shower to remove any contaminating material and to cool the skin.
 - If a safety shower is not available, wrap the person in a safety blanket or drop and roll on the floor.
- Call 911 from a campus phone or 934-3535 from a cell phone if the person needs care. You can ask another person to do this while you are assisting the person in the shower if necessary.
- Be prepared to give the operator information about the emergency and the location.

b. Eye Contact:

- Flush with water for 15 minutes at the eye wash station.
- Open the eyelids and force water into the eyes.
- If wearing contacts, wash once and remove the contacts.
- Continue to wash for 15 minutes without the contacts.
- Seek medical help as soon as possible.

c. Ingestion:

- Identify the substances involved if possible.
- Call 911 from a campus phone or 934-3535 from a cell phone.
- Give the operator the type of emergency and the location.
- Stay on the phone until the person releases you.
- Have someone meet the first responders at the location you gave the operator.

d. Skin Contact:

Large Spills

- Locate and get under the safety shower immediately.
- Remove clothes and continue to shower for 15 minutes.
- Seek medical attention immediately if needed.

Small Spills

- Rinse the exposed area with large amounts of water for 15 minutes.
- Seek medical attention if needed.

Report all chemical exposures or injuries to your supervisor as soon as possible, but certainly within 2 calendar days.

Small Chemical Spills: Promptly clean up small spills (generally less than 500ml) using appropriate protective apparel and equipment. Clean the spill only if you are trained and you have appropriate spill kit. Small spills can generally be absorbed using spill pillows or vermiculite. Absorbent materials must be disposed of as chemical waste.

Large Chemical:

Large Spill (unknown substance any amount, highly toxic chemical any amount or spill more than 500ml)

- **Call 911 from campus phone or 934-3535 from cell phone**
- Give the operator the:
 - Type of chemical
 - Size of spill
 - Possible exposure
- Evacuate the area/building
- Wait for an all clear signal

Decontaminate personnel that may have been splashed with the chemical under the safety shower and take anyone injured to the University Hospital Emergency Department. An on-the-Job Injury form should be completed and a copy forwarded to Occupational Medicine.

UAB police dispatch will contact the EH&S Spill Response Team, which will have full authority over the clean-up operation. The spill response team has been specially trained to handle hazardous chemical spills. Anyone deliberately breaching the authority of the spill response team at the site of a spill, thereby jeopardizing the health and safety of

other University employees, may be subject to disciplinary action by the University. The Chemical Safety Officer or his designee will be responsible for calling any additional personnel needed at the site of the spill.

When a spill occurs:

- Restrict the area. Allow no one to enter the room except for urgent treatment of patient or containment of the spill provided you have the appropriate PPE for entry.
- **Call 911 from campus phone or 934-3535 from cell phone. Give your name and contact information, the location of the spill, the material spilled, approximate amount and if there are any injuries or damage resulting from the spill.**
- Should not enter back into the room/area until you get clearance from the Campus Safety Officer

APPENDIX A
Building Floor Captains

Designated Personnel (**IFC – 404.2.1, 9.**), (**IFC – 404.2.2, 6.**)

Floor/Department	Captain	Alternate
2300 Building - 1 st floor	Heather Holmes	Joel Marc Quattlebaum
508 Building	Shirley Ginwright	Kevin Jarrett
916 Building - 1 st floor	Benjamin McManus	Sam Marcrum
Campbell Hall - 1 st floor	Kristen Campbell	Regina McFadden
Campbell Hall - 2 nd floor	Terri Roberson	
Campbell Hall - 3 rd floor	Mark Case	Amanda Watkins
Campbell Hall - 4 th floor	Darrick Pierce	Aundrea Longmire
Chemistry Building - 1 st floor	Tanja Matthews	
Chemistry Building - 2 nd floor	Alfreda Johnson	Mitzy Erdmann
Chemistry Building - 3 rd floor	Leroy Tolbert	Sadanandan Velu
Hansell/Hulsey Center - 1 st floor	Heather Holmes	Rich Gere
Hansell/Hulsey Center - 2 nd floor	Renee Page-Nash	Kiera Ryan
Hansell/Hulsey Center - 3 rd floor	DeJohn Tellis-Oliver	Dr. Patrick Evans
Heritage Hall - 1 st floor	Kim Hazelwood	Bradford Bondurant
Heritage Hall - 2 nd floor	Heather Land	Caren Alexander
Heritage Hall - 3 rd floor	Steve Miller	
Heritage Hall - 4 th floor	Nancy Thomas	Jason Simmelink
Heritage Hall - 5 th floor	Mat Thompson	
Holly Mears - 1 st floor	Pam Gore	Catheryn Orihuela
Humanities Building – 1 st floor	Heather Holmes	Jacob Phillips
Humanities Building – 2 nd floor	Heather Holmes	Jacob Phillips
Humanities Building – 3 rd floor	Kelvin James	Claude Patterson
Humanities Building – 4 th floor	James Bevelle	Henry Panion
UBOB - 1 st floor		
UBOB - 2 nd floor	Hyeyoung Lim	Thomas Harris
UBOB - 3 rd floor	Jason Linville	Elizabeth Gardner
UBOB - 4 th floor	Brian Babin	Gary Warner
University Hall - 1 st floor	Tom Corrao	
University Hall - 2 nd floor	Kevin Worden	
University Hall - 3 rd floor	Denise Joseph	Candace Reese
University Hall - 4 th floor	Janet Tatum	Cheryl Logan
University Hall - 5 th floor	Karen Coggin	Donna Miller

Department Captains:

Responsibilities: Coordinate evacuation of faculty, staff, students, and visitors of your department. Get appropriate floor sign and floor/department roster. Lead people to the designated assembly area. Report any missing people and any injuries to emergency personnel. Participate in emergency and disaster drills.

APPENDIX B

Departmental Responsibilities

Each department/floor should develop:

- A call tree or other method of notifying personnel of the potential for severe weather or another emergency.
- A list of Department Captains and alternates.
- Headcount roster.
- Department placard to hold up at assembly area.

Supervisory responsibilities

Train employees on:

- Evacuation procedures.
- Designate personnel, e.g., Department Captains, etc.
- Headcount procedures.

APPENDIX C Bomb Checklist

BOMB THREAT CHECKLIST Telephone Procedures

INSTRUCTIONS: Be calm, be courteous, listen. Do not interrupt the initial message of the caller. If possible, notify your supervisor immediately by a pre-arranged signal while the caller is on the line.

Name of Operator _____ Time _____ Date _____

Caller's Identity:

Sex: Male _____ Female _____ Adult _____ Juvenile _____ Approximate age _____ in years

Origin of Call: (Check Caller ID)

Local _____ Long Distance _____ Booth _____ Internal _____ Write the number here _____

Voice Characteristics
_____ Loud _____ Soft
_____ High Pitch _____ Deep
_____ Raspy _____ Pleasant
_____ Intoxicated _____
_____ Other

Speech
_____ Fast _____ Slow
_____ Distinct _____ Distorted
_____ Stutter _____ Nasal
_____ Slurred _____ Lisp
_____ Other

Language
_____ Excellent _____ Good
_____ Fair _____ Poor
_____ Foul _____
_____ Other

Accent
_____ Local _____ Not Local
_____ Foreign _____ Region
_____ Race _____ Other

Manner
_____ Calm _____ Angry
_____ Rational _____ Irrational
_____ Coherent _____ Incoherent
_____ Deliberate _____ Emotional
_____ Righteous _____ Laughing

Background Noises
_____ Mixed _____ Airplanes
_____ Bedlam _____ Animals
_____ Trains _____ Voices
_____ Music _____ Quiet
_____ Factory Machines
_____ Street Traffic
_____ Party Atmosphere
_____ Office Machines

BOMB FACTS

Pretend difficulty with hearing. Keep the caller talking. If the caller seems agreeable to further conversation, ask questions like:

When will it go off? Certain hour _____ Time remaining _____

Where is it located? Building _____ Floor/Office/Area _____

What kind of bomb? _____

How do you know so much about the bomb? _____

Where are you now? _____

What is your name and address? _____

If the building is occupied, inform the caller that detonation could cause injury or death.

Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Did the caller appear familiar with the building by his description of the bomb location? _____

ACTIONS TO TAKE IMMEDIATELY AFTER THE CALL

- NOTIFY THE UNIVERSITY POLICE, EXT 911 or 934-3535
- NOTIFY YOUR IMMEDIATE SUPERVISOR.

Talk to no one -- other than instructed by your supervisor or the Police.

APPENDIX D
Severe Weather Gathering Areas

Building	Location
508 Building	1 st Floor restrooms
916 Building	The women's restroom and the office space located closest to the front desk.
2300 Building	Restrooms and the storage area towards the back of the building.
Abroms-Engel Institute (AEIVA)	1st floor restrooms and the storage/office area towards the back of the building, where you have access to the loading dock.
Alys Stephens Center (ASC)	Basement: All areas except mechanical rooms. 1st Floor: Corridor from room 150 to 168, inside room 119 & 171, Backstage and under balcony of Jemison Theatre, the Odess Theatre, Men's room outside Odess Theatre, Corridor outside Sirote Theatre, 2nd Floor: Corridor from room 251 to 261 and from 281 to 289, inside rooms 253, 271 and 273.
Bevill Biomedical Research Bldg (BBRB)	Basement area: All areas except mechanical rooms. 1st floor area: All areas except mechanical rooms. All stairwells from the 2nd floor down.
Campbell Hall (CH)	1 st and 2 nd floor restrooms and stairwells
Ctr Biophysical Sciences and Engineering (CBSE)	Basement level area: All areas except mechanical rooms. 1st floor areas from rooms 107 to 113, 117C to 118, and 180 to 188 and inside restrooms. Stairwells from the 2nd floor down.
Center for Psychiatric Medicine (CPM)	Stairwell Corridors
Chemistry Building (CHEM)	1 st floor corridor between rooms 121-153 2 nd floor corridor between rooms 214-246; inside rooms 217, 250, 254, 256, 260, 262, 266, 277, 281, 283, 289 and 291
Civitan Building (CIRC)	Located on each floor (posted outside and inside of stairwells)
Community Health Services Bldg 19th (CH19)	Basement: All corridors (except by loading dock rollup door), elevator lobby and inside room B01. First floor corridor from room 104 to 137.
Hansell/Hulsey Center (HC)	1 st floor, room 108-Recital Hall; corridor outside Recital Hall from room 117 to the restrooms and inside restrooms 2 nd floor, corridor from rooms 233-249 or from rooms 208-219; inside rooms 208, 208A, 209 and 209A
Heritage Hall Building (HHB)	1 st and 2 nd floor restrooms and stairwells
Holley-Mears Building (HMB)	1st floor corridors from rooms 101, 130-139, 167-184, 192-197. The restrooms numbered 103, 133, and 178.
Humanities Building (HB)	Inside room 105 and 1st floor restroom.

<p style="text-align: center;">Lyons-Harrison (LHRB)</p>	<p>Basement: Corridor from B45 to B50, and outside room B02 and elevator lobby. 1st Floor: South corridor from room 130 to 158, north corridor from room 112M to 112T.</p>
<p style="text-align: center;">Research Support Building (RSB)</p>	<p>1st Floor: Corridor from west elevator to room 108, east stairwell.</p>
<p style="text-align: center;">Russell Ambulatory Center (RAC)</p>	<p>1st Floor restrooms</p>
<p style="text-align: center;">Spain Rehab (SRC)</p>	<p>Auditorium</p>
<p style="text-align: center;">University Boulevard Office Bldg (UBOB)</p>	<p>1st floor restrooms; 198E stairwell; inside 110A 2nd floor restrooms; 298E stairwell; the corridor of Criminal Justice from rooms 222-230</p>
<p style="text-align: center;">University Hall (UH)</p>	<p>Storm Shelter Area</p>
<p style="text-align: center;">Volker Hall (VH)</p>	<p>Basement: West corridor from room B121 to B154 and north corridor from B154 to turn and south to B176G, Corridor between rooms B161 and B187. Corridor between rooms B102 and B199M. Corridor between rooms B160C and around corner to B160N. Corridor from B001Y (Locker Rm), to corridor at B001B, and from B002 to B011 (comm rm) Level G: South corridor from room G036 to G102M; from room G007 to G011; from G057 to G132E; from G133R to G133K; from G106 to G124D; from G094C to G102H; from G094A to G100M; from G082A to G082k, and G081W to G079. Level 1: Old Tower, corridor from room 141 to 149, room 165, and corridor from room 150 to 157, stairwell D, new tower: corridor from 102F to 102L.</p>
<p style="text-align: center;">Zeigler Building (ZRB)</p>	<p>All stairwells from the 2nd floor down.</p>

APPENDIX E

Corral Points

Building	Emergency Corral Point
508 Building	
916 Building	Parking lot of BMR 2 (9th Ave and 19th Street)
2300 Building	Parking lot on corner of 23rd St. & 6th ave. alley (NW corner of building)
Abroms-Engel Institute (AEIVA)	Parking lot 15D at rear (South) of the building.
Alys Stephens Center (ASC)	Parking lot 15M to the (West) of the building and also large green area to the (Northwest).
Bevill Biomedical Research Bldg (BBRB)	Parking lot of BMR2 (9th Ave and 19th Street). Please do not gather in the courtyard of BBRB.
Campbell Hall (CH)	North side of the building towards Bartow arena
Center for Biophysical Sciences and Engineering (CBSE)	Parking lot 15W (West) of the building and parking lot to the (east).
Center for Psychiatric Medicine (CPM)	Surface lot on 6th Avenue
Chemistry Building (CHEM)	Campus Green
Civitan Building (CIRC)	Front parking lot of Spain Rehab on 6th Avenue.
Community Health Services Bldg 19th (CH19)	Parking lot of BMR 2 (9th Ave and 19th Street). Please do not gather in the parking deck of CH-19.
Hansell/Hulsey Center (HC)	To the west side of the building facing the baseball field.
Heritage Hall Building (HHB)	To the center area of the campus green
Holley-Mears Building (HMB)	Parking lot of BMR 2 (9th Ave and 19th Street)
Humanities Building (HB)	Green space to the (West) rear of building
Lyons-Harrison (LHRB)	Because of the layout of this building, there are (2) Corral points. East side gather in front of the Kracke building. West side gather in the back loading dock of of LHRB, THT, & MCLM.
Research Support Building (RSB)	18th Street sidewalk and 9th Ave. sidewalk
Russell Ambulatory Center (RAC)	Parking lot in front of building
Spain Rehab (SRC)	Front parking lot of Spain Rehab on 6th Avenue.
University Boulevard Office Bldg (UBOB)	Across 12th street towards the baseball field
University Hall (UH)	Campus green
Volker Hall (VH)	SOM Tower occupants should gather in the Children's surface lot on University Blvd. Lecture Tower occupants should gather in the back loading dock of VH. Research Tower occupants should gather in the Children's surface lot on University Blvd.

APPENDIX F
Building Administrator List

Building	Locations
508 Building	Kevin Jaquess – office: 934-6998
916 Building	Ben McManus – office: 975-9440
2300 Building	Heather Holmes - cell (205) 401-3851
Abroms-Engel Institute (AEIVA)	Bryan Jones – office: 934-6018
Alys Stephens Center (ASC)	Bryan Jones – office: 934-6018
Bevill Biomedical Research Bldg (BBRB)	Robert Witherspoon – office: 934-0272
Campbell Hall (CH)	Kim Hazelwood- office: 934-5644
Center for Biophysical Sciences and Engineering (CBSE)	Chris Boutwell – office: 934-6567
Center for Psychiatric Medicine (CPM)	Arpan Limdi – office: 996-5674
Chemistry Building (CHEM)	Richard Dluhy - office: 975-5381
Civitan Building (CIRC)	Robert Witherspoon – office: 934-0272
Community Health Services Bldg 19th (CH19)	Robert Witherspoon – office: 934-0272
Hansell/Hulsey Center (HC)	Kim Hazelwood- office: 934-5644
Heritage Hall Building (HHB)	Kim Hazelwood- office: 934-5644
Holley-Mears Building (HMB)	Pamela Gore - office: 934-2610
Humanities Building (HB)	LaShell Cameron – office: 934-9344
Lyons-Harrison (LHRB)	Robert Witherspoon – office: 934-0272
Research Support Building (RSB)	Samm Bartee – office: 996-4078
Russell Ambulatory Center (RAC)	Arpan Limdi – office: 996-5674
Spain Rehab (SRC)	Arpan Limdi – office: 996-5674
University Boulevard Office Bldg (UBOB)	Jeff Walker – office: 934-2069
University Hall	Kim Hazelwood- office: 934-5644
Volker Hall (VH)	Robert Witherspoon – office: 934-0272
Zeigler Building (ZRB)	Robert Witherspoon – office: 934-0272

Appendix G Employee Injury Reporting

An incident/accident must be reported by the employee to the employee's direct supervisor and to Kimberly Hazelwood (Executive Director Administrative Operations, College of Arts and Sciences 205-934-5644 or 4-5644) as soon as possible, but no later than two calendar days following the incident/accident or following the onset of the illness or disease. Failure to report an incident/accident within two calendar days of occurrence or within two calendar days of the onset of the illness or disease may result in denial of On-the-Job Injury/Illness (OJI) benefits.

Campus employees (to include Post Doc, Graduate Student employees, visiting scholars and visiting scientists): Employees with needle sticks and/or other exposures should be evaluated at The Workplace during the work week (Monday-Friday from 7AM to 4PM). If an incident occurs on the weekend or outside The Workplace's hours of operation (7AM-4PM), employees should go to UAB Highland's ED or University Hospital ED.

If medical treatment is required (other than needle sticks) call Brentwood Services at 933-0373 or 1-800-524-0604. Complete the Initial Medical Evaluation Authorization (found at www.uab.edu/humanresources) and send with the employee to The Workplace (UAB Occupational Medicine) if the injury occurs during their operating hours (M-F 7:30A – 5:00P). If outside The Workplace hours, send form with the employee to University Hospital Emergency Department (UHED), Highlands Emergency Department or UAB Urgent Care.

Injured employees may use Blazer Express for transportation to and from The Workplace for the initial visit. The Workplace is located at UAB Highlands, Suite 100. Their telephone number is: 205-933-5300. You should contact Brentwood Services Administrators (933-0373 or 1-800-524- 0604) to coordinate transportation for any subsequent medical visits.

Complete an Incident Report form as soon as possible. **Campus Employees please use the OJI Incident report form on the following web page.**

<https://www.uab.edu/humanresources/home/relations/oji>

Appendix H Student Injury Reporting

In the event a UAB student is injured. An immediate assessment should be made to determine the severity of injuries and proper response required. **The following guidelines should be followed.**

- If student is unresponsive and not breathing contact UAB dispatch immediately at 934-3535 or 911 from UAB phone. A qualified person should start Cardiopulmonary Resuscitation (CPR), attach Automatic External Defibrillator, if one is available. If severely injured same process should be used in notifying UAB dispatch at (205) 934-3535 or 911. Dispatch will then send appropriate response needed.
- If student has minor injuries and emergency response is not needed, then the student should be directed to the Student Health and Wellness Center. It will be up to the student whether to seek medical attention or not. UAB faculty cannot force a student to seek medical attention.
- The following form at the link provided below should be filled out and sent to UAB OJI. **(Use this form regardless of student status, employee or not. For campus student injuries please use the OJI Incident report tab on the following webpage.)**
<https://www.uab.edu/humanresources/home/relations/oji>
At no point should notification to dispatch or transport be delayed to obtain proper paperwork.
- **The Incident must be reported to UAB OJI, the UAB Faculty/Staff Member that is responsible for the student and to the Schools Executive Director Administrative Operations, College of Arts and Sciences**
(Kim Hazelwood 205-934-5644, 4-5644 or khazelwood@uab.edu)