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Approval and Implementation

The University of Alabama at Birmingham recognizes that preparedness to effectively respond to the effects of an emergency or disaster in the UAB community includes a broad range of interdependent elements, which will be most readily accomplished by the establishment and maintenance of a comprehensive emergency management program to coordinate such efforts of the many departments and resources of the University of Alabama at Birmingham, external governmental agencies, public and private support agencies and individual citizens.

The University of Alabama at Birmingham recognizes that major disasters often result in a sudden escalation in the fundamental needs of the community and a rapid, but systematic, reorganization of resources and personnel in order to minimize the impact on the university and its students, staff, faculty and visitors.

The University of Alabama at Birmingham is committed to planning for these events through a cooperative effort of all available assets to safeguard against natural, technological, and human initiated disasters, protect lives and property and restore its facilities and operational structures to normal status as quickly as possible and with minimal disruption.

This Emergency Operations Plan is a statement of the University of Alabama at Birmingham's policy regarding the authority of its employees to manage and coordinate university resources and assign tasks and responsibilities to individuals and departments during a response to a campus emergency or widespread disaster.

_______________________________  ____________________
Dr. Ray Watts                      Date
President, University of Alabama at Birmingham

_______________________________  ____________________
Robert McMains                     Date
Chairman, University Safety Committee
INTRODUCTION

This document establishes the Emergency Operations Plan (EOP) for the University of Alabama at Birmingham. The EOP provides the foundation for a systematic approach to the preparation for, response to, and recovery from a broad range of events and incidents. The plan identifies the responsibilities, functions, operational procedures, and working relationship among the various departments, external governmental entities and private support groups.

The EOP is divided into three sections: Basic Plan, Functional Annexes and Hazard-Specific Appendices. In addition, the following documents exist and are foundational to the Emergency Management Program and the successful implementation of this plan:

- UAB Emergency Management Program Guidelines
- UAB Hazard Vulnerability Analysis
- UAB Special Threats Analysis
- UAB Institutional Continuity and Recovery Plan

- Facility and Event-based Life Safety Plans
- Departmental Continuity and Recovery Plans
Basic Plan
The Basic Plan is an overview of the University of Alabama at Birmingham’s approach to emergency management. It sets out the University's efforts to develop capabilities for coping with emergencies and covers a number of generally applicable organizational and operational details. The Basic Plan does not attempt to specify the actions taken during the response, as these are based on responsible decision-making processes during the course of the response, but rather, the plan summarizes the situations to which the plan is applicable, explains the general concept of operations, and assigns general responsibilities for emergency operations.

Functional Annexes
The Functional Annexes to the EOP provide specific information and direction to departments primarily responsible for particular functional areas of operation in preparing for and responding to emergencies. It is the intent of the plan to draw upon the proven operational strengths of individuals and departments. Areas of responsibility during emergency operations will closely resemble those of the department during normal business operations to the extent this is possible under demanding circumstances.

Hazard-Specific Appendices
The UAB Hazard Vulnerability Analysis identifies threats to the University that warrant Hazard-Specific Appendices to the EOP because of an increased probability of occurrence, the consequences associated with occurrence, or both. Hazard-Specific Appendices address specific disaster situations and describe the basic responsibilities that individuals and departments have during emergencies of a specific type.

Life Safety Plans
Life Safety Plans, developed for each of the buildings on campus occupied by employees or students, are adopted by reference. These Plans approach response from the perspective that the department or individuals using the plan are directly impacted by the emergency or disaster. These plans provide information to building occupants that is used to protect themselves and others from immediate harm. LSP’s may include plans for severe weather, fire alarm activations, small chemical spills in laboratories, bomb threats, etc.

Life Safety Plans DO NOT call upon the building occupants to mount a response to stabilize or resolve crisis situations.
Distribution List

Primarily, distribution of this plan will be by electronic means. It will be the responsibility of each department or office having duties under this plan to ensure their ability to access the plan in an emergency.

University of Alabama at Birmingham entities with responsibilities under this plan:

UAB Emergency Management Team
UAB Police Department
Occupational Health and Safety
  Emergency Management
  Chemical Safety Program
  Radiation Safety Program
  General Safety Program
  Biosafety Program
  Occupational Medicine
  Environmental Management
Facilities Division
Information Technology
BREMSS
Media Relations
Transportation and Parking Services
Campus Planning
Student Housing
Counseling and Wellness Center
Risk Management
General Counsel
Human Resources Management
Financial Affairs
Student Health
Business and Auxiliary Services

Hard copies of this plan will be kept updated at the following locations:

UAB Police Dispatch
UAB Emergency Operations Center
Director on Duty for Occupational Health and Safety
UAB Hazardous Material Response Team

Copies of the basic plan will be provided to the following non-UAB agencies:

Birmingham Police Department
Birmingham Fire and Rescue Service
Jefferson County Emergency Management Association
Jefferson County Sheriff’s Department
Birmingham Chapter of the American Red Cross
Purpose

The University of Alabama at Birmingham Emergency Operations Plan (EOP) is a procedural document for organizing, coordinating and directing available resources toward the control of an emergency, in an effort to reduce the impact of the event on the life safety of our students, staff and faculty and protect the University’s critical infrastructure, facilities and property. Priorities during any emergency response by the University’s resources are:

- To protect life safety of the UAB Community
- To secure the infrastructure and facilities critical to ongoing emergency operations
- To secure the infrastructure and facilities identified as mission-critical to UAB
- To secure the infrastructure and facilities essential to teaching and research programs
- To secure the infrastructure and facilities necessary to resume normal operations

Scope and Applicability

This plan and all of its contents apply to all of the University of Alabama at Birmingham’s students, facility, staff and visitors. Emergencies may overwhelm the resources of the university and may impact the surrounding community, warranting involvement of resources from external agencies. UAB will make every effort to cooperate with local, state, and federal officials in their delivery of emergency services. This EOP further implements the use of the National Incident Management System (NIMS) and its component Incident Command System (ICS) in an effort to facilitate cooperation and efficiency of responding resources.

The plan is applicable to all hazards and emergencies and to various degrees of severity or complexity of response operations. For planning purposes events are categorized by complexity and designated by levels of response in the concept of operations below.

Academic and Administrative Departments are expected to play an active role in emergency preparedness. Before an emergency occurs, departments must develop and periodically review plans to safeguard employees, provide for continuity of operations, and be familiar with how to activate and function within the emergency operations plan. Departments that have
responsibilities under this plan must routinely review the plan, actively participate in the periodic re-evaluation, and engage in training and practical exercises in order to be proficient during an emergency response.

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Planning Assumptions and Considerations

The University of Alabama at Birmingham is located in downtown Birmingham, Alabama on a campus area of approximately 83 city blocks. Student enrollment is approximately 18,000 and UAB employs over 18,000 persons, making UAB the single largest employer in the state of Alabama. It is estimated that UAB has an economic impact of approximately $3 billion annually on the surrounding community.

The University of Alabama at Birmingham is subject to a range of hazards that could result in an emergency or disaster. These hazards and the risks associated are periodically evaluated as part of the UAB Hazard Vulnerability Analysis. UAB is capable of helping to preserve life and property in an emergency by mobilizing personnel, equipment, supplies and skills of internal departments, and the UAB community is best served in its doing so.

When the emergency exceeds the University’s ability to respond, officials will request assistance from city, county, and state government. UAB’s urban setting, geographic location, complex organizational structure, and the probability that response to a large-scale incident would involve numerous jurisdictions and disciplines make it desirable to establish a predetermined and standardized structure for direction and control of resources.

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Emergency Planning Committee

Responding to emergencies on campus is a defined, but dynamic process whereby situations and consequences are identified, solutions are proposed, assessed and implemented in a timely manner, and results are evaluated. It is the charge of the University Safety Committee to periodically review and evaluate the effectiveness of the Emergency Operations Plan to facilitate this process.
The Director of Emergency Management makes quarterly reports to the USC on institutional preparedness efforts. The USC assigns Emergency Planning Committees as necessary to maintain the plan and propose initiatives to further these efforts.

The Department of Occupational Health and Safety is responsible for the administrative functions of the University Safety committee and keeps a current roster of committee members, which is a body representative of numerous disciplines and functions across campus.

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**Concept of Operations during an Emergency Response**

**Activation of the Plan**

Any member of the UAB community may activate the plan by dialing 911 on a campus phone, or by calling (205) 934-3535. UAB Dispatchers are trained to triage calls and set into motion appropriate response sequences according to UAB PD policies and procedures and the notification section of [EOP Functional Annex 3: Communications](#).

**Emergency Defined**

An “emergency,” for the purpose of this plan, is a situation which poses an immediate risk to health, life, property or environment, that requires urgent intervention to prevent a worsening of the situation, and that is outside the typical operations of the persons and or departments involved.

Emergencies will vary in the degree of complexity, duration, potential consequences, and resources necessary to bring the situation under control. While some may be handled by one or more UAB resources, others may require coordination of UAB and external resources through activation of the Emergency Operations Center (EOC) and assistance from county, state, and federal agencies.

Emergencies have been categorized below in an effort to provide guidance in determining initial responses and expectations:

A **Level 1 Emergency** is an incident which can be handled routinely by the responding departments of the University of Alabama at Birmingham, or through routine emergency response by UAB Police, Birmingham Fire and Rescue and/or private EMS. Activation of the EOC is not required. Impacted personnel or departments, with limited involvement of UAB Police, Occupational Health and Safety, or Facilities Division, can
resolve the incident. In some cases, university information systems will be used to provide public information.

Examples: Odor complaint, minor medical emergencies, local minor chemical spill, plumbing failures or water leak.

A **Level 2 Emergency** is an emergency condition that could result in large-scale escalation, or involves large-scale commitment of Birmingham Fire and Rescue, EMS, or police resources. A Level 2 Emergency Condition may require partial activation of the EOC. UAB Emergency Management will be notified of the existing emergency by the Incident Commander and determine the extent of the EOC activation.

Examples: building fire, major chemical spill, medical situations involving multiple victims, criminal activity, extensive or prolonged utility outage, flooding

Note: An emergency or threat in the community surrounding UAB that may affect UAB employees, students or operations – weather, violence, hazardous materials, etc. – should be treated as a Level 2 Emergency

A **Level 3 Emergency** involves a severe hazard that poses an extreme threat to life safety, widespread damage, or may require large-scale complex operations of extended duration. Such instances may require resources from the county, state, federal or private agencies. A Level 3 Emergency normally requires full activation of the EOC. UAB Emergency Management will determine the extent of the EOC activation.

Examples: Tornado, earthquake with widespread damage, structural collapse, events involving multiple injuries and/or fatalities

The Emergency Operations Plan is relevant to all types of emergency situations and all degrees of complexity. Emergency response is modular and may be expanded as an incident escalates and collapsed as the situation comes under control. Each emergency response begins with an individual responsible for managing the operations, resources, and strategies of the response. The initial Incident Commander (IC) may be charged with the responsibility on the basis of his or her position or expertise or under a delegation of authority by a responsible party. As the incident becomes more complex or when operational resources strain the span of control of the IC, positions are added to the incident command structure.

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Emergency Support Functions

This EOP and the Functional Annexes, to the extent possible, assign areas of responsibility during an expanding emergency situation to organizational units that parallel normal daily function. Below is an overview of the key roles that UAB Departments will assume during an emergency to carry out or support operations. More information is provided in each of the Functional Annexes.

**Direction and Control**
Establish and manage objectives, strategies and tactics of response
Manage resources on the incident scene within the framework of the ICS

**Emergency Management & EOC Operations**
Assist the Incident Commander in the management of the ICS structure and resources
Monitor threats and situations in preparation for more rapid response to emergencies
Provide intelligence, resource, and administrative support to IC and operational units

**Communications**
Receive and manage calls for assistance from the campus community
Provide for communications between departments and external agencies organizations
Provide for communications between on-scene and external locations

**Emergency Warning & Notification**
Develop and maintain systems for Emergency Notification
Establish policies and procedures in the use of ENS systems
Periodically test systems for operation and effectiveness

**Public Information**
Provide information on status of the emergency to public in coordination with President of the University
Serve as Command Staff PIO during emergencies likely to attract media interest
Monitor local media outlets for misinformation during operations

**Population Protection**
Develop and maintain guidance for evacuation and sheltering-in-place
Educate, monitor and enforce life safety and preparedness measures

**Damage Assessment**
Develop and maintain guidance documents for the systematic search and reporting of damage to the property, structures, and infrastructure caused by emergencies
Provide technical expertise to evaluate structural damage and stability
Animal Control and Support
Develop and maintain policies and procedures for the protection, control, relocation and care of animals during and after emergencies

Transportation
Provide mass-transit and coordinate evacuation and relocation efforts
Provide mechanical support to vehicles used in emergency operations

Hazardous Materials
Perform / Support Hazardous Materials Spill mitigation
Contain, isolate, and dispose of hazardous waste and contaminated material

Public Safety & Security
Control and protect pedestrian and vehicle traffic near incident
Prevent and resolve threats to personal safety of responders, bystanders
Impede and investigate opportunistic criminal activity during crisis

Mass Care & Shelter
Plan and implement provision of basic care and shelter to displaced victims of emergencies
Plan for and provide mental health and crisis intervention following an incident
Act as liaison to NGO providing similar services during emergencies

Health and Medical
Coordinate the provision of medical assistance to persons injured in incidents with numerous casualties
Identify areas on the campus that may be used for triage, shelter and medical operations.
Coordinate and support UAB Hospital and external resources engaged in triage, diversion, fatality management, victim identification

Resource Management
Identify and type-classify equipment owned or accessible to UAB during an emergency
Develop and maintain systems for mobilizing, staging, and deploying equipment and supplies prior to and during response

Admin and Finance
Plan and implement procedures for emergency procurement of equipment and supplies
Plan and implement procedures for the authorization and documentation of additional workforce and overtime
Plan and implement procedures for the documentation of recoverable and non-recoverable costs associated with emergency operations

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**Direction and Control**

Direction and control at the site of an emergency will be determined largely by the nature of the incident and the personnel responding from UAB and external agencies. UAB Police, acting under the delegated authority of the President of the University of Alabama at Birmingham, shall establish initial command and control of incidents occurring on the UAB campus. The Police Incident Commander (IC) will solicit technical and operative guidance from the person most qualified in the subject matter involved and shall establish a unified command structure where appropriate. Relief of command and assumption of command shall be organized in accordance with [EOP Functional Annex 1: Direction and Control](#).

The IC will have the responsibility for operations, planning, logistics, and administration/finance until such time he or she delegates one or more of those tasks to the appropriate section of the ICS structure. The IC will further be responsible to ensure the safety of the incident, provide information to internal and external stakeholders through the approved venues, and coordinate activities with other agencies until such time he or she delegates one or more of those tasks to activated positions in the command staff.

When the IC calls for full or partial activation of the EOC, the EOC shall be staffed sufficiently to provide support to the incident operations. The role of the EOC is to provide strategic support to the IC in managing the response. The EOC staff is not generally involved in tactical decisions, but instead provides support by managing strategic, intelligence, communication and policy functions to free up on-scene resource to focus on tactical operations.

The Hazard Specific Appendices attached hereto address incidents considered to have an increased probability of occurrence, serious consequences associated with occurrence, or both. In these Appendices, suggestions are made as to the direction and control of the event. It is the responsibility of the IC to evaluate the appropriateness of the scripted response sequence and make adjustments.

**Emergency Notification System**

Early in the response, the IC must consider whether use of the ENS is warranted. Emergency Notifications are those messages having the intended purpose of causing the recipient of the communication to take or refrain from taking immediate action to avoid injury or other serious consequence. Because delays in sending emergency notifications may have serious consequences, several university administrators and emergency officials are designated and authorized to initiate the ENS through internet-based portals accessible at all times. Those
persons are identified and contact information is available for each in EOP Functional Annex 4: Emergency Notification and Warning.

Messages not having the intended purpose of instructing the recipient to take immediate action ARE NOT EMERGENCY NOTIFICATIONS and will be made through the Public Information Officer and in accordance with EOP Functional Annex 5: Public Information. These include updates as to the status of an event, cancellation of class and campus activities, and all messages during non-emergency events.

The university will maintain emergency notification systems that allow rapid and effective distribution of emergency information, including information posts to internet and intranet servers, announcements to the media, emergency messages using email, short message service or SMS (text) messages, voice messages to telephones, campus public address systems, and direct communication from university officials on the scene.

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Communications

Systems, equipment and policies shall be maintained to ensure reliable, redundant, and interoperable communications between the various departments responding to an emergency. Assuming they are functional following an event, those systems used by the university on a routine basis (portable and base radios, telephones, computer networks, cellular telephones, etc.) will be used during an emergency and the emergency shall be given priority over normal business operations.

UAB Police possess and maintain the university’s radio communication system capable of communicating with surrounding jurisdictions in the event of an emergency, as well as redundant systems, supported by policy and procedures, that can be fully activated within a short timeframe in case of failure of the primary system.

EOP Functional Annex 3: Communications and the policies and procedures of the UAB Police Department establish standards for communications during emergency operations, as well as schedules for periodic testing and maintenance of communications equipment. Departments and units in possession of communications equipment that may be used in emergency must keep the equipment in good working order, charged and available at all times.

Handheld radios, cellular telephones†, and UAB Radio paging devices may be distributed to operational units during an emergency. All communications during emergency operations
Continuity of Operations Planning Required

The ability of the university to respond effectively to a crisis situation depends on the continued operations of several key functions of the organization. While continuity of operations plans (COOP) are \textit{recommended} for all departments and functions of the university, those departments with responsibilities under this Emergency Operations Plan are \textit{required} to develop and maintain such plans. The COOP plan must include the following:

1) Pre-designate lines of succession
2) Pre-delegate authorities for successors to key personnel
3) Make provisions for the preservation of records
4) Develop plans and procedures for the relocation of essential operations
5) Specify procedures to deploy essential personnel, equipment and supplies

Templates for COOP planning shall be made available through Emergency Management and the Director of Emergency Management shall assist UAB department leadership in the development of plans for the continuity of operations.

Plan Development and Maintenance

The University Safety Committee is responsible for reviewing and updating the plan on an annual basis or at the discretion of the Chair. The Director of Emergency Management shall make report to the committee of the successes and deficiencies made apparent through drills, exercises, or review of actions taken during an emergency. University officials and heads of departments with responsibilities under the plan should recommend revisions at any time and provide information periodically as to changes of personnel and available resources which would bear on the provisions of this plan and its implementation.
The Director of Emergency Management will maintain, update and distribute changes to this plan as required, and provide guidance and/or training needed to implement changes in the plan.

Administrative heads of departments with responsibilities under this plan are responsible for maintaining policies and procedures in support of the assigned functions, including the assignment of “on-call” persons if required. Department heads are responsible for periodically evaluating their assigned functions and recommend changes as appropriate.

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Communications
Warning & Notification
Public Information
Population Protection
Damage Assessment
Transportation
Mass Care
Health and Medical
Resource Management
Critical Infrastructure
Animal Control and Protection

Hazard -Specific Appendices
Flood
Tornado
Loss of Infrastructure/Utilities
Hazardous Materials
Unknown Substance
Chemical Incidents
Radiological Incidents
Biological Incidents
Severe Storms
Winter Weather
Violence on Campus
Structural Collapse
Pandemic Disease