

**The Department of Occupational Health and Safety
UAB Emergency Preparedness and Security Program**

SHP Emergency Plan

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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, and severe weather.

Administrative Notification

In the event of a disaster such as fire, bomb threat, 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

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.

1. If you receive a bomb threat use the bomb threat check list to gather all pertinent information. (See attached).
2. Report the bomb threat and all available information to the UAB Police and your supervisor.
3. 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.
4. Do not advise the general public. **Allow business as usual until directed otherwise.**
5. If evacuation is necessary, UAB Police, the Campus Safety Officer, 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

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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

1. Upon loss of power, remain calm and notify maintenance immediately. Plan and train all staff, in advance, on how your department will call out if loss of power disables your telephones.
2. 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. Lights and switches on emergency generators are red and easily identified. Critical equipment should be plugged into these red outlets.
 - a. **Egress lighting** - All areas have egress lighting at a minimum in order to maintain just 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.
3. All non-essential equipment should be turned off until power has been restored.
4. Some areas and buildings (i.e. animal areas) may require special measures in the event the loss of power interrupts air circulation, cooling and heating. If these events pose an extraordinary hazard in you're area, contact the Campus Safety Officer at 4-2487 to discuss additional measures and altering this emergency plan.

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 or pay telephones to maintain essential communications.

Severe Weather

Departments should purchase an emergency weather radio to be kept in a prominent place and monitored during inclement weather. An individual within each department and the Building Administrator or designee will be responsible for monitoring the weather for changes that may require an upgrade in readiness. The

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Building Administrator is also responsible, in consultation with the Campus Safety Officer, for helping departments determine specific actions that should be taken to protect UAB employees, students, visitors and property.

Most buildings at UAB offer good protection from severe weather. Some areas of lesser construction, broad spans of roof, or areas with large amounts of glass will require special planning. Consult with your Building Administrator and the Campus Safety Officer.

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

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.

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- 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 approaches...

- 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 caught outside...

- Go to a low-lying, open place away from trees, poles, or metal objects. Make yourself as small as possible by squatting low to the ground. Place your hands on your knees with your head between them. Don't lie flat on the ground, and make sure the place you pick is not subject to flash flooding.
- If you are with a group, it is wise to separate from each other as much as possible. Do not bundle together. Lightning can travel from person to person if they are too close to each other. Separating decreases the risk of many people being struck at once, and increases the chance of leaving at least one survivor to attend to those that are struck.
- If you are in the woods, take shelter under the shorter trees. Don't seek out a lone tree.
- If you are boating or swimming, get to the land and find shelter immediately.
- Leave all athletic fields immediately and move in doors.

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 that particular weather event that is capable of causing severe damage. The watch will be issued by the National Weather Service for a specified period of time. Specific information will be broadcast on the weather radio as well as commercial radio and television. Each department should develop a call tree or other method of notifying everyone of the potential for severe weather. Since this is not an immediate threat and no specific action is required, e-mail notification or a group page works well for this. Make sure to include when the watch will end.

Again, no specific action should be taken by staff during a watch except to stay alert to weather conditions and updates.

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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 any sudden changes in weather conditions or 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, so it is extremely important to monitor radio or TV for the latest information on the exact location of the problem.

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

If a tornado has been spotted in close proximity during normal operations all building occupants should move away from all windows and take shelter immediately in the inner corridors.

Fire Safety Program

General Procedures for all Areas

If you detect FIRE or SMOKE, no matter how minor it may appear to be, do this at once:

1. **STAY CALM** and use common sense. Visitors will depend on your actions. Use the **CARE** response system:
2. 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.
3. **ACTIVATE THE FIRE ALARM.**
4. **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.
4. **EVACUATE** staff and visitors immediately. Do not return to the building unless told to do so by the fire department, police, or the Safety Officer.

NOTE: In animal care areas, ask your supervisor if there are any special procedures concerning evacuation and protecting animals.

Evacuation

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

1. All building occupants should proceed to the nearest exit, move away from the building and assemble in your designated area. Your supervisor will train you on exactly where your gathering point is. This will provide a quick and easy way to account for all staff and visitors. It is also important that the fire department has clear and unobstructed access to the building.
2. Do not return to the building unless told to do so by the fire department, police, or the Safety Officer. **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

The landings inside of each stairwell and protected elevator lobbies are considered safe areas for individuals with disabilities. It is routine procedure for emergency personnel to check these areas for individuals with disabilities and/or injured persons. In the event that the building must be evacuated, individuals with disabilities located above or below the ground floor should be escorted to the closest stairwell and a designated person should remain with them until emergency personnel arrive.

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, or the surrounding area, you may be able to put it out with the appropriate fire extinguisher. The fire extinguishers located through out the building are ABC type dry chemical.

Fire Drills

In an actual fire, there will be a great deal of 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 the heart 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 such a way as to ensure that all personnel participate.
2. Drills are to be conducted by the Safety Officer, 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, maintenance should

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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 Safety Officer, 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 Safety Officer, Building Administrator or designee.

Fire Prevention

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 fire fighting equipment must be maintained at all times.
- The "No Smoking" policy shall be enforced.
- 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.
- Only approved space heaters may be used. Extension cords must never be used with space heaters. Keep all combustible items at least 36" away from heaters.
- Holiday decorations must be made of non-combustible or fire retardant material. **Live Christmas trees are not permitted.**
- Flammable liquids (flash point of 100 degrees F or below) exceeding 10 gallons in quantity in any single room, other than an approved flammable storage room, shall be stored in an approved flammable storage cabinet. Ether must not be stored in a household type refrigerator. An approved, labeled, "explosion-proof" refrigerator manufactured for this purpose is required.
- Oxidizing chemicals and acids must be stored separately from flammable liquids and chemicals.
- Additional fire prevention measures may be required in specialized areas with animals or larger volumes of flammables.

Fire Safety Inspections

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The conducting of systematic inspections to locate and eliminate fire hazards is an indispensable element of the Fire Safety Program. The Safety Officer will conduct periodic fire inspections as part of the hazard surveillance process. However, departments should periodically self inspect to help identify any potential problems, such as space heaters too close to combustibles, frayed electrical wires, excessive combustibles (boxes, paper, etc), improperly stored flammables, 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.

Fire Extinguishers, Fire Hoses, And Sprinkler Systems

Responsibility for periodic inspection, servicing, including recharging and minor maintenance and adjustments, removal and replacement of discharged or unserviceable units and the installation of new fire extinguishers and fire extinguishing systems or fire suppression equipment is a 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 removed by the fire extinguisher shop.
- c. Fire extinguisher locations must be clearly indicated as per applicable codes and must not be obstructed by furnishings, equipment, or supplies.

Homeland Security

Purpose

The Nation requires a Homeland Security Advisory System to provide a comprehensive and effective means to disseminate information regarding the risk of terrorist acts to Federal, State, and local authorities and to the American people. Such a system provides warnings in the form of a set of graduated "Threat Conditions" that increase as the risk of the threat increases. At each Threat Condition, Federal departments and agencies implement a corresponding set of "Protective Measures" to further reduce vulnerability or increase response capability during a period of heightened alert.

This system is intended to create a common vocabulary, context, and structure for an ongoing national discussion about the nature of the threats that confront the homeland and the appropriate measures that should be taken in response. It seeks to inform and facilitate decisions appropriate to different levels of government and to private citizens at home and at work.

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Homeland Security Advisory System

The Homeland Security Advisory System shall be binding on the executive branch and suggested, although voluntary, to other levels of government and the private sector. There are five Threat Conditions, each identified by a description and corresponding color. From lowest to highest, the levels and colors are:

Low = Green;
Guarded = Blue;
Elevated = Yellow;
High = Orange;
Severe = Red.

