Emergency Action Plan

Appendix A – Designated Personnel

**Building Administrator:** Kris Boyle, 975-3640, Cell 205-790-3296  kboyle@uab.edu
Alternates: Melvin Eatmon, 934-5351, meatmon@uab.edu
Phillip Cotton, 975-8918, pcotton@uab.edu

<table>
<thead>
<tr>
<th>Floor/Department</th>
<th>Captain</th>
<th>Alternate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lower Level Classrooms</td>
<td>Classroom Instructors</td>
<td></td>
</tr>
<tr>
<td>Lower Level building services &amp; mechanical spaces</td>
<td>Group leader</td>
<td>On-site supervisor</td>
</tr>
<tr>
<td>Lower Level Prof. Education (L02 Suite &amp; Classroom) &amp; breakout rooms</td>
<td>Cori Perdue</td>
<td>Classroom Instructors</td>
</tr>
<tr>
<td>First Floor Classrooms</td>
<td>Classroom Instructors</td>
<td></td>
</tr>
<tr>
<td>First Floor Career Center &amp; student org room (151 and 152 suites)</td>
<td>Lisa Aaron</td>
<td>Rita Stewart-Hampton</td>
</tr>
<tr>
<td>First Floor Regions Institute (153 Suite)</td>
<td>Cheryl Sanders</td>
<td>Stephanie Yates</td>
</tr>
<tr>
<td>First Floor Welcome Center &amp; Tutor Lab 155 suite &amp; Commons area</td>
<td>Laura Tull</td>
<td>Welcome Center Student Assistant</td>
</tr>
<tr>
<td>First Floor Harbert Institute, bridge, (East End) Suite 120</td>
<td>Shawnda Jones</td>
<td>Karthik Gopalakrishnan</td>
</tr>
<tr>
<td>First Floor Café</td>
<td>Café Shift Supervisor</td>
<td>Brandon Day (manager)</td>
</tr>
<tr>
<td>Second Floor Classrooms</td>
<td>Classroom Instructors</td>
<td></td>
</tr>
<tr>
<td>Second Floor IT, MBA, employee lounge (West End)</td>
<td>Phillip Cotton</td>
<td>David Childers</td>
</tr>
<tr>
<td>Second Floor Dean’s Suite &amp; Mezzanine</td>
<td>Kris Boyle</td>
<td>Melvin Eatmon</td>
</tr>
<tr>
<td>Second Floor MIDE Dept. and conference room 292 (East End)</td>
<td>Cassandra Walker</td>
<td>Mike Wittmann</td>
</tr>
<tr>
<td>Third Floor ACFN Dept. (West End)</td>
<td>Krista Johnson</td>
<td>Jessica Smith</td>
</tr>
<tr>
<td>Third Floor MISQ Dept. (East End)</td>
<td>Isabell Boyd</td>
<td>Allen Gorman</td>
</tr>
<tr>
<td>Third Floor Classrooms</td>
<td>Classroom Instructors</td>
<td></td>
</tr>
</tbody>
</table>

**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.

**Classroom Instructors:**
Coordinate evacuation of students in your class. Keep your class roster with you. Lead people to the designated assembly area. Report any missing people to emergency personnel; report any injuries to emergency personnel. Specific procedures are placed on lecterns in the classrooms.
Emergency Action Plan

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.
Emergency Action Plan

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 ______ Lip ______
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 934-3635
• NOTIFY YOUR IMMEDIATE SUPERVISOR.
Talk to no one -- other than instructed by your supervisor or the Police.

3/30/2005 (adj)