

**SEHS Emergency Action Plan**

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Building: Education & Engineering Complex (EEC)

**IMPORTANT NUMBERS**

- UAB Police – Emergency: 911 from UAB phone or (205) 934-3535 from cell/public phone
- UAB Police – Non-Emergency: (205) 934-4434
- Building Administrator – Education Wing (SEHS): Monique Silas– (205) 975-2967
- UAB Maintenance (4-WORK): (205) 934-9675
- Campus Maintenance Dispatch (after-hours / power issues): (205) 934-5353
- UAB Environmental Health & Safety (EHS) / Campus Safety: (205) 934-2487
- UAB Telecommunications: (205) 934-7777
- UAB Emergency Operations Center (EOC): (205) 975-1000

**INTRODUCTION**

An emergency or “disaster” is any event that seriously disrupts the normal functions of the UAB Campus, regardless of cause. This Emergency Action Plan outlines procedures for the School of Education & Human Sciences (SEHS) located in the Education & Engineering Complex (EEC) and is aligned with UAB Police, UAB Environmental Health & Safety (EHS), and the Campus Safety Program.

Detailed procedures are provided for:

- Bomb threat
- Active shooter / dangerous person
- Loss of electrical power
- Loss of communications
- Severe weather
- Fire prevention and evacuation
- Provisions for individuals with disabilities
- Medical emergencies
- Chemical safety and spills
- Homeland security / terrorism concerns

SEHS personnel should be familiar with these procedures and follow directions from UAB Police, the Campus Safety Officer, EHS, and SEHS leadership during any incident.

## **ADMINISTRATIVE NOTIFICATION**

In the event of any disaster (fire, bomb threat, active shooter, medical emergency, severe weather impact, or major spill), UAB Police must be contacted immediately:

- Dial 911 from any UAB phone, or
- Dial (205) 934-3535 from a cell phone or public phone.

After notifying UAB Police, inform your supervisor and the Building Administrator as appropriate.

## **BOMB THREAT**

UAB Police are responsible for investigating suspected bombs on campus and coordinating evacuation, searches, and removal of suspected devices, in cooperation with SEHS staff, fire department, and EHS.

- If you receive a bomb threat, use the Bomb Threat Checklist (Appendix C) to gather as much information as possible.
- Report the bomb threat and all available information to UAB Police (911 / 205-934-3535) and to your supervisor.
- Notify the Building Administrator or designee, who will communicate with UAB Police, obtain instructions, and help determine whether evacuation is necessary based on the credibility of the threat.
- Do not advise the public; allow business as usual until directed otherwise.
- If evacuation is necessary, UAB Police, the Campus Safety Officer, the Building Administrator/designee, and department/floor representatives will notify each floor.
  - If available, the fire alarm “all-call” feature may be used for a building-wide announcement.
  - Do NOT state that the reason for evacuation is a bomb. Announce only that there is an “emergency situation” and that everyone must evacuate to their designated gathering point.

## **ACTIVE SHOOTER / DANGEROUS PERSON**

An active shooter is a person actively engaged in attempting to kill people in a populated area. These incidents evolve rapidly and require immediate law enforcement response.

If a shooter or person with a weapon appears on or near campus, call UAB Police (911 / 205-934-3535) as soon as safely possible. Follow the RUN – HIDE – FIGHT guidance:

**RUN** – If there is a safe escape path:

- Have a route in mind and evacuate regardless of whether others follow.
- Leave belongings behind.
- Help others escape if you can without slowing yourself.
- Prevent others from entering areas where the shooter may be.

- Keep hands visible and follow all police instructions.
- Do not attempt to move wounded people.
- Call 911 / 205-934-3535 when you are safe.

HIDE – If you cannot safely evacuate:

- Choose a hiding place out of the shooter's view, ideally a room with a closed and locked door.
- Lock and barricade the door with heavy furniture.
- Silence cell phones and any sources of noise (radios, computers, etc.).
- Hide behind large objects and remain quiet.
- If it is safe to call, dial 911 / 205-934-3535. If you cannot speak, leave the line open so the dispatcher can listen.

FIGHT – As a last resort, when your life is in imminent danger:

- Act as aggressively as possible.
- Throw items and improvise weapons.
- Yell and commit fully to your actions to incapacitate the shooter.

When calling the police, try to provide:

- Building and exact location
- Your name and phone number
- Number and location of shooters
- Description of shooter(s) and weapon(s)
- Number and location of injured persons

When police arrive, obey all commands immediately. They may instruct everyone to raise hands, lie down, or be temporarily handcuffed to ensure the perpetrator is not among evacuees. The primary objective of UAB Police is to stop the threat; additional resources will then assist victims.

### **LOSS OF ELECTRICAL POWER**

Upon loss of power, remain calm and:

- Notify Campus Maintenance dispatch immediately at (205) 934-5353.
- Departments should pre-plan how to communicate and make calls if desk phones are disabled.

Where available, an emergency generator will transfer power automatically.

- The switch to emergency power is not instant; expect a brief delay.
- Only some circuits are on emergency power—red switches and outlets indicate emergency power. Critical equipment should use these outlets.

Egress lighting:

- All areas have emergency egress lighting sufficient to navigate corridors and stairs, but it will be dimmer than normal.

- Keep evacuation routes and corridors clear of clutter to avoid hazards and delays in low light.
- Turn off non-essential equipment until normal power is restored.

### **LOSS OF COMMUNICATIONS**

1. If the telephone system is lost, avoid repeated attempts to use the phone.
2. Designate one individual per department to periodically check for dial tone.
3. Use cellular phones, radios, or other devices to maintain essential communications.

### **SEVERE WEATHER**

Departments should monitor weather using a weather radio, B-Alert, weather apps, or trusted media. Department Captains and the Building Administrator (or designees) are responsible for monitoring conditions that may require upgraded readiness and for determining specific actions to protect employees, students, visitors, and property in consultation with Campus Safety.

### **EMERGENCY SIRENS**

Multiple emergency sirens on campus are activated by the Jefferson County Emergency Management Agency in cooperation with the National Weather Service when a tornado warning is issued.

### **HEAVY RAIN AND FLOODING**

- Campus Maintenance will handle sewer backup and flooding in known problem areas.
- Environmental or Building Services will deploy door mats and wet-floor signs and assist with cleanup.

### **FLASH FLOODING**

Some roads, parking areas, and sidewalks at UAB are prone to flash flooding during severe downpours, especially during construction.

- Never walk or swim through swiftly moving water.
- Never drive through standing or moving water.
- If your vehicle stalls in rising water, abandon it immediately and move to higher ground.

### **SEVERE LIGHTNING / ELECTRICAL STORMS**

Lightning can cause injury even if building damage is unlikely.

- Curtail outdoor or rooftop activities and avoid using sensitive electrical equipment.
- Lightning safety rules:
- Monitor darkening skies, lightning, wind, and thunder.
- If you can hear thunder, you are close enough to be struck.

- To estimate distance, count seconds between lightning and thunder and divide by 5 (miles).

When a storm approaches:

- Seek shelter in a building or fully enclosed vehicle; keep windows closed.
- Avoid using corded telephones or any appliance connected to wall power.

If someone is struck by lightning:

- They do not carry an electrical charge and can be safely handled.
- If not breathing, begin CPR and call 911.

## **WATCHES AND WARNINGS**

### Watch

A tornado, severe thunderstorm, or flash flood watch means conditions are favorable for dangerous weather.

- The National Weather Service issues watches for a set period.
- Departments should use call trees, group emails, or text groups to notify staff.
- No specific action is required beyond increased awareness and monitoring.

### Warning

A warning means the weather event has been positively identified in or near Jefferson County.

- Emergency sirens will sound.
- Move immediately to interior areas away from windows—enclosed stairwells, first-floor corridors not in front of glass, or designated shelter spaces.
- Continue to monitor weather radio or B-Alert for updates.
- Stay away from windows; do not attempt to visually monitor the storm from large glass areas.

## **SEVERE WEATHER GATHERING AREAS – EEC (EDUCATION WING)**

Preferred gathering / shelter areas include:

- Stairwells on the southwest (SW) and northeast (NE) corners of the building
- First-floor restrooms
- Interior first-floor corridors that are NOT directly in front of glass walls or windows

Once a warning has been issued for the Birmingham Metro area:

- A designated person should monitor conditions via weather radio/app and B-Alert.
- B-Alert will issue both the initial warning for campus and an “immediate threat has passed” message when the storm core has moved beyond campus.
- Continue to monitor conditions until all danger has passed; additional storms may follow.

## **FIRE PREVENTION AND EVACUATION PLAN**

The Fire Prevention and Evacuation Plan establishes procedures for identifying fire hazards, responding to fire alarms, and preventing fires. All SEHS employees are expected to follow these procedures.

### **GENERAL PROCEDURES – CARE**

If you detect FIRE or SMOKE, no matter how minor:

STAY CALM and use the C.A.R.E. system:

- C – Close the door to CONFINE the fire and smoke. Close room doors and corridor fire doors as you exit.
- A – ACTIVATE the FIRE ALARM by pulling the nearest alarm pull station.
- R – REPORT the fire by dialing 911 from a UAB phone (or 205-934-3535 from a cell). Provide your name, building (EEC – SEHS), floor, and exact location.
- E – EVACUATE staff, students, and visitors immediately via the nearest safe exit.

Do not return to the building until the fire department, UAB Police, or the Campus Safety Officer declares it safe.

### **EVACUATION AND CORRAL POINTS**

Evacuation will be carried out promptly and orderly:

- Proceed to the nearest exit, move away from the building, and go to your department's designated corral (assembly) point.
- Do not gather in driveways or block fire lanes; keep access clear for fire and rescue vehicles.

Corral points for the EEC Education Wing may include:

- Parking Lot 15M (east of the building)
- Parking Lots 15R or 15F (west of the building)
- Green space to the northeast of the building

Department Captains / Building Administrators will direct personnel to the correct gathering area and conduct headcounts.

### **SEHS-SPECIFIC ROLES – EEC**

- Dean / Operations Commander: Dr. Teresa Taber Doughty
- Line of succession (if Dean not present):
  1. Building Administrator, Ms. Monique Silas
  2. Assistant Dean – Dr. Lesley Sheek
  3. Chair, Human Studies – Dr. Retta Evans
  4. Chair, Curriculum & Instruction – Dr. Kathy Clark
  5. Interim Asst. Dean - Dr. Mary Ann Bodine Al-Sharif

### **FLOOR CAPTAINS – EEC (EDUCATION WING)**

- 1st Floor – Education: Cara Blakes
- 2nd Floor – Education: Dr. Kathy Clark, Ms. Monique Silas
- 3rd Floor – Education: Dr. Retta Evans, Dr. Mary Ann Bodine Al-Sharif, Dr. Tashara Walker

Floor Captain responsibilities include:

- Helping occupants identify evacuation routes and corral points.
- Being aware of special-needs occupants on their floor.
- Understanding available fire protection systems in their area.
- Coordinating evacuation of faculty, staff, students, and visitors.
- Taking the floor roster and department placard to the gathering point.
- Reporting missing persons and injuries to emergency personnel.
- Participating in emergency and disaster drills.

### **DEPARTMENTAL RESPONSIBILITIES**

Each department/floor should develop and maintain:

- A call tree or other method for notifying personnel of severe weather or other emergencies.
- A list of Department Captains and alternates.
- A current headcount roster.
- A department placard to display at the assembly area.

Supervisors must ensure employees are trained on:

- Evacuation procedures.
- Roles of Department Captains and Floor Captains.
- Headcount and accountability procedures at corral points.

### **PROVISIONS FOR INDIVIDUALS WITH DISABILITIES**

The landings at stairwells and protected elevator lobbies are considered areas of refuge for individuals with disabilities.

- Individuals with disabilities above or below the ground floor should proceed to their designated area of refuge and remain until emergency personnel arrive.
- Assistance required to access areas of refuge should be coordinated in advance by Floor Captains and supervisors.
- Floor Captains must immediately report the location of disabled or injured individuals to emergency responders.
- Floor Captains are responsible for assisting visitors with disabilities in reaching areas of refuge.

## **FIGHTING SMALL FIRES**

If you are certain that a small or contained fire does not pose an immediate threat to you, coworkers, students, visitors, or surroundings, you may attempt to extinguish it with the appropriate fire extinguisher (ABC dry chemical type throughout the building).

- Ensure you have a clear escape route.
- If the fire grows, produces heavy smoke, or you feel unsafe, stop, close the door, activate the alarm if not already pulled, and evacuate.

## **FIRE DRILLS**

Because real fires cause confusion and disorientation, fire response must be practiced:

- Drills should be conducted to ensure all personnel participate.
- Drills are coordinated by the Campus Safety Officer and Building Administrator (or designee) in consultation with SEHS leadership.
- Drills may be initiated verbally or by activating a fire alarm pull station (with Campus Maintenance on hand to reset the system and Birmingham Fire & Rescue notified).
- Responses are monitored and evaluated; additional training is provided if procedures are not followed correctly.
- The all-clear will be given by the Campus Safety Officer, Building Administrator, or designee.

## **SAFE FIRE PREVENTION PRACTICES**

To maintain a fire-safe environment:

- Keep free access to fire cabinets, extinguishers, alarms, and other firefighting equipment always.
- Enforce UAB's No Smoking policy.
- Candles and open flames are prohibited.
- Keep electrical equipment in good repair; do not overload outlets or use unapproved extension cords.
- Only UL-listed extension cords in good condition may be used; cords with missing ground prongs, exposed wires, or damaged insulation must not be used.
- Only approved space heaters may be used; never plug heaters into extension cords or power strips; keep combustibles at least 36 inches away.
- Holiday decorations must be non-combustible or fire-retardant; live trees are not permitted. Do not block corridors, exits, or cover fire doors with wrapping paper or other combustibles.
- Do not store flammables (papers, boxes, rags, clothing, liquids, trash) near heaters, vents, or electrical equipment.
- Avoid blocking escape routes with stored items.
- Keep offices and storage areas reasonably free of piled-up combustible materials.



## **FIRE SAFETY INSPECTIONS**

Systematic inspections help identify and eliminate fire hazards.

- The Safety Coordinator conducts periodic, unannounced fire inspections as part of hazard surveillance.
- Departments should self-inspect regularly for:
  - Space heaters too close to combustibles
  - Frayed or damaged cords
  - Excessive combustible storage
  - Improperly stored flammables
  - Burning candles
  - Blocked emergency equipment or corridors

Each employee must report unsafe or fire-hazard conditions to the Building Administrator as soon as possible.

## **FIRE EXTINGUISHERS, FIRE ALARM SYSTEMS, AND SUPPRESSION SYSTEMS**

Campus Maintenance is responsible for:

- Periodic inspection, servicing, and recharging of fire extinguishers
- Maintenance and adjustments to fire alarm and fire-suppression systems
- Replacement of discharged or unserviceable units

Guidelines:

- Except when fighting a fire, extinguishers must not be removed or relocated except by Maintenance or Safety personnel.
- Inspection tags may only be modified by the inspector and removed by the fire extinguisher shop.
- Extinguisher locations must be clearly marked and unobstructed by furnishings, equipment, boxes, carts, or supplies.
- Any problems with alarm or suppression systems must be reported to Campus Maintenance immediately.

## **FIRE EXTINGUISHER REPLACEMENT**

After an extinguisher has been used, or if found unserviceable for any reason:

- Contact Campus Maintenance at (205) 934-5353 for immediate replacement.

## **MEDICAL EMERGENCY**

UAB provides mechanisms for quickly reporting and responding to medical emergencies involving faculty, staff, students, visitors, and patients.

In any medical emergency:

- **ASSESS** the person's condition with simple questions (e.g., name, location, orientation) and visual observations.
- **RESPOND** by contacting UAB Police / Emergency at 911 (UAB phone) or 205-934-3535.

- If the person is unresponsive and not breathing, a qualified responder should begin CPR and apply an AED if available.
- CREATE a safe space by clearing onlookers and unnecessary personnel.
- CARE for and monitor the person until medical responders arrive; continue to communicate with them if possible.
- REPORT details of the incident to medical responders and later complete required UAB incident reports; submit to the Office of Risk Management and the Building Administrator.

Remember: no one can be forced to seek medical care unless they are unresponsive and unable to choose for themselves or there is another immediate life-safety concern.

### **CHEMICAL SAFETY**

Some SEHS and EEC areas use or store chemicals. All employees working with chemicals must be familiar with associated hazards and trained to handle them safely.

### **SAFETY DATA SHEETS (SDS)**

The UAB Hazard Communication Program requires access to Safety Data Sheets (SDS) for all hazardous chemicals.

- SDSs provide hazard, health effect, handling, storage, spill response, disposal, and PPE information.
- UAB subscribes to ChemWatch for online SDS access; SDSs may also be obtained from suppliers or EHS.
- It is recommended that chemical users keep readily available hard copies of SDSs for chemicals in their area.

### **CHEMICAL SPILLS AND ACCIDENTS**

All areas using chemicals should:

- Maintain an appropriate spill kit (absorbents, neutralizers, PPE) for the chemicals used.
- Develop a written spill clean-up plan.
- Train personnel on safe chemical management and emergency response for spills.

### **PERSONAL INJURY RELATED TO CHEMICALS**

Person on fire:

- Move immediately to the nearest safety shower.
- Use shower to remove contaminants and cool skin.
- If no shower is available, use a fire blanket or “stop, drop, and roll.”
- Call 911 / 205-934-3535 for medical assistance.

Eye contact:

- Flush eyes at an eyewash station for at least 15 minutes, holding lids open.
- If wearing contacts, flush once, remove contacts, then continue rinsing.
- Seek medical attention promptly.

Ingestion:

- Identify the substance if possible.
- Call 911 / 205-934-3535.
- Provide location, substance, and condition of the person; stay on the line until released.

Skin contact:

- Large spills: use a safety shower, remove contaminated clothing, and rinse for at least 15 minutes; seek medical attention if needed.
- Small spills: rinse affected area with copious water for 15 minutes; seek medical help if irritation persists.

Report all chemical exposures or injuries to your supervisor as soon as possible (within 2 calendar days).

### **SMALL CHEMICAL SPILLS**

- Small spills (typically < 500 mL) may be cleaned using appropriate absorbents if you are trained and have the correct spill kit.
- Collected absorbents must be disposed of as chemical waste per EHS guidance.

### **LARGE CHEMICAL SPILLS**

Large spills include unknown substances, highly toxic chemicals of any amount, or spills greater than approximately 500 mL.

- Call 911 from a UAB phone or 205-934-3535 from a cell.
- Provide your name, location, chemical type (if known), approximate amount, and any exposures or injuries.
- Evacuate the area or building as directed and wait for the all-clear.
- Decontaminate splashed personnel using the safety shower and send injured individuals to the Emergency Department as needed.

UAB Police dispatch will contact the EHS Spill Response Team, which has full authority over the cleanup operation. Only the Spill Response Team may direct spill remediation activities.

## **EMPLOYEE INJURY REPORTING**

Employees must report incidents or accidents to their direct supervisor as soon as possible, but no later than two calendar days after the incident or onset of illness.

Key points:

- For needle sticks or exposures, employees are generally evaluated at The Workplace (UAB Occupational Medicine) during business hours; after hours, use UAB Highlands or University Hospital ED.
- If other medical treatment is required, contact Brentwood Services (workers' comp administrator) as specified on the UAB HR OJI site, complete an Initial Medical Evaluation Authorization, and send with the employee to The Workplace or designated ED.
- Complete an OJI Incident Report form via the UAB HR website:  
<https://www.uab.edu/humanresources/home/relations/oji>
- Transportation assistance may be coordinated via Blazer Express or Brentwood Services as outlined on the HR site.

## **STUDENT INJURY REPORTING**

When a UAB student is injured:

- Immediately assess the severity of injuries and call UAB Police (911 / 205-934-3535) when emergency response is needed (unresponsive, not breathing, severe trauma).
- A qualified responder should begin CPR and use an AED if available when a student is unresponsive and not breathing.
- For minor injuries, students may be referred to Student Health & Wellness; students cannot be forced to seek treatment.
- Complete the appropriate incident report using the OJI Incident report tab for campus student injuries at the same HR website noted above.
- At no time should calling dispatch or arranging transport be delayed in order to obtain paperwork.