

**The Department of Occupational Health and Safety
UAB Emergency Preparedness and Security Program
Henry Peters Building Emergency Plan**

INTRODUCTION

In regards to emergency preparedness, detailed plans are outlined below 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 or 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, or by using the Guardian Rave App.

LOSS OF ELECTRICAL POWER

1. Upon loss of power, notify Campus maintenance dispatch by dialing **934-5353**.
2. Henry Peters Building does not have back-up power. Emergency egress lighting within Henry Peters Building is minimal. Only Exit signs will be illuminated, so occupants should exhibit caution while moving to other locations. It is important to keep evacuation routes and corridors clear of all clutter that could pose a hazard in dim light.

LOSS OF COMMUNICATION

1. If the telephone system is lost, contact the Building Administrator.
2. Use cellular phones, email or verbal communications should the telephone system cease operation.

SEVERE WEATHER

During any severe weather event, www.uab.edu/emergency will be the official source of UAB information. In addition, the UAB Emergency Management Team will use B-ALERT, the university's emergency notification system, to communicate to the entire campus through all of the following methods: voice calls, SMS text messages and e-mails. B-ALERT also integrates with Facebook and Twitter. Note that oftentimes, the Campus and Hospital operate under a different set of guidance. SOO faculty/staff/students should only follow guidance provided to the campus.

The UAB Severe Weather & Emergency Hotline at 205-934-2165 also will be updated as appropriate to provide official updates on the university's, UAB Hospital's, and Kirklin Clinic's opening and closing status. Please follow the process outlined in the School's Severe Weather Policy. (See Appendix A: UAB School of Optometry's Severe Weather Policy)

Emergency Sirens

There are five (5) emergency sirens located strategically around campus to help alert those outdoors in the event of a tornado warning or sighting. These sirens are activated by the

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

FIRE

In the event of a fire, occupants should proceed immediately to the nearest stairwell located on the north and south end each floor. Elevators should not be used. Floor captains should ensure their assigned floor has been cleared and occupants are accounted for at the designated gathering area. (See Appendix B: Designated Personnel)

Process

If you detect FIRE or SMOKE, no matter how minor it may appear to be, **STAY CALM** and use common sense. Patients, students and visitors will rely on your guidance. Follow the **RACE** response system outlined below:

1. **REPORT THE FIRE. DIAL 911** (UAB Police/Fire Department). Identify yourself and provide the exact location of fire or smoke and what is burning, if known.
2. **ACTIVATE THE FIRE ALARM.** Fire alarm pull stations are located near the exits on every floor.
3. **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.** Close-off oxygen tank valves or other apparatus that could aid the fire.
4. **EVACUATE** faculty, staff, residents, students, patients, and visitors immediately. Do not return to the building unless told to do so by the fire department, police, the UAB OH&S Safety Officer or the Facilities Director/designee.

Evacuation/Assembly

Evacuation of everyone in the entire building will be carried out in a timely and orderly manner:

- whenever the fire alarm is sounded,
- if fire is detected,
- or if ordered to do so by administration or emergency personnel.

DO NOT USE THE ELEVATORS TO EXIT THE BUILDING. Use the stairs and follow the process below:

1. All building occupants should proceed to the nearest exit, (NOT necessarily the way you usually exit), and move immediately away from the building entrances to provide unobstructed access for emergency personnel and equipment.

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5. Each Floor Captain is responsible for reporting the location of disabled or injured individuals who are not able to evacuate to emergency personnel.

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, and you have been trained to use a fire extinguisher, 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 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 faculty and staff participate.
2. Drills are to be conducted by the UAB OH&S Safety Officer or Facilities Director/ 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 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 UAB OH&S Safety Officer or Facilities Director/ designee will monitor and evaluate the fire drill response. Additional training will be provided if an individual(s) is found to be unfamiliar with procedures.

Fire Drill Participation Form

1. To document participation in the fire drill, it is required that each participant sign the Drill Participation Form. (See Appendix F: Fire Drill Participation Form)

BOMB THREAT PROCEDURE

Bomb threats are normally made over the telephone to an unsuspecting person and are primarily intended to disrupt and cause chaos. Historically, threats have strictly been threats, and usually that is all the caller intends. Making a false bomb threat is a federal offense and

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warfare, and building information-sharing partnerships with state and local law enforcement that can enable law enforcement to mitigate threats.

The National Terrorism Advisory System

The National Terrorism Advisory System, or NTAS, replaces the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

It recognizes that Americans share responsibility for the nation's security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do. Follow the link below to the Department of Homeland Security's NTAS; <http://www.dhs.gov/files/programs/ntas.shtm>. Once on this page, scroll down for alerts and current information.

APPENDIX A



Title: Severe Weather Policy	
Author: <u>Chris Boutwell</u> Director, Administration and Fiscal Affairs	
Approved by: <u>Kelly Nichols, OD, MPH, PhD</u> Dean, UAB School of Optometry	
Approval date: December 1st, 2017	

PURPOSE:

To establish guidelines to faculty, staff, residents, and students during Severe Weather incidents.

POLICY:

Clinics:

- School clinics, clinical faculty, clinical staff, students and residents rendering patient care will maintain the same hours as announced by the UAB campus during severe weather.
- UAB Eye Care :
 - Contact and cancel patient appointments in the event of severe weather.
 - Patients will be contacted and given the appropriate instructions for an optical emergency.
 - Notices will be placed on entrances notifying patients of closure.
 - Designated supervisor will organize clinic staffing.
 - Designated supervisor will add an announcement to the clinic's phone line notifying patients if the clinic's hours will be modified due to severe weather.

All Others:

- All other areas of the School will maintain the same hours as announced by the UAB campus during severe weather.

Announcements:

- All faculty /staff/students should access the severe weather announcements via uab.edu/emergency. In addition, the UAB Emergency Management Team will use B-ALERT, the university's emergency notification system, to communicate through voice calls, SMS text messages and e-mails to the entire campus simultaneously. B-ALERT also integrates with Facebook and Twitter

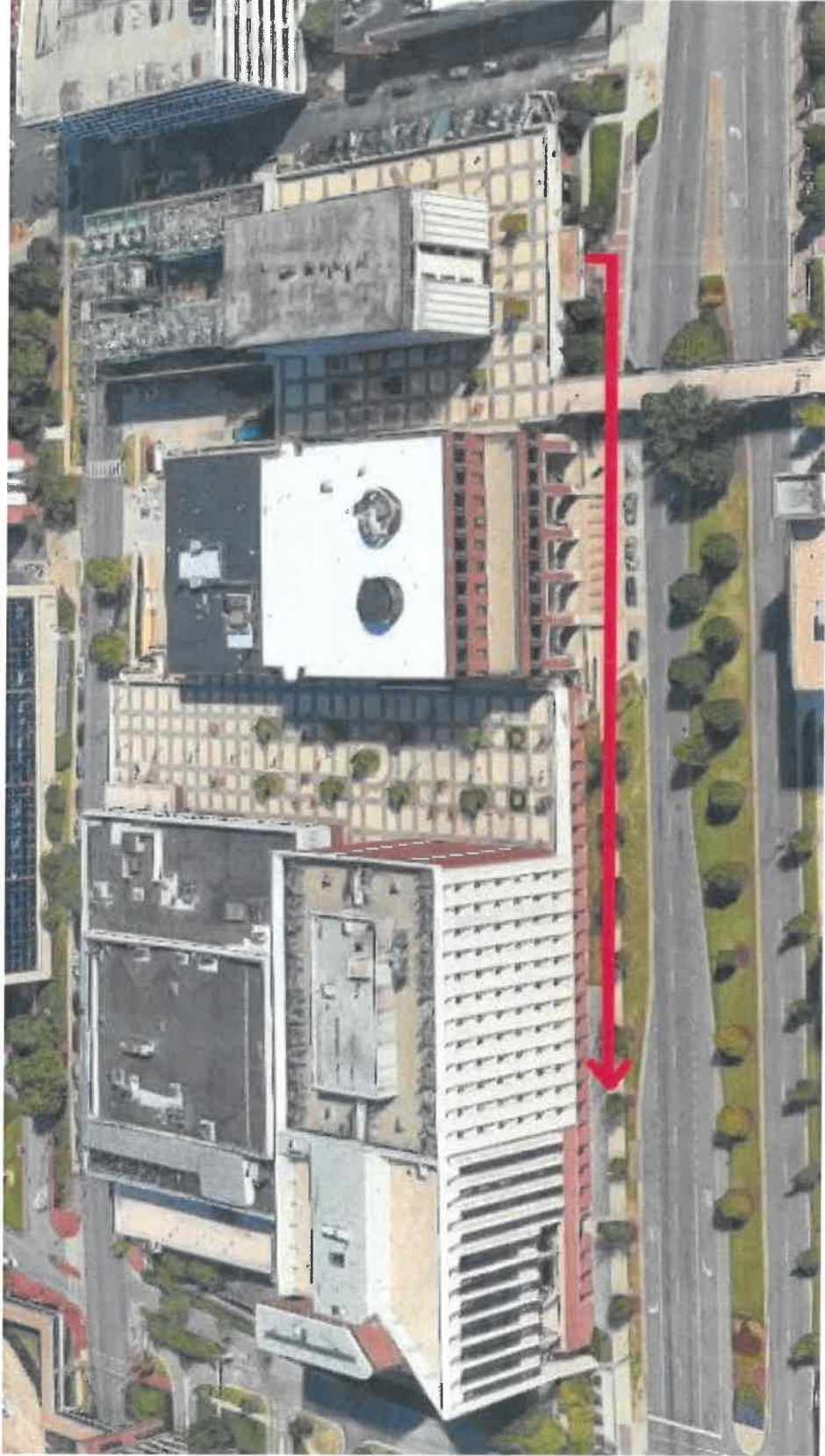
Safety Concerns:

- Employees or students/residents concerned about travel conditions in their immediate area, should contact their supervisor or instructor for guidance.

**APPENDIX B
DESIGNATED PERSONNEL**

Floor - Zone	Floor Captains: Primary	Floor Captains: Alternate	Buddies for the Disabled
Ground Floor	M. Morton/R. Tibbs	D.Clemons/E.Steel	As designated
1st Floor	R.Harris	C.Weise	As designated
2nd Floor	S. Gulledge	S. Thompson	As designated
3rd Floor	R. Kinsey	C. Wright	As designated
4th Floor	J. Jones	G. Bailey	As designated
5th Floor	M. Crawford	A. Drinkard	As designated

Appendix C: Assembly Point



APPENDIX D

FLOOR CAPTAINS' DUTIES

Floor Captain's Duties

1. Floors G-5 of the School of Optometry are assigned one or more Floor Captains.
2. Floor Captains must make sure all individuals are evacuated from their assigned floor during a fire drill or actual fire emergency. This includes: patient care areas, offices, bathrooms, and conference rooms.
3. Floor Captains must check the Areas of Refuge for the disabled prior to leaving their assigned floor.
4. Floor Captains should report to emergency responders the number of disabled individuals who remain in the Areas of Refuge upon arrival at the Assembly Point.

APPENDIX G BOMB THREAT CHECKLIST

Telephone Procedures

INSTRUCTIONS: Be calm, be courteous, and 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		Speech		Language	
___ Loud	___ Soft	___ Fast	___ Slow	___ Excellent	___ Good
___ High Pitch	___ Deep	___ Distinct	___ Distorted	___ Fair	___ Poor
___ Raspy	___ Pleasant	___ Stutter	___ Nasal	___ Foul	___
___ Intoxicated	___	___ Slurred	___	___ Lisp	___ Other
Other _____					
Other _____					
Accent		Manner		Background Noises	
___ Local	___ Not Local	___ Calm	___ Angry	___ Mixed	___ Airplanes
___ Foreign	___ Region	___ Rational	___ Irrational	___ Bedlam	___ Animals
___ Race	___ Other	___ Coherent	___ Incoherent	___ Trains	___ Voices
___ Deliberate	___ Emotional	___ Music	___ Quiet		
___ Righteous	___ Laughing	___ 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					
<input type="checkbox"/> NOTIFY THE UNIVERSITY POLICE, EXT 911 or 934-3535					
<input type="checkbox"/> NOTIFY YOUR IMMEDIATE SUPERVISOR.					
Talk to no one -- other than instructed by your supervisor or the Police.					

Appendix H

Severe Weather Gathering Point

UAB's Department of Occupational Health & Safety has evaluated our building and has recommended that **ALL occupants** of the HPB move to the clinic floor during a severe weather event. "Severe Weather Gathering Point" signs have been posted at various safe-zone gathering points. If a warning is issued and moving to a "safe place" is encouraged, you should report to the assigned area for your floor. **NOTE: The parking garage is NOT considered a safe place and should not be used during severe weather events!**

The designated areas for each floor are as follows:

- **1st floor** – report to the elevator lobby on the clinic floor
- **2nd floor** – report to the rear hall adjacent to the intern workroom (room G060H).
- **3rd floor** – report to the rear hall adjacent to the Springer Conference Room (room G060C).
- **4th floor** – report to the stairwell adjacent to the elevators by the clinic floor entrance.
- **5th floor** – report to the pediatric waiting area in the TV area.
- **Clinic (staff and patients):**
 - **Optical** – staff, students, and patients should move to the administrative suite but away from windows.
 - **Waiting room** – staff and patients should move into the hallways in the Primary Care suite and gather by signs in one of two areas (Residents office & Auto-testing room).
 - **Other areas** – patients and staff can stay in exam rooms EXCEPT for those located on outside walls; those patients should move into the hallway.

If you are in the building after hours when the clinic is locked, you should go to the stairwell adjacent to the clinic floor.