

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

# School of Health Professions Building Emergency Plan

*March 2020*

## **Introduction**

An emergency or "disaster" is any event that seriously disrupts the normal functions of the UAB Campus, regardless of the cause. Examples include fire, bomb threat, and extreme weather conditions. Special detailed plans are included, which address such scenarios as fire, bomb threat, loss of electrical power, and severe weather. For more information on this plan or explanation of duties, contact the Building Administrator.

**Building Administrator: Andrew Eaton**  
**205-934-4133 or 205-332-5239** [ajlee209@uab.edu](mailto:ajlee209@uab.edu)

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## **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. All employees are encourage to subscribe to B-Alert.

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## **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 designated school staff, fire department, and other agencies which may be called to assist.

1. If you receive a bomb threat by phone, use the bomb threat check list to gather all pertinent information. (See Appendix A).
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, will notify each floor of the need to evacuate. The fire alarm may also be used to speed evacuation. Do not make a general announcement that the reason for evacuation is a bomb. Only state there is an "emergency situation" and that everyone must evacuate and go to the designated corral point for their department.

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## Loss of Electrical Power

1. Upon loss of power, remain calm and notify Campus maintenance dispatch immediately at extension “934-5353”.
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.

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## Loss of Communications

1. If the telephone system is lost, avoid attempting to use the phone.
2. Designate one individual to periodically check the phone.
3. Use cellular phones to maintain essential communications.

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## **Severe Weather**

Departments should purchase an emergency weather radio to be kept in a prominent place and monitored during inclement weather (**SHPB 685**). The Building Administrator or designee will be responsible for monitoring the weather for changes that may require an upgrade in readiness. The 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.

## **Severe Weather Gathering Points**

**1<sup>st</sup> Floor:**        **Hallways, SHPB 124, and 125**

**2<sup>nd</sup> Floor:**        **Hallways, SHPB 224, and 226**



## **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.

## **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.

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 email distribution list for notifying every one 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.

### **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.** There are 8 emergency sirens located strategically around campus to help alert the community in the event of a tornado warning or sighting. These are activated by the Jefferson County Emergency Management Agency in cooperation with the National Weather Service. 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 a severe weather gathering point (listed above).

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## 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**. Fire alarm pull stations are located near the exits on every floor.
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.

### Evacuation

Evacuation of staff and visitors, will be carried out in a timely and orderly manner:

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

The fire alarm in SHPB is both audible and visual. The audible alarm is a loud klaxon and the visual alarm is a flashing strobe light. Alarms are located in corridors, high on the wall.

Evacuation will occur as follows:

1. All building occupants should proceed to the nearest exit (**See Appendix B** for evacuation routes) and move immediately away from the building entrances to provide unobstructed access for emergency personnel and equipment. All occupants should then assemble in the designated corral point, between Denman Hall and the New Freshman Residence Hall. (**See Appendix C**) or proceed to the nearest crosswalk and cross to the opposite sidewalk of the closest street.
2. Do not return to the building unless told to do so by the fire department, police, or the Safety Officer. Emergency personnel, maintenance and/or building administration will be monitoring exits and will verbally notify groups in the designated corral point 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 proceed to the closest stairwell and remain there 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 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 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 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.

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# 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.

## 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**.



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## **B-ALERT: Emergency Notification at UAB**

UAB's primary concern during any emergency or severe weather situation is the safety of its students, faculty, staff and visitors.

UAB's diverse community requires multiple, overlapping means of communicating with the campus, including direct, live communication from UAB Police officers at the scene of an emergency. Communications plans are reviewed frequently to consider alternatives and enhancements in technology.

During any actual emergency or severe weather situation, this site -- [uab.edu/emergency](http://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 through voice calls, SMS text messages and e-mails to the entire campus all at the same time. B-ALERT also integrates with Facebook and Twitter.

**The UAB Severe Weather & Emergency Hotline at 205-934-2165** also will be updated as appropriate to provide official updates on the university's and UAB Hospital's opening and closing status

**To register for B-ALERT** or update your existing information in the system, go to [uab.edu/balert](http://uab.edu/balert). All registration is connected to your BlazerID.

### **More Information on B-ALERT**

#### **E-MAIL**

B-ALERT e-mails will come from the UAB Emergency Management Team address: [UABAlert@uab.edu](mailto:UABAlert@uab.edu)

All BlazerID-connected UAB e-mail addresses are automatically included in the system; you will not be able to opt out of receiving these e-mails. If there are other e-mail accounts where you would like to receive notifications, register those separately in the system.

#### **TEXT**

Register at least one SMS-capable mobile device with the B-ALERT system. Why? Because message delivery in an emergency is usually quicker via this kind of messaging. Any time you register a new SMS text device, you will receive a message allowing you to opt out of the service. Should you choose to opt out, which is not recommended, update your preferences through the registration form at [uab.edu/balert](http://uab.edu/balert). Responding to the message will not complete the opting out process.

#### **TELEPHONE**

Register your cell, office and home phone numbers in order to receive voice messages at all numbers during a crisis situation.



## **SOCIAL MEDIA**

Follow emergency notifications on Facebook at [facebook.com/uabalert](https://facebook.com/uabalert) and on Twitter under the handle @UABAlert: [twitter.com/uabalert](https://twitter.com/uabalert).

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## **Active Shooter**

1. If you hear gunshots or are faced with a person that has a gun and is intent on hurting you, take immediate steps to protect yourself.
  2. If you are near an exterior exit, try to escape the building.
  3. If you are in a room with a door, immediately close the door, lock it or use heavy furniture to block the door.
  4. Stay out of view. Turn off the lights. Get behind heavy furniture. Silence your cell phone.
  5. Call 911 from a UAB landline or 205-934-3535 from your cell phone.
  6. If in an open area, find a room to hide in or try to exit the area.
  7. When the police arrive make sure your hands are visible and you are NOT holding anything.
  8. UAB B-Alert and [www.uab.edu/emergency](http://www.uab.edu/emergency) will provide information during emergencies.
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## **IDENTIFYING CODES AND NUMBERS**

Text messages from the system will come to your cell phone or other handheld device from something called a short code; it will be either 23177 or 63079. Voice calls will originate from B-ALERT at 205-975-8000. Store these numbers/codes and program them all as B-ALERT so you will recognize them as the official source of UAB emergency and/or severe weather information.

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## **MEDICAL EMERGENCIES**

It is the policy at UAB to provide faculty, staff, students, visitors and patients a means by which they may report and be assisted with medical emergencies.

To facilitate the treatment of injuries and illness in order to minimize their impact on faculty, staff, students, visitors and patients, follow these guidelines when responding to a medical emergency:

- **ASSESS** the patient's condition by asking appropriate questions and observe response
- Do you know where you are?
- What's your name?
- Who is the president of the United States?
- **RESPOND** contact (911 from a UAB phone) or 934-3535 UAB emergency number. If patient is
  - unresponsive and not breathing a qualified person or persons should begin Cardio Pulmonary Resuscitation (CPR), attach a Automatic External Defibrillator (AED) if one is available.
- **CREATE** a safe space for the patient, clear onlookers, including unnecessary students and staff
- **CARE** for, monitor and communicate with the patient to continually observe the situation until
  - medical responders arrive. **REPORT** details of the incident to the medical responders. Gather information to complete UAB Incident Report, and submit it to Office of Risk Management and the Building Administrator.
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*Remember no one can be forced to seek medical care unless they choose to do so or are unresponsive and cannot choose for themselves.*

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## **EMPLOYEE INJURY REPORTING**

An incident/accident must be reported verbally by the employee to the employee's supervisor as soon as possible but no later than two calendar days following the incident/accident or following the onset of the illness or disease. Failure to verbally report an incident/accident within two calendar days of occurrence or within two calendar days of the onset of the illness or disease may result in denial of On-the-Job Injury/Illness (OJI) benefits.

Campus employees (to include Post Doc, Graduate Student employees, visiting scholars and visiting scientists): Employees with needle sticks and/or other exposures should be evaluated at The Workplace during the work week (Monday-Friday from 7AM to 4PM). If an incident occurs on the weekend or outside The Workplace's hours of operation (7AM-4PM), employees should go to UAB Highland's ED or University Hospital ED.

If medical treatment is required (other than needle sticks) call Brentwood Services at 933-0373 or 1-800-524-0604. Complete the Initial Medical Evaluation Authorization (found at [www.uab.edu/humanresources](http://www.uab.edu/humanresources)) and send with the employee to The Workplace (UAB Occupational Medicine) if the injury occurs during their operating hours (M-F 7:30A – 5:00P). If outside The Workplace hours, send form with the employee to University Hospital Emergency Department (UHED), Highlands Emergency Department or UAB Urgent Care.

Injured employees may use Blazer Express for transportation to and from The Workplace for the initial visit. The Workplace is located at UAB Highlands, Suite 100. Their telephone number is: 205-933-5300. You should contact Brentwood Services Administrators (933-0373 or 1-800-524-

0604) to coordinate transportation for any subsequent medical visits.

Complete an electronic Trendtracker Incident Report form as soon as possible. Refer to the Risk Management web site for instructions ([www.uab.edu/riskmgt](http://www.uab.edu/riskmgt)). If you do not have access to Trendtracker, you may complete a paper incident report and send to Monica Jones in AB215.

### **STUDENT INJURY**

- In the event a UAB student is injured. An immediate assessment should be made to determine the severity of injuries and proper response required. If student is unresponsive and not breathing contact UAB dispatch immediately at 934-3535 or 911 from UAB phone. A qualified person should start Cardio Pulmonary Resuscitation (CPR), attach Automatic External Defibrillator, if one is available. If severely injured same process should be used in notifying UAB dispatch at (205) 934-3535 or 911 from UAB phone. Dispatch will then send appropriate response needed. Be sure to fill out the proper form using the link provided below for digital copy.  
<https://riskmgt.hs.uab.edu/pdfs/uabhsstudentvisitorauthformedeval.pdf>  
At no point should notification to dispatch or transport be delayed to obtain paperwork.
- If student has minor injuries and emergency response is not needed then student should be directed to Student Health and Wellness Center. It will be up to the student whether to seek medical attention or not. UAB faculty cannot force a student to seek medical attention. The form listed above should be obtained regardless of treatment.

**Appendix A**  
**Bomb Threat 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 \_\_\_\_\_

<p><b>Voice Characteristics</b></p> <p>___ Loud     ___ Soft</p> <p>___ High Pitch     ___ Deep</p> <p>___ Raspy     ___ Pleasant</p> <p>___ Intoxicated     ___ Other</p>	<p><b>Speech</b></p> <p>___ Fast     ___ Slow</p> <p>___ Distinct     ___ Distorted</p> <p>___ Stutter     ___ Nasal</p> <p>___ Slurred     ___ Lisp</p> <p>___ Other</p>	<p><b>Language</b></p> <p>___ Excellent     ___ Good</p> <p>___ Fair     ___ Poor</p> <p>___ Foul     ___ Other</p>
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<p><b>Accent</b></p> <p>___ Local     ___ Not Local</p> <p>___ Foreign     ___ Region</p> <p>___ Race     ___ Other</p>	<p><b>Manner</b></p> <p>___ Calm     ___ Angry</p> <p>___ Rational     ___ Irrational</p> <p>___ Coherent     ___ Incoherent</p> <p>___ Deliberate     ___ Emotional</p> <p>___ Righteous     ___ Laughing</p>	<p><b>Background Noises</b></p> <p>___ Mixed     ___ Airplanes</p> <p>___ Bedlam     ___ Animals</p> <p>___ Trains     ___ Voices</p> <p>___ Music     ___ Quiet</p> <p>___ Factory Machines</p> <p>___ Street Traffic</p> <p>___ Party Atmosphere</p> <p>___ Office Machines</p>
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**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 934-3535
- NOTIFY YOUR IMMEDIATE SUPERVISOR.

Talk to no one -- other than instructed by your supervisor or the Police.

**Appendix B**  
**SHPB Evacuation Floor Maps**

**Appendix C**  
**Evacuation Corral Point**

