

# EMERGENCY PREPAREDNESS RESPONSE GUIDE



EMERGENCY MANAGEMENT

The University of Alabama at Birmingham

## SAFETY REFERENCE NUMBERS

EMERGENCY  
**911**

UAB POLICE **EMERGENCY**  
**934-3535**

UAB POLICE MAIN LINE  
**934-4434**

CAMPUS INFORMATION  
**934-4434**

WEATHER EMERGENCY HOTLINE  
**934-2165**



OFFICE OF EMERGENCY MANAGEMENT  
**205-934-7415 or 205-934-9181**

CAMPUS ENVIRONMENTAL  
HEALTH AND SAFETY **EMERGENCY**  
**917-4766**

FACILITIES SERVICES **EMERGENCY**  
**934-WORK(9675)**

GENERAL SAFETY INFORMATION  
**UAB.EDU/POLICE/RESOURCES/  
SAFETY-TIPS**



## SAFETY REFERENCE NUMBERS

## EMERGENCY NOTIFICATIONS

The university employs a variety of methods to notify our community of dangerous situations and major interruptions in campus operations.

**UAB B-Alert:** A general message notifying of a situation

**UAB Alert e-mail:** Sent in conjunction with the text but with more detail and some guidance

**Emergency Blue Light Phones:** strategically located on the campus to assure students, faculty, and staff have access to an emergency phone for any emergency that occurs



During any actual emergency or severe weather situation, [www.uab.edu/emergency](http://www.uab.edu/emergency) will be the official source of UAB information. In addition, the UAB Severe Weather Emergency Hot-line 205-934-2165 will be used to provide official updates on the opening and closing status of the university and UAB Hospital

**Emergency Status:** To check on the status or severe weather or an emergency on campus you can call the severe weather and emergency hotline @ 205-934-2165

*Continued on next page*



## EMERGENCY NOTIFICATIONS

## EMERGENCY NOTIFICATIONS



**Social Media:** Facebook at facebook.com/uabalert and on Twitter under the handle @UABAlert: twitter.com/uabalert.

**Local Media:** Updates are provided to TV and radio stations

**EXAMPLES** of emergencies that will result in UAB Alert activation:

**Tornado warning**

**Campus closures or delays** (*storms*)

**Utility outages** (*power, water*)

**Active shooter**

### **Criminal Activity**

UAB is required by law to issue safety notices reporting crimes on or near campus. THESE ARE B-ALERTS.

### **Spread the Word**

UAB community members are asked to spread UAB alerts to others and take action for your safety. For additional information visit:

[www.uab.edu/emergency/preparedness/personal-preparedness/on-campus/uab-b-alert](http://www.uab.edu/emergency/preparedness/personal-preparedness/on-campus/uab-b-alert).



## EMERGENCY NOTIFICATIONS

## EMERGENCY PREPAREDNESS ADMINISTRATORS DUTIES



**Liase** with emergency management personnel, campus response, and Campus Safety Coordinators.

**Collect data and information** for consolidation at the zone and campus levels.

**Assist sector coordinators** in performance of their duties.

**Maintain contact information** for, and develop a rapport with, your EHS Campus Safety Coordinators.

**Understand basic responses** to potential campus emergency situations.

**Guide building occupants** to prepare and respond.

**Be familiar with building(s)** operations and maintain appropriate departmental contacts.

**Interact** with emergency response personnel, EHS Campus Safety Coordinators, and department representatives.

*Continued on next page*



## EMERGENCY PREPAREDNESS COORDINATOR DUTIES

## EMERGENCY PREPAREDNESS COORDINATOR DUTIES

**Assist** department's preparedness efforts.

Be engaged in the development of the Buildings Emergency Action Plan.

### Communication

**Report** injuries and continuing hazards that require a call to 911.

**Report** immediate needs.

**Direct** occupants to go to assembly areas.



## Accountability

**Make rosters** At assembly areas or coral points, it's important to make a roster of those who are there and accounted for. This information needs to be forwarded to department heads and then to UAB emergency management.

If there are employees that are not accounted for, it is important that this information is given to first responders immediately.



## EMERGENCY PREPAREDNESS ADMINISTRATORS DUTIES

## SHELTER VS. EVACUATION



### Building Administrator Actions

The first basic decision to be made is whether the safest thing to do is to **shelter** or **evacuate**.

For some events, it is safer to be inside a building than to evacuate. This general response is termed **shelter**. Appropriate shelter may vary depending on the type of emergency.

**Evacuation** is generally understood by building occupants. Evacuees follow the same procedures as a fire drill and should be directed to assembly areas.

### Shelter

**Preparation**—Ensure the best shelter available is designated for all three types of sheltering operations:

- 1. Weather**
- 2. Active Shooter**
- 3. Hazardous Chemical spill**

**Ensure**—Emergency preparedness posters are up to date and posted in high-traffic areas.

**Response**—Alert: Notify occupants of an emergency.

**Communicate**—Contact 911 if necessary, monitor communications, and inform occupants of sheltering status.

*Continued on next page*



## SHELTER VS. EVACUATION

### Evacuation

**Preparation**—Evacuation signage and egress must be maintained. Make sure that all employees are aware of their exit routes.

1. **Fire**
2. **Confirmed bomb threats**
3. **HazMat release (inside)**

Assembly points are established, easily identifiable, and at least 50 feet from the building. Accountability should be established at the assembly points.

**Response**—Alert: Notify occupants of an emergency.

**Evacuate**—If necessary, pull the fire alarm to clear the building.



**Communicate**—Contact 911 if necessary, meet with first responders, conduct accountability, and inform the campus safety coordinator of the situation.

In the event of a campus-wide evacuation, occupants with transportation should immediately depart the area and follow all directions from UAB police. Those without transportation should immediately proceed to the designated areas assigned by UAB Police Department.

*Continued on next page*





## SHELTER VS. EVACUATION

### Evacuation or Movement to Shelter for those with Functional Needs

#### **Prepare before evacuation**

**occurs:** Encourage downloading the Guardian app.

**Update the Smart911 feature within the Guardian app.** This allows anyone to enter information privately that can be seen by a 911 dispatcher only when called.

**Provide them with an Blazer ID card.** The cards can be carried and be readily available.



### Providing Specific Assistance

#### **Mobility impaired persons:**

**Guide people who need evacuation assistance to an area of rescue,** such as an interior stairwell.

**A person can stay with them for support** if safe to do so.

**Another person should take their UAB Blazer I.D card** and give it to an emergency responder.

**If at all possible, trained responders should move a person** with mobility limitations.

*Continued on next page*



## SHELTER VS. EVACUATION



### **Visually impaired persons:**

**Tell the person the nature of the emergency.** Offer to guide him/her by offering your elbow. Do not grab the person's arm.

### **Ask the advice of the person who is visually impaired**

regarding what help is needed.

### **Give verbal directions as you evacuate and describe obstacles.**

Use compass directions, estimated distances, and directional terms to orientate the person.

### **When you have reached a safe location,**

orient the person to where he/she is and ask if any further assistance is needed.

### **Hearing-impaired persons:**

### **Turn the room lights on and off (if safe to do so) or touch them to gain their attention.**

Indicate through hand gestures or write a note indicating what is happening and what to do.



## FIRE



### Responders Actions:

**Alert others** and pull the closest **fire alarm**.

**Evacuate the building.**

**Do not use the elevator.**

**Grab your purse/wallet/keys.**

**Close all doors** behind you as you leave.

**Evacuate** to your building assembly point (located at least 50 feet away from the building).

**Do not re-enter the building** until the fire department or police makes the “all clear” announcement.

### Call 911

**Provide additional information**, such as where the fire is (building name, address, room etc.) and if there are people inside.

**Provide** building specific info to emergency response personnel.

### Should you extinguish a fire?

Only attempt to put out a fire if it is contained to a small area, is in the early stages of developing, and has not started to spread quickly, also known as an incipient stage fire. Is the atmosphere safe?

*See next page for extinguisher directions.*



## FIRE



### **DO NOT use an extinguisher if:**

**You are not comfortable putting out the fire.**

**Heavy smoke is filling the room.**

**Your escape route could be blocked.**

**The fire is large.**

**There are hazardous materials (liquids) present.**

If the above listed conditions exist, close any doors present and evacuate instead.

### **How to use a fire extinguisher:**

**Pull the pin at the top of the extinguisher.**



**Aim the hose or nozzle at the base of the fire.**

**Squeeze the metal handle.**

**Sweep the hose or nozzle from side to side at the base of the fire.**



## TORNADO



**Watch** Tornadoes are possible in the watch area. The NWS issues weather alerts at the county level where tornadoes may occur.

**Warning** A tornado has been sighted or indicated by weather radar. There is imminent danger to life and property. Warnings typically encompass a much smaller area that may be impacted by a tornado.

**NOTE** UAB B-Alert will be activated if the warning area includes the campus. Once a warning has passed, an “All Clear” notification will be sent.

**If a tornado warning is in effect for campus:**

**Monitor** B-alert, local media, and National Weather Service

**Warn others** to seek shelter

**Direct occupants to shelter** in a designated severe weather sheltering area. Stay sheltered until the “all clear” is issued.

**Individuals should:**

**Protect their head and neck** with a bike helmet or cover your head with a sturdy object like a textbook.

**Get under a sturdy piece of furniture** if available.

**Close the doors and stay inside** until the tornado has passed.

**Continue to monitor** for updates.

**After the tornado has passed,** direct evacuation of damaged buildings and assemble at safe location.

**Conduct accountability procedures** only if there is actual tornado damage.



## SEVERE WEATHER

**Watch** Severe Thunderstorm Watches are issued by the NWS for counties and indicate severe thunderstorms are possible in and near the watch area. Stay informed and be ready to act should a Severe Thunderstorm Warning be issued.

**Warning** Under the right conditions, Severe Thunderstorm Warnings indicate imminent danger to life and property.

**NOTE:** The campus will rarely issue an alert for thunderstorms because the impact can vary drastically depending on departmental operations.

**If severe weather warning is in effect** (high winds, lightning, hail):

**Recommend departments postpone outdoor activities.**

**Unplug sensitive electronics.**

**Monitor the weather for local conditions.**



**Direct occupants to appropriate shelter.**

**Do not use a corded phone if you hear thunder.** Cordless phones and cell phones are safe to use.

**Keep occupants away from electrical equipment,** wiring, and metal pipes.

**Stay away from utility poles, tall trees, and towers** during a thunderstorm.

**Secure items that could be damaged or be dangerous** in high winds or hail.



## ACTIVE SHOOTER(S)



**If an active shooter is reported or encountered:**

### **RUN**

**If you are outside a building near the threat, go to nearest cover immediately.**

**If you are inside the building** and confident you know the shooter's location and have a clear path to an exit, **evacuate immediately** and take others with you, if possible.

### **DO NOT PULL FIRE ALARM**

### **HIDE**

**Administrator specific considerations:**

**If locking exterior doors, do you have a way to let people in who are seeking safety?**

**Do you have someone assigned to send people from common areas to a barricade location?**

**If you are inside a building** and the shooter(s) location is unknown, the safest option is normally to **barricade.**

**If you are unsure that you can safely exit the building, secure the area by following these tips:**

**Lock and barricade doors.** Stay away from doors or windows.

**Turn off lights.**

**Block windows.**

**Turn off radios and computer monitors.**

**Keep yourself out of sight.**  
(Take cover/protection from bullets by using concrete walls or filing cabinets.)

**Silence your cell phone.**

*See page below for 911 reporting details.*

*Continued on next page*



## ACTIVE SHOOTER(S)



### FIGHT

As a last resort, and only if your life is in danger.

Attempt to incapacitate the shooter.

Act with physical aggression.

Improvise weapons.

Commit to your actions.

### What to Report to 911:

Your specific location.

Number of people at your location.

Number of injured and types of injuries.

**Assailant(s)**—location, number of suspects, race/gender, clothing description, physical features, types of weapons, backpack, shooter's identity (if known), separate explosions from gunfire, etc.

### Police Response

Follow all instructions given by police officers.

Understand their first actions will be to address the threat.

Make sure empty hands are in plain view.

Tell the police what you know.





## MEDICAL EMERGENCY



**In the event of a medical emergency** (ex: heart attacks, loss of consciousness, large loss of blood, serious accident, or seizures):

### **Have someone call 911**

immediately. Relay information such as building, room, street address, and the nature of the emergency.

**Do NOT hang up with the 911 operator** until you are released.

**Search the area for any hazards** that may have caused the emergency or could be hazardous to first responders. This could include downed power lines, chemicals, or motor vehicle traffic.

**First aid should** be given if a competent person is available.

Administer/use AED.

**Send someone to wait outside** the building to escort emergency medical personnel to the scene.

### **Heat-Related Medical Emergency**

**Heat exhaustion:** Symptoms

include heavy sweating; weakness; cold, pale and clammy skin; weak pulse; fainting and vomiting.

**Lay the victim down.**

**Loosen clothing.**

**Apply cool, wet cloths and fan the victim.**

**Seek medical follow up, and if vomiting occurs, call 911.**

**Heat stroke:** Symptoms include high body temperature; red, hot, and dry skin; rapid, strong pulse; possible unconsciousness.

**Call 911**

**While waiting on responders:**

**Carefully move the victim to a cool, shady place.**

Try a **cool bath or sponging** to lower the body temperature.

**DO NOT give fluids.**

**Have someone meet responders** and guide them to the victim.





## HAZARDOUS MATERIALS INSIDE AND OUTSIDE



If you come across a hazardous material leak or spill **INDOORS**:

**Evacuate the area.** If safe to do so **put on personal prospective equipment and contain it.** Close and lock doors, post signs to keep others out. Contact the EH&S on call team by calling 205-917-4766

Contact the **UAB Police** by dialing 911 from a UAB phone or 205-934-3535 from a cell phone.

State your name, location, and the nature of the emergency. Including information about the chemical and volume of chemical spilled.

If the spill is highly hazardous, there is an injury, or an odor escaping then evacuate the building.



If there is a hazardous materials spill **OUTSIDE**:

**Shelter** unless directed otherwise. **Move inside** a building immediately if you are outside. **Close all windows and doors. Monitor**

campus alerts and communications for further instructions. **Be prepared** to evacuate if directed by emergency personnel. If anyone is exposed or feels unwell, call 911 to report the symptoms.

If possible, enter an interior room and **seal the room** (doors, windows, and vents) with towels, plastic, or tape for further protection.

**Monitor** all forms of campus alerts and media for further instructions.

**Be prepared to evacuate** if directed by emergency personnel.

**If you have been instructed to shelter, do not evacuate instead.** Some areas may get different instructions depending on the incident.

If you believe building occupants may have been exposed to a hazardous chemical or feel unusual, **call 911** to report the symptoms.

Conduct accountability procedures.



## UTILITY OUTAGES



Utility outages do not necessarily represent an emergency that threatens life, but they can cause work disruptions, expensive damage, safety concerns, and **can escalate into full-blown emergencies.**

In the early stages of an outage there is a **lag between the outage and when enough information exists to communicate** to the effected areas.

### **Building Administrator should call the:**

**Dispatch Call Center at 205-934-9675.** Outside of these hours you will be redirected to an on-call supervisor to report the problem.

If there is a dangerous situation, **call 911.**

Encourage building occupants to be patient and to **wait for more information.** The campus will deliver information via appropriate channels when it is available. Information will include a general idea about the length and impact of the outage.

### **Short Outages**

**Faculty have the discretion** of cancelling or resuming classes if there is thirty minutes or more left in the session.

**Department heads have discretion** to alter work assignments.

### **Extended Outages**

**The Provost** will determine when normal campus and academic operations will resume.

### **Safety Issues**

**Look for and report any safety issues** caused by, or likely to result from, the outage or continued under current operations. Examples are:

#### **Power Outage**

Look for safety equipment dependent on power and cease operations if necessary. Examples include:

- **Fume hoods in labs**
- **Dust evacuation systems**
- **Areas without adequate lighting for continued use**
- **Alarm activations**

#### **Elevator Failure**

Passengers should use emergency phone in elevator. If necessary, **call UAB Police at 205-974-3111.**

**DO NOT attempt to remove passengers stuck in an elevator.**

Establish and maintain communication with passengers if possible.

### **Water Leak**

**Stop using all electrical equipment.**  
**Look for slip hazards.**

### **Gas leak**

**Cease all operations.**  
**Do not use light switches.**  
**Evacuate as soon as possible.**  
**Call 911.**



## BOMB THREAT SUSPICIOUS PACKAGE OR LETTER



**If you receive a bomb threat:**  
Stay composed.

If you have caller ID, write down the number displayed.

**Get the attention of someone nearby** and tell them to **call UABPD emergency (205-934-3535) immediately.**

**Keep the caller on the phone** by asking the following questions:

- When is the bomb going to explode?**
- Where is it right now?**
- What does it look like?**
- What kind of bomb is it?**
- What will cause it to explode?**
- Did you place the bomb?**
- What is your address?**
- What is your name?**

**Relay information to UABPD** as soon as possible **and follow their directions.**

**Coordinate with** the arriving **emergency personnel** while they evaluate the threat.

**Follow police (or emergency personnel) orders to evacuate to a safe location.**

**Activate the fire alarm**, if necessary, to alert others if immediate evacuation is necessary.

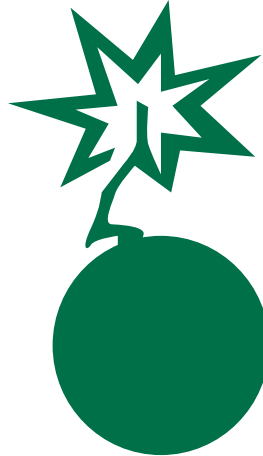
**If you receive a suspicious package or letter:**

**Handle with care, don't shake or bump.**

**Isolate and look for indicators:** misspellings, wires, odors, wrong title/ names, oily stains, excessive tape or string, or no return address.

**Don't open, smell or taste.**

**Treat it as suspect—call UABPD emergency (205-934-3535).**



## ON THE JOB INJURY



### If a workplace injury occurs:

an OJI report should be filed with the office of on the job injury. Please scan QR code to the right for direct access to UAB Human Resources: On the Job Injury & Illness Program.

In addition to this, Environmental Health and Safety should be notified that an injury has occurred. You can contact EHS at (205-934-2487) or through email at ([ehssafety@uab.edu](mailto:ehssafety@uab.edu))



## 8 SIGNS OF TERRORISM



We all have a responsibility to play an active role in keeping the campus safe. Report to 911 anything you see that seems suspicious or out of place.

**Signs exhibited by potential terrorists** (often in this order) **include:**

**Surveillance**—The targeted area is watched and studied carefully. This may include recording or monitoring activities.

**Inquiries**—Information is gathered that is specific to the intended target. This may be by mail, phone, or in person.

**Tests of security**—Local security measures are tested and analyzed, including measuring reaction times to security breaches or attempts to penetrate security.

**Funding**—Raising, transferring, or spending money, which may include selling drugs or stolen merchandise, funneling money through businesses or charities.

**Acquiring supplies**—Necessary supplies are gathered to prepare the attack, including weapons/weapon components, transportation, and communications. Supplies may be purchased with cash only.

**Impersonation or suspicious people who don't belong**—People impersonating roles to gain access or

information and people who don't fit in or don't seem to belong in the location.

**Rehearsals & dry runs**—Groups or individuals will often operate test runs before the actual attack.

**Deployment**—The final and most urgent phase when terrorists are deploying assets and getting into position. Attack is imminent.

**The presence of even a few of these signs may indicate the possibility of a terrorist attack.**

Although it is not the mission of EP coordinators to keep constant watch for these eight signs, **everyone should be alert to changes in their environment** as a clue to a possible terrorist attack and **report suspicious activities** to appropriate authorities.

### **Building Administrators Actions**

Be vigilant and observant about things that appear out of place. Trust your instincts and report all suspicious activity to UABPD or the Office of Homeland Security at [www.alea.gov/office-of-the-secretary/homeland-security](http://www.alea.gov/office-of-the-secretary/homeland-security) or use the anonymous tip function in the Guardian app.



# UAB CAMPUS MAP



Regions Field

0 200 FEET