

UAB Administration Building Disaster Plan

UAB Emergency Preparedness and Security Program
Sponsored by the Department of
Occupational Health and Safety

Last Updated: August 01, 2018

This Administration Building specific plan is maintained and revised by
Melissa C. Justice, Business Officer II (205) 934-5493
Office of the Vice President for Financial Affairs & Administration

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

Introduction

An emergency or "disaster" is any event which seriously disrupts the normal functions of the UAB Campus, regardless of the cause. Special detailed plans are included herein which address such scenarios as fire, bomb threat, loss of electrical power, and severe weather. For more information on this plan or explanation of responsibilities, contact the Building Administrator, his/her designee or your Unit Safety Manager. Please note, your Unit Safety Manager is usually your Department Head, or his/her designee.

Further, notifications that require action on your part (i.e. evacuation) will be disseminated via the B-Alert System which sends notification via e-mail, UAB telephone and cell phone. If you have not registered your cell phone, you are encouraged to do so at: <http://www.uab.edu/emergency/> .

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

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 **934-4434** from a cell phone or public phone. If you can’t recall the UAB number for the UAB Police, then you may dial 911 from a cell phone or public phone but specifically ask for UAB Police to be notified of the emergency.

After dialing the Police, please call **934-5493** and notify the Building Administrator (or the person who answers the phone if the Building Administrator is out). This allows Building Administration to begin advance preparations for evacuation, if such becomes necessary.

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

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 staff, fire department, and other agencies which may be called to assist.

1. If you receive a bomb threat 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 communicate with leadership within the AB.
4. You may advise your Department Head but **DO NOT** advise anyone else. **Allow business as usual until directed otherwise.**
5. If evacuation is necessary, UAB Police, the UAB Office of Emergency Management, the Campus Safety Officer, the Building Administrator or designee, (see Appendix B) will notify you of the need to evacuate. You may receive a notification via the B-Alert system or, the fire alarm may also be used to speed evacuation. If you are aware of the reason for the 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 his/her department. The corral points for the Administration Building are in Lot 88 and are the same points as used for any and all evacuation activities.
6. Once evacuated, all AB employees are to remain in the corral location in Lot 88 until further instructions are received.

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

Loss of Electrical Power

1. Upon loss of power, remain calm and notify Campus Maintenance Dispatch immediately at extension 934-5353. Plan and train all staff, in advance, on your department's procedure to call out if loss of power disables your telephones.
2. The Administration Building does not have an emergency generator that powers office equipment. As such, it is recommended that Departments plug all critical computing equipment into battery back-up units, which are available from our office supply vendor. These back-up units will only give 20-30 minutes of operating time, but do allow computer users to save their work and turn computers off under normal, powered conditions.

Egress lighting - All areas have egress lighting to enable navigation of corridors and stairs. However, this lighting is very dim compared to the normal lighting. It is important to keep evacuation routes and corridors clear of all clutter that, in dim light, could pose a hazard and slow or obstruct evacuation.

3. All non-essential equipment should be turned off until power has been restored.

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

Loss of Communications

1. If the telephone system is lost, avoid attempting to use the phone as this sort of activity can inhibit system restoration.
2. Designate one individual to periodically check the phone.
3. Use cellular phones or pay telephones to maintain essential communications.

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

Severe Weather

Departments may purchase an emergency weather radio to be kept in a prominent place and monitored, at least casually, during inclement weather. However, official notifications on the need to take action (i.e. evacuate to shelter), will be disseminated via the B-Alert System which sends notification via e-mail, UAB telephone and cell phone. If you have not registered your cell phone, you are encouraged to do so at: <http://www.uab.edu/emergency/> .

The Building Administrator is responsible, in consultation with the Office of Emergency Management, for helping departments determine specific, further actions that should be taken to protect UAB employees, students, visitors and property in this vicinity.

Emergency Sirens

There are multiple emergency sirens located strategically around campus to help alert the community and those outdoors in the event of a tornado warning or sighting (see below). These are activated by the Jefferson County Emergency Management Agency in cooperation with the National Weather Service.

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 or shocked by electrical equipment carry no electrical charge and can be handled safely. If they have stopped breathing, perform CPR (if you or someone nearby is certified to do so) and have someone call 911 immediately. After calling 911, please call the Building Administrator at 934-5493 to notify him/her of the event.

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.

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

Building Administration may forward routine weather alerts but official notification of serious impending weather will typically be sent out via the B-Alert system. 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 even though the immediate danger may be in another part of the county.** Everyone must stay alert for any sudden changes in weather conditions or weather announcements and, once advised to do so through the B-Alert system, should seek shelter immediately along the interior walls and enclosed windowless staircases, or in the basement area.

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 the inner corridors.

The next page is the Administration Building's detailed weather evacuation plan. You are encouraged to copy the plan and post it in visible areas of your Department.

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

**Severe Weather Procedures
for UAB's Administration Building**

Building Administration may forward routine weather alerts but official notification of serious impending weather will be sent out via the B-Alert system. No action is typically necessary unless the thunderstorm has been identified as having high winds or a possible tornado and we have been warned to move away from windows.

In the event we are under a tornado or thunderstorm warning with damaging winds, you will receive instructions from the B-Alert system (or via the AB intercom system if the B-Alert system is down).

As a reminder:

1. A warning siren means there is impending severe weather somewhere in Jefferson County. However, we may not be in the direct path or the front may be moving slowly. As such, please continue your normal routine until further notified.
2. In the case of high winds only, it is typically not necessary to evacuate to the stairwells or lower levels of the building - simply move away from outer windows until the danger passes. However, if a tornado warning goes into effect, and we are notified that the danger is approaching the downtown area, you will receive an "evacuate to safe shelter" notice. Areas designated as weather safe in the AB are the stairwells, the basement and the 1st floor of the building away from the outer windows. Do not go outside or to the parking deck.
3. In these circumstances we strongly discourage use of the elevators, since the elevators can fail to operate if the power goes out. Individuals with physical impairments should seek shelter in the stairwell nearest their usual location and send word to Security/Building Administration in AB Room 106 (the former mail room in the 1st floor lobby).
4. In the event of severe lightening or if the power goes out, please turn off all computers, copiers and other equipment as quickly as possible or before you leave your office if evacuating to another section of the building. When the power comes back on, it can surge and fry equipment and/or overload circuits.
5. Please remain in the recommended evacuation location until you receive the all-clear announcement.
6. Anyone requiring assistance during the course of a weather evacuation, please come to Room 106. A building staff member will be assigned to that room at all times with access to phones, weather information and minor medical first aid supplies.

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

Fire Safety Program

General Procedures for all Areas (the Administration Building detailed plan follows this general description)

If you detect FIRE or SMOKE, no matter how minor it may appear to be, perform the following actions:

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.
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,
- or if ordered to do so by management or emergency personnel.

The next page is the Administration Building's detailed fire evacuation plan. You are encouraged to copy the plan and post it in visible areas of your Department.

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

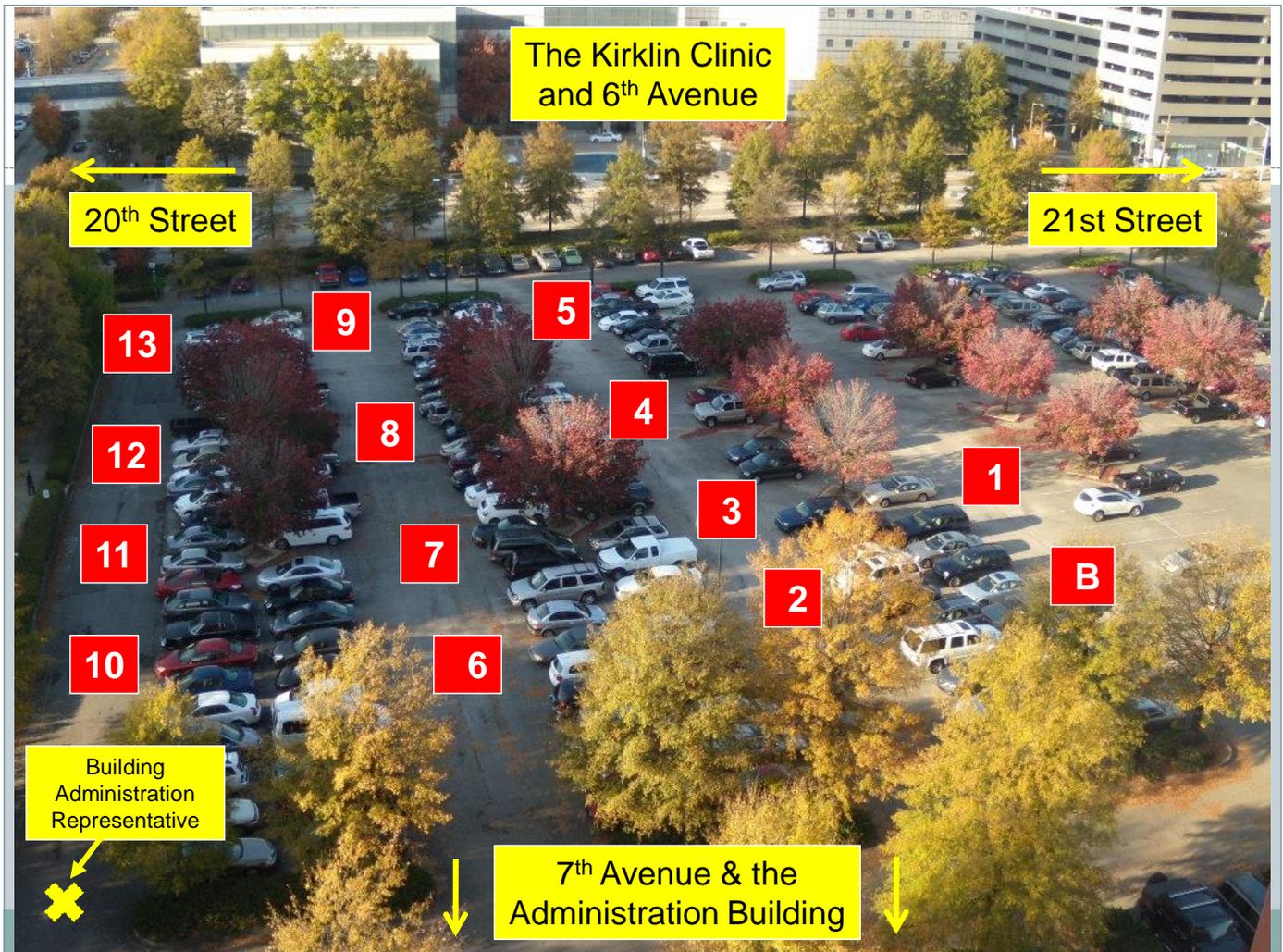
Evacuation Procedures

- Please take a moment to locate the fire alarm display near your desk and plan your escape route to the nearest stairwell.
- Anyone wearing a headset should use a single speaker version that covers one ear only, particularly if you cannot see the fire alarm display from your desk. If you see individuals during an emergency wearing full headsets, please make sure they are aware that an alarm situation has occurred.
- The alarm system in the AB is programmed to warn the floors in immediate danger first. As such, you may hear the alarms on other floors or in the stairwells before the fire alarm display unit nearest you begins to flash and emit an audible alarm. This is not a system malfunction, but you should immediately begin the below described evacuation procedures.
- Please evacuate calmly, but as quickly as possible, when you observe the following alarm conditions:
 - when you see the flashing strobe on the fire alarm displays in your area; and/or
 - when you hear an audible warning emitted from the fire alarm displays in your office/suite; and/or
 - when you hear the alarm system sounding in the stairwells or on another floor (even if the nearby display units have not *yet* begun to flash or emit an audible warning).
- Evacuate via the stairwells to Lot 88 by crossing 7th Avenue at the 20th Street and 7th Avenue intersection. Emergency personnel should be present to assist with crossing.
- We recommend you take purses and whatever weather gear you need **WITHOUT** significantly delaying your evacuation.
- As you leave, close the door to your office and suite but do **NOT** lock doors.
- Department Heads or their appointees should ensure that any physically impaired individuals are notified that evacuation is necessary (please do not overlook employees with visual or hearing challenges). Anyone unable to negotiate the stairs should position themselves as close to the wall as possible in the nearest stairwell landing. If smoke is present, the individuals should also position themselves as close to the floor as possible. The Department Head or his/her appointee should then remain with the impaired individual. A second employee should be assigned to notify the Building Administration representative in or near the 1st floor lobby of the location of the individuals remaining behind. These individuals will be assisted out of the building by rescue/fire personnel if it is determined that full evacuation is necessary.
- Everyone should also be on the lookout for visitors in the building who may need assistance. They will be unaware of our evacuation procedures.
- During an evacuation, all Building Administration personnel will be wearing orange safety vests and/or UAB Maintenance or Police emblems to help you identify them in the event you need assistance. Throughout the alarm, until the building has been emptied, one representative will be posted in the first floor lobby (or outside in front of the entry doors if required to leave the area) and another on the corner of 20th & 7th Avenue closest to Lot 88. Others will be working throughout the building to ensure the safe evacuation of all affected personnel. Once the building has been completely evacuated, all non-emergency personnel will relocate to Lot 88 (the surface lot across 7th Avenue).
-

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

- Once in Lot 88, meet the other occupants of your floor at the location indicated on the attached map. If you arrive at your designated meeting place first, you should begin to verbally, and loudly, call out the floor number to attract the attention of other floor occupants.
- Please work together to determine who is missing from your office and determine, if possible, where that individual may be. If the location of that person cannot be quickly determined, then immediately notify the Building Administration representative posted at the corner of 20th & 7th so that emergency personnel can start a search within the building.
- All employees should remain in Lot 88 until the building has been inspected by emergency personnel.

Lot 88 Evacuation Map



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

Provisions for Individuals with Disabilities

As previously noted, 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 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. There is a fire extinguisher stored in the aluminum "Fire Hose" cabinet located on each floor of the building. Do NOT attempt to use the fire extinguisher if you are unfamiliar with this unit. Quickly find someone who knows how to use the unit or call the Building Administrator at (205) 934-5493.

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. Please see Appendix C for recommended, advance planning to be taken at the Department level to ensure the safety of all employees.

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.

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

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



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

Appendix A

**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 _____ Lisp
____ 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 934-3535
- NOTIFY YOUR IMMEDIATE SUPERVISOR.

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

3/30/2005 (abj)

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

**Appendix B
Building Administration Designated Personnel**

- Building Administrator:** Ms. Melissa Cox Justice
Office of the Vice President for Financial Affairs & Administration
Address: AB 1030, 0110
Phone: (205) 975-5209
Fax: (205) 934-3610
E-Mail: melissa@uab.edu
- 1st Alternate Contact:** Ms. Cynthia Driver
Office of the Vice President for Financial Affairs & Administration
Address: AB 1030, 0110
Phone: (205) 975-4006
Fax: (205) 934-3610
E-Mail: acrim13@uab.edu
- Building Security:** Officer Roosevelt Brock
UAB Police Department
Address: AB106, 0106
Call 911 or 4-4434 for all Police Assistance in the AB
Desk Phone: (205) 934-5488 (use only for non-police, building business)
E-Mail: rriicoo@uab.edu
- Maintenance:** Mr. Tim Cochran
AB Mechanic, UAB Maintenance
UAB Cell Phone: (205) 597-5050

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

**APPENDIX C
Department Responsibilities**

Executive-in-Charge/Department Head Responsibility List

- If the area of responsibility is extensive and/or exists in separate offices or floors, the Executive-in-Charge should identify individuals (preferably directors, managers, supervisors or upper level administrative staff) to manage the safety routine for each office or department. The individuals chosen will be referred to throughout safety material and training as “Unit Safety Managers.”
- The Executive-in-Charge should reassign the Unit Safety Manager responsibility if the current designee goes on extended leave, moves to another building or discontinues employment at UAB.
- The Executive-in-Charge should notify the Office of the Vice President for Financial Affairs and Administration if a unit has moved out of the building or when a new Unit Safety Manager has been designated.

Unit Safety Manager Responsibility List

- Develop a call tree or other method of notifying unit personnel of the potential for severe weather and other issues.
- Develop and maintain a headcount roster to be used to assist in determining if personnel are missing.
- Periodically re-educate unit staff on:
 - Evacuation procedures
 - Bomb threat procedures
 - Calling out procedures in the event phones are lost
 - Power-outage procedures
 - Designated personnel, i.e. alternate Unit Safety Manager, etc.
- Identify alternate responsible person(s) in the event Unit Safety Manager is out of the office.
- When arranging desks and/or cubicles, ensure all occupants have direct line of sight or can easily hear the fire alarms located throughout the area. AB alarms have both visible and audible signals. Discourage the use of headphones or headsets that cover both ears.
- Develop additional, internal evacuation procedures (if needed), that compliment the overall evacuation plan.
- Make sure new employees are taught the evacuation procedure as part of their departmental orientation.

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

- Always be aware of individuals in your area who may have physical difficulty evacuating through the stairwells. Those individuals need specific assistance as outlined on the attached evacuation procedures.
- Confirm everyone is safely out of your area during an evacuation event by taking roll once you have arrived at your designated gathering spot.
- Make sure doors leading to the main evacuation hallways are closed (but not locked) as you leave to deter the spread of smoke.
- Notify Building Administration or safety personnel that your area is either clear or that you suspect someone is still in the building. A Building Administration representative will be located in or outside near the 1st floor lobby or on the corner of 20th Street and 7th Avenue throughout the duration of the evacuation event. You are responsible for maintaining a Unit occupant roster which will be kept with the floor number placard and used to account for occupants after evacuation.
- Notify Building Administration after the emergency evacuation of any challenges/difficulties involving facilities or evacuation procedures.
- Notify the Executive-in-Charge of challenges/difficulties involving staff cooperation.