



SCHOOL OF OPTOMETRY

The University of Alabama at Birmingham

Emergency Action Plan

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IMPORTANT NUMBERS

- **UAB Police Emergency** – 205-934-3535 or 911 from a UAB phone
- **UAB Police Non-Emergency** – 205-934-4434
- **Building Administrator** – 205-934-6567 / 205-441-9327
- **Secondary Building Administrator** – 205-934-2833 / 205-563-7609
- **Tertiary Building Administrator** – 205-996-1341 / 205-777-7089
- **UAB Maintenance** – 205-934-5353
- **UAB EH&S Campus Safety** – 205-934-2487
- **UAB Telecommunications** – 205-934-7777
- **UAB Emergency Operation Center (EOC)** – 205-975-1000
- **UAB Weather/Emergency Status** – 205-934-2165

INTRODUCTION

An emergency or disaster is any event that seriously disrupts the normal functions of the UAB Campus, regardless of the cause. Special detailed plans are included which address such scenarios as fire, bomb threat, loss of electrical power, dangerous person or active shooter, severe weather, and medical emergencies.

ADMINISTRATIVE NOTIFICATION (IFC – 404.2.2, 1)

In the event of any emergency, UAB Police should be contacted by dialing 911 from any UAB phone or by dialing 205-934-3535 from a cell phone or public phone.

UAB's official source of emergency management and inclement weather management is uab.edu/emergency/. The School of Optometry's (SOO) weather group is yellow. Please see **Appendix D** for more information related to our weather group designation.

The emergency notification system that is used to communicate through voice calls, SMS text messages, and emails to the entire campus is **B-Alert**. This system also integrates with Facebook and Twitter. The following link can be used to register for **B-Alert**: uab.edu/emergency/. **Rave Guardian** is also one of the best ways to improve your safety and protect your friends by building your private safety network. This free app can provide instant communications with friends, family, co-workers, UAB Police, and even 911 in the event of an emergency. You can download the application from the Apple App Store or Google Play.

BOMB THREAT (IFC – 404.2.2, 1)

The local police department is responsible for investigating all suspected bombs and reports of them being placed on campus property and coordinating evacuation, searches, and removal of suspected explosive devices. This shall be accomplished in cooperation with staff, fire department, and other agencies that may be called to assist.

If you receive a bomb threat, use the bomb threat check list to gather all pertinent information. (See attached **Appendix C**).

- Report the bomb threat and all available information to UAB Police by dialing 911 from any UAB phone or by dialing 205-934-3535 from a cell phone or public phone and notify your supervisor.
- 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.
- Do not advise the public. *Allow business as usual until directed otherwise.*
- If evacuation is necessary, UAB Police, the Campus Safety Officer, the Building Administrator or designer, and other building representatives will notify each floor of the need to evacuate. If the building fire alarm system is equipped with an "all call" feature for public addresses, the evacuation will be announced building-wide by UAB Police. 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" and that everyone must evacuate and go to their designated gathering point for their department.



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LOSS OF ELECTRICAL POWER (IFC – 404.2.2, 1)

Upon loss of power, remain calm and notify Campus Maintenance Dispatch immediately at extension 205-934-5353.

- Where available, the emergency generator will transfer power upon loss of electricity.
- All staff must be trained to ensure that the switch to emergency power is not instant. There will be a brief delay. Also, not all areas have emergency power.
- Light switches and electrical outlets on emergency generators are red and easily identified. Critical equipment should be plugged into these red outlets.
- All areas have egress lighting to provide enough light to navigate corridors and stairs. 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.
- All non-essential equipment should be turned off until power has been restored.

LOSS OF COMMUNICATIONS (IFC – 404.2.2, 1)

- If the telephone system is lost, avoid attempting to use the phone.
- The Building Administrator or his/her designee will periodically check the phone.
- Use cellular phones to maintain essential communications.

ACTIVE SHOOTER (IFC – 404.2.2, 1)

An “active shooter” is an individual who is engaged in killing or attempting to kill people in a confined and populated area; in most cases active shooters use firearms and there is no pattern or method to their selection of victims.

Victims are selected at random. The event is unpredictable and evolves quickly. Knowing what to do can save lives.

Guidance to Faculty, Staff, and Students

The following guidance describes what to do during an active shooter event and what to expect from responding law enforcement.

Should a shooter or a person with a weapon appear on campus, call UAB Police (911 or 205-934-3535) as soon as safely possible.

The first officers to arrive on scene will not stop to help the injured. Expect rescue teams to follow the initial officers. These rescue teams will treat and remove the injured.

Once you have reached a safe location, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave the area until law enforcement authorities have instructed you to do so.

The following procedures are recommended by the Department of Homeland Security.

Information to provide to 911 operators:

- Location of the active shooter (e.g., name of building, floor, etc.).
- Number of shooters.
- Physical description of shooters.
- Number and type of weapons shooter has.
- Number of potential victims at location.

When law enforcement arrives:

- Remain calm and follow instructions.
- Drop items in your hands (e.g., bags, jackets).
- Raise hands and spread fingers.
- Keep your hands visible.
- Avoid quick movements toward officers (i.e., holding on to them for safety).
- Avoid pointing, screaming, or yelling.
- Do not ask questions while evacuating.

Run, Hide, Fight

When an active shooter is in your vicinity, you must be prepared both mentally and physically to deal with the situation. You have three options:

Run

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Evacuate regardless of whether others agree to follow.
- Help others escape, if possible.
- Do not attempt to move wounded people.
- Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible.
- Call UAB Police (911 or 205-934-3535) when you are safe.

Hide

- Hide in an area out of the shooters view.
- Lock doors or block entry to your hiding place.
- Silence your cell phone (including vibrate mode) and remain quiet.

Fight

- As a last resort, and only when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with as much physical aggression as possible.
- Improvise weapons or throw items at the active shooter.
- Commit to your actions ... your life depends on it.

Each situation is different, so no single procedure will work in all circumstances. You will have to make the best decision based on your unique situation. Always be aware of your surroundings as you determine how best to protect yourself.

INCLEMENT WEATHER

The School of Optometry's Dean's Office does monitor for inclement weather. Departments should also have a way of monitoring for inclement weather, such as a weather radio, weather app for your phone, **B-Alert**, weather.com, etc. Department captains along with the Building Administrator or other designees 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 Campus Safety, for helping departments determine specific actions that should be taken to protect UAB employees, students, visitors, and property. The School of Optometry's weather group assignment is code yellow. Please see **Appendix D** for further information regarding the instructions for inclement weather and closure instructions.

Emergency Sirens

There are 8 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

Campus 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 are responsible for making sure door mats and wet floor signs are deployed and to assist with any needed cleanup.

Flash Flooding

Some roads, parking areas, sidewalks, etc. at UAB are prone to flash flooding during periods of severe downpours. This can be made worse because of construction. Be aware of your surroundings.

- Never try to walk or swim through swiftly moving water.
- Never try to cross water in a vehicle, whether it is moving or not.
- If your vehicle stalls in rapidly rising water, abandon it immediately and move to higher ground.

Electrical Storms

While it is unlikely that such storms will result in severe damage to the campus, 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.

Many lightning fatalities or injuries occur at the beginning or end of a thunderstorm. The following lightning safety rules should be adhered to:

- Keep an eye on the sky. Look for darkening skies, flashes of light, or increasing wind.
- If you can hear thunder, you are close enough to the storm to be struck by lightning.
- Count seconds from the time you see lightning until you hear thunder, then divide by five. This gives you the distance in miles from the lightning to you.

When a storm approaches

- Find shelter in a building or car. Keep car windows closed and avoid convertibles.
- Telephone lines and metal pipes can conduct electricity. Avoid using the telephone or any electrical appliance.

If someone is struck by lightning

- People who have been struck by lightning carry no electrical charge and can be handled safely.
- If they have stopped breathing, perform CPR.



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Watch, Advisory, Warning

Watch: A watch is used when the risk of a hazardous weather event has increased significantly, but its occurrence, location or timing is still uncertain. Each department should develop a call tree or other method of notifying personnel 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 text is preferred. Ensure to include when the watch period will end. No specific action should be taken by employees during a watch except to stay alert to weather conditions and updates.

Advisory: An advisory is issued when a hazardous weather event is occurring, imminent or likely. Advisories are for less serious conditions than warnings, that cause significant inconvenience and if caution is not exercised, could lead to situations that may threaten life or property.

Warning: A warning is issued when a hazardous weather event is occurring, imminent or likely. A warning means weather conditions pose a threat to life or property. People in the path of the storm need to take protective action. Emergency sirens will sound. Everyone must stay alert for sudden changes in weather conditions and weather announcements and should seek shelter immediately along the interior walls and enclosed windowless staircases, or in a basement area.

Severe Weather Gathering Areas

UAB's Department of Environmental Health & Safety has evaluated our building and has recommended that **ALL occupants** of the Henry Peters Building 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 - The elevator lobby on the clinic floor.

2nd Floor - The rear hall adjacent to the intern workroom (room G060H).

3rd Floor - The rear hall adjacent to the Springer Conference Room (room G060C).

4th Floor - The stairwell adjacent to the elevators by the clinic floor entrance.

5th Floor - The pediatric waiting area in the television room.

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 may stay in exam rooms EXCEPT for those with exterior walls; those patients should move into the hallway.

After normal hours of operation, proceed to the stairwell adjacent to the clinic floor.

With Doppler radar and other sophisticated electronic tracking systems, we can accurately track weather threats. It is important to monitor radio, weather app, or television for the latest information on the storm's exact location.

DO NOT attempt to monitor conditions visually by standing at or near window.

Once a warning has been issued for the Birmingham Metro area someone shall be appointed to monitor current conditions by using a weather radio, weather app, or by waiting for a notification from the **B-Alert** system. A **B-Alert** will be issued when the initial warning is issued and an "immediate threat has passed" will be given the current storm has passed the campus. This does not mean that another storm system may not be following so continuing conditions should be monitored until all danger has passed.

FIRE PREVENTION AND EVACUATION PLAN (IFC – 404.2.2, 1, 5)

Fire Prevention

The following guidelines have been established to maintain a fire safe environment for staff and visitors:

Free access to fire cabinets, fire extinguishers, and other firefighting equipment shall always be maintained.

The NO SMOKING policy shall be enforced.

All uses of candles and open flames are PROHIBITED.

Keep all electrical equipment in good repair. Do not overload electrical circuits by using multiple plugs or unapproved extension cords. Only those extension cords labeled as “UL Listed” and in good condition may be used.

Only approved space heaters may be used. Never use an extension cord with space heaters.

Holiday decorations must be made of non-combustible or fire-retardant materials. Live Christmas trees are NOT ALLOWED. Do not block corridors with decorations. Fire doors shall not be covered with combustible materials, such as wrapping paper.

Fire Safety Inspections

Conducting systematic inspections to locate and eliminate fire hazards is an indispensable element of the Fire Safety Program. A Campus Safety Officer will conduct periodic, unannounced fire inspections as part of the hazard surveillance process. However, departments should periodically self-inspect to help identify any potential hazards, such as space heaters too close to combustibles, frayed electrical wires, excessive combustibles (boxes, paper, etc.), improperly stored flammables, presence of burning candles, blocked emergency equipment or obstructed corridors.

NOTE: It is the responsibility of each employee to report conditions believed to be unsafe or a fire hazard as soon after discovery as possible. Report these discrepancies to the Building Administrator.

Fire Drills

In an actual fire, there will be 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.

Training personnel to respond effectively to a fire emergency is a critical component 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:

- Drills should be conducted in a manner that ensures all personnel participate.
- Drills are to be conducted by the Campus Safety Officer and Building Administrator or designee.
- 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, Campus 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.
- The Campus 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.
- The “all clear” is only to be called by the Campus Safety Officer, Building Administrator, or designee.

General procedures

If you detect **fire** or **smoke**, no matter how minor it may appear to be, immediately follow these steps:

Remain calm. Others will depend on your actions. Use the **C.A.R.E.** response system.

- **Confine** the fire and smoke by closing the door. As you leave the room where the fire is located, close the room door and fire doors located in the corridors.
- **Activate** the fire alarm by pulling the handle.
- **Report** the fire. Dial **911** from any UAB phone or dial **205-934-3535** from a cell phone or public phone. Identify yourself and provide the exact location of fire or smoke and what is burning, if known.
- **Evacuate** staff and visitors immediately. Do not return to the building unless told to do so by the fire department, police, or the Campus Safety Officer.

Evacuation (Corral Points) (IFC – 403.5.3)

Evacuation of employees, students, and visitors will be carried out in a timely and orderly manner and will occur as follows:

All building occupants should proceed to the nearest exit, move away from the building. The corral point is:

- The sidewalk on street level with University Boulevard in Front of Volker Hall (See Appendix E, page 29).

Your department captain will train you on exactly where your gathering point is. This will provide a quick and easy way to account for all employees and visitors. It is also important that the fire department has clear and unobstructed access to the building. Do not gather in the driveway or in front of the building, move away from the building.

Do not return to the building unless told to do so by the fire department, police, or the Campus Safety Officer. It is sometimes difficult to know when all clear is given, however, UAB Police will be monitoring all exits and will blow their whistles and verbally notify groups in obvious gathering areas that it is safe to return to the building.

Provisions for Individuals with Disabilities (IFC – 404.2.1, 4), (IFC – 404.2.2, 2.3)

The landings inside of each stairwell 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. If the building must be evacuated, individuals with disabilities located above or below the ground floor should be escorted to the closest stairwell and a designated person should remain with them 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, students, or the surrounding area, you may be able to put it out with the appropriate fire extinguisher. The fire extinguishers located throughout the SOO building are ABC type dry chemical.

Fire Extinguisher Replacement

After an extinguisher has been used, regardless of how small the discharge, or if found to be unserviceable for any reason, it should be immediately replaced. Contact Campus Maintenance at 205-934-5353 for this service.

Fire Extinguishers, Fire Hoses, And Sprinkler Systems

Responsibility for periodic inspection, servicing, including recharging and minor maintenance and adjustments, removal, and replacement of discharged or unserviceable units and the installation of new fire extinguishers and fire extinguishing systems or fire suppression equipment is a Campus Maintenance function.

Except for use in fighting a fire, fire extinguishers shall not be removed or relocated by any person except assigned maintenance or safety personnel.

Fire extinguisher inspection tags shall only be modified by the inspector.

Fire extinguisher inspection tags shall be removed by only the fire extinguisher shop.

Fire extinguisher locations must be clearly indicated according to applicable codes and must NOT be obstructed by furnishings, equipment, supplies, boxes, carts, or any other material.

MEDICAL EMERGENCY (IFC – 404.2.1, 6)

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

To facilitate the treatment of injuries and illness 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 their 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 205-934-3535 (UAB emergency number). If the patient is unresponsive and not breathing, a qualified person or persons should begin Cardiopulmonary Resuscitation (CPR) and attach an 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 before medical responders arrive.
- **Report** details of the incident to the medical responders. Gather information to complete the Incident Report Form as soon as possible. Employee reporting and student reporting differ. Please see the Employee Injury and Student Injury sections for further details.

Important Notes

- *Remember, no one can be forced to seek medical care unless they choose to do so or are unresponsive and cannot choose for themselves.*
- *At no point shall notification to dispatch or transport be delayed to obtain/complete paperwork.*

Employee Injury

Campus employees include postdoctoral and graduate student employees, visiting scholars and scientists.

An incident/accident must be reported verbally by the employee to the employee's supervisor and the Director of Human Resources and Faculty Affairs 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.

Complete at [Initial Medical Evaluation Authorization](#) form and send the document with the employee to *The Workplace* if the injury occurs during their operating hours. If outside *The Workplace* hours of operation, send the completed form with the employee to UAB University Hospital Emergency Department, or UAB Hospital-Highlands Emergency room.

Injured employees may use Blazer Express for transportation to and from *The Workplace* for the initial visit. *The Workplace* is located at UAB Hospital-Highlands, Suite 100. Their telephone number is: 205-933-5300. You should contact Brentwood Services Administrators (205-933-0373 or 1-800-524-0604) to coordinate transportation for any subsequent medical visits if needed.

Complete this form, [Employee Incident Report Form](#) as soon as possible. Submit a downloaded PDF copy of the form to HRM-OJI@uab.edu, or print it and deliver it to the OJI Administrator located in the Administration Building, room 215. Their extension is 205-934-5382.

Student Injury

In the event a UAB student is injured. An immediate assessment should be made to determine the severity of injuries and the proper response required.

If the student is unresponsive and not breathing contact UAB dispatch immediately at 205-934-3535 or 911 from UAB phone. A qualified person should start Cardiopulmonary Resuscitation (CPR). Attach an Automatic External Defibrillator (AED) if one is available. If severely injured notify UAB dispatch at 205-934-3535 or 911 from UAB phone. Dispatch will then send the appropriate response needed.

Be sure to fill out the proper form at the link provided below. Reporting instructions are detailed on the form.

[Incident Report Form for Visitors and Students.](#)

If the student has minor injuries and an emergency response is not needed, then the 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 shall be completed and submitted regardless of treatment.

Needle Sticks and/or Other Exposures

For needle sticks and/or other exposures (including blood, fluid or tissue, biologic agent, chemical agent, radiation, laser, animal), call Employee Health at 205-934-3675 during normal business hours. After normal business hours, on weekends, and holidays, report by calling the Call Center at 205-934-3411 and asking them to page the person on call for the *Needle Stick and Exposure Team*. You will be triaged to care depending on exposure.

CHEMICAL SAFETY (IFC – 407.1-.7)

Safety Data Sheets

The UAB Hazard Communication Program requires all employees who work with chemicals to be familiar with the hazards associated with those chemicals. A Safety Data Sheet (SDS) provides information on specific hazards, health effects, handling and storage, spill response, disposal, and personal protective equipment regarding a particular substance. UAB subscribes to an online service, ChemWatch, for Safety Data Sheets. Safety Data Sheets may be obtained from the chemical supplier or from the Environmental Health & Safety (EH&S) website at this link: [ChemWatch](#). It is recommended for chemical users to keep a readily available hard copy of the safety data sheets for strong acids and bases, flammable chemicals, very toxic chemicals, or chemicals used in large quantity (over 4L). It is recommended that chemical users keep a readily available hard copy of the safety data sheets for strong acids and bases, flammable chemicals, very toxic chemicals, or chemicals used in large quantities (over 4L).

Chemical Spills and Accidents

It is the policy at UAB to have procedures in place that address the specific problems involved in a chemical spill or accident.

To reduce the likelihood of injury to faculty, staff, patients, and students, and damage to property because of a spill or accident involving chemicals, personnel should be trained to safely handle the chemicals present in their areas before beginning work with them.

Small Chemical Spills

Promptly clean up small spills (generally less than 500ml) using appropriate protective apparel and equipment. Small spills can generally be absorbed using paper towels, spill pillows or vermiculite. Absorbent materials must be disposed of as chemical waste. All areas should have a spill kit containing an appropriate amount and type of absorbent for the chemicals used in the area. Contact EH&S at 205-934-2487 for assistance with spill kit selection if needed.



Large Chemical Spills

In case of a large spill (more than 500ml) of a known hazardous chemical, contain the spill, if possible, warn others and evacuate the area. Contact EH&S (205-934-2487) immediately and give your name, extension, location of spill, quantity and name of chemical spilled. Decontaminate personnel that may have been splashed with the chemical and take anyone injured to the University Hospital Emergency Department. An On-the-Job Injury form should be completed, and a copy forwarded to Occupational Medicine.

Personal Injury

(Note: Prior to using any chemical, the SDS should be read for first aid information as the procedure for each chemical may differ greatly. Listed are standard examples of first aid procedures.)

Eye Contact: Promptly flush eyes with water for 15 minutes and seek medical attention.

Ingestion: Call the Poison Control hotline at 1-800-222-1222 or utilize [webPOISONCONTROL](#) online.

Skin Contact: Promptly flush the affected area with water and remove any contaminated clothing. Soap may be necessary for non-water-soluble compounds. If symptoms persist after washing, seek medical attention.

Inhalation: Move the victim to fresh air. If the victim is unconscious or not breathing, seek emergency medical attention immediately. Death or permanent injury can occur within three to five minutes.

Report all chemical exposures or injuries to your supervisor as soon as possible.

When a spill occurs:

- Restrict the area. Allow no one to enter the room except for urgent treatment of patients and/or containment of the spill.
- Contact EH&S at 205-934-2487 to report the spill. Give your name and contact information, location of the spill, material spilled, approximate amount, and any injuries or damage that resulted from the spill.
- EH&S will contact the Spill Response Team (SRT), which will have full authority over the clean-up operation. The SRT has been specially trained to handle hazardous chemical spills. Anyone deliberately breaching the authority of the SRT at the site of a spill, thereby jeopardizing the health and safety of others, may be subject to disciplinary action. The Chemical Safety Officer or their designee will be responsible for calling any additional personnel needed at the site of the spill, such as UAB Police.

APPENDIX A

Designated Personnel (IFC – 404.2.1, 9), (IFC – 404.2.2, 6)

Building Administrators: Chris Boutwell, Dion Lewis

Floor - Zone	Captain(s)	Alternate(s)
Ground Floor	M. Morton / B. Elliott	D. Clemons / E. Steele
1 st Floor	D. Lewis	M.Cuthbert
2 nd Floor	A. Drinkard	S. Thompson
3 rd Floor	J.Perry	C. Wright
4 th Floor	J. Jones	K.Rackley
5 th Floor	M. Keiser	A. Hill

Floor – Zone Evacuation Captains and Alternates

Coordinate evacuation of faculty, staff, students, and visitors of your assigned evacuation area group. Host appropriate floor/area sign and floor/area roster provided by the SOO Human Resource office. Lead people to the designated assembly area. Report any missing people and any injuries to emergency personnel. Participate in emergency and disaster drills. If the Captain is not present or available, the designated Alternate will carry out the responsibilities of the captain.

Floor Captains Responsibilities

Floors G-5 of the School of Optometry are assigned one or more Floor Captains.

Floor Captains shall ensure 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.

Floor Captains must check the Areas of Refuge for the disabled prior to leaving their assigned floor.

Floor Captains shall report to emergency responders the number of disabled individuals who remain in the Areas of Refuge upon arrival at the Corral Point.

Classroom Instructors

Coordinate evacuation of students in your class. Keep your class roster with you. Lead people to the designated assembly area. Report any missing people to emergency personnel; report any injuries to emergency personnel.

NOTE: Specific procedures are placed on lecterns in the classrooms.

APPENDIX B

Departmental Responsibilities

The School of Optometry (SOO) Director of Communications in collaboration with the Building Administrator and Dean's Office will:

- Ensure that any emergency messages posted by UAB are noted on our website and our kiosks are located throughout the building.
- Communicate any additional instructions for students, faculty, or staff by posting on the front page of the [School of Optometry](#) website and via email utilizing the School of Optometry - All Staff and Faculty email distribution group.

Each evacuation area group captain and alternate upon receiving the appropriate designated materials noted below, shall:

- Maintain the current list of all evacuation area captains and alternates.
- Maintain a headcount roster of employees in your evacuation area group.
- Maintain the evacuation group placard to hold up at the designated assembly area.
- Know the designated evacuation procedure and route to the assembly area and be prepared to carry out your responsibilities.

Each department shall:

- Maintain a list of all employees assigned under your supervision in your department as appropriate.
- Maintain a call tree or other method of notifying or connecting with personnel in the event a need to contact them following a severe weather event or another emergency.

Supervisory personnel shall train employees on:

- Who are the designated personnel, e.g., department captains and alternates, or those assigned to individuals with disabilities who may need assistance in the event of an evacuation.
- Evacuation procedures.
- Headcount procedures.



SCHOOL OF OPTOMETRY
The University of Alabama at Birmingham

APPENDIX C

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.

APPENDIX D

UAB School of Optometry (SOO) – Inclement Weather Guidance

The SOO is assigned the weather code yellow, meaning functions may or may not close depending on the nature of the weather event and decisions by management/supervisors. This group includes entities like the UAB clinics, which may stay open or close when academic functions at UAB are cancelled. Personnel in this group are required to understand their unit-specific plans in addition to the global UAB plan. For current information related to weather instructions and emergency management, please visit the [UAB Emergency Management](#) website. If you have questions about which actions to take, please contact your immediate supervisor. The following information addresses academic and clinical operations as well as employees of the SOO assigned to non-clinical or academic roles.

Academic Affairs

These guidelines supplement UAB's Inclement Weather policy and address specific decisions that faculty must make for students regarding scheduled classes, clinicals, and exams.

Guiding Principles

1. Students may be impacted in different ways by inclement weather based on where they live in relation to the campus or clinical site.
2. The safety of students and faculty is the top priority. Efforts will be made to reduce risk to students and faculty associated with travel to campus or clinical sites in the event of inclement weather.
3. Because inclement weather is an uncontrollable variable, faculty will arrange for students to complete required work, assignments, and/or exams missed due to inclement weather.
4. Individual faculty can judge conditions and make decisions about cancelling or delaying classes, clinicals, or exams, regardless of whether UAB remains open or is closed.
5. Information regarding delays, cancellations, or closings due to inclement weather should be communicated through multiple formats. The UAB SOO Senior Director of Marketing and Communications, or designee appointed by the Senior Director will be responsible for disseminating information regarding delays and closings on the SOO webpage, SOO social media accounts and other appropriate SOO communication venue.
6. For UAB SOO courses, faculty should post messages about any weather-related delays or cancellations in their CANVAS courses. Students should be instructed to check for weather-related messages in their CANVAS courses.



SCHOOL OF OPTOMETRY

The University of Alabama at Birmingham

Guidelines for Inclement Weather

1. Associate Deans, Assistant Deans, Program Directors, and program faculty should closely monitor travel conditions when inclement weather is expected and any communications from UAB regarding notification of delays or closings.
 - a. Associate Deans and Assistant Deans should communicate to faculty any information related to university decisions to remain open or closed or travel conditions as soon as such information is available.
 - b. Assistant Deans should communicate with program faculty when a decision has been made to close UAB as soon as such information is available.
2. In situations of inclement weather where UAB remains open, and students report difficulties and/or concerns about traveling to campus and/or clinical sites, faculty may at their discretion cancel a class, clinical, or exam if they believe that conditions are not safe for travel.
3. If UAB remains open, and conditions are such that classes, clinicals and exams will occur as scheduled, students who are not able to be present for such scheduled activities because of weather conditions in their area are not to be penalized. Faculty will work with students to provide alternative experiences and/or opportunities for completing missed work (e.g., exams).
4. Faculty who decides to cancel a class, clinical experience, or exam because of weather conditions should notify their program director as soon as such a decision has been made. The Program Director should also be notified of alternative experiences planned for students.
5. In the case of student orientations, all newly admitted students should receive information in their offer letter instructing them to monitor the UAB webpage for announcements regarding delays or closures.
6. For graduate programs' scheduled intensives, students should be instructed to monitor their CANVAS courses for announcements about cancellations or closings due to inclement weather. Graduate students located in areas not impacted by the inclement weather are expected to continue scheduled clinical days as planned.
7. Course faculty should communicate these guidelines to students at the beginning of each semester so that students know what to do should inclement weather occur during the semester.
8. Course faculty should communicate with students enrolled in their courses and post information regarding inclement weather in their CANVAS courses as soon as such information is available.
9. Ph.D. students collecting data in clinical settings should suspend their activities aligned with academic affairs if inclement weather closes campus.



UAB Eye Care Clinic

1. Contact and cancel patient appointments in the event of severe weather.
2. Patients will be contacted and given the appropriate instructions for an optical emergency.
3. Notices will be placed on entrances notifying patients of closure.
4. Designated supervisors will organize clinic staffing.
5. Designated supervisors will add an announcement to the clinic's phone line notifying patients if the clinic's hours will be modified due to severe weather.



SCHOOL OF OPTOMETRY
The University of Alabama at Birmingham

APPENDIX E





RECORD OF ANNUAL REVIEW

Reviewer / Organization	Date
C. M. Ham, Sr. / Campus Safety	06March26