

The University of Alabama Academic/Administrative Support Unit Emergency Plan (UEOP)

The purpose of the Unit Emergency Plan (UEOP) is to aid an academic or administrative support unit in an emergency by developing internal plans and protocols specific to their unit. While the University will manage the emergency, units are expected to have internal plans that will address common hazards (weather, fire, medical, etc.), protocols to assist emergency responders as needed, and plans to resume operations. The intent of the Emergency Unit Plan is to assist in the mitigation, response, and recovery of an emergency.

As defined in the University of Alabama Emergency Operation Plan (UAEOP), the University Incident Commander will manage the emergency and report to the Emergency Preparedness and Response Group Leader. The Emergency Preparedness and Response Group will oversee the emergency, make policy decisions, and provide support. Academic and administrative support units will assist the Incident Commander as needed.

For planning purposes, the University has several sites that provide emergency information. Please review them periodically for new information, modifications, or updates. They can be found at the following web addresses:

Emergency Preparedness	www.beready.ua.edu
EHS	http://bama.ua.edu/~ehs/
UAPD Safer Living Guide	www.police.ua.edu/slg.html

Definitions

University of Alabama Emergency Operation Plan (UAEOP)--The University of Alabama overall emergency operation plan that describes how the University will address a crisis and/or emergency that impacts University operations. The purpose of the plan is to protect lives and property through the effective use of the University and outside resources.

Academic Unit--A college or school at The University of Alabama.

Administrative Support Unit--A functional area that reports directly to a Vice President or senior level administrator.

Unit Emergency Coordinator (UEC)--The UEC is the person who is responsible for the plan and who will be the point of contact for the academic or administrative support unit if there is an emergency. The UEC is the person that unit members should communicate with if there is an emergency within the unit after first responders have been notified.

Unit Emergency Coordinator Alternate (UECA)--The UECA acts for the UEC in his/her absence.

Building Emergency Coordinator (BEC)--The BEC serves as a point of contact with the building occupants, UEC, and/or emergency responders; reviews, develops, and informs building occupants of specific emergency protocols; and communicates internally with building occupants.

Unit Emergency Operation Plan (UEOP)--An internal emergency plan used by an academic or administrative support unit outlining how it (as a unit) will prepare and respond to a campus emergency. This plan is secondary to the University Emergency Operation Plan and allows for unit specific protocols.

Site EOP (SEOP)--A building specific emergency operation plan that identifies unique building hazards and response protocols. It is a tertiary level plan that permits building specific preparation and response protocols. Units with personnel at multiple sites should appoint additional BEC for each site.

EMERGENCY OPERATIONS PLAN FOR *College of Communication & Information Science*

Sept. 22th, 2010 _____

Plan Date

* Dean Loy Singleton *

(Dean/Senior Administrative Official)

UNIT EMERGENCY OPERATION PLAN (UEOP)

Introduction

Who Has A Unit Emergency Operations Plan: Each college dean or support unit senior administrator will determine which sites/departments within her/his area of responsibility will have a Site Emergency Operation Plan (SEOP). All employees will be covered by a UEOP. The administrator of each unit is responsible for maintaining the plan. The Provost is responsible for ensuring that each academic unit has a current UEOP on file, which includes SEOPs.

Plan Contents: The UEOP will contain at least sections on:

1. Fire
2. Tornado warning
3. Active shooter
4. Winter storm
5. Transportation accident
6. General accident
7. Emergency illness
8. Significant hazardous material release
9. Power outage
10. Civil disturbance or criminal behavior
11. Earthquake
12. Bomb threat

Updates: The goal of each academic/support unit is to have the UEOP updated annually by August 16th.

File: The UEOP will be forwarded to the Provost Office, applicable VP Office, and the Office of Emergency Preparedness within the University of Alabama Public Safety area of responsibility.

Dissemination: The UEOP information will be available to employees of the unit at the beginning of each academic year.

Unit Emergency Coordinator (UEC)

Unit Name College of Communication & Information Science
Coordinator Name Greg Goldstein
Title Manager, Area Technology
Office Address (Building/Room) 324 Reese Phifer
E-mail ggoldstein@ua.edu
Office Phone 348-8621
Cell Phone 310-0158
Home Phone 886-9577 or 758-2690

Unit Emergency Coordinator Alternate (UECA)

Unit Name College of Communication & Information Science
Coordinator Name Jim Oakley
Title Student Recruiter/Building manager
Office Address (Building/Room) 297D Reese Phifer
E-mail joakley@ua.edu
Office Phone 348-8595
Cell Phone 205-361-3229
Home Phone 205-926-9209

Building Emergency Coordinator (BEC)

Building Name Reese Phifer
Coordinator Name Greg Goldstein or Jim Oakley UEC/UECA

Hazards:

Fire

Warning: Fire alarms will sound in the building and will continue to sound until the Tuscaloosa Fire and Rescue Service (TFRS), University Office of Environmental Health and Safety (EHS), or University of Alabama Police Department (UAPD) turn the alarm(s) off. Even though the alarms are turned off, it is not safe to re-enter the building until the Tuscaloosa Fire and Rescue Service (TFRS) personnel give the all clear. Once the all clear is given, a representative from EHS, UAPD or TFRS will notify the occupants that they may reenter the building.

Actions: When the alarm sounds:

- Evacuate the building immediately, leaving through the closest point of exit. There will be no other notification.
- In the event of a fire, if the fire alarm is not sounding, go to the nearest exit and activate pull station for fire alarm. Then follow fire evacuation procedures.
- In the event of a fire, the alarm is not sounding, or you cannot reach a pull station, call the University of Alabama Police Department (205-348-5454).
- Once outside the building the UEC/UECA/BEC or other building occupants will relay pertinent information to TFRS, EHS, or UAPD personnel when they arrive.
- Everyone should stay out of the building at a safe distance and away from entrances into the building until notified to return to the building.

Special Needs: If an occupant is unable to evacuate or needs assistance reaching the lower level of the building, he/she should contact UAPD at 205-348-5454 and provide their location within the building. If the UEC/UECA/BEC is aware of an occupant with special needs evacuating the building he/she should provide this information to TFRS, EHS, or UAPD upon their arrival.

Remember:

- You are responsible for yourself. Do not attempt to salvage university or personal property. Unless the fire is very small, do not attempt to extinguish the fire.
- Walk; don't run to the nearest exit. Do not use the elevators. Check the doorknob before opening a door to determine whether or not it is hot.
- IF IT IS HOT, DO NOT OPEN THE DOOR. Determine if there is another safe route for escape and, if so, take it.
- Do not turn off lights. Close the door as you exit, but leave it unlocked. Close stairwell doors as you exit.
- If you are aware of someone who was not able to evacuate the building, report this to the emergency responders.

Resuming Activities: People may re-enter the building and resume activities only after the TFRS, EHS, or UAPD personnel give the all clear.

Tornado Warning

Warning: Tornado warnings are sounded by the Tuscaloosa County Emergency Management Agency (TCEMA) via sounding tornado sirens on and near the campus, through alerts on local TV and radio stations, and UA notification systems.

Notifications: University Relations will notify students, faculty and staff by some or all of the methods listed below during normal business hours. Appropriate selected notifications will be used after-hours.

- Phone
- Email
- Text messages
- Web sites
- Broadcast media
- P/A system

Actions: When the sirens sound:

- Classes, activities, and normal business operations will be suspended from the time the warning sounds until the warning is cleared.
- All building occupants should move to the lowest level, interior rooms away from doors and windows
- Occupants should not leave the building.

Monitoring Weather: Weather advisories can be monitored by:

- Connecting to the web at The University of Alabama homepage.
- Broadcast media

Resuming Activities: Activities will not resume until the National Weather Service Advisory gives an all clear indicating that the tornado warning has expired or been cancelled.

UA Severe Weather Guidelines (<http://uanews.ua.edu/weather/>)

The guiding principle at The University of Alabama is to promote the personal safety of our students, faculty and staff during severe weather events. It is impossible to develop policies which anticipate every weather-related emergency. These guidelines are intended to provide additional assistance for responding to severe weather on campus.

UA is a residential campus with many students living on or near campus. In general classes will remain in session until the National Weather Service issues safety warnings for the city of Tuscaloosa. Clearly, some students and faculty commute from adjacent counties. These counties may experience weather related problems not encountered in Tuscaloosa. Individuals should follow the advice of the National Weather Service for that area taking the necessary precautions to ensure personal safety. Whenever the National Weather Service and the Emergency Management Agency issue a warning, people in the

path of the storm (tornado or severe thunderstorm) should take immediate life saving actions.

When West Alabama is under a severe weather advisory, conditions can change rapidly. It is imperative to get to where you can receive information from the [National Weather Service](#) and to follow the instructions provided. Personal safety should dictate the actions that faculty, staff and students take.

The Office of University Relations will disseminate the latest information regarding conditions on campus in the following ways:

- Weather advisory posted on the UA homepage
- Weather advisory sent out through UA Alerts to faculty, staff and students
- Weather advisory broadcast over WVUA at 90.7 FM
- Weather advisory broadcast over Alabama Public Radio (WUAL) at 91.5 FM
- Weather advisory broadcast over WVUA-TV/WUOA-TV, and on the website at <http://wvuatv.com/content/weather>. WVUA-TV Home Team Weather provides a free service you can subscribe to which allows you to receive weather warnings for Tuscaloosa via e-mail or cell phone. Check <http://wvuatv.com/content/free-email-weather-alerts> for more details and to sign up for weather alerts.

In the case of a tornado warning (tornado has been sighted or detected by radar; sirens activated), all university activities are automatically suspended, including all classes and laboratories. If you are in a building, please move immediately to the lowest level and toward the center of the building away from windows (interior classrooms, offices, or corridors) and remain there until the tornado warning has expired. Classes in session when the tornado warning is issued can resume immediately after the warning has expired at the discretion of the instructor. Classes that have not yet begun will resume 30 minutes after the tornado warning has expired provided at least half of the class period remains.

Active Shooter

Any violent act is tense, uncertain, and rapidly evolving. Preparedness and response for unpredictable incidents may vary with each situation. Each individual must evaluate the specific situation and make the best decision(s) regarding their own safety.

Notification: From a safe location, immediately notify UAPD at (205) 348-5454. When your call UAPD, remain calm and provide your present building location and specific room number, if applicable. Provide a complete description of the suspect(s) including any observed weapons and suspect's last known location. Provide the location of any injured victims. Stay on the phone with the UAPD communications operator until the operator advises that you are no longer needed.

Actions: The U.S. Department of Homeland Security provides the following information on how to respond to an active shooter situation.

Evacuate- If there is an accessible escape path, attempt to evacuate the premises.

Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call UAPD (205) 348-5454 when you are safe

Hide out- If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering our hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Call (205) 348-5454, to alert UAPD to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

Take action against the active shooter- As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

Once law enforcement officers are on the scene, they will move through the area/building. Follow all directions from law enforcement officers immediately. The **primary focus** of

UAPD will be to locate and confront the threat. Once the threat has been contained, other resources will assist you.

Additional information regarding U.S. Department of Homeland Security recommendations regarding an active shooter can be found through a link on the UA Emergency Preparedness web site at www.beready.ua.edu.

Winter Storm

Notification: UEC/UECA/BEC will receive information from University Relations regarding cancelling classes and the suspension of normal business operations by the University.

Actions: The UEC/UECA/BEC will ensure that the personnel in his/her unit/building have received the information.

Transportation Accident

Actions:

- Anyone who becomes aware of a transportation accident should immediately contact the University of Alabama Police Department (205-348-5454). If there are injuries in the accident, provide the following:
 - Location of the injured person (street address)
 - Type of injury or problem
 - The individuals current condition
 - The phone number where you are
 - Stay on the phone with the dispatcher

General Accident

Actions:

- Anyone who becomes aware of an accident should immediately contact the University of Alabama Police Department (205-348-5454). If there are injuries in the accident, provide the following:
 - Location of the injured person (building, room number, etc)
 - Type of injury or problem
 - The individual's current condition
 - The sequence of events leading to the emergency (if known)
 - Medical history of the victim (if known)
 - The phone number where you are
 - Stay on the phone with the dispatcher
- After that call has been made, they should inform the UEC/UECA/BEC.

Emergency Illness

Actions:

- Anyone who becomes aware of a person who appears to be suffering from an emergency illness (stroke, fainting, heart attack, seizure, etc.) should immediately contact the University of Alabama Police Department (205-348-5454).
 - Location of the injured person (building, room number, etc)
 - Type of injury or problem
 - The individuals current condition
 - The sequence of events leading to the emergency (if known)
 - Medical history of the victim (if known)
 - The phone number where you are
 - Stay on the phone with the dispatcher
- After that call has been made, they should inform the UEC/UECA/BEC.

Significant Hazardous Materials Release

Lab personnel are trained to handle small releases of solids, liquids, or gases in their areas. Laboratory Chemical Hygiene Plans and Laboratory Emergency Plans dictate any safety procedures required for a lab area during a release or an evacuation.

Identification of a significant release

A significant release is one that:

- personnel feel uncomfortable with treating/cleaning/restoring the area for any reason
- liquid is released greater than 4L volume
- release occurs in a public area, including hallways, stairways, etc.

Actions:

- When there is a significant release, contact EHS at 205-348-5905 and report release.
- After normal business hours, contact UAPD at 205-348-5454.
- Evacuate the area and restrict access until EHS arrives.
- Contact the lab supervisor/PI, the department chair, and/or the UEC/UECA/BEC.
- Meet EHS personnel at the release location or at the nearest outside entrance.
- **If a release is potentially toxic or harmful and area or building must be evacuated, activate the fire alarm system.**
- **Once safely outside, contact UAPD at 205-348-5454 and provide additional information for emergency responders.**
- If fire alarm is activated, UAPD/TFRS/EHS will coordinate the cleaning and restoration of the area.

Resume all activities upon notification from EHS that area is restored. EHS will relay information to UEC/UECA/BEC, Dept Chair, etc, as needed.

Power Outage:

Actions:

- Notify the Customer Service Center at 205-348-6001 if there is a power outage.
- Contact UAPD for after-hours notification
- The UEC/UECA/BEC may contact the Customer Service Center (205-348-6001) to determine, if possible, the length of power outage.
- This information should be communicated to all personnel including faculty teaching classes.
- Occupants will be unable to use the elevators and must use the stairwells to evacuate the building.
- Each area should have a flashlight with extra batteries available.
- The UEC/UECA/BEC should check the elevators. If someone is trapped in stopped elevators, the contact/delegate on that floor should contact the University of Alabama Police Department (205-348-5454).

Civil Disturbance or Criminal Behavior:

Actions:

- Anyone who becomes aware of a civil disturbance or criminal behavior should immediately contact the University of Alabama Police Department (205-348-5454).
- The UEC/UECA/BEC will contact the University of Alabama Police Department (205-348-5454) for assistance.
- The UEC/UECA/BEC will relay information on securing offices and equipment per instructions from the University Police and will instruct occupants on procedures to be followed.

Earthquake:

Actions:

- All personnel should watch for falling objects, stay away from glass, and get under furniture, in a corner away from windows, or in a strong doorway if an earthquake occurs.
- If personnel leave the building, they should avoid tall objects that could fall; if possible, move to an open area away from hazards.
- If wiring is damaged, the UEC/UECA/BEC should call the Customer Service Center (205-348-6001).
- If there is apparent structural damage, the UEC/UECA/BEC should contact the University of Alabama Police Department (205-348-5454).

Bomb Threats

Actions:

- Anyone who becomes aware of a bomb threat should immediately contact the University of Alabama Police Department (205-348-5454).
- After the University of Alabama Police Department has been notified, the UEC/UECA/BEC should be notified also.
- The UEC/UECA/BEC will relay information on securing offices and equipment per instructions from the University Police and will instruct occupants on procedures to be followed.

***Note**—If an evacuation is ordered, an assembly point (primary and backup) should be pre-identified so that students, faculty, and staff can be accounted. Logistically classes, offices, or departments may want to assemble by groups. Keep in mind that the primary evacuation point may be blocked by the hazard.

Attachments may include:
C&IS Communication plan.
Organizational communication chart (Phone Tree)
Departmental Class contingency plans(maintained by individual Departments).