

Emergency Action Plan

Appendix A – Designated Personnel

Building Administrator: Kris Boyle, 975-3640, Cell 205-790-3296 kboyle@uab.edu

Alternates: Melvin Eatmon, 934-5351, meatmon@uab.edu

Phillip Cotton, 975-8918, pcotton@uab.edu

Floor/Department	Captain	Alternate
Lower Level Classrooms	Classroom Instructors	
Lower Level building services & mechanical spaces	Group leader	On-site supervisor
Lower Level Prof. Education (L02 Suite & Classroom) & breakout rooms	Cori Perdue	Classroom Instructors
First Floor Classrooms	Classroom Instructors	
First Floor Career Center & student org room (151 and 152 suites)	Lisa Aaron	Rita Stewart-Hampton
First Floor Regions Institute (153 Suite)	Cheryl Sanders	Stephanie Yates
First Floor Welcome Center & Tutor Lab 155 suite & Commons area	Laura Tull	Welcome Center Student Assistant
First Floor Harbert Institute, bridge, (East End) Suite 120	Shawnda Jones	Karthik Gopalakrishnan
First Floor Café	Café Shift Supervisor	Brandon Day (manager)
Second Floor Classrooms	Classroom Instructors	
Second Floor IT, MBA, employee lounge (West End)	Phillip Cotton	David Childers
Second Floor Dean’s Suite & Mezzanine	Kris Boyle	Melvin Eatmon
Second Floor MIDE Dept. and conference room 292 (East End)	Cassandra Walker	Mike Wittmann
Third Floor ACFN Dept. (West End)	Krista Johnson	Jessica Smith
Third Floor MISQ Dept. (East End)	Isabell Boyd	Allen Gorman
Third Floor Classrooms	Classroom Instructors	

Department Captains:

Responsibilities: Coordinate evacuation of faculty, staff, students, and visitors of your department. Get appropriate floor sign and floor/department roster. Lead people to the designated assembly area. Report any missing people and any injuries to emergency personnel. Participate in emergency and disaster drills.

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. Specific procedures are placed on lecterns in the classrooms.

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APPENDIX B – Departmental Responsibilities

Each department/floor should develop:

- A call tree or other method of notifying personnel of the potential for severe weather or another emergency.
- A list of Department Captains and alternates.
- Headcount roster.
- Department placard to hold up at assembly area.

Supervisory responsibilities

Train employees on:

- Evacuation procedures.
- Designate personnel, e.g., Department Captains, etc.
- Headcount procedures.

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APPENDIX C Bomb Checklist

BOMB THREAT CHECKLIST Telephone Procedures

INSTRUCTIONS: Be calm, be courteous, listen. Do not interrupt the initial message of the caller. If possible, notify your supervisor immediately by a pre-arranged signal while the caller is on the line.

Name of Operator _____ Time _____ Date _____

Caller's Identity:

Sex: Male _____ Female _____ Adult _____ Juvenile _____ Approximate age _____ in years

Origin of Call: (Check Caller ID)

Local _____ Long Distance _____ Booth _____ Internal _____ Write the number here _____

Voice Characteristics		Speech		Language	
_____ Loud	_____ Soft	_____ Fast	_____ Slow	_____ Excellent	_____ Good
_____ High Pitch	_____ Deep	_____ Distinct	_____ Distorted	_____ Fair	_____ Poor
_____ Raspy	_____ Pleasant	_____ Stutter	_____ Nasal	_____ Foul	_____ Other
_____ Intoxicated	_____ Other	_____ Slurred	_____ Lisp		
			_____ Other		

Accent		Manner		Background Noises	
_____ Local	_____ Not Local	_____ Calm	_____ Angry	_____ Mixed	_____ Airplanes
_____ Foreign	_____ Region	_____ Rational	_____ Irrational	_____ Bedlam	_____ Animals
_____ Race	_____ Other	_____ Coherent	_____ Incoherent	_____ Trains	_____ Voices
		_____ Deliberate	_____ Emotional	_____ Music	_____ Quiet
		_____ Righteous	_____ Laughing	_____ 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.