



**SCHOOL OF EDUCATION**

**The University of Alabama at Birmingham**

**Emergency Action Plan**

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**SCHOOL OF EDUCATION**  
The University of Alabama at Birmingham

Environmental Health & Safety-Campus Safety  
Emergency Action Plan  
(Education & Engineering Complex - Education Wing)

**Important Numbers**

- **UAB Police Emergency** (205) 934-3535 or 911 from UAB phone
  - **UAB Police Non-Emergency** (205) 934-4434
  - **Building Administrators- Tina Phillips-(205)-975-2967 or (205)-266-3780 (Cell)**
  - **Secondary Building Administrator- Tommy Foley (Engineering)-(205)-907-1677 (Cell)**
  - **UAB Maintenance (4-WORK)** (205) 934-9675
  - **UAB EHS/Campus Safety** (205)934-2487
  - **UAB Telecommunications** (205)934-7777
  - **UAB Emergency Operation Center (EOC)** (205) 975-1000
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**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 which address such scenarios as fire, bomb threat, loss of electrical power, dangerous person or active shooter, severe weather, and medical emergencies.

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**Administrative Notification (IFC – 404.2.2, 1.)**

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

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**Bomb Threat (IFC – 404.2.2, 1.)**

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.

- 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 the UAB Police by dialing “911” and 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 Coordinator, the Building Administrator or designee, and possibly 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 address, 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 situation" and that everyone must evacuate and go to their designated gathering point for their department.
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## Loss of Electrical Power

Upon loss of power, remain calm and notify Campus maintenance dispatch immediately at extension "934-5353."

- Where available, the emergency generator will transfer power upon loss of electricity. It is important that all staff are trained 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.
    - **Egress lighting** - All areas have egress lighting at a minimum to maintain enough light to navigate corridors and stairs. However, 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

1. If the telephone system is lost, avoid attempting to use the phone.
  2. Designated one individual to periodically check the phone.
  3. Use cellular phones to maintain essential communications.
-

## **Active shooter (IFC – 404.2.2, 1.)**

An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area; in most cases, active shooters use firearm(s), and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. This document guides faculty, staff, and students who may be caught in an active shooter situation and describes what to expect from responding police officers.

### **Guidance to faculty, staff, and students:**

Should a shooter or a person with a weapon appear on campus, call the University Police (911 or 205-934-3535) as soon as safely possible. The University Police Department is trained to deal with this incident and will respond immediately upon notification.

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. The Department of Homeland Security offers the following suggestions:

### **Run...**

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 officer.
- Do not attempt to move wounded people.
- Call 911 or 205-934-3535 (UABPD) when you are safe.

### **Hide...**

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)
- Do not trap yourself or restrict your options for movement to prevent an active shooter from entering your hiding place:
- Lock the door.
- Blockade the door with heavy furniture

#### **To prevent an active shooter from entering your hiding place:**

- Lock the door
- Block 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.
- Dial 911 or 205-934-3535 (UABPD) if possible, to alert police of the active shooter's location.
- If you cannot speak, leave the line open and allow the dispatcher to listen.

**Fight...**

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

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

**When calling the police, attempt to provide the following information:**

- Building/Site Name and location
- Your name and phone number
- Exact location and number of shooters
- Description of shooter, type of weapon, number of hostages if any
- Number and location of injured persons

When the police arrive, they may not know who the shooter(s) are, yet perpetrators have been known to hide among students. Therefore, it is important to obey all law enforcement commands. Officers may order everyone to raise their hands or even place handcuffs on them. This is done for safety reasons to prevent further injury and possible escape by the perpetrator(s). 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 UABPD will be to locate and confront the threat. Once the threat has been contained, other resources will assist you.

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**Severe Weather**

Departments should 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.

## **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 and Flooding**

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 is 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.

## **Severe Lightning/Electrical Storms**

While it is unlikely that such storms will result in serious damage to the University because 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.

Many lightning fatalities or injuries occur at the beginning or end of a thunderstorm. The following are some lightning safety rules:

- Keep an eye on the sky. Look for darkening skies, flashes of light, or increasing wind. Listen for the sound of thunder.
- 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 approach...

- 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.

## **Watches and Warnings**

## **Watch**

A tornado, severe thunderstorm, flash flood, etc. watch means conditions are favorable for the development of weather events that can cause severe damage. The watch will be issued by the National Weather Service for a specified time period. Specific information will be broadcast on the weather radio and on commercial radio and television. Each department should develop a call tree or other method of notifying every one of the potentials for severe weather.

Since this is not an immediate threat and no specific action is required, e-mail notification or a group text works well for this. Make sure 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.

## **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. 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.

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

Stay away from the windows as much as possible. Do not attempt to monitor conditions visually by standing at a large window.

### **The severe weather gathering areas for the building are located:**

- Stairwells on the SW and NE corners of the building.
- 1<sup>st</sup> floor restrooms.
- Any 1<sup>st</sup> floor corridor space not in front of glass walls or windows.

Once a warning has been issued for the Birmingham Metro area someone should 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 goes out and a “immediate threat has passed” will be given when current storm has passed the campus. This does not mean that another storm system could not be following behind so continuing conditions should be monitored until all danger has passed.



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## **Fire Prevention and Evacuation Plan IFC – 404.2.2, 1, 5)**

The purpose of the Fire Prevention and Evacuation Plan is to establish procedures for identifying fire hazards, fire evacuation response, and preventing fires. All UAB employees are expected to follow the procedures outlined in this plan.

### **General Procedures for all Areas:**

If you detect FIRE or SMOKE, no matter how minor it may appear to be, immediately follow these steps:

STAY CALM and use common sense. Others will depend on your actions. Use the C.A.R.E. response system:

Close the door to CONFINE the fire and smoke. 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” (Local police/fire department). 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 Safety Coordinator.

### **Evacuation**

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 and proceed to the nearest corral point.

### **The Corral Points are located at:**

- Parking lot 15M to the East of the building
- Parking lot 15R or 15F to the West of the building
- Any of the green space to the Northeast of the building

Your department captain/building administrator can advise you 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, 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 Coordinator. 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.

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

The landings at the stairwell are considered areas of refuge for individuals with disabilities. In the event the building must be evacuated, individuals with disabilities located above or below the ground floor should proceed to their designated areas of refuge and remain until emergency personnel arrive. Any required assistance for individuals accessing the area of refuge should be coordinated in advance by their Floor Captain. The Floor Captain or designee must immediately report the location of disabled or injured individuals to emergency personnel. Each Floor Captain is responsible for assisting visitors with disabilities in evacuation or accessing areas of refuge.

### **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 building are ABC type dry chemical.

### **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.

The training of 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:

1. Drills should be conducted in a manner that ensures all personnel participate.
2. Drills are to be conducted by the Campus Safety Coordinator and 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, 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.
4. The Campus Safety Coordinator, 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 Campus Safety Coordinator, Building Administrator or designee.

### **Safe Fire Prevention Practices**

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

- Free access to fire cabinets, fire extinguishers and other firefighting equipment must be maintained at all times.
- The "No Smoking" policy shall be enforced.
- All use 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.

- Cords that are missing the grounding prong, are spliced together, or that are missing their protective sheath shall not be used.
- Only approved space heaters may be used. Never use an extension cord or power strip with space heaters.
- Holiday decorations must be made of non-combustible or fire-retardant materials. **Live Christmas trees are not permitted.** Do not block corridors with decorations. Fire doors shall not be covered with combustible materials, such as wrapping paper.
- Flammables, including data sheets, books, rags, clothing, flammable liquids or trash shall not be placed or stored near heaters or their vents, any electrical appliance, or other potential sources of ignition.
- Sources of actual or potential heat such as hot plates or electric coffeepots shall not be placed near flammable and combustible materials.
- Care must be taken not to block potential escape routes, particularly with flammable and combustible materials.
- Ensure storage spaces and individual offices are kept clean and free of piled up combustible materials and supplies.

### **Fire Safety Inspections**

Conducting systematic inspections to locate and eliminate fire hazards is an indispensable element of the Fire Safety Program. The Safety Coordinator 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.

**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 to the Building Administrator.**

### **Fire Extinguishers, Fire Alarms Systems, and Suppression Systems**

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

- a. Except for use in fighting a fire, fire extinguishers shall not be removed or relocated by any person except assigned maintenance or safety personnel.
- b. Fire extinguisher inspection tags shall only be modified by the inspector.
- c. Fire extinguisher inspection tags shall be removed by only the fire extinguisher shop.
- d. 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.

- e. Any fire alarm systems, or fire suppression systems having issues, or needing repair should be reported to campus maintenance immediately.

### **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 extension 934-5353 for this service.

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## Medical Emergency (IFC – 404.2.1, 6.)

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

To facilitate the treatment of injuries and illness in order 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 response.
  - *Do you know where you are?*
  - *What is your name?*
  - *Who is the president of the United States?*
- **RESPOND** **contact** (911 from a UAB phone) or 934-3535 UAB emergency number. If patient is unresponsive and not breathing a qualified person or persons should begin Cardiopulmonary Resuscitation (CPR), 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 onto medical responders arrive.
- **REPORT** details of the incident to the medical responders. Gather information to complete UAB Incident Report and submit it to Office of Risk Management and the Building Administrator.

*Important: Remember no one can be forced to seek medical care unless they choose to do so or are unresponsive and cannot choose for themselves.*

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## **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) - formerly MSDS (Material Safety Data Sheet) - 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 EH&S. It is recommended for chemical users to keep a readily available hard copy of the safety data sheets for any hazardous chemicals present in your area.

### **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 or damage to property as a result of a spill or accident involving chemicals, personnel should be trained to safely handle the chemicals present in their areas prior to starting the work.

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 4-2487 for assistance with spill kit selection if needed.

Areas where chemicals are stored or used should have a written spill clean-up plan and training on how to safely manage chemicals and how to respond to spills and other emergencies involving chemicals.

### **Personal Injury**

#### **a.) Person on Fire**

- Go to the nearest safety shower as soon as possible.
- Use the shower to remove any contaminating material and to cool the skin.
- If a safety shower is not available, wrap the person in a safety blanket or drop and roll on the floor.
- Call 911 from a campus phone or 934-3535 from a cell phone if the person needs care. You can ask another person to do this while you are assisting the person in the shower if necessary.
- Be prepared to give the operator information about the emergency and the location.

#### **b.) Eye Contact:**

- Flush with water for 15 minutes at the eye wash station.
- Open the eyelids and force water into the eyes.
- If wearing contacts, wash once and remove the contacts.
- Continue to wash for 15 minutes without the contacts.
- Seek medical help as soon as possible.

**c.) Ingestion:**

- Identify the substances involved if possible.
- Call 911 from a campus phone or 934-3535 from a cell phone.
- Give the operator the type of emergency and the location.
- Stay on the phone until the person releases you.
  - Have someone meet the first responders at the location you gave the operator.

**d.) Skin Contact:**

**Large Spills**

- Locate and get under the safety shower immediately.
- Remove clothes and continue to shower for 15 minutes.
- Seek medical attention immediately if needed.

**Small Spills**

- Rinse the exposed area with large amounts of water for 15 minutes.
- Seek medical attention if needed.

Report all chemical exposures or injuries to your supervisor as soon as possible, but certainly within 2 calendar days.

**Small Chemical Spills:** Promptly clean up small spills (generally less than 500ml) using appropriate protective apparel and equipment. Clean the spill only if you are trained and you have appropriate spill kit. Small spills can generally be absorbed using spill pillows or vermiculite. Absorbent materials must be disposed of as chemical waste.

**Large Chemical:** Large Spill (unknown substance any amount, highly toxic chemical any amount or spill more than 500ml). Call 911 from campus phone or 934-3535 from cell phone. Give the operator the following: Type of chemical, Size of spill, Possible exposure, Evacuate the area/building, Wait for an all-clear signal.

Decontaminate personnel that may have been splashed with the chemical under the safety shower 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.

UAB police dispatch will contact the EH&S Spill Response Team, which will have full authority over the clean-up operation. The spill response team has been specially trained to handle hazardous chemical spills. Anyone deliberately breaching the authority of the spill response team at the site of a spill, thereby jeopardizing the health and safety of

other University employees, may be subject to disciplinary action by the University. The Chemical Safety Officer or his designee will be responsible for calling any additional personnel needed at the site of the spill.

**When a spill occurs:**

- Restrict the area. Allow no one to enter the room except for urgent treatment of patient or containment of the spill provided you have the appropriate PPE for entry.
  - **Call 911 from campus phone or 934-3535 from cell phone. Give your name and contact information, the location of the spill, the material spilled, approximate amount and if there are any injuries or damage resulting from the spill.**
  - Should not enter back into the room/area until you get clearance from the Campus Safety Officer
-



**APPENDIX A**  
**EEC Building (Education Wing) Floor Captains**  
 Designated Personnel (IFC – 404.2.1, 9.), (IFC – 404.2.2, 6.)

| <b>Floor/Department</b>    | <b>Captain</b>     | <b>Alternate</b>  |
|----------------------------|--------------------|-------------------|
| 1st/ Education             | Chelsea Eytel      | Yusen Zhai        |
| 2 <sup>nd</sup> /Education | Tina Phillips      | Tonya Calloway    |
| 3 <sup>rd</sup> /Education | Dr. Eric Plaisance | Dr. Kristi Menear |

**Department Floor Captain Responsibilities:**

- Assisting occupants in identifying evacuation routes.
- Assisting occupants with identifying their corral point.
- Identifying any special procedures for their floor.
- Awareness of any special need occupants on their floor.
- A general understanding of the available fire protection systems found in their building.
- Coordinate evacuation of faculty, staff, students, and visitors of your department.
- Get appropriate floor sign and floor/department roster.
- Lead people to the designated corral point (assembly area).
- Report any missing people and any injuries to emergency personnel.
- Participate in any emergency and disaster drills.

## 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

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### 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

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### 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

### Employee Injury Reporting

An incident/accident must be reported by the employee to the employee's direct supervisor 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 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.

Campus employees (to include Post Doc, Graduate Student employees, visiting scholars and visiting scientists): Employees with needle sticks and/or other exposures should be evaluated at The Workplace during the work week (Monday-Friday from 7AM to 4PM). If an incident occurs on the weekend or outside The Workplace's hours of operation (7AM-4PM), employees should go to UAB Highland's ED or University Hospital ED.

If medical treatment is required (other than needle sticks) call Brentwood Services at 933-0373 or 1-800-524-0604. Complete the Initial Medical Evaluation Authorization(found at [www.uab.edu/humanresources](http://www.uab.edu/humanresources)) and send with the employee to The Workplace (UAB Occupational Medicine) if the injury occurs during their operating hours (M-F 7:30A – 5:00P). If outside The Workplace hours, send form with the employee to University Hospital Emergency Department (UHED), Highlands Emergency Department or UAB Urgent Care.

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

Complete an Incident Report form as soon as possible. **Campus Employees please use the OJI Incident report form on the following web page.**

<https://www.uab.edu/humanresources/home/relations/oji>

## Appendix E

### Student Injury Reporting

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

- If student is unresponsive and not breathing contact UAB dispatch immediately at 934-3535 or 911 from UAB phone. A qualified person should start Cardio Pulmonary Resuscitation (CPR), attach Automatic External Defibrillator, if one is available. If severely injured same process should be used in notifying UAB dispatch at (205) 934-3535 or 911. Dispatch will then send appropriate response needed.
- If student has minor injuries and emergency response is not needed then the student should be directed to the 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 following form at the link provided below should be filled out and sent to UAB OJI. **(Use this form regardless of student status, employee or not. For campus student injuries please use the OJI Incident report tab on the following webpage.)**  
<https://www.uab.edu/humanresources/home/relations/oji>  
At no point should notification to dispatch or transport be delayed to obtain proper paperwork.
- The Incident must be reported to UAB OJI, and the UAB Faculty/Staff Member that is responsible for the student.