

# The Department of Occupational Health and Safety UAB Emergency Preparedness and Security Program Henry Peters Building Emergency Plan

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## **INTRODUCTION**

In regards to emergency preparedness, detailed plans are outlined below which address such scenarios as fire, bomb threat, loss of electrical power, and severe weather.

## **ADMINISTRATIVE NOTIFICATION**

In the event of a disaster such as fire or bomb threat, UAB Police should be contacted by dialing "911" from any UAB phone or by dialing **934-3535** from a cell phone or public phone.

## **LOSS OF ELECTRICAL POWER**

1. Upon loss of power, notify Campus maintenance dispatch by dialing **934-5353**.
2. Henry Peters Building does not have back-up power. Emergency egress lighting within Henry Peters Building is minimal. Only Exit signs will be illuminated, so occupants should exhibit caution while moving to other locations. It is important to keep evacuation routes and corridors clear of all clutter that could pose a hazard in dim light.

## **LOSS OF COMMUNICATION**

1. If the telephone system is lost, contact the Building Administrator.
2. Use cellular phones, email or verbal communications should the telephone system cease operation.

## **SEVERE WEATHER**

During any severe weather event, [www.uab.edu/emergency](http://www.uab.edu/emergency) will be the official source of UAB information. In addition, the UAB Emergency Management Team will use B-ALERT, the university's emergency notification system, to communicate to the entire campus through all of the following methods: voice calls, SMS text messages and e-mails. B-ALERT also integrates with Facebook and Twitter. Note that oftentimes, the Campus and Hospital operate under a different set of guidance. SOO faculty/staff/students should only follow guidance provided to the campus.

**The UAB Severe Weather & Emergency Hotline at 205-934-2165** also will be updated as appropriate to provide official updates on the university's, UAB Hospital's, and Kirklin Clinic's opening and closing status. Please follow the process outlined in the School's Severe Weather Policy. (See Appendix A: UAB School of Optometry's Severe Weather Policy)

## **Emergency Sirens**

There are five (5) emergency sirens located strategically around campus to help alert those outdoors in the event of a tornado warning or sighting. These sirens are activated by the Jefferson County Emergency Management Agency in cooperation with the National Weather Service.

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### **Heavy Rain and Flooding**

Maintenance will be prepared to handle sewer back-up and other problems associated with flooding in areas known to have problems. Environmental or Building Services is responsible for making sure door mats and wet floor signs are deployed and to assist with any needed cleanup.

### **Severe Lightning/Electrical Storms**

While it is unlikely that electrical storms will result in serious damage to the University, it is advisable to curtail any activities that could pose a risk of electrical shock. Such activities include any outdoor activities, the use of any equipment that could cause injury, or could be damaged by sudden surges or interruptions in the power supply. People who have been struck by lightning carry no electrical charge and can be handled safely. If an individual has been electrocuted, and has stopped breathing, perform CPR after calling 911.

### **Watches and Warnings**

#### **Watch**

A tornado, severe thunderstorm, flash flood, etc., watch means conditions are favorable for the development of that particular weather event. The watch will be issued by the National Weather Service for a specified period of time. Specific information will be broadcast on the weather radio as well as commercial radio and television. No specific action should be taken by faculty/staff/students 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 any sudden changes in weather conditions or weather announcements. The Dean's office will notify occupants that they should move to a safe place should the need arise.

UAB OH&S has evaluated our building and posted "**Severe Weather Gathering Point**" signs at various safe-zone gathering points. These gathering points are concentrated in the UAB Eye Care Clinic (Ground Floor). If a warning is issued and moving to a "safe place" is encouraged, you should report to a Severe Weather Gathering Point in the Clinic (ground floor) or **seek shelter immediately along the interior walls.** (see Appendix H: UAB School of Optometry's Severe Weather Gathering Point)

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

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**FIRE**

In the event of a fire, occupants should proceed immediately to the nearest stairwell located on the north and south end each floor. Elevators should not be used. Floor captains should ensure their assigned floor has been cleared and occupants are accounted for at the designated gathering area. (See Appendix B: Designated Personnel)

**Process**

If you detect FIRE or SMOKE, no matter how minor it may appear to be, **STAY CALM** and use common sense. Patients, students and visitors will rely on your guidance. Follow the **RACE** response system outlined below:

1. **REPORT THE FIRE. DIAL 911** (UAB Police/Fire Department). Identify yourself and provide the exact location of fire or smoke and what is burning, if known.
2. **ACTIVATE THE FIRE ALARM.** Fire alarm pull stations are located near the exits on every floor.
3. **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.** Close-off oxygen tank valves or other apparatus that could aid the fire.
4. **EVACUATE** faculty, staff, residents, students, patients, and visitors immediately. Do not return to the building unless told to do so by the fire department, police, the UAB OH&S Safety Officer or the Facilities Director/designee.

**Evacuation/Assembly**

Evacuation of everyone in the entire building will be carried out in a timely and orderly manner:

- whenever the fire alarm is sounded,
- if fire is detected,
- or if ordered to do so by administration or emergency personnel.

**DO NOT USE THE ELEVATORS TO EXIT THE BUILDING.** Use the stairs and follow the process below:

1. All building occupants should proceed to the nearest exit, (NOT necessarily the way you usually exit), and move immediately away from the building entrances to provide unobstructed access for emergency personnel and equipment.

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2. All occupants should then assemble in the **designated Assembly Point** which is the sidewalk area in front of Volker Hall located on University Boulevard (See Appendix C: Assembly Point Map).
3. Do not return to the building. Floor Captains are responsible for evacuating every person on their assigned floor. (See Appendix D: Floor Captain Duties)
4. Once in the designated Assembly Point, faculty/staff/students will assemble for a headcount.
5. Residents and Interns who are not assisting a patient's evacuation e.g. in lab, in class, will immediately evacuate the building and report to the Assembly Point. Residents and Interns treating patients are responsible for assisting their patients during the evacuation process. Once evacuated, the Resident/Intern and patient should proceed to the Assembly Point and report for headcount.
6. O1-O4 students who are not assisting their patient's evacuation e.g. in lab, in class, will immediately evacuate the building and report to their respective class groups, e.g. locate the O1 sign in the Assembly Point.

#### **Headcount**

1. At the Assembly Point, each administrative work team is responsible for conducting a headcount of it's own work team.
2. O1- O4 Class Presidents/alternates are responsible for attempting to identify classmates that may be missing. The Class Presidents should advise classmates to locate those individuals sitting to their right and to their left prior to the evacuation. If an individual can not be located, the missing person's name should be reported to the Class President. The Class President will report the name to the School's Administrator.
3. Floor Captains will hold up their respective signs as a gathering point for their assigned floor.

#### **Provisions for individuals with disabilities:**

In general, the landings inside stairwells are considered **areas of refuge** for individuals with disabilities.

1. In the event the building must be evacuated, individuals with disabilities should proceed to their designated **areas of refuge** and remain until emergency personnel arrive. (See Appendix E: Areas of Refuge/Disabled Person Evacuation Routes by Floor)
3. Administrative work teams should assign, in advance, a **buddy** for each staff member, who has a disability to assist in their evacuation if possible or to assist in their location to an Area of Refuge.
4. Each Class President is responsible for assigning a buddy to every student who has a disability, to assist in their evacuation or to assist in their location to an Area of Refuge.

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5. Each Floor Captain is responsible for reporting the location of disabled or injured individuals who are not able to evacuate to emergency personnel.

### **Fighting Small Fires**

If you are certain that a small or contained fire does not pose an immediate threat to you, your co-workers, visitors, or the surrounding area, and you have been trained to use a fire extinguisher, 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 a great deal of excitement and confusion. The confusion may be compounded by thick smoke and toxic gases. A normally, well marked exit route may appear unfamiliar and disorienting. For this reason, it is essential that fire response procedures be practiced.

The training of personnel to respond effectively to a fire emergency is the heart of any fire safety program. Each person must know exactly what to do and must have enough practice to be able to perform quickly and efficiently. Fire drills should be conducted as follows:

1. Drills should be conducted in such a way as to ensure that all faculty and staff participate.
2. Drills are to be conducted by the UAB OH&S Safety Officer or Facilities Director/ designee.
3. Drills are to be initiated through verbal notification of an employee or by activating a fire alarm pull station. If a pull station is used, maintenance should be on hand to reset the alarm and Birmingham Fire and Rescue must be notified of the exact time of the drill and when the system is back in service.
4. The UAB OH&S Safety Officer or Facilities Director/ designee will monitor and evaluate the fire drill response. Additional training will be provided if an individual(s) is found to be unfamiliar with procedures.

### **Fire Drill Participation Form**

1. To document participation in the fire drill, it is required that each participant sign the Drill Participation Form. (See Appendix F: Fire Drill Participation Form)

### **BOMB THREAT PROCEDURE**

Bomb threats are normally made over the telephone to an unsuspecting person and are primarily intended to disrupt and cause chaos. Historically, threats have strictly been threats, and usually that is all the caller intends. Making a false bomb threat is a federal offense and

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punishable under United States Code 18-844e, with a penalty of up to ten years in prison, \$250,000 fine, or both. This penalty also applies to juvenile offenders.

When a bomb threat is called in, record all the pertinent information using the **Bomb Threat Checklist** (See Appendix G: Bomb Threat Checklist).

**DO NOT HANG UP THE TELEPHONE.** This is extremely important in conducting an investigation and in possibly locating the caller. Be calm, be courteous and 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.

**ALWAYS CALL UAB POLICE. NEVER ASSUME THE CALL IS A HOAX.**

Call 911 from any UAB telephone. If you use a cell phone, dial 934-3535.

Do not advise anyone else of the threat except for your immediate supervisor.

Stay calm and wait for the arrival of the Police. They will consider the facts and conduct a complete investigation.

UAB Police will evaluate the threat and determine if an immediate evacuation of the building(s) is required. If an immediate evacuation is not required, UAB Police will continue to evaluate the threat and in consultation with UAB Administration determine if an evacuation of the building(s) is required.

If you find a potential device, or are advised of a potential location of a device, immediately call the UAB Police. Don't touch or move the device.

If you suspect a letter bomb or package bomb, follow the same procedure for finding a possible or real device.

#### **HOMELAND SECURITY**

##### **Purpose**

Protecting the American people from terrorist threats is the founding purpose of the Department of Homeland Security and its highest priority. The Department's efforts to battle terrorism, include detecting explosives in public spaces and transportation networks, helping protect critical infrastructure and cyber networks from attack, detecting agents of biological

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warfare, and building information-sharing partnerships with state and local law enforcement that can enable law enforcement to mitigate threats.

**The National Terrorism Advisory System**

The National Terrorism Advisory System, or NTAS, replaces the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

It recognizes that Americans share responsibility for the nation's security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do. Follow the link below to the Department of Homeland Security's NTAS; <http://www.dhs.gov/files/programs/ntas.shtm>. Once on this page, scroll down for alerts and current information.

## Appendix H

### Severe Weather Gathering Point

UAB's Department of Occupational Health & Safety has evaluated our building and has recommended that **ALL occupants** of the HPB 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** – report to the elevator lobby on the clinic floor
- **2nd floor** – report to the rear hall adjacent to the intern workroom (room G060H).
- **3rd floor** – report to the rear hall adjacent to the Springer Conference Room (room G060C).
- **4th floor** – report to the stairwell adjacent to the elevators by the clinic floor entrance.
- **5th floor** – report to the pediatric waiting area in the TV area.
- **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 can stay in exam rooms EXCEPT for those located on outside walls; those patients should move into the hallway.

If you are in the building after hours when the clinic is locked, you should go to the stairwell adjacent to the clinic floor.



## APPENDIX A



|  |  |
|--|--|
| Title: Severe Weather Policy   |  |
| Author: <u>Chris Boutwell</u><br>Director, Administration and Fiscal Affairs     |  |
| Approved by: <u>Kelly Nichols, OD, MPH, PhD</u><br>Dean, UAB School of Optometry |  |
| Approval date: December 1st, 2017  |  |

### **PURPOSE:**

To establish guidelines to faculty, staff, residents, and students during Severe Weather incidents.

### **POLICY:**

#### **Clinics:**

- School clinics, clinical faculty, clinical staff, students and residents rendering patient care will maintain the same hours as announced by the UAB campus during severe weather.
- UAB Eye Care :
  - Contact and cancel patient appointments in the event of severe weather.
  - Patients will be contacted and given the appropriate instructions for an optical emergency.
  - Notices will be placed on entrances notifying patients of closure.
  - Designated supervisor will organize clinic staffing.
  - Designated supervisor will add an announcement to the clinic's phone line notifying patients if the clinic's hours will be modified due to severe weather.

#### **All Others:**

- All other areas of the School will maintain the same hours as announced by the UAB campus during severe weather.

#### **Announcements:**

- All faculty /staff/students should access the severe weather announcements via [uab.edu/emergency](http://uab.edu/emergency). In addition, the UAB Emergency Management Team will use B-ALERT, the university's emergency notification system, to communicate through voice calls, SMS text messages and e-mails to the entire campus simultaneously. B-ALERT also integrates with Facebook and Twitter

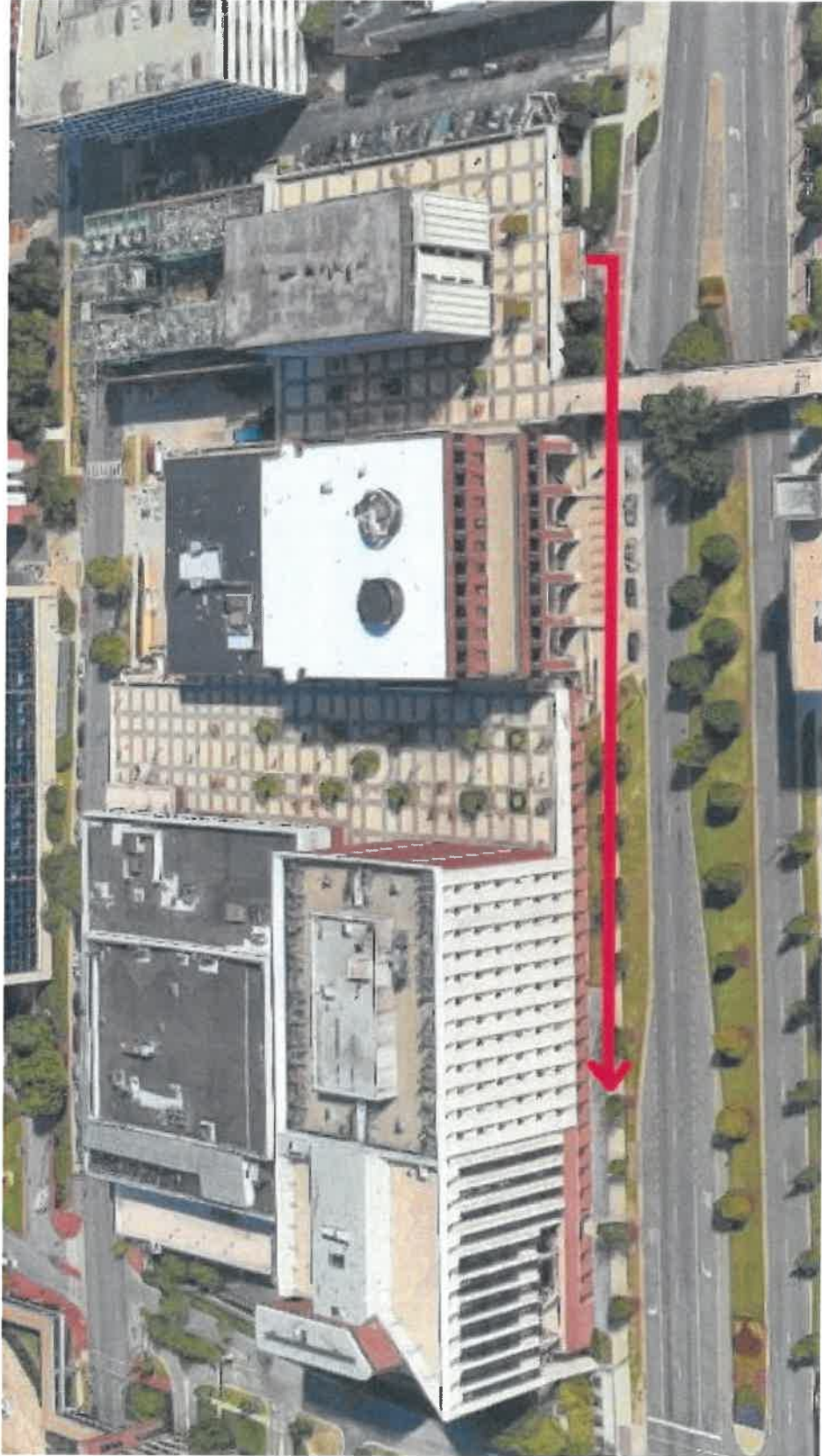
#### **Safety Concerns:**

- Employees or students/residents concerned about travel conditions in their immediate area, should contact their supervisor or instructor for guidance.

**APPENDIX B  
DESIGNATED PERSONNEL**

| <b>Floor - Zone</b> | <b>Floor Captains: Primary</b> | <b>Floor Captains:<br/>Alternate</b> | <b>Buddies for the Disabled</b> |
|---------------------|--------------------------------|--------------------------------------|---------------------------------|
| Ground Floor        | M. Morton/R. Tibbs             | D.Clemons/E.Steel                    | As designated                   |
| 1st Floor           | M.Rutledge                     | C.Weise                              | As designated                   |
| 2nd Floor           | S. Gulledge                    | S. Thompson                          | As designated                   |
| 3rd Floor           | R. Kinsey                      | C. Wright                            | As designated                   |
| 4th Floor           | J. Jones                       | G. Bailey                            | As designated                   |
| 5th Floor           | M. Crawford                    | V. Anderson                          | As designated                   |

**Appendix C: Assembly Point**



## **APPENDIX D**

### **FLOOR CAPTAINS' DUTIES**

#### **Floor Captain's Duties**

1. Floors G-5 of the School of Optometry are assigned one or more Floor Captains.
2. Floor Captains must make sure 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.
3. Floor Captains must check the Areas of Refuge for the disabled prior to leaving their assigned floor.
4. Floor Captains should report to emergency responders the number of disabled individuals who remain in the Areas of Refuge upon arrival at the Assembly Point.

**APPENDIX E:**  
**Areas of Refuge/Disabled Persons Evacuation Routes by Floor**

| Floor        | Areas of Refuge/Disabled Persons Evacuation Routes   |
|--------------|--|
| Ground Floor | Handicapped individuals should be helped through the glass doors adjacent to Univeristy Blvd                                     |
| 1st Floor    | Handicapped individuals should be helped through the glass doors adjacent to Lister Hill Library and then proceed to Volker Hall |
| 2nd Floor    | Handicapped individuals should be helped to an unaffected stairwell landing on the north or south end of the floor               |
| 3rd Floor    | Handicapped individuals should be helped to an unaffected stairwell landing on the north or south end of the floor               |
| 4th Floor    | Handicapped individuals should be helped to an unaffected stairwell landing on the north or south end of the floor               |
| 5th Floor    | Handicapped individuals should be helped to an unaffected stairwell landing on the north or south end of the floor               |
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# APPENDIX G BOMB THREAT CHECKLIST

## Telephone Procedures

|   |                 |                                |                  |                                |                 |
|---|-----------------|--------------------------------|------------------|--------------------------------|-----------------|
| <b>INSTRUCTIONS:</b> Be calm, be courteous, and 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  |                 |                                |                  |                                |                 |
| <b>Voice Characteristics</b>  |                 | <b>Speech</b>                  |                  | <b>Language</b>                |                 |
| Loud _____  | Soft _____      | Fast _____                     | Slow _____       | Excellent _____                | Good _____      |
| High Pitch _____  | Deep _____      | Distinct _____                 | Distorted _____  | Fair _____                     | Poor _____      |
| Raspy _____   | Pleasant _____  | Stutter _____                  | Nasal _____      | Foul _____                     | _____           |
| Intoxicated _____   | _____           | Slurred _____                  | Lisp _____       | Other _____                    |                 |
| Other _____   |                 |                                |                  |                                |                 |
| Other _____   |                 |                                |                  |                                |                 |
| <b>Accent</b>   |                 | <b>Manner</b>                  |                  | <b>Background Noises</b>       |                 |
| 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 _____   |                 |                                |                  |                                |                 |
| <b>BOMB FACTS</b>   |                 |                                |                  |                                |                 |
| Pretend difficulty with hearing. Keep the caller talking. If the caller seems agreeable to further conversation, ask questions like:  |                 |                                |                  |                                |                 |
| <b>When will it go off? Certain hour</b> _____  |                 | <b>Time remaining</b> _____    |                  |                                |                 |
| <b>Where is it located? Building</b> _____  |                 | <b>Floor/Office/Area</b> _____ |                  |                                |                 |
| <b>What kind of bomb?</b> _____   |                 |                                |                  |                                |                 |
| <b>How do you know so much about the bomb?</b> _____  |                 |                                |                  |                                |                 |
| <b>Where are you now?</b> _____   |                 |                                |                  |                                |                 |
| <b>What is your name and address?</b> _____   |                 |                                |                  |                                |                 |
| 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.   |                 |                                |                  |                                |                 |
| <b>Did the caller appear familiar with the building by his description of the bomb location?</b> _____  |                 |                                |                  |                                |                 |
| <b>ACTIONS TO TAKE IMMEDIATELY AFTER THE CALL</b>   |                 |                                |                  |                                |                 |
| <input type="checkbox"/> NOTIFY THE UNIVERSITY POLICE, EXT 911 or 934-3535  |                 |                                |                  |                                |                 |
| <input type="checkbox"/> NOTIFY YOUR IMMEDIATE SUPERVISOR.  |                 |                                |                  |                                |                 |
| <b>Talk to no one -- other than instructed by your supervisor or the Police.</b>  |                 |                                |                  |                                |                 |

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