



THE UNIVERSITY OF
ALABAMA IN HUNTSVILLE

Emergency Management Plan

(Revised June 2015)

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

Letter of Promulgation

The University of Alabama in Huntsville is committed to providing a safe and secure environment for its students, faculty, staff and guests, while ensuring that we are a responsible member of the local community. The University has developed and implemented an Emergency Management Plan as part of its commitment to safety. The plan has been prepared to facilitate the most effective and efficient response effort for the benefit and protection of the university community in a time of emergency and disaster recovery.

While no plan can completely prevent a critical incident, good plans carried out by knowledgeable and well-trained people can and will reduce losses. This plan establishes the emergency organization structure, specific policies, general procedures, and provides a coordination platform for the various emergency staff and service elements, utilizing the National Incident Management System (NIMS) and the Incident Command System (ICS).

Detailed within the plan is the framework for coordination and full mobilization of University assets. This includes clarification of the University's strategies for mitigating, responding to, and recovering from an emergency. Parts of this plan are also intended for use in planning and conducting special events and large-scale gatherings. Personnel and departments assigned specific emergency tasks must have a working knowledge of the roles and actions described herein. Departments not tasked with specific emergency action items are also required to conduct emergency planning to ensure a rapid and decisive continuation of normal University operations.

An annual assessment and review of the plan will be conducted in conjunction with a rigorous exercise and testing process to ensure the plan is current and effective. The University administration supports this plan and urges all students, faculty, and staff to do their part in the total emergency response and continuity preparedness of UAH.

The University of Alabama in Huntsville Emergency Management Plan is hereby approved. The plan takes effect immediately and supersedes all previous editions.

Dr. Robert Altenkirch
President

Dr. Christine Curtis
Provost and Executive Vice President
Academic Affairs

Ray M. Pinner
Vice President, Finance and Administration

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

Table of Contents

I.	Executive Summary	3
II.	Introduction	4
III.	Purpose	4
IV.	Policy Statement	5
V.	Scope	6
VI.	Assumptions	7
VII.	University Emergency Management Structure	7
	A. Organization	7
	B. Individual Roles and Responsibilities	10
	C. Department Roles and Responsibilities	15
	D. Incident Command System (ICS) Structure	20
	E. Activation of Plan, Groups, and Emergency Operations Center	22
	F. Staffing of the Emergency Operations Center	23
	G. Organization for Planning	24
	H. Lines of Succession	24
VIII.	Actions by Phases of Emergency Management	24
IX.	Preparation and Maintenance of Emergency Plans and Annexes	25
	A. Plan Preparation	25
	B. General Planning Responsibilities	26
	C. Publication of Approved Emergency Plans and Annexes	29
	D. Plan Revision	30
X.	Emergency Response Training and Exercises	30
	A. Training Requirements	30
	B. Exercises	31
XI.	Definition of Terms	33

Annex A: National Incident Management System (NIMS) Implementation and Training Requirements

Annex B: Guidelines for Department / Building Emergency Action Planning

Annex C: Continuity of Operations (COOP) Planning

Annex D: Emergency Operations Centers

Annex E: Behavioral Evaluation and Threat Assessment (BETA) Policy

Annex F: Communicable Diseases Policy

Annex G: Severe Weather Operations Plan

Annex H: Bomb Threat Plan

Annex J: Building Evacuation Plan

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

UAH Emergency Management Plan

I. Executive Summary

A. Policy

Administrators, Deans, Department Chairs, and Center Directors at the University of Alabama in Huntsville should prepare, coordinate, and maintain up-to-date emergency preparedness and continuity of operations plans in accordance with this EMP. The UAH Emergency Management Coordinator shall coordinate, prepare, and maintain the University level plan, and shall provide resources and guidance to all University departments and organizations in the development and maintenance of their emergency management planning.

B. Purpose

The purpose of emergency management planning is to improve readiness and speed response to and recovery from natural or man-made disasters. The focus of emergency management planning is to protect lives and property and ensure continuity of operations (COOP). While the value of emergency response plans is clearly evident, business continuity and business recovery plans are often overlooked.

Continuity of Operations (COOP) planning assists organizations at all levels to continue to function through disruptive incidents. The process of preparing such plans often allows an organization to improve communications, functional assignments, and internal priorities. The small investment of time and effort in preparing such plans is minimal when compared to the massive work required following a major incident in the absence of plans.

C. Responsibilities

The university level (blanket) Emergency Management Plan is the responsibility of the Emergency Management Coordinator.

Administrators, Deans, Department Chairs, and Center Directors should develop emergency, contingency, business continuity and business recovery plans for their organizations. The Emergency Management Coordinator is available to assist in preparation of these supporting plans and shall retain a copy of any organizational level plans.

Additionally, UAH Facilities Administration, UAHPD, and Office of Environmental Health & Safety (OEHS) have prepared materials to assist in preparing plans, such as the Charger Ready continuity planning tool (<http://chargerready.uah.edu>), the Safety Handbook, and the Generator's Guide to Hazardous Material/Waste.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

II. Introduction

The UAH Emergency Management Plan (EMP) is established to address a multitude of potential issues facing the campus community. This blanket plan applies to all UAH departments, organizations, and entities, both on campus and/or under the direct control or supervision of UAH personnel. Additionally it is the responsibility of the departments and building occupants to develop their own local / emergency plans based on the requirements of this plan document.

This plan and the associated department plans, annexes, and appendices must be dynamic in nature and will be revised as required to reflect the University's changing needs for emergency mitigation, preparedness, response, and recovery. The Emergency Management Plan should be incorporated into all policies and procedures within the University community to ensure the preparedness to meet an emergency situation if one should occur.

An emergency situation is not the appropriate time to read the Plan. Greater value will be achieved when the plan is used before an event occurs to understand how to react in various situations. Through this use, it is expected that if an emergency or crisis occurs, the UAH community will react in a calm and effective manner.

In addition to initial response to an emergency situation, the EMP provides for Continuity of Operations (COOP) planning. Continuity of Operations planning utilizes the concept of business impact analysis to identify critical and time sensitive functions. A business impact analysis will also help identify vital resources and prioritize recovery assets. This analysis can be useful in determining any special needs such as business interruption insurance.

In general, a complete University level plan would include a basic plan or University level annex with appendices as required and organizational level supporting plans from those organizations identified in the University level plan or annex with specific responsibilities or tasks.

A complete organizational supporting plan will include sufficient detail to ensure accomplishment of the responsibilities or tasks assigned an organization in the University level plan.

III. Purpose

The UAH Emergency Management Plan (EMP) outlines the University's procedures for managing major emergencies that may threaten the health and safety of the campus community, disrupt its programs and activities, or require assistance for the surrounding communities. The EMP identifies departments, agencies and individuals responsible for emergency planning, emergency response, business continuity and business recovery planning. The EMP establishes procedures to prepare for emergencies, as well as the management structure for coordinating and managing response to emergency situations.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

EMERGENCY MANAGEMENT PLAN

The EMP is designed to enable the University to respond to an emergency situation in a safe, effective, and timely manner. University personnel and equipment will be utilized to accomplish the following priorities:

- Protection of Human Life
- Protection of University Property and Assets
- Continuation of Mission Critical University Operations
- Restoration of University Services after an Incident
- Mitigation of Hazard Vulnerabilities

IV. Policy Statement

The University of Alabama in Huntsville (UAH) Emergency Management Plan (EMP), incorporating all annexes and addendums, has been designed as a contingency manual for university administrators in order to plan for and respond to campus emergencies. While this guide does not cover every conceivable situation, it does supply the basic administrative guidelines necessary to cope with most campus emergencies.

The UAH policies and procedures herein will be followed by all administrators whose responsibilities and authority cover the operational procedures found in the plan. Campus emergency operations will be conducted within the framework of university guidelines, the National Incident Management System (NIMS) and related Incident Command System (ICS), and the National Response Framework (NRF). Any exception to these crisis management procedures may only be conducted by or with the approval of the President or those university administrators appointed by the President to direct and/or coordinate the emergency operations.

All requests for procedural changes, suggestions, or recommendations to the EMP will be submitted in writing to the Emergency Management Coordinator for technical review. All changes recommended by the Emergency Management Coordinator will be submitted in writing to the Policy Group (PG) for review and comment and then forwarded to the President for final approval. All changes approved by the President will then become part of the overall Emergency Management Plan.

The UAH EMP shall be the primary source for guiding university administration when confronting emergency situations at UAH. It is recognized that in addition to the procedures outlined in this manual, there are areas of campus that have specific procedures to be followed in the event of an emergency. These additional emergency procedures shall continue to remain in place as long as they do not conflict with the basic procedures and polices contained within this document.

The UAH Emergency Management Plan, as adopted, supersedes any previously developed and/or implemented policy and procedures which reference campus-wide emergency situations. This Plan shall be reviewed and updated annually each October.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

The administration of the University of Alabama in Huntsville expects all Administrators, Deans, Department Chairs, and Center Directors to prepare emergency action and continuity of operations (COOP) plans for their respective units. Departments and organizations should appoint a planner to coordinate these plans with the university Emergency Management Coordinator, and should review these plans annually.

The Emergency Management Plan has been reviewed by the Policy Group and approved by the President of the university.

In the event of conflict between this plan and existing University policies, procedures, and plans, this plan shall have precedence, except as noted herein. Those university officials with authority to approve other policies, procedures, and plans on behalf of the University will be familiar with this Emergency Management Plan, and ensure conformity to it.

This plan is not intended to supersede federal, state, or local legislation and regulations. In the event of conflict between this plan and such legislation, the legislative provisions shall prevail.

V. Scope

The University of Alabama in Huntsville Emergency Management Plan (EMP) outlines the preparedness, response, recovery, and mitigation steps of university personnel and resources for emergency situations. It is intended to be consistent with established practices relating to coordination of resources through the use of the National Incident Management System (NIMS) and the related Incident Command System (ICS). It applies an “all-hazards” approach to a broad range of emergencies and may be activated during natural or man-made emergency incidents, to include but not limited to: fire, flood, hazardous material spills, severe storms, terrorist attack, disease pandemic, and situations requiring evacuation of facilities.

These procedures apply to all personnel, buildings, and grounds owned, operated or under the supervision and control of The University of Alabama in Huntsville (UAH). This policy also includes all peripheral areas adjoining the University.

This plan shall be subordinate to federal, state, and local government plans during a disaster declaration by those authorities. This Emergency Management Plan is intended to be consistent with established practices relating to coordination of emergency response activities. Accordingly this plan incorporates the use of the Incident Command System (ICS) to facilitate interdepartmental coordination, and to promote common terminology and command structure with outside agencies.

The University will cooperate with federal, state, and local emergency management agencies and other responders in the development, implementation, and execution of its emergency response plans. Nothing in this Plan shall be construed in a manner that limits

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

the use of good judgment and common sense in matters not foreseen or covered by the elements of the Plan.

The University shall prepare for three different scenarios with the potential to affect its operations. These are:

- **Incidents occurring within the university** – these include incidents where university personnel are expected to take an interactive role in the management of all aspects of the incident including coordination with mutual aid responders.
- **Incident outside the university but affecting its operations** – these include incidents in the surrounding community with minimal effect on campus but may influence a decision to suspend some or all campus activities.
- **Incidents outside the university not affecting its operations** – these include incidents in the surrounding community with no impact on the ability of the university to continue its operations but the University may be asked to render assistance to one or more local agencies or mutual aid partners.

VI. Assumptions

The UAH Emergency Management Plan is predicated on a realistic approach to the problems likely to be encountered during a major emergency or disaster. The following assumptions are made and should be used as general guidelines for reading this plan and used for preparations of Department / Building Emergency Plans:

- **An emergency or disaster may occur at any time:** day, night, weekend or holidays.
- **The succession of events in an emergency or disaster is not predictable.** Therefore, published operational plans should serve only as a guide and may require field modification in order to meet the requirements of the emergency.
- **An emergency or a disaster may be declared if information indicates that such conditions are developing or probable.**
- **Disasters may be community-wide.** Therefore it is necessary for the University to plan for and carry out disaster response and short-term recovery operations with or without aid from local resources for up to 72 hours.

VII. University Emergency Management Structure

A. Organization

The University's emergency response management structure consists of three major components:

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

- Policy Group (PG)
- Emergency Management Operations Group (EMOG)
- Emergency Support Functions
- Emergency Management Plan with Annexes and Appendices

To manage emergency incidents the University of Alabama in Huntsville utilizes a tiered structure involving a **Policy Group (PG)**, the **Emergency Management Operations Group (EMOG)**, and the **Incident Command System**. The Policy Group provides strategic and administrative leadership for response and recovery efforts during and subsequent to crisis or emergency incidents. The **Emergency Management Operations Group** oversees operational emergency response and special event management.

Emergency Management Operations Group

The Emergency Management Operations Group (EMOG) is drawn from organizations involved directly in managing emergencies or large-scale events and includes management level representatives:

Athletics Director	Assoc. Vice President, Human Resources
Assoc. Vice President, Facilities & Ops	Director, Payroll Services
Executive Director, Facilities	Asst. Provost, Enrollment Services
Assoc. Vice President, Fin. & Bus. Svcs.	Director, Student Financial Services
Assoc. Vice President, Auxiliary Services	Director, Public Affairs
Chief Information Officer	Chief of Police
Director, Telecommunications	Dean of Students
Director, Environmental Health and Safety	Registrar
Academic Deans	Emergency Management Coordinator
Office of Counsel – Risk Manager	Director, Student Health Center
Director, Student Counseling Center	Director, Faculty/Staff Clinic

Policy Group

The Policy Group consists of the following personnel:

- President
- Provost & Executive Vice President for Academic Affairs
- Vice President for Finance and Administration
- Vice President for Advancement
- Vice President for Diversity and Student Support Services
- Vice President for Research
- Vice President for Student Affairs
- University Counsel

The purpose of the Policy Group is to provide strategic leadership during and after any incident which impacts upon the ability of the University to perform its critical mission functions. The President will convene the group as necessary to review readiness and

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

provide leadership and policy guidance to the Emergency Management Operations Group. This group shall meet at least twice per year.

EMOG Membership: The EMOG includes both primary, alternate, and tertiary members. Primary members are department heads familiar with their unit's planning and operating responsibilities. Alternate and tertiary members are also management personnel who are familiar with their unit's planning and operating responsibilities. Alternate or tertiary members direct and execute their unit's Emergency Management Plan responsibilities in the absence/unavailability of the primary member. Members and alternates must be available during a crisis situation.

EMOG Structure: The Emergency Management Operations Group is organized under the Incident Command System (ICS) and during an emergency response will provide advice and support to the University Incident Commander. During a recovery effort, the President shall act as incident commander or shall appoint an Incident Commander (IC). The IC shall appoint command staff utilizing EMOG members as appropriate for the specific recovery effort.

The President shall chair the Emergency Management Operations Group. The chair shall preside during regular EMOG meeting sessions. The chair shall appoint a co-chair who will lead the EMOG in the absence of the chair. The EMOG will meet bi-annually (June and December) at a minimum to discuss plans and readiness. The EMOG shall convene with all relevant members in advance of a pending event or crisis situation whenever the situation allows adequate time to meet.

The EMOG is designed to be scalable and adaptive in order to offer appropriate levels of response and support. Smaller incidents may not require activation of the full EMOG. Activation of EMOG members in a response situation will be handled on a case-by-case basis dependent upon the nature and severity of an incident. The Director of Public Safety, Police Lieutenant, University Incident Commander, EMOG chair, Provost, and the President may activate all or part of the EMOG during a response/recovery situation.

Emergency Support Functions and Response Annexes

Incidents occurring at the University may require the assistance of the personnel and equipment resources of the University, City of Huntsville, Madison County, and other agencies of the State of Alabama. The resources of these local and state response agencies may be needed to stabilize the incident and begin the necessary recovery efforts. Lead units/departments of the University will be expected to coordinate with these external resources within their respective emergency support functions during the response and recovery efforts.

Individual functional areas within the university will develop response, recovery, and mitigation plans to specific types of all-hazards incidents. Those all-hazards scenarios to be address should be identified during each department's threat and risk assessment process, and should include any threat or risk deemed as credible or likely to occur.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

Response plans and continuity of operations plans should identify key personnel, lines of succession, define specific responsibilities, determine equipment and supply needs to support their emergency and/or recovery functions, train response and recovery personnel, and provide guidelines for demobilization and recovery operations. Mitigation plans will include processes, procedures, and actions to mitigate the specific threats.

Specialized Departmental Plans

Several departments have critical responsibilities necessary to allow the University to meet its mission requirements. All departmental offices are required to have individual Continuity of Operations (COOP) plans to outline their specific tasks for the duration of an emergency incident. During an incident, specific information from these plans will be included in the Incident Command System (ICS) initial Incident Action Plan (IAP) and monitored throughout the incident by the Planning Section Chief and included, as necessary, in the operational period's Incident Action Plan. The Incident Commander may work with the department head to determine appropriate staffing, alternate means of communications, security, essential services, and operational guidelines necessary for continued business operations deemed necessary during the incident.

Refer to Appendix A for more information on the Incident Command System.

Building Action Emergency Plans (BEAP)

These are building or area specific plans developed to reduce the risk of life or property loss through preparation for foreseeable events. At a minimum they will address emergency response procedures, evacuations routes, evacuation assembly locations, lockdown, sheltering in place, and building/floor/departmental captain appointments. These plans are location specific plans written by the individual departments in coordination with all other units and departments operating within a building. Each department shall develop Building Emergency Action Plan(s) appropriate for the department.

B. Individual Roles and Responsibilities

President

This plan is promulgated under the authority of the President of the University. The President is the final approving authority of the University's Emergency Management Plan. All decisions concerning the discontinuation of university function, cancellation of classes, or cessation of operations, rest with the President or his/her designee or successor. After consulting with the university's Incident Commander, the President shall be responsible for declaring a major institutional emergency. In the absence of the President, his/her designee becomes, in succession, the Provost and Executive Vice President, the Vice President for Finance and Administration. The President shall, at his/her discretion, serve as the official spokesperson for the University while the Emergency Management Plan is in effect.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

EMERGENCY MANAGEMENT PLAN

Policy Group

The Policy Group will provide policy guidance to the incident commander during an emergency that significantly affects the operations of the University. The Policy Group will provide resources and authorizations for major expenditures or policy decisions as needed to facilitate incident stabilization and recovery. The Policy Group has a significant role in deciding University policy issues during an emergency that disrupts or threatens to disrupt the operation of the University.

Many incidents require multi-agency and/or multi-jurisdictional response. Members of the Policy Group shall be aware of and trained as “key personnel” in the National Incident Management System (NIMS), Incident Command System (ICS), and Multi-Agency Coordination Systems (MACS) functions to ensure cooperative and properly coordinated response efforts.

Policy Group members have final responsibility for the review, discussion, and approval of all updates, revisions, and additions to the University level Emergency Management Plan, corresponding checklists, and annual updates.

Emergency Management Operations Group (EMOG)

The EMOG will serve as the University’s emergency management team during and after an incident that significantly affects University operations. EMOG members will fill key general and command staff positions within the University’s Incident Command System. The EMOG will additionally provide information and advice to the Policy Group and/or the President or designee during an emergency that significantly affects the operations of the University. The EMOG will provide recommendations for incident stabilization involving major expenditures or policy decisions needed to complete stabilization. The EMOG has a significant role in recommending University policy issues during an emergency that disrupts or threatens to disrupt the operation of the University.

Many incidents require multi-agency and/or multi-jurisdictional response. Members of the EMOG shall be aware of and trained as “key personnel” in the National Incident Management System (NIMS), Incident Command System (ICS), and Multi-Agency Coordination Systems (MACS) functions to ensure cooperative and properly coordinated response efforts.

EMOG personnel are responsible for the evaluation of information from various sources during an actual event and act as support group to the University Incident Commander. EMOG members must have decision-making authority within their respective areas and must be fully trained and qualified in NIMS, ICS, and Continuity of Operations (COOP).

In order to ensure a controlled and coordinated emergency response, the collective responsibilities of the EMOG include:

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

EMERGENCY MANAGEMENT PLAN

- Serve as command and general staff under the University's ICS structure and provide emergency management leadership during response and recovery operations.
- Advise and support the decisions of the University Incident Commander, Policy Group, and President
- Order and implement an emergency evacuation of any facility on campus or the entire campus if necessary
- Recommend and implement the emergency use of an athletic or cultural facility as an emergency shelter, preempting any other scheduled use of such facility
- Authorize and establish restrictions pertaining to entry of a closed facility, in cooperation with and in recognition of the directives of local law enforcement and emergency response authorities
- Order and implement the temporary emergency sheltering of students living in on-campus housing
- Recommend and implement the closing of the University campus and facilities to general visitor access and/or restrict access by students, faculty, and staff
- Commit the University to emergency expenditures, with a total not to exceed \$50,000.00 without prior approval from the President, Provost, and/or the Vice President for Finance and Administration
- Develop Incident Action Plans (IAP) for addressing pending or imminent emergency incidents and to implement those plans if needed

Chief of Police

The Chief of Police serves as an advisor to the Policy Group, EMOG and other university personnel for emergency response and mitigation information. The chief may act as a liaison between the EMOG and the Incident Commander of external response agencies in matters pertaining to initial tactical response and public safety. The chief is an active member of the EMOG.

University Incident Commander

The University Incident Commander is responsible for all actions associated with the on-site incident response. The Incident Commander must be able to quickly assess an emergency situation, determine the level of impact, assess the effect, contain the incident, and delegate responsibilities to command and general staff personnel. The Incident Commander has the full authorization to implement the operational and tactical aspects of this Emergency Management Plan.

The University Incident Commander shall initially be the University's first responder, such as a Police Officer or Environmental Health & Safety staff member. Incident Command shall at the earliest opportunity be transferred to the individual best qualified for the specific response situation. This may include, but is not limited to, Huntsville Fire and Rescue, Huntsville Police, the UAH Chief of Police, Director of Environmental Health & Safety, Executive Director of Facilities, Provost, or President. The Incident Commander may also

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

initially be supplied by a responding agency such as Huntsville Fire and Rescue or Huntsville Police.

In the event of a high-impact or long-term recovery event, the university President or designee may serve as Incident Commander during the recovery phase. In the President's absence, he/she shall appoint a recovery Incident Commander, and shall vest that IC with adequate authority to lead the recovery effort. In the event the President is unable to appoint an IC, the duty shall follow the lines of succession outlined above.

Emergency Management Coordinator

The Emergency Management Coordinator is a member of the EMOG and is responsible for the maintenance of the university level (blanket) Emergency Management Plan. The Emergency Management Coordinator consults directly with the University Incident Commander during an actual emergency, and may serve as Liaison Officer in a multi-jurisdictional or multi-agency response effort.

The Emergency Management Coordinator works with the administration, department heads, and department planners to provide resources, guidance, and assistance for establishing, maintaining, and activating emergency preparedness and continuity of operations (COOP) plans.

During an incident response the Emergency Management Coordinator will be responsible for activation and equipping of the EOC. The Coordinator will work jointly with OEHS to conduct building evacuation planning and drills.

Directors, Student Health Center / Faculty and Staff Clinic

The Directors of Student Health Center and Faculty and Staff Clinic should ensure that the university's Medical Emergency Response Plan is both current and operational and should be able to lead its implementation when directed to do so. The director shall develop plans and procedures to organize emergency medical aid and triage to injured students and provide assistance to emergency medical service responders.

The Directors shall coordinate information and needs between health care providers and university needs during a health crisis. This includes identifying and reporting to the EMOG on any UAH students or personnel transported by emergency responders during a health crisis and receiving emergency treatment off-site.

The Directors should identify resources and develop plans and procedures necessary for managing isolation/quarantine as required by law and as directed by the EMOG, and shall be a member of the EMOG.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

Associate Vice President, Auxiliary Services and University Housing

The Associate Vice President for Auxiliary Services and University Housing shall have the authority to activate the EMOG in a crisis situation. The incumbent should identify resources and create plans for providing temporary emergency shelter to students living in on-campus housing. These plans should include resources and procedures for providing emergency transportation to such shelters. The incumbent should additionally develop plans and procedures for the evacuation of student housing structures, and such planning should include provisions for accounting for all students and visitors for each housing structure. Planning should also include identifying resources and developing plans for the registration of persons temporarily displaced from their campus residence and for implementing emergency contact programs for displaced students.

Floor Captains / Building Coordinators

Floor Captains and Building Coordinators are pre-identified for buildings or areas. They are responsible for the pre-planning and activation of plan elements at a local level (e.g. building / area specific plans). Building coordinators may be appointed by university administration or may be selected by common agreement between units/departments operating within a building. Building coordinators will act as the primary information conduit and action officer with the Emergency Operations Center for their area of responsibility. Building Coordinators and Floor Captains must be seen as leaders during emergency operations. To further expedite emergency planning, departmental representatives will be pre-identified as needed to expedite information flow from separate departments to Floor Captains, Building Coordinators, and the EOC.

In conjunction with the Office of Environmental Health and Safety and with guidance from the Office of Emergency Preparedness, Building Coordinators are required to:

- Assist in the development of unit-specific evacuation plans in conjunction with OEHS for his/her building
- Assign personnel to perform various evacuation functions
- Maintain a written copy of the Building Emergency Action Plan (BEAP)
- Conduct periodic evacuation, sheltering and other such drills in coordination with OEHS, OEP, and/or UAHPD
- Assist in the revision of unit-specific BEAPs as necessary
- Train Floor Captains and departmental representatives in evacuation procedures and specific duties

All positions require annual refresher training in emergency response roles and responsibilities. Said training will be conducted for each building or area annually by OEHS. This training will be coordinated through the acting Building Coordinator and OEHS.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

Faculty and Staff

Faculty members and staff are seen as leaders by students and their peers and should be prepared to direct them to assembly areas in the event of a drill or actual emergency. Every member of the faculty and staff should be familiar with applicable emergency plans by familiarizing themselves with emergency procedures and evacuation routes. Faculty and staff must be prepared to assess situations quickly but thoroughly and use common sense in determining a course of action.

All faculty and staff are responsible for emergency preparedness planning for their own work areas and securing their work areas in the event of an emergency. Work areas may need to be secured in advance of certain weather systems.

It is the responsibility of all university faculty to point out their classroom and building emergency evacuation routes and emergency procedures to students at the beginning of each semester.

Students

All students should familiarize themselves with the emergency procedures and evacuation routes in buildings in which they live or use frequently. Students should be prepared to assess situations quickly but thoroughly and use common sense in determining a course of action. They should evacuate to assembly areas in an orderly manner when directed to do so by emergency personnel or when an alarm sounds.

Faculty, staff and students should also be able to execute safety procedures as outlined in the appropriate Building Emergency Action Plan (BEAP).

C. Department Roles and Responsibilities

Executive Council

- Ensure adequate funding for emergency management functions across the university
- Promote and encourage participation of all university organizations in development of response and continuity plans

University Advancement

- Together with the UAHPD, maintain and update emergency messages on the UAH Emergency Website (<http://emergency.uah.edu>) during an emergency.
- Coordinate all information disseminated to the press and the public
- Provide for rumor control and emergency communications
- Assign specific individuals (primary and alternate) to serve as the University's Public Information Officer (PIO), who shall disseminate information and maintain contact with the following:
 - Students

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

- Faculty and staff
- Parents
- Government agencies and civil authorities
- News media (TV, Newspapers, etc.)
- Financial relationships
- The PIO or his/her designated spokesperson shall provide for a consistent “one-voice” to the news media and all other interested parties
- The PIO and backup PIO shall be trained as “key personnel” in NIMS and ICS (See appendix A)

UAH Police Department

- Serve as initial responders to incidents on the UAH campus, and provide incident command until properly relieved
- Support the Incident Commander throughout all phases of an incident
- Support institution and responders by providing law enforcement services
- Maintain the readiness of the “UAlert” system to broadcast emergency messages
- Send “UAlert” alerts when directed by the Incident Commander or other authorized university officials
- Together with the PIO, maintain and update emergency messages on the UAH Emergency Website (<http://emergency.uah.edu>) during an emergency.
- Preserve law and order, and university security
- Monitor and disseminate warnings and threats
- Provide traffic and crowd control
- Direct evacuation efforts
- Control access to buildings and disaster scenes
- Interface and coordinate with local police, fire/rescue, EMA, Emergency Medical Services (EMS) entities to implement written mutual assistance agreements
- Maintain the university communications (dispatch) center on a continuous basis
- Provide for emergency transportation and/or parking for essential personnel
- All management and supervisory police personnel shall be trained as “critical personnel” for NIMS and ICS (See Appendix A)

Facilities and Operations

- Assist and advise the Incident Commander for situations where building or environmental emergencies occur
- Develop and maintain building evacuation drawings
- Provide for the structural security of buildings
- Provide utility services and, as necessary, shut down utility services
- Provide for emergency water and sanitation
- Develop mitigation plans for safeguarding, maintaining, and restoring the utilities and physical infrastructure of the University
- In the event of a pending emergency, secure the University grounds and buildings
- Distribute supplies as needed to faculty and staff to secure building contents
- Clear and remove debris

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

- Conduct building damage assessments to determine if buildings are safe
- Repair buildings
- Maintain UAH Emergency Operations Centers (EOCs)
- Develop plans for the procurement of emergency building and maintenance supplies in the event of an emergency situation
- Maintain spatial inventory of all University facilities to allow rapid identification of alternate classroom and/or office space to house displaced academic or administrative entities

Office of Environmental Health and Safety

- Assist Facilities in damage assessment and building condition reports for incidents involving hazardous materials
- Maintain information on the content and location of hazardous material, chemical, biological, radiological, and fire safety hazards
- Provide for emergency response to limited HAZMAT release
- Provide compliance assistance on applicable codes and regulations

Accounting and Financial Services

- Together with Human Resources, maintain the continuity of payroll processing services
- Ensure that emergency funds are available for expenditure as university priorities change during periods of crisis
- Maintain complete and accurate financial records for all emergency related expenditures
- Maintain accurate financial and administrative records in periods of changing priorities and emergency decisions, including maintaining separate financial records for all response and recovery expenditures

Business Services

- Maintain Mail Services operations
- Maintain Telecommunications services
- Maintain Procurement services and facilitate emergency procurement of goods and services
- Maintain receiving and distribution services
- Assist with transportation and distribution of supplies to emergency responders, the EMOG, and individual departments as needed
- Together with risk management officials, assess the value of university property: buildings, building contents and other University assets
- Together with risk management officials, secure and maintain appropriate insurance
- Together with risk management officials, handle documentation and submission of insurance claims

Dean of Students

- Assist and advise Incident Commander for emergencies involving students

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

- Provide emergency student information as appropriate to the Incident Commander and/or emergency response agencies (police, EMS, fire)
- Develop procedures to communicate with and account for students in emergency situations
- In coordination with UAHPD, conduct safety awareness information and training for students
- Develop plans for Mode 1 and Mode 2 (see section VII. D.) emergencies involving students
- Assist and advise Incident Commander for Mode 3 and 4 emergencies involving students
- Work in conjunction with the Public Information Officer to communicate with students in an emergency situation.
- Work with other responders and other university offices for accounting of students
- Provide and coordinate student crisis counseling services

Registrar

- Develop plans to reschedule classes
- Develop new academic calendar
- Schedule classroom space to support academic mission continuity

Information Technology Solutions (ITS)

- Maintain the operation of internet, intranet, data, video and wireless communications services
- Implement proper backup controls and redundancies to maintain critical services
- Properly document all hardware and its configuration; develop a plan for hardware replacement and setup
- Develop adequate information security controls
- Maintain a records management plan that duplicates data on a regular basis and secures this information at a remote location
- Develop and maintain a plan to perform critical applications at a remote site
- Assist with the disablement or denial of access to existing facilities and equipment

Academics/Colleges

- Develop procedures to communicate with and account for teaching faculty in emergency situations
- Develop plans to identify alternate facilities where university activities can be conducted in the even of the destruction of or denial of access to existing facilities
- Identify and prioritize critical support services and systems
- Develop and maintain plans for academic continuity of operations (continuation of classes) after an emergency or during a pandemic situation

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

University Housing

- Develop and maintain plans to shelter in place, lock down, or evacuate student housing structures during an emergency
- Develop and maintain plans to provide food, shelter, sanitation, and other critical needs to students during incidents of severe weather (such as ice and snow storms) and/or extended utilities outages
- Develop plans for short- and long-term mass care housing in the event a university student housing structure is rendered unusable
- Develop and maintain plans for isolation and care of student residents who have contracted a communicable disease

Diversity and Student Support Services

- Coordinate with University Housing and local agencies and support organizations to provide long- and short-term emergency shelter alternatives for students in on-campus housing
- Coordinate language translators as needed for foreign student populations

Human Resources (HR)

- Together with Accounting and Financial Services and Payroll Services, maintain the continuity of Payroll processing services
- Maintain the continuity of critical Employee Benefit Services
- Provide for employee counseling
- Assess faculty and staff availability
- Assist with the appropriation of personnel
- Assist faculty and staff with survival needs-food, water, shelter, etc.
- Assist employees with work recovery needs-psychological help, day care centers, local transportation, time off for personal needs, etc.

Office of Emergency Preparedness

- Assist with the identification of alternative locations for critical housing and academic functions
- Together with Business Services, Risk Management, and Facilities and Operations, collect and analyze damage assessment reports
- Together with Facilities and Operations, Office of Environmental Health and Safety, and Risk Management, conduct evaluation of damaged assets
- Act as Liaison Officer to county Emergency Management Agency during incident command system activation
- Maintain university level emergency response and recovery plans, provide copies to appropriate response agencies as necessary and appropriate
- Provide copies of departmental emergency response plans to appropriate response agencies as necessary and appropriate

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

Student Health Center/ Faculty and Staff Clinic

- Maintain medical services to sick or injured students
- Develop and maintain plans and procedures for reporting infectious disease instances to proper university and local health authorities

Athletics

- In coordination with UAHPD, develop and maintain plans for crowd control during athletic events
- Develop and test plans for evacuating athletic facilities during athletic events
- Together with UAHPD, develop plans for ensuring that no weapons or dangerous materials are present during any athletic event
- Develop emergency plan to use athletic facilities as a shelter during and after an emergency
- Develop and maintain emergency action plans for crisis situations occurring during University-sanctioned athlete travel

Library

- Identify and assist with the evaluation of library assets: books, artwork, collections, etc.
- Develop plans and procedures to protect critical library assets and systems
- Develop plans to shelter in place, lock down, or evacuate people from the library during emergency events.

Research

- Identify and prioritize critical support services and systems
- Identify and develop plans for the securing of dangerous research materials
- Develop plans and procedures to protect critical research assets
- For special needs (such as research animals and environmentally sensitive materials) develop backup plans for electrical and other required basic services
- Develop a Continuity of Research Plan to ensure continuation of critical research during and after a crisis or disaster

University Center Manager

- Develop emergency plan to use the University Center as a shelter during and after an emergency
- Develop plans to shelter in place, lock down, or evacuate people from the University Center during emergency events
- Provide for emergency food service operations

D. Incident Command System (ICS) Structure

During an emergency or large-scale event, the University will utilize the National Incident Management System (NIMS) and related Incident Command System (ICS) to control and manage operations. This system utilizes the principles of management by objective and is recognized and utilized by public safety services of the surrounding communities and by

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

the State and local Emergency Management Agencies. A nationally recognized system, the Incident Command System allows establishment of an integrated organizational structure tailored to the complexity and demands of single or multiple incidents. The Incident Command System is proven effective in managing multiple agency and multiple jurisdiction incidents of any nature.

Related to the Incident Command System organization is the concept of the **Multiple Agency Coordination System** (MACS). Multiagency Coordination Systems include Emergency Operations Centers (EOCs) and, in certain multijurisdictional or complex incidents, Multiagency Coordination Entities. **EOCs** are the locations from which the coordination of information and resources to support incident activities takes place. EOCs are typically established by the emergency management agency at the local and State levels. **Multiagency Coordination Entities** typically consist of principals from organizations with direct incident management responsibilities or with significant incident management support or resource responsibilities. These entities may be used to facilitate incident management and policy coordination.

The City of Huntsville and Madison County utilize the Multiple Agency Coordination System to facilitate and coordinate emergency response operations and handle mutual aid situations. Under the Multiple Agency Coordination System, the City of Huntsville and Madison County recognize four levels of incidents, referred to as Modes. To avoid confusion, the University will categorize incidents using the same technique. The Multiple Agency Coordination System Modes as applied to University incidents are -

Mode 1: Minor Incident – The incident will be handled completely by University assets. Routine events (non-injury vehicle accidents, minor university police responses) are Mode 1 events requiring no mutual aid response from Huntsville City or Madison County units. Usually Mode 1 incidents will not require Emergency Management Operations Group notification or Emergency Operations Center activation.

Mode 2: Emergency – The incident will require mutual aid but the University retains Incident Command. Large routine events (basketball games, concerts), incidents requiring minimal mutual aid (injury accidents or fires), and incidents with prepared contingency plans may be Mode 2 incidents. Mode 2 incidents may include Emergency Management Operations Group notification or Emergency Operations Center activation but usually such activities are of limited scope. Special note: minor fire incidents on campus are handled as Mode 2 incidents even though Huntsville Fire Department typically exercises incident command at the scene.

Mode 3: Disaster – The incident requires significant mutual aid and the University may request an outside agency assume Incident Command. A major incident (gas explosion or building collapse) on campus, an incident beyond the scope of university plans and capabilities (aircraft accident on campus), or an incident crossing the university property line (fire, hazardous material spill) could trigger a Mode 3 requirement. In a Mode 3 event the Emergency Management Operations Group and Policy Group are notified, a university

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

Emergency Operations Center activated, and a full Incident Command System organization staffed. Joint command may be established.

Mode 4: Catastrophe – The incident requires mutual aid above and beyond Madison County, and state or federal agency incident command is requested. A Mode 4 event is most likely to be declared when a regional level incident occurs (earthquake, severe storm), and the university and the county are brought under state or federal Incident Command System jurisdiction, or statute requires state or federal involvement (terrorist incident, martial law declaration). In Mode 4 the Emergency Management Operations Group and the Policy Group are activated, a university Emergency Operations Center activated, and full Incident Command System organization staffed and integrated into state or federal Incident Command System structure.

The Incident Command System structure for an incident on the university can range from simple to complex, based upon the scope and requirements of the incident. A full Incident Command System structure (such as that required for a Mode 3 or Mode 4 incident) for the University is outlined in Appendix A.

Department level response and recovery plans should incorporate the ICS structure.

E. Activation of Plan, Groups, and Emergency Operations Center

The UAHPD operates on a continuous basis and has the primary responsibility for monitoring emergency threats and events on campus and in the surrounding community. The on-duty UAHPD shift supervisor is fully trained to implement Incident Command System (ICS) guidelines and follow standard operating procedures for emergency response. When an event warrants, he or she would immediately establish an incident command post and notify the Chief of Police and other University officials as necessary.

The on-scene officer will retain incident command until relieved by a superior officer or an outside response agency Incident Commander such as Huntsville Fire and Rescue, who shall then retain incident command until properly relieved. The provisions of the Emergency Management Plan (EMP) and standard operating procedures will guide University Incident Commanders in controlling the incident and, if appropriate, transferring command to the Emergency Operations Center (EOC) or to a local community emergency response agency (Huntsville Police, Huntsville Fire/Rescue, etc.)

The Emergency Management Operations Group (EMOG) is typically activated through the UAHPD communications center (dispatch). A member of the EMOG may activate the group after coordination with and approval of the designated Incident Commander. For example, if a UAHPD officer is on scene, an EMOG member would coordinate with the officer through the communications center; the communications center would then begin activation of the group. The Chief of Police, Police Captain, Police Lieutenant, AVP for Facilities and Operations, Policy Group members, and the Emergency Management Coordinator can activate the EMOG without additional coordination.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

Activation of the EMOG also activates the campus Emergency Operations Center unless the IC specifies otherwise.

The Policy Group is activated by the president, provost, or vice president for finance and administration. When activated, the group can convene at the president's conference room (Room 369) in Shelby King Hall or another facility designated by the group.

Authority to Activate the Plan: The following persons or their designated alternates have the authority to activate the plan:

- President
- Provost and Executive Vice President for Academic Affairs
- Vice President for Finance and Administration
- Vice President for Research
- Vice President for Advancement
- Vice President for Diversity
- Associate Vice President, University Housing & CBO
- Assistant Vice President, Facilities and Operations
- Assistant Provost, Enrollment Services
- Dean of Students
- Chief Information Officer
- Executive Director for Facilities
- Director, Office of Environmental Health and Safety
- Chief of Police
- Director, Student Health Center
- Police Lieutenant

F. Staffing of the Emergency Operations Center (EOC)

Upon activation of the EMOG, the university Emergency Operations Center (EOC) is activated. The EOC may be established in the 2nd floor conference room of the Von Braun Research Hall (room M-50), the training room of Office of Environmental Health and Safety (PPB room 108), or any other suitable location that best serves the Incident Commander (IC).

The EOC will usually be staffed by all activated sections of the Incident Command System not required by the IC at the incident scene. While Section Chiefs will usually locate in the EOC, subordinate units/groups/divisions may operate either from their usual work areas or the EOC based upon direction of their Section Chiefs. For example, the Public Information Officer may initially work out of the EOC but move the Joint Information Center to Shelby King Hall; Communications may work from the EOC but also request an on-site incident dispatcher from UAHPD to temporarily work from the EOC; the Transportation unit may continue to operate out of the Physical Plant Building with a liaison present in the Logistics Section in the EOC. In an incident of complexity and duration requiring full Finance and Planning sections, units of those sections will usually be established in or around the EOC.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

G. Organization for Planning

The Emergency Management Coordinator (EMC) coordinates university level emergency preparedness plans and annexes, continuity and recovery plans with the Emergency Management Operations Group and the Policy Group. The EMC further serves in an advisory capacity to various university departments for their emergency preparedness, building emergency action plans, and COOP planning efforts.

Administrators, Deans, Department Chairs and Center Directors should appoint planners and oversee preparation of emergency preparedness, building emergency actions plans, and continuity and recovery plans (Continuity of Operations Plans) for their organizations.

The Policy Group (PG) reviews and provides final approval for university level plans and annexes.

H. Lines of Succession

For planning and response purposes, each academic and business unit should establish and communicate clear lines of succession at least three positions deep. These lines of succession should be included in all departmental response and recovery plans.

For University administration, the immediate lines of succession, in order, are:

- President
- Provost and Executive Vice President for Academic Affairs
- Vice President for Finance and Administration

Lines of succession shall be implemented upon the unavailability or incapacitation of the ranking position during an emergency and/or recovery situation.

VIII. Actions by Phases of Emergency Management

This plan addresses emergency actions that are conducted during all four phases of emergency management.

- **Mitigation:** The University and all departments will conduct mitigation activities as an integral part of the emergency management program. This is an effort to reduce the loss of life and property by lessening the impact of disasters.
- **Preparedness:** The University will conduct preparedness activities to develop the response capabilities needed in the event of an emergency. Among the preparedness activities included in our emergency management program are:
 - **Providing limited emergency equipment and facilities**

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

- **Emergency planning, including maintaining this plan, its annexes, and reviewing appropriate Standard Operating Procedures**
- **Conducting or arranging appropriate training for emergency responders, emergency management personnel, emergency planners, other University Officials, and volunteer groups who assist during emergencies**
- **Conducting periodic drills and exercises to test plans and training**
- **Response:** The University will respond to emergency situations effectively and efficiently. The focus of many parts of this Plan and its annexes is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation while minimizing casualties and property damage. Response activities include warning, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, emergency information, and other related functions.
- **Recovery:** Should a disaster occur, the University will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the University and provide for the basic needs of the University community. Long-term recovery focuses on restoring the University community to its normal state. Examples of recovery programs include temporary student housing, restoration of University services, debris removal, restoration of utilities, crisis services, and reconstruction of damaged roads, bridges, and walkways.

IX. Preparation and Maintenance of Emergency Plans and Annexes

A. Plan Preparation

Draft emergency and contingency plans and annexes may be prepared using the established formats. The Emergency Management Coordinator will maintain templates and instructions and will be available for consultation on plan development.

The Emergency Management Coordinator prepares draft University level emergency and continuity plans and annexes as directed, and coordinates draft plans with all organizations identified as action agencies. Draft University level emergency and continuity plans and annexes are additionally coordinated with and approved by the Policy Group (PG). Organizations provided draft emergency and contingency plans and annexes may concur without comment, concur with comment, or non-concur with comment.

Emergency action and Continuity of Operations (COOP) plans prepared by Administrators, Deans, Department Chairs and Center Directors that involve only that individual's organization do not require review or approval by the Policy Group. However, if a department or directorate level emergency and contingency plan require support by another department or organization, coordination with that organization is required, and the nature of that support must be clearly defined in the written plans. The department planner

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

of the originating organization will coordinate such plans through the Emergency Management Coordinator. Just as in preparing university level plans, organizations provided draft emergency and continuity plans will be given the options to concur without comment, concur with comment, or non-concur with comment. Should a Dean, Department Chair, or Center Director prepare a plan without change after an organization answered non-concur with comment, a copy of that non-concurrence will be forwarded with the plan to the Emergency Management Coordinator.

A copy of all department or directorate level emergency action and COOP plans or annexes, as well as a copy of any changes or updates to existing plans, shall be provided to the Emergency Management Coordinator for inclusion in the university level plan. COOP plans shall be prepared using the ChargerReady planning tool (<http://chargerready.uah.edu>). ChargerReady shall serve as the official repository for all departmental and directorate level COOP plans.

B. General Planning Responsibilities

Deans, Department Heads and Directors

Administrators, Deans, Department Chairs, and Center Directors should appoint planners and oversee preparation of emergency preparedness and continuity and recovery plans for their organizations.

Each department in the University specifically identified in this Plan as having emergency support functions with responsibilities for responding to incidents will prepare a supporting plan for that support function(s). One copy of the supporting plan(s) will be maintained with the departmental level copy of the Building Emergency Action Plan(s), one copy will be maintained by the Emergency Management Coordinator, and the master version shall be maintained on ChargerReady as part of the responsible unit's COOP plan.

Administrators, Deans, Department Chairs and Center Directors, and their designated departmental planners shall be required to complete the advanced FEMA COOP introductory course IS-547 – Introduction to Continuity of Operations (COOP). This course is offered through FEMA and may be taken on line.

Planners

University organization planners appointed by Administrators, Deans, Department Chairs, and Center Directors should:

- Complete the advanced FEMA COOP introductory course IS-547 – Introduction to Continuity of Operations (COOP). This course is offered through FEMA and may be taken online
- Prepare emergency preparedness and continuity and recovery plans for their organizations in accordance with the examples, templates, and tools provided

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

- Coordinate these plans or annexes with all organizations identified or tasked in their plans
- Review plans annually and update as required
- Serve as liaisons to the University emergency preparedness staff and the Policy Group during plan reviews

Response, Recovery, Mitigation, Contingency Teams

Individuals (faculty and staff) holding positions directly involved in development of or named as a part of a business continuity or business recovery plan are required to complete the FEMA course IS-546 – Continuity of Operations (COOP) Awareness. This course is offered through FEMA (Federal Emergency Management Agency) and may be taken on line.

President's Office

The **president, provost, vice presidents, and university counsel risk management** serve as members of the Policy Group.

The **athletic director** provides representatives to the **Emergency Management Operations Group (EMOG)**.

The **Director of Public Affairs** will staff the Public Information Officer (PIO) position in the Incident Command System (ICS) structure and provide additional staff and liaisons as required.

University Counsel provides the Risk Manager who will:

- Assist in preparing University level continuity and recovery plans
- Assist planners in preparing these plans for their organizations
- Review plans for compliance with existing laws and regulations

Provost and Executive Vice President for Academic Affairs

The **Provost and Vice President for Academic Affairs** serves as a member of the Policy Group.

Information and Technology Support (ITS) provides a representative and alternate to the **Emergency Management Operations Group**.

Academic deans serve as members of the EMOG for planning purposes and may serve on the group as needed in actual emergencies.

The **registrar** maintains emergency notification data for students and students' parents/family, and is a member of the EMOG.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

Vice President for Student Affairs

The **Dean of Students** serves as a member of the Policy Group.

Dean of Students

The Dean of Students controls the university Student Health Center and student counseling services.

The **Faculty and Staff Clinic, Student Health Center, and Counseling Center** may provide representatives to the **Emergency Management Operations Group** as needed.

Vice President for Finance and Administration

The **Vice President for Finance and Administration** serves as a member of the **Policy Group**.

Human Resources, Facilities and Operations Administration, Facilities, Business Services, Financial Services, Environmental Health and Safety, and UAHPD provide representatives to the **Emergency Management Operations Group** and personnel to staff the Incident Command System structure as required.

The **UAHPD, Office of Environmental Health and Safety, Office of Emergency Preparedness** and **Facilities** departments serve as primary emergency response agencies for minor incidents on the University.

Facilities and Operations Administration provides an Emergency Management Coordinator to:

- Prepare and maintain University Emergency Management Plan and University level Continuity of Operations plans
- Assist planners in preparing these plans for their organizations
- Update University level plans as required
- Serve as liaison from Emergency Management Operations Group to Policy Group, or
- Serve as University liaison to the Madison County Emergency Management Agency

Vice President for Research

The **Vice President for Research** serves as member of the **Policy Group**.

Non-University Emergency Service Providers

Huntsville Fire and Rescue, Huntsville Police, and HEMSI are primary emergency response agencies for incidents on the University. Huntsville Fire and Rescue will respond

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

to all fire and hazardous material calls on the university campus. These agencies participate in the **Incident Command System**.

The Huntsville Police Department and Madison County Sheriff's Office support the UAHPD department in accordance with standard operating procedures, local and state laws, and mutual aid agreements.

The Madison County office of the **American Red Cross** may be required to support shelter operations for the university. The American Red Cross participates in the **Incident Command System**.

The Huntsville-Madison County Emergency Management Agency is a principal assisting agency for the university in the event of major emergencies and the channel for requesting assistance from local or State agencies and/or the Federal government. The Madison County Emergency Management Agency Emergency Plans Coordinator participates in an advisory capacity with the **Emergency Management Operations Group**.

C. Publication of Approved Emergency and Contingency Plans and Annexes

Unrestricted Circulation and Publication

This plan is a public document and is available for public inspection.

However, plan attachments, addendums, annexes, appendices, and databases may contain private and confidential information and are therefore not considered public documents.

General circulation of this plan does not include such confidential documents.

Restricted Publication and Circulation

Restricted copies of this plan include all confidential annexes, addendums, appendices, databases and attachments. No person or entity is authorized to reproduce or distribute this restricted plan, in whole or in part, without specific authorization as set forth in this plan.

All restricted plan copies shall be numbered and their distribution tracked by the Emergency Management Coordinator. The Emergency Management Coordinator and/or the Chief of Police are the only positions authorized to reproduce or approve reproduction of any portion of restricted copies of this plan.

All copies of this plan are and remain the property of The University of Alabama in Huntsville (UAH). Persons receiving a restricted copy of this plan must surrender the copy

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

upon request of the Chief of Police or the Emergency Management Coordinator and will return their numbered copy at the time they leave the service of the university.

The plan distribution list shall be maintained as an appendix to the plan. It shall be the responsibility of the Emergency Management Coordinator to update the distribution list. The Chief of Police shall notify the Emergency Management Coordinator any time a plan copy is authorized or distributed.

D. Plan Revision

This plan, including all addendums, appendices, attachments, and annexes, is considered a living document. It must be revised on an ongoing basis so that all content remains current and all parts reflect current information, processes, university structure and hierarchy, and local and regional resources.

Plan Review

The plan will be reviewed annually by the Policy Group. The annual review will be coordinated by the Emergency Management Coordinator (EMC), in cooperation with the Policy Group.

The EMC shall make an annual report to the Policy Group and EMOG. This report will outline amendments to the plan made within the past 12 months.

Minor and Major Revisions

Minor revisions include informational updates to the plan, such as changes in contact names, contact information, and typographical corrections. Such changes shall be made by the Emergency Management Coordinator and revised pages distributed as necessary.

Major revisions are those that alter the responsibilities, structures, organizations, procedures, or other operational aspects of this plan. Major revisions will be made by the Emergency Management Coordinator in consultation with the Policy Group and must be submitted to the Policy Group for approval.

X. Emergency Response Training and Exercises

In order for this Emergency Management Plan to be effective, it must be tested on a regular basis, and key personnel must be trained in the National Incident Management System and related Incident Command System.

A. Training Requirements

Key Personnel

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

Key personnel, as specified in Appendix A - National Incident Management System (NIMS) Implementation and Training Requirements, shall be required to complete all NIMS and Incident Command System (ICS) training outlined in that Appendix. Training in NIMS and ICS for new hires and personnel transferring into key positions should be completed within 90 days of hire or transfer.

Students

Students living in on-campus housing should receive orientation and periodic regular training in fire safety and prevention, sheltering in place, lock down, and building evacuation. Such training shall include a minimum of one drill per semester per residence structure. The Director of University Housing, with assistance from the UAHPD and Environmental Health and Safety departments, shall develop and implement plans to accomplish these training requirements.

Faculty and Staff

Faculty and staff not identified as key emergency response personnel should be provided an orientation to specific departmental emergency response plans, as well as the University level plan (this plan). New hires and personnel transferring into a department should be provided this orientation within 30 days of hire or transfer. Department heads shall be responsible for ensuring all training is completed as required.

Faculty and Staff involved in the COOP planning process are required to complete an introductory COOP training course, such as IS-546 or IS-547 offered through FEMA.

B. Exercises

Having a completed business continuity plan does not mean it will lead to an effective recovery when employed or that the people assigned to teams fully understand their tasks and responsibilities in a recovery situation. Only through repeated and continuous testing can planners have a measure of assurance that the plan will work as designed and personnel will know what to do.

The University will conduct regular drills to test processes and procedures. University level exercises will be conducted at least annually, and will consist of tabletop, functional, and/or full-scale exercises. The Emergency Management Coordinator, in conjunction with the Policy Group, UAHPD department, and the Office of Environmental Health and Safety, will plan and schedule University level drills. The Emergency Management Coordinator shall also assist departments in developing “in-house” training exercises.

Tabletop Exercises

Tabletop exercises are one method of exercising teams in which participants review and discuss the actions they would take per their plans, but do not perform any of these actions. The exercise can be conducted with a single team, or multiple teams, typically

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

under the guidance of exercise facilitators. A tabletop scenario should identify and describe the type of disaster that has occurred and the extent of damage or disruption to the facility and area. In addition, the scenario should detail what recovery capabilities are available and the status of backup or recovery resources. Finally, it should outline the time of the event and duration of the exercise.

The University will conduct at least two tabletop exercises annually. Higher level exercises (functional or full-scale) may be substituted for one of the tabletop exercises.

Functional Exercises

Functional exercises simulate an emergency in the most realistic manner possible, short of moving real people and equipment to an actual site. Their goal is to test and evaluate the capability of one or more functions in the context of an emergency event. Functional exercises will take place in the EOC, and will involve controllers, players, simulators, and evaluators.

Functional exercises are complex, interactive, and involve representatives from many functional areas, as well as representatives from the local emergency response community.

The University will conduct at least one functional exercise every two years. A functional exercise may be substituted for one of the required annual tabletop exercises.

Full-Scale Exercise

Full-scale exercises are as close to the real thing as possible. They are lengthy exercises which take place on location using the equipment and personnel that would be called upon in a real event.

The full-scale exercise combines the interactivity of the functional exercise with a field element. It will exercise most emergency response functions and coordinate the efforts of several agencies. Key characteristics include:

- Interactive exercise, designed to challenge the entire emergency management system in a highly realistic and stressful environment.
- Tests and evaluates most functions of the emergency management plan or operational plan.
- Takes place in an EOC or other operating center and at field sites.
- Achieves realism through:
 - On-scene actions and decisions.
 - Simulated “victims.”
 - Search and rescue requirements.
 - Communication devices.
 - Equipment deployment.
 - Actual resource and personnel allocation.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

- Involves controller(s), players, simulators (different from simulators in a functional exercise), and evaluators.
- Players represent all levels of personnel, including response personnel.
- Messages may be visual (e.g., staged scenes, made-up victims, props) and scripted.
- All decisions and actions by players occur in real time and generate real responses and consequences from other players.

A full-scale exercise requires significant investment of time, effort, and resources (1 to 1½ years to develop a complete exercise package). Attention to detail is crucial. The University will conduct or participate in at least one full-scale exercise every three years.

XI. Definition of Terms

- **Annexes** in the University level plan provide guidance for handling specific types of emergency incidents. Annexes in University level plans will be reviewed annually or as circumstances dictate and will be updated as required.
- **Appendices** to annexes in University level plans provide additional information or supporting information for annexes and plans. Appendices often include graphics or maps, asset listings, or other details.
- **Business continuity plans** address how an organization will continue to provide critical services through an incident, to include a short-term problem or event. Situations to be covered by business continuity plans could include temporary office closure due to water pipe breaks or utility failures as well as more serious dislocations or relocations due to fire, natural disaster, or other serious incident. Business continuity plans are part of an overall Continuity of Operations (COOP) Plan.
- **Business recovery plans** address the issues related to restoring complete operations following major disruption due to serious incidents such as natural disasters or structure fires. Business recovery plans include discussions on cost recovery and mitigation. Business recovery plans are part of an overall Continuity of Operations (COOP) Plan.
- **Contingency plans** address specific incidents that allow for prior planning. Once the threat of a specific incident has passed or the incident has been resolved, contingency plans are no longer valid and need not be retained.
- **Continuity of Operations (COOP) Plans** address the internal effort within an organization to assure that the capability exists to preserve, maintain, and recover essential business functions across a wide range of natural and man-made disasters. COOP Planning delineates essential functions, specifies lines of succession, clarifies emergency delegation of authority, provides for safekeeping of vital records and data, identifies alternate operating facilities, provides for interoperable communications, and validates capabilities through tests, training, and exercises.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

- **Crisis** is a significant event that threatens, or may threaten, the well-being of one or more individuals on campus (or the University itself as a single entity) that could require support and assistance from local community response agencies.
- **Demobilization** is the process to terminate an incident and must be accomplished in an orderly fashion. The Planning Section provides a demobilization plan in larger incidents to ensure site security, property, and personnel accountability are maintained throughout the process.
- **Disaster** is an event of significant scale and beyond the resources of the university to handle, and may also impact the surrounding community resulting in the university being required to be self-sufficient (no outside assistance available) for up to 72 hours.
- **Emergency** is viewed as a situation of an emergent nature that has, or has the potential to have, a major impact on the University. Such impact would, or may potentially, require a coordinated response by one or more departments from among: UAHPD, Office of Environmental Health and Safety, Facilities, Student Housing, Student Health Services. Some emergency services may be required from local government or community service agencies.
- **Emergency Management Plan (EMP)** for emergency management provides guidance in the form of emergency plans for continuous or long-term threats to the university. The EMP (this document and all annexes, appendices, and addendums) explains the general responsibilities and procedures for managing emergency incidents on campus. The EMP will be reviewed by the Emergency Management Coordinator annually and updated as required.
- **Incident Action Plan (IAP)** states the objectives to be accomplished in an operational period by incident personnel. The Incident Action Plan provides enough detailed information to direct activities to achieve stated objectives in a period while reflecting the overall incident strategy. Verbal or written, when in writing, an Incident Action Plan will include a map and traffic, safety and communication portions of the action plan. The Incident Action Plan must be approved by the Incident Commander.
- **Joint Information Center (JIC)** is an area or location established by the Public Information Officer to facilitate media briefings.
- **Media Releases** under the Incident Command System are channeled through the Public Information Officer (PIO). Only the Public Information Officer's staff provides information to the media, usually through scheduled briefings. The PIO may establish a Joint Information Center (JIC) and use this facility for briefings. Media personnel at the scene should be escorted by a member of the PIO's staff. This ensures the safety of the media personnel, minimizes disruption of ongoing operations, and prevents incorrect information from being released.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

- **Multiple Agency Coordinating System (MACS)** is an information and resource support system utilized by the City of Huntsville and Madison County to integrate emergency actions in complex incidents. Using Multiple Agency Coordinating System (MACS), the Huntsville-Madison County Emergency Management Agency coordinates support for major incidents in the jurisdiction. The university is a member of the Madison County Emergency Planning Committee.
- **Operational Period (Ops Period)** is the time scheduled to accomplish objectives specified in the Incident Action Plan. Usually, operational periods are 12 hour increments and rarely exceed 24 hours. Operational periods commence and conclude with an operations briefing and are referred to as "ops periods."
- **Operations Briefings** are held at the start and finish of an operational period and provide the Incident Commander an opportunity to brief key incident personnel on the Incident Action Plan, objectives, and incident progress. These briefings are also referred to as end of period briefings or operational period change (OPC) briefings.
- **Planning Meetings** are held throughout the duration of an incident to select specific strategies and tactics for incident control operations and ensure adequate service and support for the incident. Planning meetings are held prior to an operational period change and operations briefing. In incidents requiring a Planning Section Chief, that individual is responsible for managing the planning meetings.
- **Recordkeeping**, particularly in larger incidents, is absolutely vital to successful incident termination and cost recovery. Often information lost early in an incident cannot be accurately recovered. At a minimum, an Incident Commander should maintain or assign the task to maintain an incident log, activation log, and listing of actions/expenditures authorized in support of an incident. In a large incident, the Planning Section maintains detailed records, but much of the initial response paper trail depends upon the incident command staffs attention to detail early in the incident. Incident Command System Unit Logs (such as the ICS Form 214) can capture much of this vital information.
- **Staging** is the concept of gathering and controlling assets responding to an incident at a location separate from the actual incident. Staging allows assets to be logged in, briefed, and then dispatched to the location those assets are required. While in smaller incidents, staging usually occurs at the scene of the incident and is managed by the Incident Commander, in larger incidents a staging area is established and managed for the Incident Commander by a member of the operations staff. When a staging area is established, all personnel responding to the incident shall first report to staging for accountability and assignment.
- **Supporting plans** are prepared by all organizations named in a university level plan or annex as an action agency with a specific responsibility.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

**The University of Alabama in Huntsville
Emergency Management Plan**

ANNEX A

**National Incident Management System (NIMS) Implementation and Training
Requirements**

I. General

The U.S. Department of Education (ED) issued in fiscal year 2007 the *NIMS Implementation Activities for Schools and Higher Education Institutions*. (See Annex 1) This document outlines steps required for Higher Education Institutions, such as UAH, to achieve compliance with the National Incident Management System (NIMS) requirements. The baseline steps, activities, and requirements outlined in ED's NIMS implementation activities document identify goals to be developed or completed in close coordination with campus and community partners.

NIMS compliance is required in order for educational institutions to receive Federal preparedness funding. It is the responsibility of UAH to self-certify that it is supporting NIMS and implementing the requirements outlined in the *NIMS Implementation Activities for Schools and Higher Education Institutions* document. Additionally, the Alabama Commission on Higher Education (ACHE) has begun monitoring compliance of state higher education institutions and has adopted the U.S. Department of Education's NIMS implementation standards for schools and higher educational institutions.

Furthermore, Executive Order 24, signed by the Governor of the State of Alabama, mandates that all State agencies adopt and use NIMS for incident response and event management. The University is required under this order to provide a copy of the adoption and proof of compliance to the state. Annual compliance reporting is required through the Federal Emergency Management Agency's NIMSCAST reporting tool, and is monitored by the State's NIMS compliance officer.

II. Scope

This Annex to the UAH Emergency Management Plan (EMP) applies to all UAH departments, business units, organizations, and groups. It is intended to cover, but is not limited to:

- Senior Administrators
- Deans
- Directors

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

- Department Heads
- Faculty
- Staff
- Students

III. Purpose

This policy addendum is intended to ensure that UAH is prepared for and can effectively respond to an emergency situation through the use of university resources. It is further designed to provide a framework for effectively working, coordinating, and communicating with community emergency response agencies (fire, police, medical, etc.).

IV. Policy

UAH shall, by authority of the president, adopt and incorporate all compliance activities outlined in the *NIMS Implementation Activities for Schools and Higher Education Institutions* document published in 2007 by the U.S. Department of Education (ED). These activities and requirements shall become part of the UAH Emergency Management Plan.

To ensure full compliance with NIMS requirements, the University shall:

- Adopt NIMS at the campus community level
- Institutionalize the Incident Command System (ICS) for managing all emergency incidents and pre-planned major campus events
- Coordinate and support the development and use of integrated Multi-agency Coordination Systems (MACS)
- Establish a Public Information System within the ICS framework
- Establish NIMS strategy and timeline for full implementation
- Develop and implement a system to coordinate and leverage Federal preparedness funding to implement and maintain NIMS
- Develop and update emergency management plans to incorporate NIMS and reflect National Response Framework
- Participate in and promote mutual aid agreements with community response partners, volunteer agencies, and private industry
- Require key personnel to complete NIMS training
- Incorporate NIMS and ICS into all emergency management training and exercises
- Participate in all-hazards exercise programs based on NIMS that involves first responders from multiple disciplines and jurisdictions
- Incorporate corrective actions into preparedness and response plans and procedures
- Maintain an inventory of organizational response assets (equipment, resources, and supplies)

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

- Ensure that relevant national standards and guidance to achieve equipment, communication, and data interoperability are incorporated into acquisition programs
- Apply standardized and consistent terminology during campus incidents, including the establishment of plain English communication standards across the public safety sector
- Integrate and document response procedures from all response partners, including public health, mental health, fire, and law enforcement

Required NIMS compliance activities build progressively each year. It is imperative that UAH stays current with these requirements. UAH will monitor changes in requirements and adopt such changes as necessary to ensure its emergency preparedness and maintain eligibility for Federal emergency preparedness funding.

Senior Administration, Deans, Directors, and Department Heads shall be responsible for ensuring their departments and budget units are compliant with NIMS requirements as outlined in the UAH Emergency Management Plan, this addendum, and the ED's NIMS implementation guidelines.

It shall be the responsibility of the Emergency Management Coordinator to notify the UAH Emergency Operations Management Group (EMOG) and Policy Group of changes to the NIMS compliance requirements for Higher Education Institutions. The EMOG and Policy Group shall adopt those changes and shall instruct the Emergency Management Coordinator to incorporate them into the Emergency Management Plan. The Emergency Management Coordinator shall be responsible for notifying the UAH campus community of any such changes and shall monitor and track departmental compliance. He or she shall additionally provide bi-annual NIMS compliance status reports to the EMOG and Policy Group.

V. NIMS Training Requirements

UAH has identified key personnel to receive training based on their roles and responsibilities in these areas:

- Overall emergency management process
- Emergency preparedness
- Incident management
- Response
- Business continuity

In accordance with NIMS guidelines, the University has identified three groups of key personnel:

- **General Personnel** – personnel with any role in emergency preparedness, incident management, or response

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

- Any position specifically named in departmental COOP plans
- Administrators, Center Directors, VPs (other than EMOG), Department Chairs
- Staff and Faculty who have active role in response & recovery planning
- Accounting & Financial Reporting, Payroll, Budgets, Procurement, Business Services staff who might potentially provide administrative support during an extended recovery
- Facilities staff who may be utilized as response or recovery resources

- **Critical Personnel** – personnel with a critical role in response
 - Emergency Management Operations Group (EMOG)
 - Policy Group
 - UAHPD (Sworn Officers and full-time communications personnel)

- **Leadership Personnel** – personnel with a leadership role and are typically obligated to command and manage incidents in the absence of traditional incident response personnel. Leadership personnel also include those likely to be integrated into a more advance Incident Command System role, such as a unified command with outside responding agencies.
 - All potential Incident Commanders (excluding first responders such as Sworn Officers). Includes, but is not limited to:
 - Chief of Police
 - Police Lieutenant
 - Director of Office of Environmental Health and Safety
 - Assistant Vice President of Facilities and Operations
 - Executive Director of Facilities
 - Public Information Officer (PIO) and Alternate PIO
 - Emergency Management Coordinator

NIMS Training requirements for each category are outlined in the above referenced ED NIMS implementation document, and are as follows:

- **General Personnel:**
 - ICS-100.a – Introduction to Incident Command System, OR IS-100.SCa – Introduction to Incident Command System for Schools
 - ICS-700 – National Incident Management System (NIMS), An Introduction

Initial training for General Personnel shall be completed no later than Feb. 28, 2009. Subsequent training of new hires and personnel transferring into such positions shall be completed within 60 days of hire or transfer.

- **Critical Personnel:**
 - ICS-100.a – Introduction to Incident Command System, OR IS-100.SCa – Introduction to Incident Command System for Schools
 - ICS-700 – National Incident Management System (NIMS), An Introduction
 - ICS-200.a – ICS for Single Resources and Initial Action Incidents

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

- ICS-800.B – National Response Framework, An Introduction

Critical Personnel shall complete ICS-100 and ICS-700 no later than Feb. 28, 2009. Completion of ICS-200 and ICS-800 shall be completed no later than April 30, 2009. Subsequent training for new hires and personnel transferring into such positions shall be completed within 60 days of hire or transfer.

- **Leadership Personnel:**

- **All requirements of Critical Personnel Training, PLUS**
- ICS-300 – Intermediate Incident Command System
- ICS-400 – Advanced Incident Command System
- ICS- 701 – NIMS Multi-Agency Coordination System (MACS)

Additional Requirements:

- IS-703 – NIMS Resource Management (Required for potential Incident Commanders only)
- IS-702 – NIMS Public Information System (Required for Public Information Officers only)

ICS-100, -200, -700, -800 training for Leadership Personnel shall be completed no later than Feb. 28, 2009. ICS-300 and -400 shall be completed at the first available instance of these classes offered locally through the EMA, Fire Dept., or other agency. New hires and personnel transferring into such positions shall complete independent study training within 60 days of hire or transfer. ICS-300 and -400 shall be completed at the first available instance of these classes offered locally.

Sr. Administrators, Deans, Directors, and Department Heads shall be responsible for ensuring compliance within their respective organizations. Training records shall be maintained by the department/budget unit and copies filed with the Emergency Management Coordinator.

Personnel who have completed all or part of the required training prior to the inception of this policy may satisfy specific requirements by providing relevant certificates and transcripts from the Federal Emergency Management Agency (FEMA) or other federally authorized certifying agency. Training received while employed at other educational institutions will be acceptable if FEMA transcripts and certificates are provided as supporting documentation.

VI. NIMS Compliance Evaluation

The University shall be responsible for monitoring and maintaining NIMS compliance and for self-certification and evaluation. The University shall use the NIMS Compliance Assistance Support Tool (NIMSCAST), provided by FEMA, to regularly assess compliance status. The Emergency Management Coordinator shall maintain the NIMSCAST database

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

for the University, with the exception of UAHPD departmental compliance, which shall be maintained by the Chief of Police.

NIMS Process Testing and Evaluation

NIMS and the associated Incident Command System (ICS) policies and practices shall be included in all internal and external training and exercise activities. During training and exercises, plans shall be reviewed to ensure personnel and students are knowledgeable and able to carry out properly their roles and responsibilities during an incident.

Three types of exercises shall be incorporated into the testing and evaluation of the NIMS process:

- **Tabletop Exercises:** facilitated, scenario-based group discussions regarding the coordination of plans, procedures, and resources with partners.
- **Functional Exercises:** simulated events that allow participants to work through plans and procedures in a real-time scenario.
- **Full-scale Exercises:** involve multiple response agencies and test MACS integration. Resources are actually deployed to a simulated incident scene. Require participants to move actual personnel and equipment while working through plans and procedures in real time. These exercises should include testing interoperability of communication devices with community response organizations.

Training exercises shall be conducted on a regular basis, with at least one tabletop or functional exercise annually and one full-scale exercise biennially. Table top exercises and/or functional exercises shall be conducted at the rate of one per academic semester. A full-scale exercise shall satisfy the exercise requirement for the semester during which it is conducted.

The Emergency Management Coordinator, Chief of Police, and Director of Environmental Health and Safety shall be responsible for developing and planning exercises, and shall have the cooperation of departments and organizations chosen to participate. Departments are encouraged to volunteer in order to have the effectiveness of their planning and training evaluated prior to an actual incident. Where practical, every effort should be made to include outside response agencies in each exercise.

The University shall additionally provide personnel to participate in community-wide all-hazards exercises. Joint practice will help to improve relations and communications with community response agencies, private entities, and the general community.

The University shall request feedback and suggestions from outside agencies participating in or observing UAH exercises or actual response efforts. Where possible and practical,

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

the University shall incorporate such recommendations and best practice suggestions into University and department level plans.

The University shall periodically request external review all or part of the University's Emergency Management Plan. Possible review partners include the local Emergency Management Agency, Huntsville Fire/Rescue, Huntsville Police Department, NASA/MSFC safety office, and private industry.

VII. Corrective Action Plans

Compliance: Under authority granted by the President and the Policy Group, the Emergency Management Coordinator shall notify department heads of specific non-compliance issues and request immediate correction of NIMS compliance and training shortcomings. Department heads shall be required to take immediate action to correct any reported compliance and training issues.

Performance: Departments and the University as a whole shall evaluate emergency response plans and actual performance for strengths and weaknesses during and after each type of exercise or actual incident response. Debriefing meetings shall be held following any exercise or actual incident and evaluation data will be collected and used to assess, improve, and adjust procedures and practices where shortcomings are noted. Relevant plans shall be updated to reflect corrective actions.

VIII. Compliance Reporting

Bi-annual reports on compliance status, including compliance with updated or added requirements, shall be made by the Emergency Management Coordinator to the Policy Group and EMOG. Compliance status shall be reported annually to the University and surrounding communities.

Compliance Documentation

The University shall maintain documentation, databases, and other informational materials in order to substantiate, verify, and monitor NIMS compliance. These records shall include, but are not limited to:

- Electronic and printed copies of:
 - University level mitigation, response, and recovery plans
 - Department level mitigation, response, and recovery plans
 - University and Departmental key personnel lists
 - University and Departmental NIMS training files
- Policy Group and EMOG meeting notes
- Exercise documentation:
 - Documentation of NIMS use in exercises
 - Exercise scenarios
 - List of participants

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE **EMERGENCY MANAGEMENT PLAN**

- Post-exercise evaluations
- Corrective action recommendations
- Corrective action implementations (plan revisions, etc.)
- NIMS Compliance self-monitoring information
 - NIMSCAST reports
 - Internal NIMS audit reports
- Key personnel lists, to include:
 - Roles and responsibilities in ICS
 - Chain of command
 - Lines of succession
 - Leadership position back-up personnel

Departments and organizations should maintain their respective Building Emergency Action Plans (see Annex B) and COOP plans (see Annex C) and provide for both on-site and off-site (back-up copies) availability, as well as electronic and printed copies at each site location.

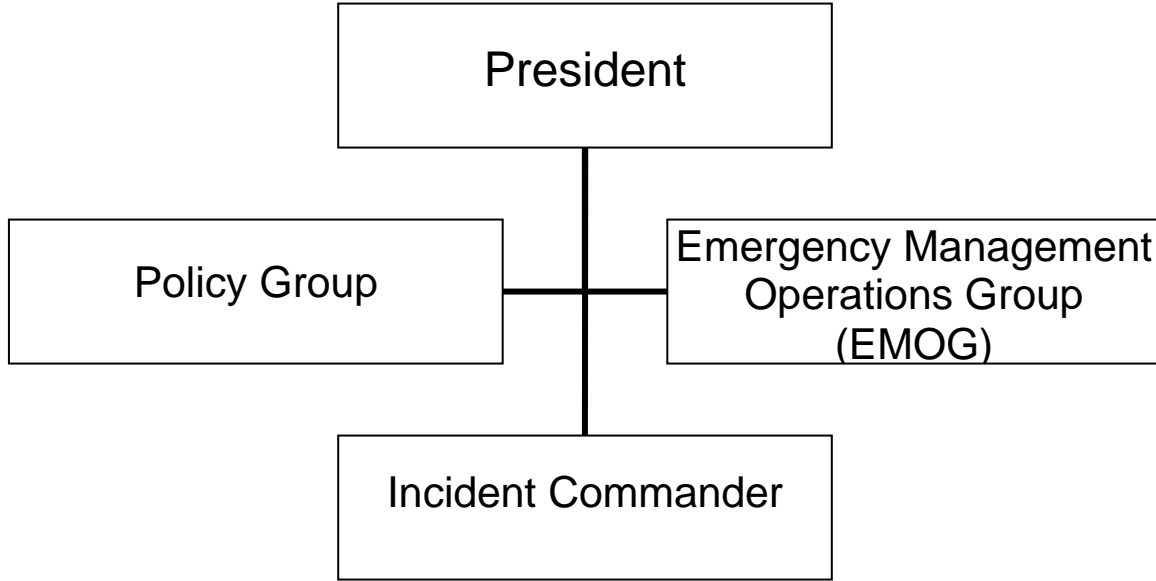
Departments and organizations should maintain NIMS training records for each key personnel position named in organizational key personnel lists. Copies of all proof of training should also be provided to the Emergency Management Coordinator, who will maintain a master database of all key personnel positions and training documentations.

IX. Incident Command System Structure

The National Incident Management System (NIMS) requires that organizations adopt the Incident Command System (ICS) organizational approach for command structure during emergency response efforts. The Incident Command System is a flexible and scalable system intended to provide the appropriate level of support for any size response and recovery effort.

At the University of Alabama in Huntsville, the President provides the authority for incident management to a single designated Incident Commander. The Policy Group and Emergency Management Operations Group serve as special Command Staff for the President as well as providing subject matter expertise.

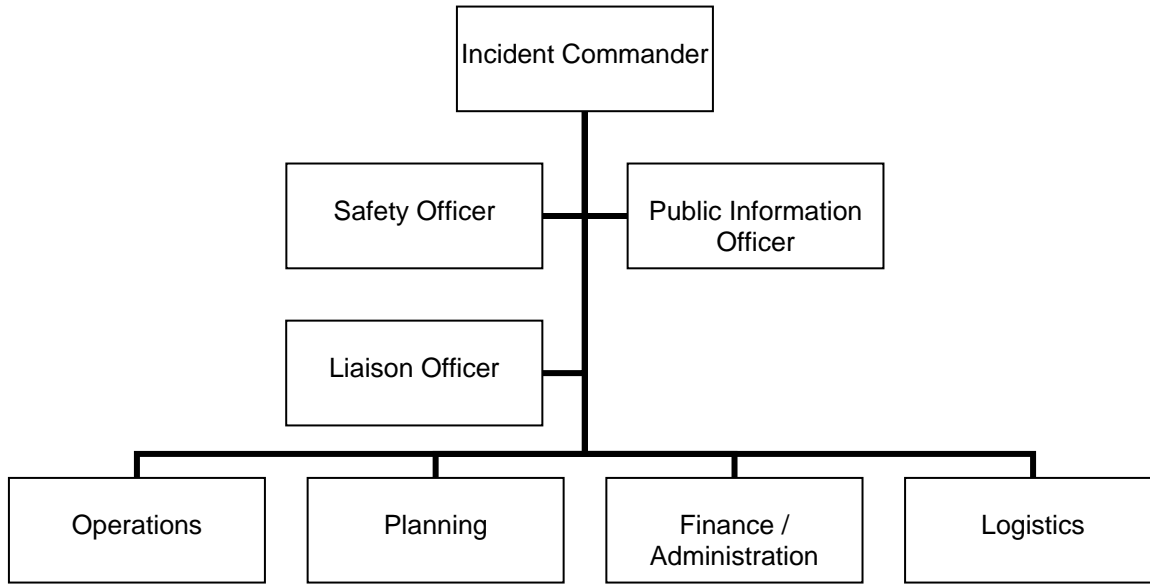
THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN



Incident Commander

The **Incident Commander** (IC) is responsible for the overall management of the incident. A Command Staff and a General Staff assist the Incident Commander. The Command Staff usually includes a Safety Officer, Public Information Officer (PIO), and a Liaison Officer who report directly to the Incident Commander. In a Unified Command structure, these staff members may report directly to the Unified Command leadership. The General Staff usually includes Operations, Planning, Logistics, and Finance/Administration Sections. Based on the complexity of the incident, the General Staff may report directly to the Incident Commander or to a deputy Incident Commander. These positions may be drawn from the organization most knowledgeable with the incident or best suited to serve in a capacity to support the incident. As an event moves from response to recovery phase, these positions should be staffed with the individual(s) best qualified for the response or recovery situation. The President, under advisement of the Policy Group and the EMOG, shall generally appoint the University's Incident Commander.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN



The **Incident Commander (IC)** can be drawn from almost any organization of the university or any supporting agency. In a fire incident or event involving the Huntsville Fire Department as the principal responding agency, the Incident Commander will usually be the responding Deputy Chief; the Incident Commander for a law enforcement operation could be from UAHPD department. The Incident Commander may change during an incident due to changes in the scope, duration or complexity of the incident, and should be the individual(s) best qualified for the response or recovery situation, and may be appointed by the EMOG, Policy Group, or outside responding agency as appropriate.

The Command Staff may include Safety, Information and Liaison Officers. The Command Staff may be drawn from the Emergency Management Operations Group.

Safety Officer

The **Safety Officer** recommends measures to assure the safety of personnel responding to the incident. The Safety Officer should not be responsible for any other functions. The University of Alabama in Huntsville Department of UAHPD, Facilities Management, or the Incident Commander's own organization will usually provide the Safety Officer. For example, in an incident with a Huntsville Fire Department Incident Commander the Safety Officer will usually come from the Huntsville Fire Department. However, any principal university department could provide a Safety Officer based on the nature of the incident.

Public Information Officer

The **Public Information Officer** works with the Incident Commander, or in the event of a Unified Command structure, with the Unified Command, to develop and release information about the incident to the media, incident personnel, and other appropriate agencies and organizations. The Public Information Officer should be the only source of media releases and should manage all information flow to agencies/organizations external

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

to the incident. The Public Information Officer should provide regular media releases and information briefings and should attend all operations briefings. The University Relations Office will usually provide the Public Information Officer.

Liaison Officer

The **Liaison Officer** coordinates incident activities with assisting and cooperating agencies and serves as the University representative to the Huntsville Multiple Agency Coordinating System or State Emergency Management Agency. The Emergency Management Coordinator will usually serve as the Liaison Officer. This position may also be filled by the UAH Incident Commander when a Unified Command structure is incorporated.

General Staff

The General Staff consists of Incident Command System Sections directed by Section Chiefs. The size and composition of this staff is tailored to the scope and complexity of the incident and may include Operations, Logistics, Planning, and Finance sections. The Emergency Management Operations Group (EMOG) and responding agencies may provide the personnel to fill key General Staff positions.

Generally, for short duration or routine incidents (Mode 1 or Mode 2) the Command Staff and Operations Section of the General Staff are utilized. Other sections should be considered for incidents of increased complexity or duration, such as those lasting longer than 8-10 hours or more than one Operational Period (complex Mode 2 or any Mode 3 / 4 incidents).

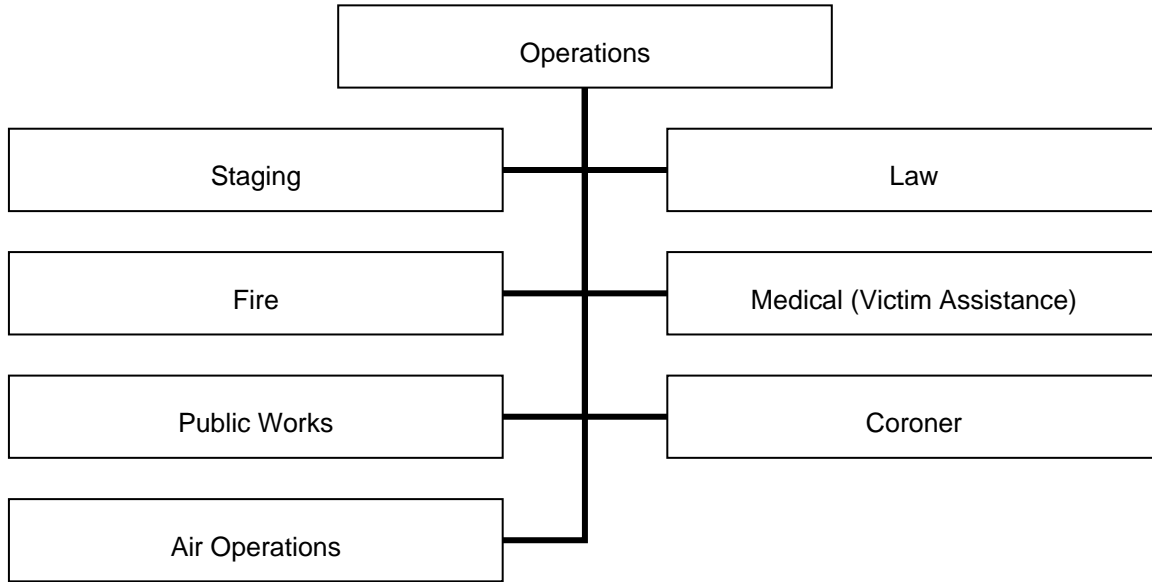
Operations Section

The **Operations** Section manages tactical operations at the incident. The Operations Section Chief usually acts as principal deputy to the Incident Commander. In a fire type incident, the Operations Section Chief may be provided from the Huntsville Fire/Rescue Department. For other type incidents on campus, University of Alabama in Huntsville Police Department may provide the Operations Section Chief. The Planning Section Chief may change as a disaster situation moves from initial response into the recovery phase and should be the individual(s) best qualified for the response or recovery situation. The Operations Section is usually composed of several critical branches and may include Staging, Law Enforcement, Fire, Medical, Public Works, Coroner, and Air Operations Branches. If required, the branches are provided as follows:

BRANCH	TITLE	PROVIDED BY
Staging	Staging Manager	UAHPD
Law Enforcement	Law Enforcement Branch Director	UAHPD
Fire	Fire Branch Director	Huntsville Fire Department or UAH Facilities Management

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

Medical	Medical Branch Director	Emergency Medical Services Provider or EMA
Public Works	Public Works Branch Director	UAH Facilities Management
Coroner	Coroner Branch Director	Madison County Medical Examiner
Air Operations	Air Operations Branch Director	Madison County Emergency Management Agency or Civil Air Patrol

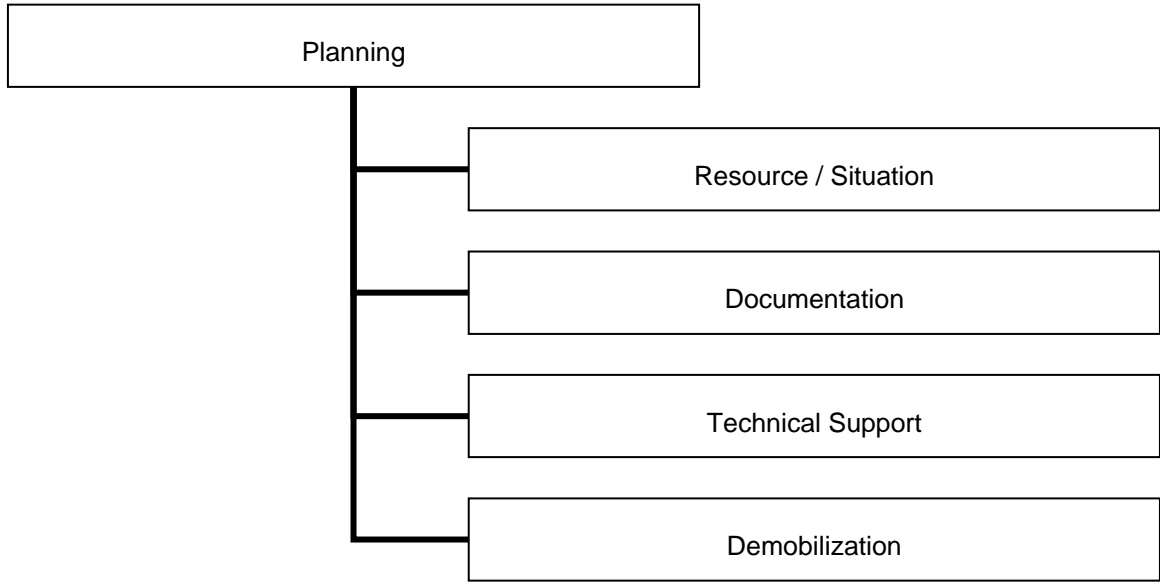


Note - the Medical Branch Director in the Operations Section is responsible for medical planning, triage, evacuation, and treatment of victims or casualties caused by the incident that are not incident personnel (i.e. not responding UAHPD personnel). Medical services for responders will generally be provided through the Logistics Section.

Planning Section

The **Planning** Section manages all information relevant to the incident and provides the operational support required for long-term incidents. The Planning Section prepares formal briefings, consolidates and disseminates Incident Action Plans, maintains records, and manages demobilization. Planning Sections are usually required only for complex incidents expected to last beyond 8-10 hours. The Planning Section Chief could be drawn from any area listed under the EMOG and should be the individual(s) best qualified for the response or recovery situation. The Planning Section Chief may change as a disaster situation moves from initial response into the recovery phase. The Planning Section may include Resource, Situation, and Documentation Units as well as technical specialists as required. The Resource and Situation Unit Leader could be provided by Facilities Management, the Documentation Unit Leader from a Copy Center or an administration office, and technical specialists from organizations as required.

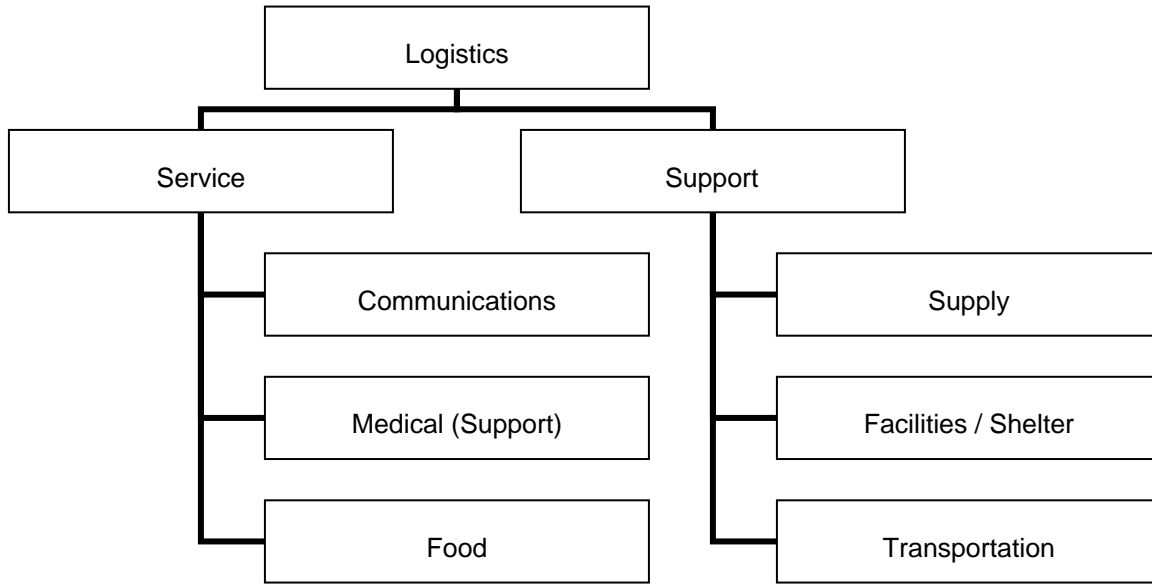
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EMERGENCY MANAGEMENT PLAN



Logistics Section

The **Logistics** Section provides facilities, materials, and services for the incident and is composed of a Service Branch and a Support Branch. The Logistics Section Chief and branch directors may be drawn from the organization most knowledgeable with the incident or best suited to serve in a capacity to support the incident. For example, in a Housing evacuation incident the Logistics Chief could be drawn from Housing, but in an incident involving power or utilities the Logistics Chief could be from Facilities and Operations. The Service Branch may include Communications, Medical and Food units, which provide support to incident personnel. Usually the Communications Unit Leader will be the University of Alabama in Huntsville Police Department Communications Operator; the Medical Unit Leader will be drawn from EMS, and the Food Unit Leader from UAH Dining Service. The Support Branch may include Supply, Facilities/Shelter and Transportation Units, which provide support to the incident - both incident personnel and victims/casualties of the incident. The Supply Unit Leader may be provided by Business Services division, and could include Procurement or Central Receiving and Shipping personnel. The Transportation Unit Leader may come from Facilities and Operations; the Facilities Unit Leader may be provided from Housing, Facilities and Operations, the University Center, the Athletic Department, or the Huntsville office of the American Red Cross if the incident involves sheltering University personnel off campus.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

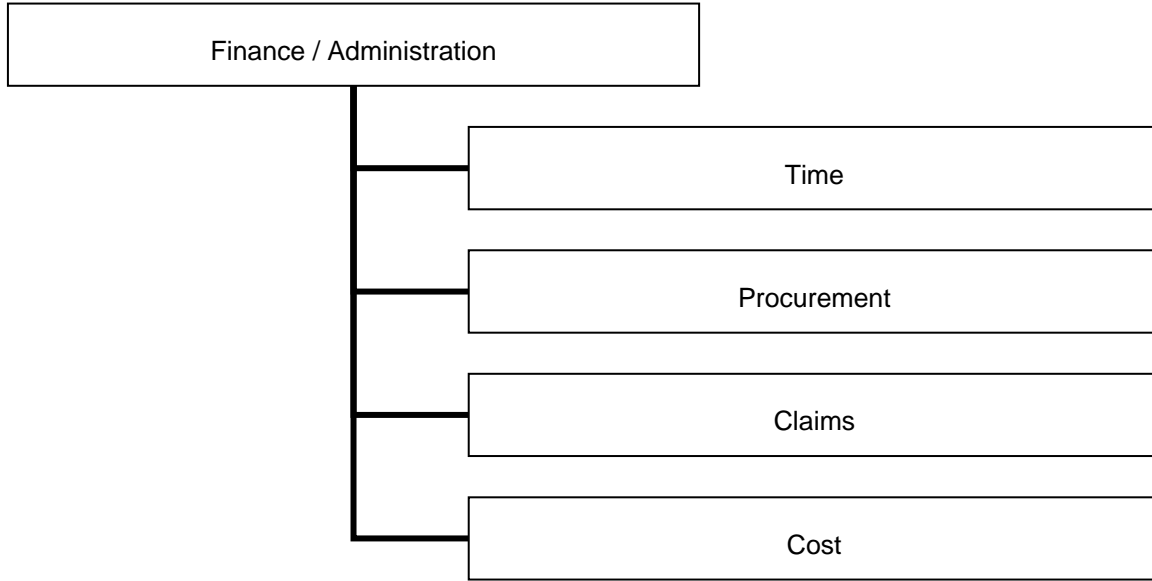


Finance Section

The **Finance** Section manages all financial aspects of the incident to include purchasing and contract support. The Accounting and Finance Department will usually provide the Finance Section Chief and the Finance Section may include Time, Procurement, Compensation/Claims, and Cost units. The Time Unit Leader could be drawn from Human Resources, the Claims Unit Leader from Risk Management, and the Cost Unit Leader from Business Services. While often not activated in routine or short-term incidents, this section is vital in complex incidents involving extensive recovery or cost recovery and in such incidents, it is often the last section demobilized.

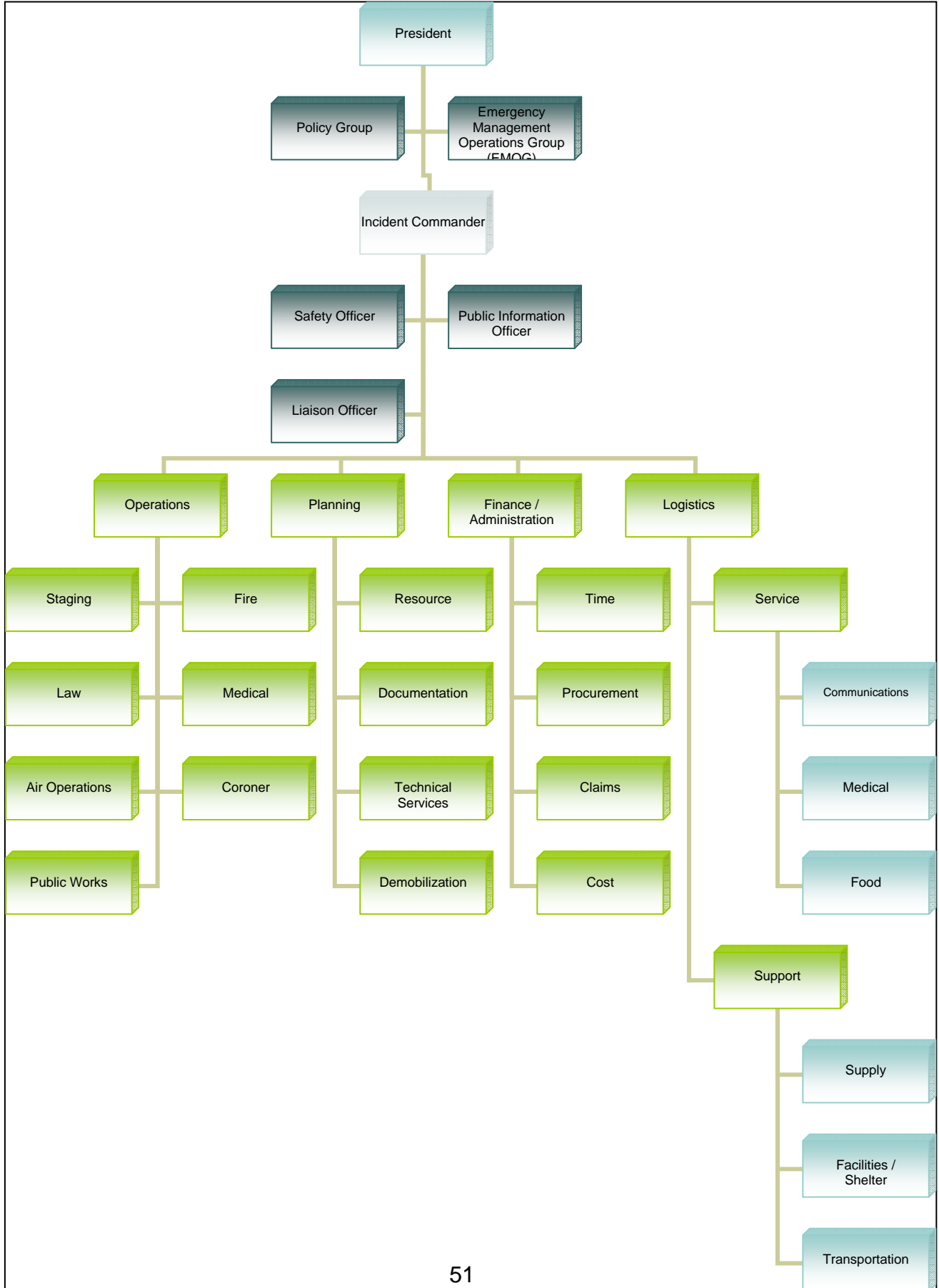
The Finance Section, when activated, will track all relevant expenses throughout an incident, from initial response through recovery and return to normal operations. Accurate and thorough records are necessary to seek insurance and/or disaster grant reimbursement, to track time and labor expenses that may be owed to outside response agencies.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN



Note: The diagram on the following page shows a full Incident Command System structure. The structure used at an incident depends upon the nature and complexity of the incident. Not all positions shown below need to be filled, and the organization of an incident command structure is not limited to these positions. This example is provided to show a possible structure. Organizations listed below the position titles show possible sources for personnel to fill the positions. Again, these are possible sources but are not the only organizations which could fill those positions. Positions will be filled with personnel best suited for a particular response and/or recovery phase.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN



THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

**The University of Alabama in Huntsville
Emergency Management Plan**

ANNEX B

Guidelines for Department / Building Emergency Action Planning

I. Purpose

The purpose of a department/building level emergency response plan is intended to serve three functions:

1. Provide for the safety and welfare of students, faculty, and staff during and immediately after an emergency event
2. Familiarize faculty, staff and students with emergency procedures for situations specific to the department or facility, including evacuation routes and hazardous materials spill response.
3. Provide continuity of operations (COOP) for essential functions in order for the University to meet its educational, research/creative activity, and service missions

The plan should be used as a training document, and all personnel should become familiar with it. The plan should be periodically reviewed and revised as needed. All revisions will be distributed as per the "Department / Building Emergency Plans – Distribution" paragraph below.

II. Scope

These procedures apply to all departments, organizations, and entities which are a part of or under the supervision and control of The University of Alabama in Huntsville (UAH). This policy also includes all peripheral areas adjoining the University.

III. Policy

All UAH departments, organizations, and budget units are required to develop a Building Emergency Action Plan (BEAP) for each building occupied by the unit. Units shall use the official Building Emergency Action Plan template (see Appendix 1 of this annex) Such plans shall provide for emergency response procedures, including: evacuation, accounting for personnel after and incident, and Continuity of Operations (COOP).

A. Building Emergency Action Plans - Components

Components of the plan must include emergency response procedures, stay in place procedures, an evacuation plan, training procedures and a list of individual's assigned responsibilities under the plan. The plan should also include emergency guidelines to be used in the event of a major disaster when professional emergency response assistance is unavailable or is unable to respond quickly. In such cases, the department or building occupants may need to be self-reliant for an extended period of time. Additional information on emergency procedures such as rescue, building security, area(s) of refuge, rescue assistance, and Emergency Operations Center locations should be included.

B. Building Emergency Action Plans – Distribution

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

EMERGENCY MANAGEMENT PLAN

Once the plan is completed, copies are to be sent to the department head and the department's safety committee (if applicable) for review. Upon acceptance, copies should be distributed to the department personal responsible for responding to the emergency and to the Emergency Management Coordinator for inclusion in the university level plan.

C. Building Emergency Action Plans -Roles and Responsibilities

Deans, Directors, and Department Heads

Every dean, director, and department head shall work cooperatively to identify a specific person as Building Coordinator for every building in which the unit has office, laboratory, classroom, or other assigned space. The Building Coordinator has the following general responsibilities prior to and during a Level I emergency:

- Emergency Preparedness
 - Building evacuation information shall be distributed to all employees / students with follow-up discussions, on-the-job training or explanation as required
 - Time shall be allowed for training employees in building evacuation procedures.
 - Time table for the Plan's review.
- Emergency Situations
 - Inform all affected employees under their direction of the emergency condition
 - Evaluate the impact the emergency has on their activities and take the appropriate action (This may include ceasing operations and initiating building evacuation.)
 - Maintain emergency telephone communications with University officials
 - Notify the Business Manager and or University Police

Faculty and Supervisors

Each faculty and staff supervisor has the responsibility to:

- Educate faculty, staff and students concerning University emergency procedures as well as evacuation procedures and stressing the importance of evacuation for their building and/or activity.
- Inform faculty, staff and students of an emergency and initiate emergency procedures as outlined in this guide.
- Survey and evaluate their assigned building, facility or activity in order to determine the impact a fire or other major event could have on their facility and activities
- IMPORTANT: Inform all faculty, staff and students to conform to building evacuation guidelines during an emergency and to report to a designated campus assembly area where a headcount can be taken

D. Building Emergency Action Plans – Component Guidelines for Development

The University has developed an Emergency Management Plan (EMP). These policies and procedures go into effect in the event of an emergency situation that significantly impacts the operations of the University as a whole. Copies of the Emergency Management Plan are available on the University's Emergency website (<http://emergency.uah.edu>) or from the Office of Emergency Preparedness. The EMP does not address

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

emergency procedures at the department/building level. Therefore, the University requires the development of building- and unit-specific emergency action and disaster recovery plans for emergencies occurring at each campus facility. Technical assistance for BEAP development is available from the Emergency Management Coordinator. Annual review of BEAPs is required.

The level of detail will depend on the size of the building, the number of occupants and the hazards present. The BEAP template in Appendix 1 of this annex shall be the basis for development of building- and unit-specific emergency action plans. Additional details, procedures, and processes may be documented and included as attachments to individual BEAPs as required.

Appendix 1: Building Emergency Action Plan Template

[Insert Building Emergency Action Plan template]

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

Annex C – Continuity of Operations (COOP) Planning

I. Purpose

The purpose of continuity and recovery plans is to allow the University to continue its critical missions of teaching, research/creative activity, and service through any emergency incident. Continuity plans focus on continuing critical functions through an incident, while recovery plans focus on re-establishing complete services and functions following a major incident and recovering extraordinary costs caused by the event.

II. Scope

Individuals (faculty and staff) directly involved in development of or named as a part of a continuity or recovery plan shall be required to complete an introductory Continuity of Operations (COOP) course: IS-546 – Continuity of Operations (COOP) Awareness. This course is offered at no cost through FEMA (Federal Emergency Management Agency) and may be taken on line.

Senior Administrators, Deans, Directors, and Department Heads, and their designated departmental planners shall be required to complete an advanced COOP introductory course: IS-547 – Introduction to Continuity of Operations (COOP). This course is offered at no cost through FEMA and may be taken online.

III. Policy

In order to accomplish these goals the continuity and recovery planning formats complete a series of sequenced steps. This process results in the framework plan that allows the organization to accomplish critical functions and eventually complete resumption of all functions. Continuity and recovery plans shall be prepared using the **Charger Ready** continuity planning tool (<https://chargerready.uah.edu>). The Emergency Management Coordinator shall maintain up-to-date preparation aids, guidelines, and training materials. A brief description of the process to prepare these plans is provided below, with more detail and examples provided in the **Charger Ready** online tool.

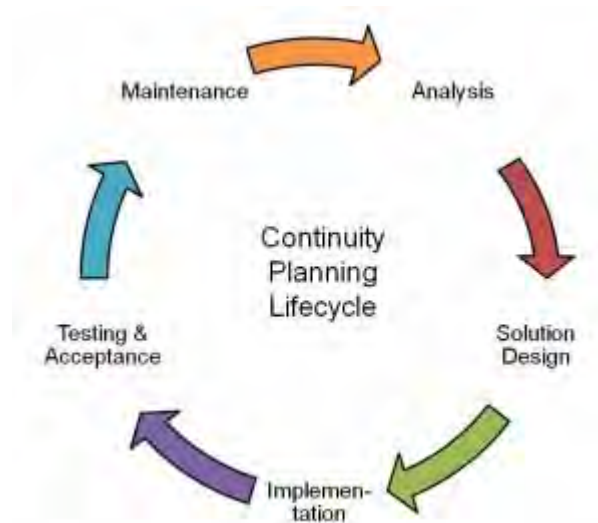
Continuity and recovery (COOP) plans prepared by Deans, Department Heads, and Directors that involve only that individual's organization do not require review or approval by the Policy Group. However, if a department or directorate level plan requires support by another department or organization, coordination with that organization is required and the nature of that support must be clearly defined in the Upstream and/or Downstream dependencies section of plans in the **Charger Ready** tool. The Department Planner of the originating organization will coordinate such plans with the other departments or organizations. The Emergency Management Coordinator may assist the Department Planner with this coordination. Just as in preparing University level plans, organizations provided draft plans will be given the options to concur without comment, concur with

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

comment, or non-concur with comment. Should a Dean, Department Head, or Director prepare a draft plan without change after an organization answered non-concur with comment, a copy of that non-concurrence will be uploaded to the **Charger Ready** tool, and a copy provided to the Emergency Management Coordinator for follow up.

All department or directorate level plans, annexes, and addendums shall become annexes to the university-level Emergency Management plan, as well as any changes or updates to existing plans.

IV. The Continuity of Operations (COOP) Planning Process



Step One. Identify critical functions of the organization to include critical products, services and operations.

Critical functions of your organization are those essential to the continued accomplishment of the University mission of teaching, research/creative activity and service. If the failure of your organization to perform a function will result in irrevocable disruption of student education, irrecoverable loss of research data, irrecoverable loss of operational data, or significant financial loss to the University then that would be considered a critical function.

Determine the critical business functions your organization performs for the University in terms of:

- **Products** - to include deliverables to customers, such as procedural guides for students/staff/faculty and equipment to University facilities.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

- **Services** - to include support activities such as transportation / housing / feeding students, custodial or maintenance services to research facilities, utility services for University structures, and fire protection or emergency services.
- **Administrative & Regulatory** functions - to include permits or licensing actions, required financial actions, publications, or notices.

Identify the customers, volume, and frequency of these functions. Determine the result of not accomplishing these functions (Result of Non-Delivery). Note any additional remarks concerning the functions.

Step Two. Prioritize and establish Recovery Time Objectives for critical functions.

Categorize those activities performed by your organization identified in Step One using the following criteria:

- **CRITICAL ACTIVITIES:** Immediately essential to the critical functions and mission of the University
- **RECOMMENDED ACTIVITIES:** Not immediately essential to University critical functions but recommended to be continued
- **NON-ESSENTIAL ACTIVITIES:** Not essential to critical functions of the University and may be temporarily discontinued.

Prioritize the activities, with the most essential activity being priority number one.

Identify:

- Any other organizations of the University providing the same or similar critical functions
- Where these organizations are located
- Which functions they can perform during the disruption of your operations

Note functions that may be provided by a contractor temporarily during the disruption of your operations (**POTENTIAL CONTRACTOR ACTIVITIES**). Note the priority of the activity the contractor may provide in brackets.

The remaining actions will focus on those functions identified as **CRITICAL ACTIVITIES** - those immediately essential to the critical functions of the University. As time permits, your plan may be expanded to include additional functions (those listed as **RECOMMENDED** and **NON-ESSENTIAL**); however, initial planning should focus on the **CRITICAL ACTIVITIES**.

Establish Recovery Time Objectives.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

For each critical activity (Product, Service or Administrative & Regulatory Action) categorized in Step Two as immediately essential to the critical functions of the University, develop a specific Recovery Time Objective (RTO), which states how soon that function must be resumed.

For example, one Recovery Time Objective for a cable television service provider may read "Restore service within one hour to 25% of customers; restore service within two hours to 50% of customers; service must be restored within three hours to 100% of customers."

Develop these Recovery Time Objectives in order using the priority established.

Now, complete Step Three for each Recovery Time Objective.

Step Three. Identify Assets required and any shortfalls for accomplishing each Recovery Time Objective for Critical Functions.

Identify and list all assets required to meet the Recovery Time Objectives prepared in Step Two. Include the following requirements:

- Personnel
- Work Area
- Equipment and Supplies
- Services

Personnel should be identified by job classification or description of duties, number required to accomplish a specified requirement, location they will be required at, and remarks (such as special training required, additional duties they may be able to perform, or length required if not continually needed to maintain a critical function).

Work Area should be described in terms of the type of space required (e.g. classroom, office, shop area, etc), activity to be conducted in the area, number of personnel required to be accommodated in the area, location required (in the most general terms as on campus or off campus; at a specific location if known).

Equipment and Supplies should include location and types of equipment to include computers, telephone lines, and other equipment or supplies required to meet the Recovery Time Objective.

Services should include such issues as mail and transportation services, warehousing, special requirements such as specific power requirements or water if beyond normal office use, data storage, and access and any other special requirements.

Identify resources available.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

Identify internal resources your organization can provide to meet the Recovery Time Objectives using the same categories (Personnel, Work Area, Equipment & Supplies, and Services).

Services could include any services required which can be immediately provided by contractors (e.g. through standing contracts, current contracts).

Identify shortfalls.

Identify the resource requirements that your organization cannot meet which prevent your organization from meeting the Recovery Time Objectives using the same categories (Personnel, Work Area, Equipment & Supplies, and Services).

Step Four. Identify solutions (Action Items).

Identify possible solutions to overcome or compensate for the shortfalls (Personnel, Work Area, Equipment & Supplies, and Services) identified in Step Three. Determine if manual work-around techniques are possible and applicable. List the actions required to overcome the shortfalls identified in Step Three and meet the Recovery Time Objectives identified in Step Two. Step Four provides the core of the business continuity plan for the organization.

Prepare and distribute the plan.

Once this information is assembled, it should be entered into the **Charger Ready** online COOP tool. Once finished with these steps, the core of the business continuity plan is completed. Upload supporting documents to **Charger Ready**, then print and distribute the plan within the department, and brief the plan to the department.

This process completes the COOP planning sequence. The detailed information and supporting documents in **Charger Ready** serve as the Continuity Plan, allowing the continuation of critical functions and services through an crisis or disaster.

Make certain your plan clearly describes the procedures to utilize all internal resources to accomplish the Recovery Time Objectives. Where applicable, prepare standing contracts to assist in the accomplishing Recovery Time Objectives. Consider availability of contractors in a major or regional event.

From this process, identify any shortfalls without solutions at your level and detail these as Action Items (mitigation items) within the Charger Ready Plan, and submit action items to your area's vice president for consideration or elevation to University level for prioritization and planning.

Charger Ready is the official mechanism and template for development of COOP plans by all UAH units and organizations. Access to **Charger Ready** may be requested through the university's Emergency Management Coordinator.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

Addendums/Annexes to Continuity Plans

The recovery considerations expand upon the continuity plan by identifying actions required to completely re-establish all operations. As is true in all plans, not all aspects of the recovery plan will be required in all recovery situations.

A complete recovery/continuity plan will include identification and instructions for salvage, service restoration, and mitigation teams. Additionally, an event requiring activation of a business recovery plan will probably have been fairly destructive or disruptive. For this reason, a business recovery plan should address actions to support employee and employee problems, such as critical stress debriefings and employee assistance programs. The business recovery plan must also address cost recovery, insurance, and mitigation issues.

Identify the salvage team. In a major event requiring activation of a recovery plan, it is likely significant damage or destruction of facilities and assets will have been incurred. In order to minimize loss, a salvage team should attempt to recover any usable assets. Additionally, the salvage team assists in determining the extent of the clean up and repair necessary to re-occupy a facility, if re-occupation is an option. Note that salvage teams may not under any circumstances enter an affected area until that area has been deemed safe by UAHPD, Facilities and Operations, and/or the Office of Environmental Health and Safety.

Identify a service restoration team. The service restoration team ensures those actions critical to restoration of full services are properly accomplished. In the event a facility can be re-occupied, the service restoration team activates standing contracts for facility clean-up or repair. The service restoration team prioritizes establishment of utility, communications, data processing, supply delivery and storage services. Additionally, the service restoration team ensures revenue collection and accounting activities (where applicable) are properly established. In the event a facility cannot be re-occupied, the service restoration team determines what replacement facilities and equipment purchases are required to restore full services. The service restoration will work closely with the University Risk Management office in beginning cost recovery efforts and business continuity insurance claims (if applicable).

Identify a mitigation team. The mitigation team works to capture all lessons learned during the event and to formulate policies and procedures to minimize or avoid reoccurrence of the incident.

These and any other addendums/annexes to your continuity plan should be uploaded as document attachments to your plan(s) in **Charger Ready**.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

**The University of Alabama in Huntsville
Emergency Management Plan**

ANNEX D

Emergency Operations Centers

I. General

In the event of an emergency incident on UAH's campus, one or more Emergency Operations Centers (EOC) will be activated.

The Incident Command staff and the Emergency Management Operations Group (EMOG) will assemble in and coordinate response efforts from one or more of these locations.

The Incident Commander will be responsible for directing EOC operations and personnel. EMOG members will function in an advisory capacity to the Incident Commander and will serve as liaison between the Incident Commander and the Policy Group and/or university president.

The Facilities and Operations division shall identify, stock, and equip primary and alternate on-campus facilities that may be used as EOCs. Additionally, in the event that campus locations are inaccessible or have the potential for being rendered inaccessible, Facilities and Operations shall identify and secure off-campus location(s) for use as temporary Emergency Operations Centers.

II. Emergency Operations Center Management

Building Security and Access

Access to active Emergency Operations Centers will be limited to members of the Incident Command staff and activated Emergency Operations Management Group members. These personnel will carry and openly display official identification badges or vests.

Authorized visitors may be signed in by ICS general and command staff and/or EMOG members. Visitors will be issued "Visitor" badges which they will openly display when entering and while in the Emergency Operations Center.

For large-scale EOC activation, members of the UAHPD may be utilized to provide security for the EOC, and as needed, will establish a security checkpoint outside the facility and/or room.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE EMERGENCY MANAGEMENT PLAN

The Incident Commander shall have the authority to allocate nearby rooms and offices if additional space is required due to the nature or magnitude of the activating event(s).

EOC Authorized Personnel Identification

The following identification methods shall be utilized for identifying personnel who are authorized to access the EOC:

- Incident Command System Command Staff (Incident Commander, Liaison Officer, Safety Officer, Public Information Officer): Orange reflective vests with ICS position title displayed in not less than 3-inch lettering
- Incident Command System General Staff (Operations Chief, Planning Chief, Logistics Chief, Finance/Administration Chief): Orange reflective vests with ICS position title displayed in not less than 3-inch lettering
- EMOG Members: Photo ID card with "UAH EMOG" on front and back of card
- ICS Command, General, and Support Staff(all): Photo ID card with "UAH Emergency Management Staff" on front and back of card
 - **Note: The Charger Card system could possibly be utilized to create these cards. Actual Charger cards could substitute for photo ID in early response and recovery efforts.**
- Visitors: Visitor ID card with "VISITOR UAH EOC" on front and back of card.

Daily authorized personnel lists should be provided to UAHPD and any other personnel to whom the Incident Commander delegates security responsibilities.

Emergency Operations Center Equipment

To support effective emergency operations, the Emergency Operations Center(s) shall be equipped as follows:

- Tables and chairs to accommodate 10-15 persons
- Reserve seating and tables for up to five (5) visitors
- Minimum of two (2) paper flip charts with stands
- Minimum of one (1) whiteboard with two sets of dry erase markers (multiple colors) and two erasers per board. Board(s) should be a minimum of 4' x 6' in size.
- Writing materials, tape, staplers, and three-ring binders for each team member
- Fax and photocopier
- Minimum of two (2) printers with network connection
- Radio communications equipment for use contacting UAHPD department
 - Interoperable communications equipment capable of interfacing with local responders during a multi-organizational response effort is recommended
- Minimum of 500 call log sheets
- Emergency weather radio with charged batteries

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

- The room(s) used for EOC operations should have emergency lighting installed
- Minimum two (2) four drawer file cabinets
- Computer connections to both the University system and to the Internet (minimum of 10 connection points)
 - Wireless access is acceptable, but provisions for both LAN and wireless should be made
- Computer equipment for each member of the ICS staff and the EMOG (computer, monitor, keyboard, mouse) with connection to a printer (local or networked)
 - Laptop computers are recommended in the interest of lesser space requirements and portability
 - Members of the ICS staff and EMOG having access to laptop equipment issued to them as part of their normal duties should plan to use that equipment
 - Such equipment should be maintained in a state of readiness for incorporation into the EOC network (wireless networking and/or LAN capability required)
 - The Incident Commander has the authority to request and obtain necessary computer equipment from nearby offices whose work is not essential to the emergency response and/or recovery efforts
- Minimum two (2) cases of 12 ounce bottled water
- In the event the EOC is established in a remote location (due to nature or magnitude of an event), portable toilet facilities should be furnished

Support Staff

While access to the EOC should be controlled at all times, and the number of non-critical personnel within the EOC limited, it is recognized that members of the Incident Command staff and/or EMOG may require the assistance of support staff. If the Logistics position of the ICS general staff is activated, it shall be that position's responsibility to identify and activate the appropriate personnel resources. In the event the Logistics position is not activated, the Incident Commander or his/her designee shall identify and activate the appropriate personnel resources.

Support Materials

The following support materials should be readily available to the EOC:

- One current copy of every Departmental Building Emergency Action Plan
- One current copy of the University level Emergency Management Plan, including all annexes and appendices
- One large campus map, showing structures, roadways, and elevations
- One set of building plans for each structure on campus
- One set of utilities plans for the entire campus, to include: electrical, water, steam, storm and sanitary sewer lines

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

These documents and items shall be maintained in the following locations, and upon activation of the EOC shall be made available for immediate distribution upon request from the EOC:

- UAHPD (hard copy and electronic formats)
- Facilities and Operations Administration (hard copy and electronic formats)
- Library (hard copy and electronic formats)
- Off-site location (**to be identified as the planning progresses**)

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

ANNEX E

Behavioral Evaluation and Threat Assessment Policy

[Insert BETA Policy]

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN
ANNEX F – Communicable Disease Policy

Communicable Disease Policy
August 23, 2011

I. Introduction

- A. Purpose. The purpose of this policy is to establish guidelines for the effective and appropriate management of issues relating to communicable diseases affecting members of the campus community at The University of Alabama in Huntsville (“UAH” or the “University”).
- B. Scope of Policy. A communicable disease is any disease that can be transmitted from one individual directly to another individual. This policy is concerned only with those communicable diseases that pose a significant threat to the life or health of others, and all references to “communicable diseases” herein are to be understood as having that more restricted meaning.
- C. Applicability. This policy applies to all University students (including those enrolled in Continuing Education classes), faculty and staff employees (whether part-time or full-time), and all on-site contract workers.

II. General Policy

- A. Basis for University Actions. In dealing with the presence on campus of one or more individuals with a communicable disease, the University will seek to protect the rights, safety, and well-being of the University community at large as well as individuals within that community. In its actions, the University will be guided by medical advice that is current and well-informed and by the circumstances presented by each case. The University is also committed to complying with the federal and state laws, such as the Americans with Disabilities Act, the Rehabilitation Act of 1973, the Family and Medical Leave Act, etc., regarding rights of individuals with a communicable disease, including the right not to be subjected to unlawful discrimination.
- B. Other University Policies. This policy will be interpreted and implemented in a manner that is consistent with applicable University student and employment policies regarding illness and disability.
- C. Information Sharing. When a communicable disease threat has been identified, the University will develop and maintain educational programs and outreach to provide students, faculty, and staff employee’s information about communicable diseases to which they may be at risk. These programs and outreach will endeavor to utilize the most current medical and scientific information available, and they will address both contagion information and prevention measures.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN
ANNEX F – Communicable Disease Policy

- D. Testing and Medical Care Resources. The University will identify and provide information to the campus community about sources of competent and confidential testing for communicable diseases, as well as for counseling. The University will further identify sources of qualified medical care for communicable diseases and encourage those with such diseases to utilize such sources.
- E. Individualized Approach. Decisions involving students or employees with communicable diseases will be made on a case-by-case basis, taking into account the medical facts presented as well as the need to maintain confidentiality and to serve the best interests of all parties involved.
- F. Implementation Responsibility. Responsibility for the implementation of this policy will jointly rest with the Dean of Students/Associate Vice President for Student Affairs and the Department of Human Resources.

III. Specific Policies

- A. U.S. Public Health Service - Safety Guidelines. The University will widely publicize and carefully observe safety guidelines (such as “universal precautions) established by the U.S. Public Health Service for the handling of blood and other body fluids and secretions in all health care facilities maintained by the University and in other institutional contexts in which such fluids or secretions may be encountered (e.g., teaching and laboratory facilities). All students, faculty, and staff employees must use appropriate barrier precautions to prevent skin and mucous- membrane contact with blood and other body fluids of any person.
- B. Prevention. An effective measure to prevent the contracting of communicable diseases is to maintain appropriate immunizations and vaccinations. The University requires incoming students to have completed all immunizations and to be aware of the availability of additional optional vaccines. The University’s Immunization Policy delineates all required vaccinations. The University will further publicize and, where feasible, assist with the administration of other immunizations and vaccines for members of the campus community.
- C. Testing - International Students. All new international students (foreign-born, non- United States citizens who are not permanent residents) admitted and enrolled for on-campus coursework must be tested for tuberculosis before the first semester of attendance at the University. A student testing positive for tuberculosis will be required to submit to further tests, and, if a tuberculosis condition is confirmed by these tests, the student will be subject to the imposition of appropriate restrictions, as provided for in subparagraph III.H.2 below, to protect the health of other students.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN
ANNEX F – Communicable Disease Policy

- D. Confidentiality. All medical information about an individual will be treated as private and confidential and will be handled in compliance with legal requirements and professional ethical standards.
1. The University will implement and maintain procedural safeguards to protect the privacy interests of persons in the campus community who have a communicable disease.
 2. The University will not disclose the identity of any employee or student who has a communicable disease, except as authorized or required by law, as may be necessary, on a “need to know” basis, for the administration of this policy, and as is consistent with the guidelines included in the American College Health Association's Recommended Standards and Practices for a College Health Program (4th edition), which provides, in part, as follows: “In general, it is recommended that no specified or detailed information concerning complaints or diagnosis be provided to faculty, administrators, parents or relative, without the expressed written consent of the patient in each case.”
- E. Reporting Requirements. The University will comply with legal requirements regarding the reporting of communicable diseases. See § 22-11A-1 et seq., Alabama Code (1975, as amended) regarding the reporting of notifiable diseases and health conditions and Alabama Department of Public Health, Rule 420-4-1 Appendix I - Alabama Notifiable Diseases/Conditions.
- F. Notification.
1. Any person who has reasonable evidence to believe that a member of the campus community (a student, faculty, and/or staff employee) has a communicable disease that could potentially pose a significant threat to the health of others will report that information to the Dean of Students or another member of the Communicable Diseases Management Team. This duty to report applies to the infected individual as well.
 2. Upon receiving such a report, the Dean of Students will transmit the information to the chair of the Communicable Diseases Management Team.
- G. Infected Individual - Responsible Action. A UAH individual who knows, or has reason to believe, he or she has a communicable disease is expected to obtain expert medical advice about the known or suspected health condition and, if indicated, to obtain follow-up treatment. Such individual is obligated, ethically and legally, to conduct himself/herself responsibly in

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN
ANNEX F – Communicable Disease Policy

light of such knowledge, so as to protect other members of the University community.

H. Infected Individuals - Restrictions.

1. A UAH employee who, based on a diagnosis, is known to have or, based on reasonable evidence, is suspected of having a communicable disease may be excluded from the workplace and required to take sick leave (and/or other available leave) until a written statement from the employee's physician, as described in paragraph III.I below, is provided.
 2. A UAH student who, based on a diagnosis, is known to have or, based on reasonable evidence, is suspected of having a communicable disease may be subjected to certain limitations until a written statement from the student's physician. Such limitations may include restricting the student from attending classes, obtaining meals in UAH dining facilities, living in campus residence facilities, etc.
 3. Such limitations must be based on a medically-confirmed diagnosis of a communicable disease and a medical judgment that the limitations are necessary for the health or welfare of the infected individual (e.g., a student requires care that cannot reasonably be provided in the University housing setting) and/or the health or welfare of other members of the University community (e.g., an employee is contagious or is demonstrating behaviors that are inappropriate in the workplace and cannot be reasonably accommodated).
- I. Return to Work or School. Before limitations imposed on an individual employee or student who has been diagnosed as having a communicable disease can be removed, the individual must present a written statement from the attending physician or primary care provider indicating that the individual is no longer infectious and, as of a specified date, is able to return to work and carry out the essential functions of the job (in the case of an employee) or is able to return to and carry out normal academic and campus activities (in the case of a student).

IV. Communicable Diseases Management Team (CDMT)

- A. Reporting Line and Membership. The CDMT will report to the President of the University during normal University operations. The CDMT will report to the designated University Incident Commander in the event the University's Emergency Management Operations Group has been activated as a result of a communicable disease threat. It will be composed of regular members, who will participate on an ongoing basis with respect to general committee activities and functions, and ad hoc

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN
ANNEX F – Communicable Disease Policy

members, who will be added to the committee as needed to assist with committee functions and activities in addressing a specific communicable disease case:

1. Regular members:

- Dean of Students/Associate Vice President for Student Affairs
- A medical professional from the Student Health Center, appointed by the Dean of Students
- A medical professional from the Faculty/Staff Clinic, appointed by the Dean of the College of Nursing
- Director of the Counseling Center
- An attorney from the UAH Office of Counsel, appointed by the University Counsel
- Director of Public Affairs
- Chief of Police
- Director, Environmental Health and Safety

2. Ad hoc members:

- Assistant Vice President for Human Resources (if any staff member could be affected)
- A member of the Faculty Senate or designee (if any faculty member could be affected)
- Director of University Housing (if a student is involved and he/she lives on v campus)
- Director of Athletics (if student athlete is involved)
- Emergency Management Coordinator (if coordination/liaison with community emergency management/response is required)

B. Chair. The President will appoint the chair of the CDMT. The Chair will, together and in coordination with the Director of Public Affairs, serve as the University spokes-person to the public for all matters relating to the management of a campus situation involving a communicable disease.

C. Duties. The CDMT will have the following functions and responsibilities:

1. Receive information about individuals within the UAH community who have, or who are suspected of having, a communicable disease, or about a situation in which there is a significant risk of infection of members of the campus community.
2. If appropriate under the circumstances, investigate the potential source of the disease, so as to identify campus members who may have been or may be exposed.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN
ANNEX F – Communicable Disease Policy

3. Be informed about developments concerning the particular communicable disease and the medical, biological, legal, financial, and public relations facts and issues that are pertinent to the disease and the situation presented to the University.
4. Obtain the most current recommendations about the management and prevention of the spread of the disease and, if appropriate, request vaccines and/or medications. Request additional professional and clerical assistance if deemed necessary.
5. Advise and make recommendations to the University, as appropriate, concerning educational programs and prevention measures relating to the communicable disease that may be undertaken by the University for the benefit of the campus community. If deemed appropriate under the circumstances, provide education to the campus community about how to identify and report any signs and symptoms of the disease.
6. Advise and make recommendations to the University, as necessary and appropriate and where legally permitted, to protect the health of other members of the University community who may be at risk from the infected individual and to protect the legal rights of the known or suspected infected individual. This may include the identification of recommended restrictions to be imposed on the known or suspected infected individual and the removal of such restrictions.
7. Provide information and education about the disease, to the extent deemed necessary and consistent with confidentiality considerations, to co-workers, roommates, classmates, etc. of the infected individual.
8. Assure that a person who is known or suspected to have a communicable disease is encouraged to seek appropriate medical treatment and counseling.
9. Notify the Alabama Public Health Department about the disease, if it is listed in Alabama Department of Public Health, Rule 420-4-1 Appendix I - Alabama Notifiable Diseases/Conditions.
10. Advise and make recommendations to the University regarding the communication of information to the public and the media.
11. Coordinate with appropriate city, county, and state officials regarding screening for, reporting, and management of communicable diseases. With respect to a specific case, the committee may seek the latest recommendation about ways to manage and prevent the spread the communicable disease, may request appropriate vaccines and/or

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN
ANNEX F – Communicable Disease Policy

medications, and may request additional professional and clerical assistance, if deemed necessary.

V. Annual Review of Policy

A. Annual Review. This policy will be reviewed annually by the CDMT, or more frequently if organization or situational changes warrant.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN
ANNEX G – Severe Weather Operations Plan

I. Emergency Operations Center (EOC)

- A. The UAH primary severe weather EOC shall be the UAH Police Department (UAHPD) operations center. This facility is staffed 24/7/365 and has redundant telephone line connections, campus CCTV monitoring equipment, access to local television broadcasts, NOAA weather alert radio, local National Weather Service (NWS) 800MHz broadcasts, and NWS internet radar and weather forecasting products. UAHPD also monitors data posted via WebEOC by the Huntsville-Madison County Emergency Management Agency (EMA). UAHPD is located in the Intermodal Facility (IMF) which has backup generators. UAHPD dispatchers are trained to activate the UAlert system.
- B. The UAH secondary severe weather EOC shall be the conference room in the Physical Plant Building.
- C. When severe weather is forecast and time and conditions permit, UAH will send a representative (the Emergency Management Coordinator [EMC] or another person as assigned by the Assistant Vice President for Facilities and Operations) to the EMA EOC prior to arrival of storm fronts to monitor conditions and provide two-way communications between UAH and EMA.

II. Severe Weather Watches

- A. The severe weather EOC will begin monitoring weather conditions as soon as a tornado watch or severe thunderstorm watch for the area in which UAH is located is issued by the National Weather Service. The following procedures shall be followed once a tornado watch or severe thunderstorm watch is issued:
 - 1. The NOAA weather radio shall be checked for operability;
 - 2. NWS radar and forecasting products shall be brought up on one of the overhead monitors.
 - 3. Local television broadcast(s) shall be brought up on the operations center overhead television and on the operations center conference room television.
- B. The EMC shall begin monitoring weather conditions and be prepared to travel to the EMA EOC prior to the arrival of the severe weather.
- C. Trained storm spotters in Facilities, Housing, and UAHPD will be alerted via phone and text messaging at the onset of a severe weather watch. They will be activated when conditions indicate that severe weather poses an imminent threat to the campus.
 - 1. Storm spotters will be trained annually in the NWS SKYWARN storm spotter program;
 - 2. Spotters will report observed threats immediately to UAHPD.

Note: In the event that no storm watch existed prior to a warning, storm spotters will be activated by UAHPD immediately upon issuance of a tornado warning that includes the geographic area of the campus.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN
ANNEX G – Severe Weather Operations Plan

- D. The University will issue a campus-wide email alerting students and employees of the potential for severe weather and advising them to be alert to changing weather conditions when either a Severe Thunderstorm or Tornado Watch is issued.

III. Severe Weather Warnings

- A. Tornado Warning – UAHPD will issue a tornado warning UAlert immediately upon one of the following:
 - 1. Issuance of a tornado warning by the National Weather Service for the geographic area that includes the UAH campus;
 - 2. Activation of the campus tornado warning (civil defense) sirens by EMA;
 - 3. Direct observation and report by a trained campus storm spotter or UAHPD officer that a funnel cloud has been spotted in the immediate vicinity of the campus.

Note: In the event that no storm watch existed prior to a warning, storm spotters will be activated by UAHPD immediately upon issuance of a tornado warning that includes the geographic area of the campus.

- B. Severe thunderstorm/Winter Weather Warning **: When the campus geographic area is included in a severe thunderstorm/winter weather warning the University shall issue a campus-wide e-mail alerting students and employees to be alert for severe weather and to be prepared to quickly seek shelter.

** Winter weather warnings are the following NWS weather products: winter storm warning, ice storm warning, and blizzard warning.

Storm spotters, if not already activated at the time a warning is issued, will be activated immediately upon issuance of a severe thunderstorm warning that includes the geographic area of the campus.

IV. Reporting Storm Damage

- A. Storm damage on campus shall be reported immediately to UAHPD at (256) 824-6911. UAHPD will secure the damage area and contact appropriate Facilities Maintenance personnel to assess the damage.
- B. Storm damage will be reported by UAHPD to the Huntsville-Madison County EMA and to the National Weather Service office on the UAH campus.

V. Storm Spotter Training

- A. UAH will ensure that storm spotters are trained annually and are available in UAHPD, University Housing, and Facilities.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN
ANNEX G – Severe Weather Operations Plan

- B. Training will be provided annually through the National Weather Service SKYWARN program, and all UAH storm spotters shall be required to be recertified annually.
- C. Storm spotter training classes will be open to the UAH community as space and class sizes permit.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN
ANNEX H – Bomb Threat Plan



Bomb Threat Plan



Annex H of the UAH Emergency Management Plan

Revised September 2012

**UAH Emergency Management Plan
Annex H - Bomb Threat Plan**

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**UAH Emergency Management Plan
Annex H - Bomb Threat Plan**

TABLE OF CONTENTS

Chapter 1: Introduction	7
Chapter 2: Receiving Bomb Threats	8
2.1. Types of Bomb Threats	8
2.2. Phoned Threats	8
2.3. Written Threats	8
2.4. E-Mailed Threat	9
2.5. Verbal Threat	9
2.6. Social Media	10
2.7. Rumor	10
2.8. UAH Bomb Threat Card	11
Chapter 3: Evacuation	12
3.1. Building Evacuations	12
3.2. Things That Should Not Be Done	12
3.3. Things That Should Be Done	13
Chapter 4: Suspicious Packages	15
4.1. Public Awareness	15
4.2. Handling the Package or Letter	17
Chapter 5: Response Protocols	18

**UAH Emergency Management Plan
Annex H - Bomb Threat Plan**

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UAH Emergency Management Plan Annex H - Bomb Threat Plan

This Plan is maintained by the UAH Office of Emergency Preparedness, a unit within Facilities and Operations. Any concerns or questions can and should be forwarded to:

Emergency Management Coordinator
Office of Emergency Preparedness
Phone: (256) 824-6875

Departments Responsible for this plan:

- Facilities and Operations
- UAH Police Department (UAHPD)
- Office of Emergency Preparedness

Pages:

- 18

Distribution:

- Office of Emergency Preparedness
- UAH Police Department (UAHPD)
- General Distribution

Notes:

This plan is included as Annex H in the UAH Emergency Management Plan (EMP), General Edition.

Related Documents:

- UAH Emergency Management Plan
- UAH Emergency Procedures Handbook
- UAH Building Emergency Action Plan (Building-specific. Consult with your supervisor to obtain a copy for the building(s) you regularly work in or visit)

**UAH Emergency Management Plan
Annex H - Bomb Threat Plan**

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**UAH Emergency Management Plan
Annex H - Bomb Threat Plan**

CHAPTER 1: INTRODUCTION

- 1.1. The University of Alabama in Huntsville makes safety for faculty, staff, students, and visitors a top priority. In the aftermath of school-related incidents, school administrators have been encouraged to conduct comprehensive security initiatives within their universities. One of the components of the UAH Emergency Management Plan is the Bomb Threat Plan. A bomb is any device capable of producing damage to material, and injury or death to personnel, when detonated. A bomb may be "incendiary," causing fire-producing heat and little explosion; "explosive," causing damage by fragmentation, heat, and blast wave; or "dirty," causing a release of radiological material.
- 1.2. Homemade bombs are commonly referred to as improvised explosive devices (IED) and can vary in size, shape, and material. Homemade car bombs are commonly referred to as vehicle-borne improvised explosive devices (VBIED) and occur when IEDs are placed inside a vehicle. The term "device" is utilized throughout this plan to replace the term "bomb" when appropriate.
- 1.3. In most cases, bomb threats are designed to disrupt the normal business operations of the institution.
- 1.4. All bomb threats will be taken seriously. The UAH Police Department (UAHPD) will determine the appropriate course of action on a case-by-case basis in light of all available facts and in consultation with University administrators as circumstances allow.
- 1.5. This plan has been created as a precautionary measure and predefined guidance to deal with bomb threats and suspicious devices or packages.

**UAH Emergency Management Plan
Annex H - Bomb Threat Plan**

CHAPTER 2: RECEIVING BOMB THREATS

2.1. Types of Bomb Threats

- 2.1.1. A bomb threat may be received in a number of ways. A threat may be delivered via telephone, written message, electronic means (e-mail, social media), or in person, the first being the most frequently used method.
- 2.1.2. When receiving a threat, pay careful attention to any pertinent details. The person making a warning or threatening call could reveal enough information about himself or herself so that the recipient could later identify them.

2.2. Phoned Threats

- 2.2.1. If you receive a phoned-in threat:
 - 2.2.1.1. Start a recording device, if one is available, or note the caller I.D. number, if available.
 - 2.2.1.2. Signal another staff member to call **911** and then monitor the conversation, if possible.
 - 2.2.1.3. Transcribe the threat.
 - 2.2.1.4. Fill out as much of the UAH Bomb Threat Card (page 10) as possible, including responses to detailed questions.
 - 2.2.1.5. When the caller hangs up, **DO NOT HANG UP THE PHONE.** Leave the line open. Hanging up the phone may trigger the device.
 - 2.2.1.6. Complete any unanswered questions on the UAH Bomb Threat Call Checklist.
 - 2.2.1.7. Be available after the call for the UAHPD and the Crisis Response Team to interview you.

2.3. Written Threats

- 2.3.1. If you receive a written threat:
 - 2.3.1.1. Handle the item as little as possible.
 - 2.3.1.2. Notify UAHPD at (256) 824-6911 or dial **911**. (Note: dialing 911 will connect you with the Madison County 911 Center who will then convey the message to UAHPD.)

**UAH Emergency Management Plan
Annex H - Bomb Threat Plan**

2.3.1.3. Note where the item was found, the date and time you found the item, any situations or conditions surrounding the discovery, and any other person who may have seen the threat.

2.4. E-mailed Threat

2.4.1. If you receive an e-mailed threat:

2.4.1.1. Notify UAHPD at (256) 824-6911 or dial **911**. (Note: dialing 911 will connect you with the Madison County 911 Center who will then convey the message to UAHPD.)

2.4.1.2. Print, photograph, or copy down the message. Include the header of the e-mail.

2.4.1.3. Save the e-mail, if you know how to do so.

2.4.1.4. Leave the e-mail open until assistance arrives.

2.5. Verbal Threat

2.5.1. If you receive a verbal threat:

2.5.1.1. Project calmness; move and speak slowly, quietly, and confidently.

2.5.1.2. Notify the UAHPD at (256) 824-6911 or dial **911** as soon as you can safely do so.

2.5.1.3. Note the description of the person who made the threat:

- 2.5.1.3.1. Name, if you know the caller or if he/she gave you one;
- 2.5.1.3.2. Vocal distinguishers;
- 2.5.1.3.3. Sex;
- 2.5.1.3.4. Type and color of clothing;
- 2.5.1.3.5. Body size and height;
- 2.5.1.3.6. Hair, eye, and skin color; or
- 2.5.1.3.7. Distinguishing features.

2.5.1.4. Write down the threat exactly as it was communicated to you:

- 2.5.1.4.1. Exact wording;
- 2.5.1.4.2. Who made the threat;
- 2.5.1.4.3. The date and time of the threat; and
- 2.5.1.4.4. Where the person who made the threat is now, if known.

2.5.1.5. Note the direction in which the person who made the threat leaves, and report to the UAHPD at (256) 824-6911 or dial **911** to reach Madison County 911 Center.

**UAH Emergency Management Plan
Annex H - Bomb Threat Plan**

2.6. Social Media

2.6.1. Due to the overwhelming use of social media as primary means of communication, bomb threats may be made by utilizing social media applications such as Facebook or Twitter. If you see a threat made through social media:

2.6.1.1. Report it to UAHPD at (256) 824-6911 or dial **911** to reach the Madison County 911 Center.

2.6.1.2. Note the name of the person making the threat and the application they used to make it.

2.6.1.3. Record the exact wording of the threat as it was posted.

2.6.1.4. Take a screen shot of the computer if possible to provide to the UAHPD.

2.7. Rumor

2.7.1. If you overhear a rumor about a bomb threat or planned attack, write down exactly what you heard, from whom you heard it, and then report the rumor to UAHPD at (256) 824-6911 or dial **911** to reach the Madison County 911 Center.

**UAH Emergency Management Plan
Annex H - Bomb Threat Plan**

2.8 UAH Bomb Threat Call Checklist

<p align="center"><u>Questions To Ask:</u></p> <p>1. When is the bomb going to explode? _____</p> <p>2. Where is the bomb located? _____</p> <p>3. What does it look like? _____</p> <p>4. What kind of bomb is it? _____</p> <p>5. What will cause it to explode? _____</p> <p>6. Did you place the bomb? _____</p> <p>7. Why? _____</p> <p>8. What is your address? _____</p> <p>9. What is your name? _____</p>																											
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<p>- DO NOT HANG UP THE PHONE</p> <p>- Call 911 from another phone at a safe distance</p> <p>- DO NOT touch any switches or buttons (lights, computer, etc.)</p> <p>- DO NOT use a cellular phone to dial 9-1-1, unless absolutely necessary</p>																											

**UAH Emergency Management Plan
Annex H - Bomb Threat Plan**

CHAPTER 3: EVACUATION

3.1. Building Evacuations

- 3.1.1. A senior university official will be responsible for ordering the evacuation of the building after consultation with the UAHPD supervising officer. In the event that time is of the essence, the UAHPD supervising officer may order an evacuation.
- 3.1.2. All evacuations should be conducted in a calm and orderly manner according to the Building Evacuation procedures in the UAH Emergency Handbook and the appropriate Building Emergency Action Plan. First responders may provide additional specific instructions on how and where to evacuate. **Directions from first responders supersede all other procedures and written instructions.**
- 3.1.3. Emergency personnel and designated University officials, including building coordinators and floor captains identified in Building Emergency Action Plans will facilitate evacuation. Emergency personnel will notify individuals when reentry to the building can be made. There is no specified time limit for when students and faculty will be permitted back into the isolated area. This will depend solely upon the information received and the results of the investigation by public safety authorities.

3.2. Things that Should Not be Done

- 3.2.1. Any one of the following events could trigger an explosive device:
 - 3.2.1.1. DO NOT handle any device, or suspected device, or suspicious packages.
 - 3.2.1.2. DO NOT allow any faculty, staff, students or visitors access to, or near, the proximity of a device or suspicious package.
 - 3.2.1.3. DO NOT move the device or enclose it to minimize effects of an explosion.
 - 3.2.1.4. DO NOT use cellular telephones near the device or suspicious package.
 - 3.2.1.5. DO NOT pull the fire alarms to evacuate any buildings, unless specifically directed to do so by emergency personnel. This may trigger the device.
 - 3.2.1.6. If a device is inside a container, DO NOT open the container.









**UAH Emergency Management Plan
Annex H - Bomb Threat Plan**

3.3. Things that Should be Done

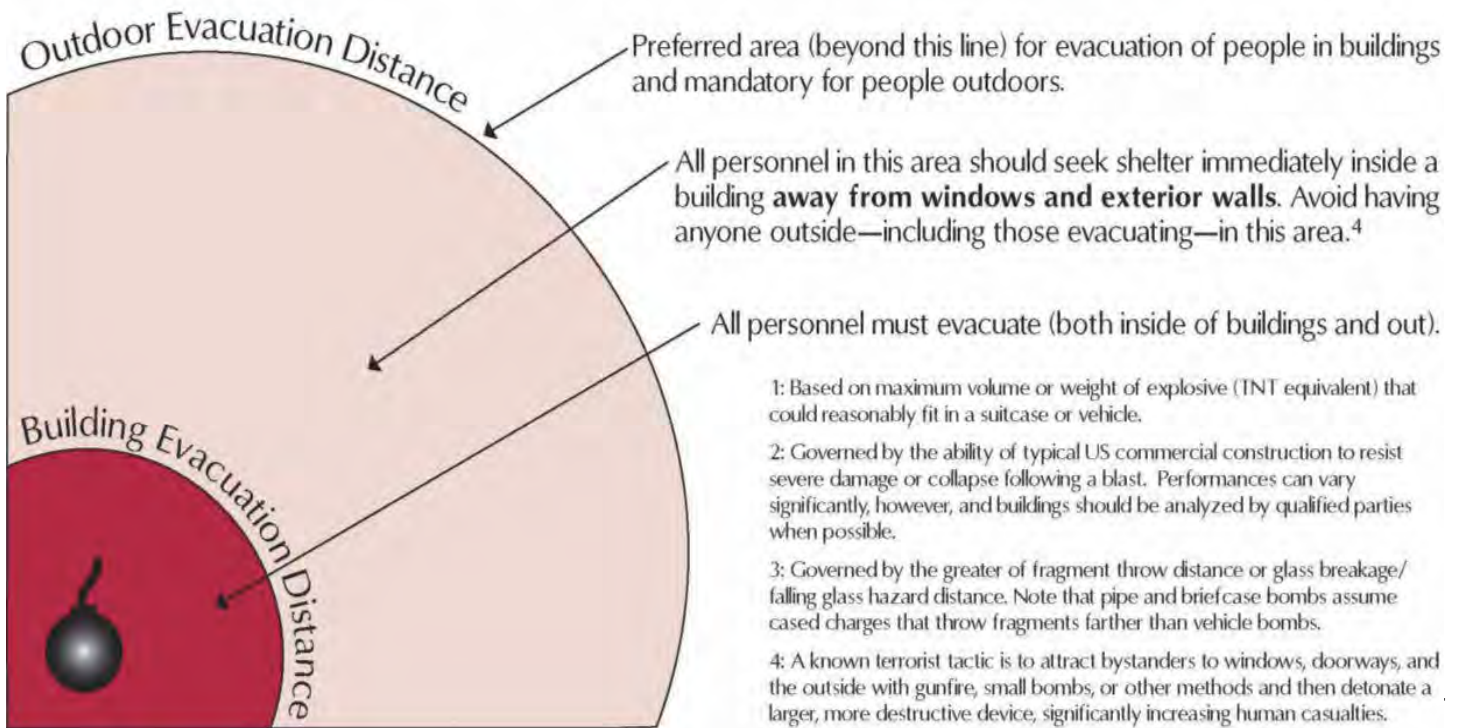
- 3.3.1. Student and employee rosters should be kept current.
- 3.3.2. Any and all media inquiries should go through the UAH Office of Public Affairs.
- 3.3.3. The UAH populous will be notified via UAlert in the event such notification is necessary. UAH Police or another authorized University official will be responsible for issuing appropriate emergency alerts.
- 3.3.4. The National Counterterrorism Center advises the following distances in the event of an evacuation:

**UAH Emergency Management Plan
Annex H - Bomb Threat Plan**

Bomb Threat Stand-Off Distances

Threat Description		Explosives Capacity ¹ (TNT Equivalent)	Building Evacuation Distance ²	Outdoor Evacuation Distance ³
	Pipe Bomb	5 LBS/ 2.3 KG	70 FT/ 21 M	850 FT/ 259 M
	Briefcase/ Suitcase Bomb	50 LBS/ 23 KG	150 FT/ 46 M	1,850 FT/ 564 M
	Compact Sedan	500 LBS/ 227 KG	320 FT/ 98 M	1,500 FT/ 457 M
	Sedan	1,000 LBS/ 454 KG	400 FT/ 122 M	1,750 FT/ 533 M
	Passenger/ Cargo Van	4,000 LBS/ 1,814 KG	600 FT/ 183 M	2,750 FT/ 838 M
	Small Moving Van/ Delivery Truck	10,000 LBS/ 4,536 KG	860 FT/ 262 M	3,750 FT/ 1,143 M
	Moving Van/ Water Truck	30,000 LBS/ 13,608 KG	1,240 FT/ 378 M	6,500 FT/ 1,981 M
	Semi-Trailer	60,000 LBS/ 27,216 KG	1,500 FT/ 457 M	7,000 FT/ 2,134 M

This table is for general emergency planning only. A given building's vulnerability to explosions depends on its construction and composition. The data in these tables may not accurately reflect these variables. Some risk will remain for any persons closer than the Outdoor Evacuation Distance.

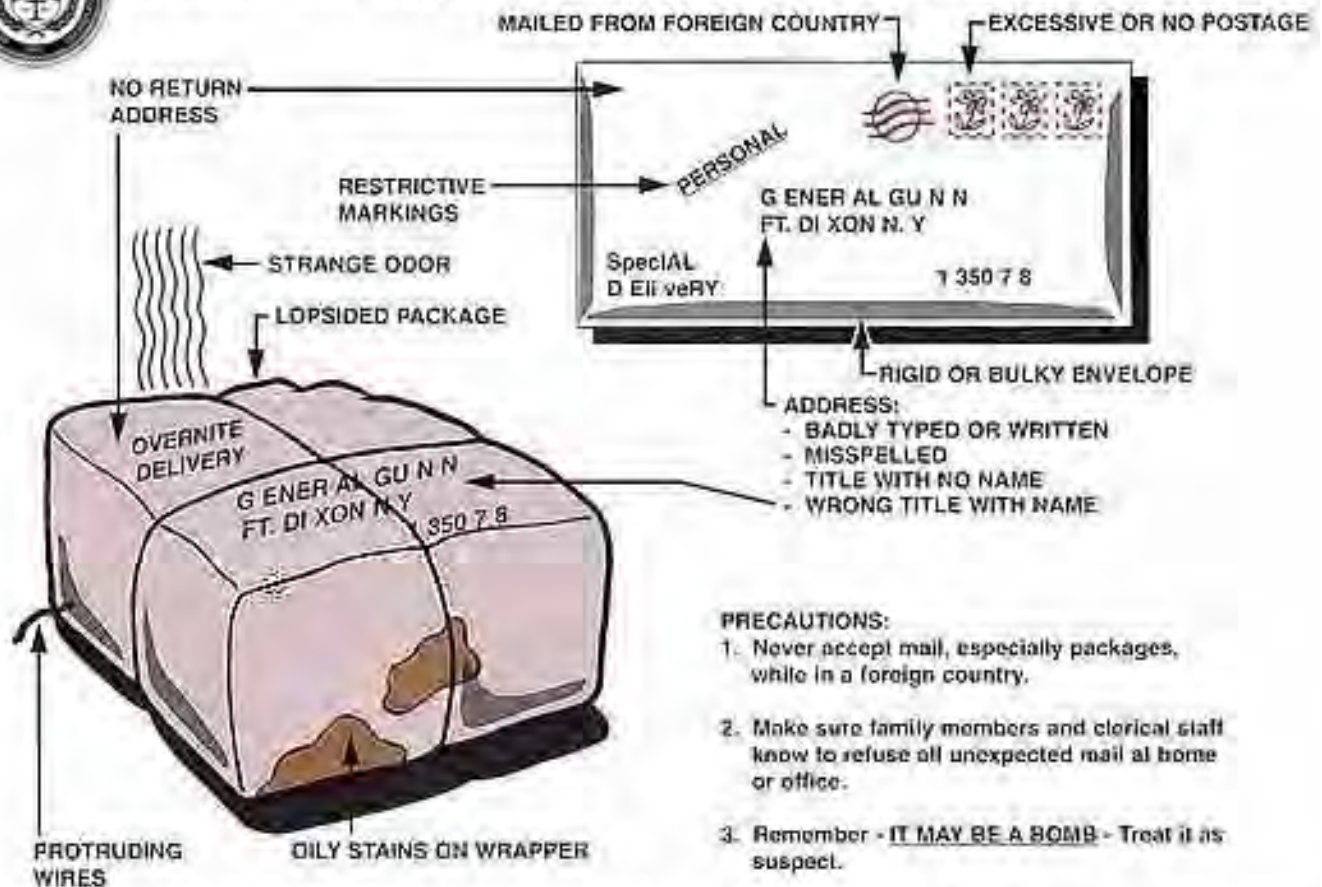


UAH Emergency Management Plan
Annex H - Bomb Threat Plan

Chapter 4: Suspicious Packages



WARNING! Suspect Letter and Package Indicators



FOR MORE INFORMATION ON BOMB SECURITY OR BOMB THREATS, CONTACT YOUR LOCAL ATF OFFICE.

ATF | 3324.1 (6/95)

Source: ATF website

4.1. Public Awareness

4.1.1. Public awareness of mail bombs has increased at all levels, including in university mailrooms and offices. The most important thing to remember when finding a suspicious package or letter is not to touch the item. You should clear the area immediately and notify the UAHPD at (256) 824-6911 or dial **911** to reach the Madison County 911 Center.

4.1.2. To apply proper safety procedures, it is important to know the type of mail normally received and look for the following:

4.1.2.1. Mail bombs come in letters, books, and packages of various sizes, shapes, and colors;

4.1.2.2. Letter texture may feel ridged, look uneven or lopsided, or feel bulkier than normal;

**UAH Emergency Management Plan
Annex H - Bomb Threat Plan**

- 4.1.2.3. Excessive amounts of postage may be present—often far more than needed;
 - 4.1.2.4. The sender is unknown or there is no return address;
 - 4.1.2.5. Handwritten notes appear, such as, “rush,” “personal,” or “private;”
 - 4.1.2.6. The addressee normally does not receive mail at the office;
 - 4.1.2.7. Cut or pasted homemade labels are used for lettering;
 - 4.1.2.8. The letter or package may emit an odor, have oily stains, or appear to have been disassembled and re-glued;
 - 4.1.2.9. Distorted or foreign writing is present;
 - 4.1.2.10. Resistance or even pressure is felt when trying to remove contents from the package;
 - 4.1.2.11. Several combinations of tape are used to secure the package;
 - 4.1.2.12. Contents of the parcel may slosh or sound like liquid; some packages may emit noises, such as ticking;
 - 4.1.2.13. The package or letter shows a city or state in the postmark that does not match the return address;
 - 4.1.2.14. The package or letter is marked Foreign Mail, Air Mail and Special Delivery;
 - 4.1.2.15. The package has protruding wires or aluminum foil;
 - 4.1.2.16. The package or letter has incorrect titles, or a title but no name;
or
 - 4.1.2.17. Misspellings of common words are present.
- 4.1.3. In addition to physical characteristics, consideration should also be given to the listed factors to help determine the likelihood of a threat:
- 4.1.3.1. Is there a common sense explanation to the letter?
 - 4.1.3.2. Have all reasonable explanations been exhausted?
- 4.1.4. If you are unable to allay your suspicions, call the UAHPD at **(256) 824-6911**, or dial **911** for emergency situations.

**UAH Emergency Management Plan
Annex H - Bomb Threat Plan**

4.2. Handling the Package or Letter

4.2.1. If the suspicious letter or package is unopened:

4.2.1.1. Do not open the package. Do not shake or empty the contents of any suspicious envelope or package. Immediately report the incident to the UAHPD.

4.2.1.2. Have everyone vacate the immediate area and close any door, or section off the area, to prevent others from entering.

4.2.1.3. Wash your hands with soap and water to prevent spreading any powder or other chemicals to your face.

4.2.1.4. List all individuals who handled, or were within close proximity to, the suspicious letter or package.

4.2.2. If the suspicious letter or package is opened:

4.2.2.1. **Do not panic.** Immediately report the incident to UAHPD at (256) 824-6911 or dial **911** to reach the Madison County 911 Center. Follow any instructions given to you by the dispatcher.

4.2.2.2. Do not try to clean up the substance. Cover the spilled contents immediately with anything (e.g., clothing, paper, trash can), and do not remove this cover.

4.2.2.3. Have everyone vacate the room and close any door, or section off the area, to prevent others from entering.

4.2.2.4. Wash your hands with soap and water to prevent spreading any of the substance to your face.

4.2.2.5. Remove heavily contaminated clothing as soon as possible, and place in a plastic bag or some other container that can be sealed. This clothing bag should be given to the emergency responders for proper handling.

4.2.2.6. Shower with soap and water as soon as possible. Do not use bleach or other disinfectants on your skin.

4.2.2.7. List all individuals who handled, or were within close proximity to, the suspicious letter or package, especially those who had actual contact with the substance.

Chapter 5: Response Protocols

NOTE: The information in this section is For Official Use Only (FOUO) and has been removed for security purposes. Please contact the UAH Office of Emergency Preparedness for additional information.

**UAH Emergency Management Plan
Annex J - Building Evacuation Plan**

I. PURPOSE

These procedures are to be used during any event that requires the evacuation of a building for a planned event or an actual incident. Planned events include both scheduled and unscheduled building evacuation drills. Actual incidents that may require a building evacuation include, but are not limited to: fire, hazardous materials spill, bomb threat, gas leak, or natural disaster such as earthquake.

II. BUILDING EVACUATION

A. When to Evacuate:

The following will result in the evacuation of a university building:

- Audio alarm
- Power failure – Laboratories must be evacuated, follow instructions as provided on UTILITY FAILURE tab of Emergency Procedures Handbook
- Natural disaster
- Man-made disaster
- Mechanical problems that are deemed a danger to the occupants
- Hazardous Chemical spill or gas leak
- Order of UAHPD or other Public Safety Officer

B. General Procedures

- Stay calm
- For fire evacuations, close but do not lock all doors and windows to help contain the fire
- Faculty and staff should direct students to the nearest emergency exit and inform them of the building assembly area to which they should report
- In the event you are not familiar with the evacuation route of your area, follow the nearest EXIT sign
- DO NOT use elevators
- Report to the designated assembly area and stay there until directed by law enforcement or fire officials that it is safe to leave or reenter the building
- Reenter the building only when directed by a fire department or law enforcement official
- All building occupants should evacuate
- Floor Captains should inform occupants who refuse to leave of the danger of staying in the building; the floor captains should report the individual(s) location to the emergency response personnel or Building Coordinator, whoever is seen first, immediately upon exiting the building
- **Mobility impaired persons on other than ground-level floors should proceed to the nearest enclosed stairwell or area of safe refuge and stay there.**
 - Keep doors to stairwells closed if possible.

UAH Emergency Management Plan Annex J - Building Evacuation Plan

- Stairwells are considered safe refuge areas in the event of fire and have a higher fire resistance rating.
- **Mobility impaired persons should, if possible, notify a Floor Captain, co-worker, supervisor, or instructor of their intended refuge location**
- Persons aware of the location of mobility impaired individuals remaining in the building should immediately notify emergency response personnel upon exiting the building

C. General Guidelines When Evacuating a Building

- Evacuate the building in a top-down fashion. Do not go upstairs to evacuate activity spaces
- Follow exit signs posted throughout the building if you are unfamiliar with evacuation routes
- Evacuate away from any affected area(s); use alternate routes if necessary

D. Building Evacuation Drills

University policy requires all building occupants to evacuate during evacuation drills. Evacuation drills are conducted to familiarize students, faculty, staff, and visitors with the sound of the building evacuation alarm, the location of emergency exits, evacuation procedures, and evacuation assembly points.

III. TERMS

- Building Coordinator - An individual cooperatively selected by representatives from each department/unit within a building as the primary emergency contact for that building. This position is responsible for assisting with implementation of the building emergency action plan(s). The Coordinator assists with the safe evacuation of the work area (with the assistance of floor captains), reports injuries and damage to first responders and the Emergency Operations Center, and assists with building-specific drills and exercises.
- Building Emergency Action Plan (BEAP) - An emergency response plan specific to each work area/building prepared by each campus department/unit in that area/building. The BEAP outlines various emergency responsibilities of faculty and staff, evacuation routes and assembly areas, emergency supplies, and emergency notification plans.
- Cordon – the perimeter established for an incident. Under normal circumstances, this perimeter should initially be at least 500 feet. The Incident Commander and Fire Command Staff may reduce or enlarge this as the situation dictates, which may require the evacuation of other facilities, given the nature of the incident.
- Floor Captains – those pre-designated UAH employees who are assigned and trained to assist with the safe and orderly evacuation of an area/floor of a building.
- Incident Commander (IC) – the person responsible for incident activities, including the development and implementation of strategic decisions and approving the

UAH Emergency Management Plan Annex J - Building Evacuation Plan

ordering and releasing of resources. For UAH, the on-duty UAHPD Officer will assume temporary command of the situation until relieved by a supervisor or the incident commander from an external response agency such as Huntsville Fire and Rescue. The IC will function as the liaison to and coordinate with responding fire, EMS, and other outside agency personnel as necessary.

IV. SCOPE AND TRAINING

Each floor of each building will have a minimum of one (1) primary and one (1) alternate Floor Captain. It is the responsibility of these individuals to be knowledgeable of this emergency plan, a copy of which will be provided to each person upon assignment to this position. These individuals will attend an initial training session, as well as annual refresher training, sponsored by the Office of Environmental Health and Safety and the Office of Emergency Preparedness.

The Building Coordinator and Floor Captains will have thorough knowledge of this plan. In addition, the on duty UAHPD officer(s) will have knowledge of this plan and notify their immediate supervisor immediately should the plan need to be implemented. These individuals have the primary responsibility for overseeing the implementation of this plan in the event of an actual emergency situation. In addition, these individuals will coordinate and oversee at least one evacuation drill annually per facility.

When feasible, all training and drills should be planned with and coordinated to include the participation of Huntsville Fire and Rescue. A copy of this plan will be provided to Huntsville Fire and Rescue.

V. ROLES AND RESPONSIBILITIES

A. Employees and Students

Employees and students will:

- Evacuate when instructed to do so by university officials, Fire Department or Law Enforcement personnel, or upon the activation of the fire alarm system.
- Evacuate in a calm and orderly fashion as outlined in section II.B. above.
- Proceed to the designated assembly area as directed.
- Keep clear of all emergency access routes and not interfere with or delay responding emergency personnel or vehicles.
- Remain clear of the incident area/building until directed by emergency personnel that the area is safe to reenter.
- Lock doors and remain in sheltered place during a lockdown event.
- Close doors and windows and block air vents during a shelter-in-place event

**UAH Emergency Management Plan
Annex J - Building Evacuation Plan**

B. Accounting for Personnel and Students

Some of the people listed for a building floor may not be in their area when an emergency develops. As such, it is the responsibility of all supervisors to be knowledgeable of these procedures and ensure that their floor is safely evacuated during an emergency. If a person is away from their area and an emergency develops they are to leave the building like anyone else. Do not attempt to reach your work area.

Each department should:

- maintain an up-to-date list of all employees
- Maintain copies of this list in a readily accessible location for someone evacuating the department
- Department heads or their designee should take a copy of the employee list with them to the designated evacuation location

Instructors should:

- Be familiar with exits from classrooms and labs where they teach
- Familiarize themselves with and able to provide direction to building evacuation locations
- Point out room exits, building evacuations routes, and emergency procedures to students at the beginning of each semester
- Maintain up-to-date class attendance rosters, and take a copy with them during an evacuation
- Be the last person out of the classroom or lab to ensure all students have left

It should be made clear that failure to leave the building during an evacuation is not only a violation of law; it is a violation of University of Alabama in Huntsville rules. For employees, failure to evacuate may result in disciplinary action, in addition to penalties prescribed by law, and may include the termination of employment. Students who fail to evacuate may also be subject to on-campus judicial disciplinary actions in addition to legal sanctions.

C. Floor Captains

Floor Captains will:

- Be familiar with the layout of their building's floor
- Know where exits are located as well as the primary and alternate evacuation routes for their floor/area.
- During a lockdown event, assist with securing doors, and providing direction to stakeholders while sheltering in place.
- During an evacuation, steer people to the nearest exit in an orderly fashion. Remember that panic is contagious; so remain calm.
- Ensure disabled individuals and persons with mobility impairments are evacuated using established procedures (see section VI. Evacuation

UAH Emergency Management Plan Annex J - Building Evacuation Plan

Procedures for Persons with Disabilities) or moved to a safe refuge location.

- Ensure that first aid kits located in their area of responsibility are taken to the evacuation staging area.
- Briefly check unlocked areas and rooms and close but do not lock doors and windows on their way out of the building. This may help slow down the spread of a fire.

Exception: FOR BOMB THREATS – open doors and windows to lessen damage in the event of a blast. This is opposite from a fire evacuation but important to remember! ALSO FOR BOMB THREATS – assign certain employees to conduct a quick office search for foreign or unfamiliar objects or packages. The employees know better what belongs and what does not belong in their office areas and will recognize objects out of place. Anything found is not to be touched and must be reported immediately to the on-scene emergency response Incident Commander and to the Building Coordinator.

- Meet in a designated spot, at least 500 feet from the building, and conduct a head count.
- Be sure to keep people/vehicles well clear of responding emergency personnel.
- Report to the Building Coordinator or to the emergency response Incident Commander, whoever is seen first, the following information:
 - That their area is clear,
 - a description of any damage or hazards observed,
 - if anyone is missing/unaccounted for, and
 - the location of injured or disabled, or mobility impaired that cannot be moved, if applicable.
- Assist with preventing people from reentering the building until a competent authority (fire or law enforcement personnel) gives the “all clear.” This includes assisting emergency personnel in maintaining a safe zone around the facility using verbal commands until relieved.
- Report any problems or observations noted to the emergency response Incident Commander and to the Building Coordinator. Examples may include: Any person who refuses to leave or is stubborn in their attitude about leaving.
- Receive the all clear from the Building Coordinator and relay to persons in your assembly area
- Following an evacuation, report to your Building Coordinator and the UAH Work Order Desk any safety deficiencies noted during the evacuation that need to be addressed such as: burnt out emergency lights, fire doors that do not activate, malfunctioning alarms or PA announcements, etc.

Floor Captains should NOT:

- Attempt to put out any fire unless they are trained to do so and the attempt is a reasonable thing to do.
- Physically remove anyone who refuses to leave the building. Instead, this must be reported to the Building Coordinator or emergency response

UAH Emergency Management Plan Annex J - Building Evacuation Plan

Incident Commander, whoever is seen first, along with the person's location in the building.

- Reenter the building to look for anyone known to be unaccounted for. Persons unaccounted for should be reported to the Building Coordinator or emergency response Incident Commander, whoever is seen first, along with where this person might be located inside the building.
- Conduct lengthy searches of rooms checking for people. (Floor Captains should not endanger themselves. In the event of fire or other imminent threat, evacuate immediately.)
- Allow anyone to use elevators unless directed by fire department personnel.
- Leave your designated assembly area except to report to the Incident Commander.

D. Building Coordinators

Building Coordinators will:

- Ensure all departments in the building for which you are responsible have developed Building Emergency Actions Plans (BEAPs)
- Be knowledgeable of procedures in this Plan and the UAH Emergency Management Plan
- Coordinate with OEHS and/or the Office of Emergency Preparedness and Floor Captains to conduct evacuation, shelter-in-place, and lockdown drills
- Serve as primary building liaison between the UAH EOC and/or on-site emergency responders
- Account for Floor Captains following an evacuation
- Receive information from Floor Captains regarding location(s) of mobility impaired persons and others remaining in building, and those unaccounted for
- Receive all-clear notices and other information from the on-scene incident commander (emergency response agency in charge)
- Relay all-clear for re-entry to Floor Captains
- Relay known information to the on-scene incident commander regarding mobility impaired persons and others remaining in building, and those unaccounted for
- Receive reports from Floor Captains on any safety deficiencies noted during an evacuation or drill
- Upon notification from emergency response officials, provide the all-clear to Floor Captains to reenter the building or provide notice of additional evacuation requirements or assembly area location changes

E. Building Coordinator and Floor Captain List

UAH Emergency Management Plan Annex J - Building Evacuation Plan

Contact the Office of Emergency Preparedness for a list of Building Coordinators and Floor Captains in your building(s).

F. UAH Police Department

UAHPD will:

- Provide initial emergency response and incident command to a building evacuation situation
- Relinquish incident command, as appropriate, to external response agencies such as Huntsville Fire and Rescue
- Initiate appropriate evacuation notification of building as directed by supervising officer and appropriate to situation (activate fire alarm, door-to-door notification, etc.)
- Provide crowd control and security at assembly areas
- Establish a safe perimeter around affected facility
- Provide traffic control as necessary to ensure safety of civilians and unhindered movement of emergency response vehicles to and from the scene
- Activate the UAlert system components as appropriate to notify campus stakeholders of potential life-safety threats in or around an evacuated building
- Prepare after-action reports and provide copies to the Office of Emergency Preparedness

G. Emergency Management Operations Group (EMOG) and Policy Group (PG) Activation

In the event of a bomb threat, major structural fire, or serious hazardous materials incident requiring building evacuation, key members of the EMOG and PG will be activated to provide policy decisions, determine status of campus (open/closed), provide response resources, and issue public information statements as needed. These key members may include, but are not limited to:

- Policy Group
 - President
 - Provost and Executive Vice President for Academic Affairs
 - Vice President for Finance and Administration
 - Legal Counsel Risk Management Representative
- EMOG
 - Associate Vice President for Facilities and Operations
 - Associate Vice President for University Housing and Campus Business Operations (if housing or CBO involved or impacted)

**UAH Emergency Management Plan
Annex J - Building Evacuation Plan**

- Executive Director for Facilities and Operations (if fire or other property damage involved)
- Chief of Police
- Director, Environmental Health and Safety (if HazMat present in affected area or in adjacent building[s])
- Public Information Officer / Public Affairs
- Emergency Management Coordinator
- Dean of Students (if student injury or loss of life occurs)
- Director, Counseling Center (if injury or loss of life occurs)
- Assistant Vice President for Human Resources (if employee injury or loss of life occurs)

VI. Evacuation Procedures for Persons with Disabilities

A. General Considerations for Persons With Physical Disabilities

The following guidelines should be used to assist in planning for the evacuation of persons with physical disabilities:

- People with disabilities will often need assistance to evacuate.
- DO NOT use elevators, unless authorized to do so by police or fire personnel. (Elevators may fail during a fire or earthquake.)
- If the situation is life threatening, call 9-1-1 immediately
- Check on persons with mobility impairments during an evacuation.
- Attempt a rescue ONLY if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.
- Always ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how he/she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

B. Response to Emergencies for Persons with Physical Disabilities

1. Blindness or Visual Impairment
 - Give verbal instructions to advise about safest route or direction using compass directions, estimated distances, and directional terms.
 - DO NOT grasp a visually impaired person's arm. Ask if he/she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
 - Give other verbal instructions or information (i.e., elevators cannot be used).

**UAH Emergency Management Plan
Annex J - Building Evacuation Plan**

2. Deafness or Hearing Loss

- Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

3. Mobility Impairment

- It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.
- DO NOT use elevators unless authorized to do so by police or fire personnel.
- If people with mobility impairments cannot exit, they should move to a safer area. (e.g., most stairwells offer an area of refuge during a fire)
- Notify police or fire personnel immediately about any people remaining in the building and their locations.
- NOTE: evacuating a mobility impaired person yourself should be a last resort and only done when there is immediate threat to the safety of the individual and there is no safe refuge area available.