



UAH

The University of
Alabama in Huntsville

EMERGENCY PROCEDURES HANDBOOK

UAH Public Safety (256) 824-6911

EMERGENCY PROCEDURES HANDBOOK INTRODUCTION

This handbook is intended for use by faculty, staff members, and students at UAH and has been designed for quick reference during emergency conditions on this campus.

Recipients of the handbook should become familiar with its contents and all new employees should be made familiar with these procedures during orientation.

Informational blanks have been provided in several sections and should be filled in immediately. Once the blanks are filled in and procedures reviewed, the handbook should be kept in a readily accessible location, preferably near the telephone. Users should strive to keep this handbook up to date by periodically checking the information to insure it is current.

In instances where emergency procedures for the UAH Police Department differ from those in this handbook, such procedures will supersede the instructions in the handbook for persons in those departments.

EMERGENCY PHONE NUMBERS

The following numbers are for use at UAH. The use of these numbers will assist in a prompt response to any emergency at UAH.

Police + Fire + EMS + Hazardous Materials Incidents 911 or 824-6911
Utility Failures 824-6490

Other emergency numbers or numbers of interest are

Huntsville Police Department	722-7100
Madison County Sheriff's Office	722-7181
Alabama State Troopers	533-4202
Crestwood Medical Center	882-3100
Huntsville Hospital Main	265-1000
Huntsville Hospital East	265-1000

HANDBOOK INTRO

EMERGENCY PHONE #

MY DEPARTMENT INFORMATION

Direct Supervisor _____ Ph # _____

Safety Supervisor _____ Ph # _____

Alternative Safety Supervisor _____ Ph # _____

Assembly Area for FIRE _____

Assembly Area for BOMB THREAT _____

Protective Area for TORNADO _____

Report to the Safety Supervisor or
Alternate at Assembly Area for headcount _____

Other Numbers: _____

CRIMINAL ACTIVITY

If you observe a crime in progress or behavior which you suspect is criminal, immediately notify University Police (**911 or 824-6911**). Report as much information as possible including what the person(s) is/are doing; where it is happening; physical and clothing description of those involved; are weapons involved, if so what type; vehicle description and license number if appropriate; direction of travel when last seen. **DO NOT APPROACH OR ATTEMPT TO APPREHEND THE PERSON(S) INVOLVED.** Stay on the telephone with the police dispatcher and provide additional information as changes with the situation occur until the first police officer arrives at your location.

UTILITY FAILURE

In case of utility failure immediately call the Facilities Maintenance at **824-6490**.

Be prepared to give:

Building name:

Floor:

Room number:

Nature of problem:

Person to contact and extension:

During power failures, areas that do not have enough natural light to clearly see exit corridors, exit stairs or exit doors should be evacuated while emergency lights are on. Entry to the building should not be made until power is restored. Emergency lighting is **temporary** and is not provided to continue building operations. During a power failure in a laboratory, safely turn off gasses and equipment and leave the laboratory.

If flooding occurs, stop using electrical equipment until repairs are accomplished and the area is dry.

MY DEPT. INFO CRIMINAL ACTIVITY/UTILITY FAILURE

BOMB THREATS

Most bomb threats are received by telephone. The person receiving the telephone call should remain calm and obtain as much information as possible by using the attached checklist. Immediately call the University Police, **(824-6911)** and inform them of the situation with as much information as is available; specifically the location and time of possible detonation. Inform your immediate supervisor after informing the police.

The University Police will probably ask those working in the area to assist with the search as they will be more familiar with what does and does not belong. If a suspicious package or device is found, immediately notify the police. **DO NOT TOUCH OR HANDLE** the suspicious item. **DO NOT USE** radios or cellular telephones.

A senior university official will be responsible for ordering the evacuation of the building after consultation with the University Police Supervising officer.

If the bomb threat is received by written, electronic or recorded communication, immediately notify the University Police, **(824-6911)**. Do not handle the communication any more than is absolutely necessary and surrender this document to University Police upon their arrival.

BOMB THREAT CALL CHECKLIST

1. Exact wording of the threat:

2. Questions to ask the person making the threat:

Record response and repeat in sequence.

1. When will the bomb explode?

2. Where is the bomb?

3. What building is it in?

4. What floor is it on?

5. Who are you?

6. Where are you?

7. Can we help you?

3. Caller's voice and manner description:

4. *If the callers voice is familiar, who did the caller sound like?

5. Date and time the call was received:

____/____/____ ____:____ AM/PM

6. Name of person who received the call:

Caller's Voice:

- | | | |
|----------------------------------|-------------------------------------|------------------------------------|
| <input type="checkbox"/> calm | <input type="checkbox"/> laughing | <input type="checkbox"/> raspy |
| <input type="checkbox"/> angry | <input type="checkbox"/> sobbing | <input type="checkbox"/> deep |
| <input type="checkbox"/> excited | <input type="checkbox"/> distinct | <input type="checkbox"/> cracking |
| <input type="checkbox"/> slow | <input type="checkbox"/> slurred | <input type="checkbox"/> accent |
| <input type="checkbox"/> rapid | <input type="checkbox"/> nasal | <input type="checkbox"/> disguised |
| <input type="checkbox"/> soft | <input type="checkbox"/> stutter | <input type="checkbox"/> male |
| <input type="checkbox"/> loud | <input type="checkbox"/> lisp | <input type="checkbox"/> female |
| <input type="checkbox"/> profane | <input type="checkbox"/> incoherent | <input type="checkbox"/> familiar* |

BOMB THREATS

CHEMICAL SPILLS (Immediate Danger)

If a chemical spill takes place which in the opinion of the person or persons responsible for such material poses a threat to themselves or other building occupants, the following steps should be taken:

1. Sound the building fire alarm. If you have body contact with the spilled material remove any contaminated clothing immediately and flush all areas of bodily contact with copious amounts of water.
2. Call UAH Police at **824-6911** and provide the following:

Chemical Substance Involved:

Building:

Floor:

Room Number:

Type of incident:

Notify your Supervisor's Office.

3. Evacuate the building to an assembly area and leave a clear access for arriving emergency personnel. Do not return to the building until instructed to do so by the Police or Fire Department.
4. Obtain assistance for those injured or exposed (safety shower, medical attention, etc.). Bodily contact areas should be rinsed for 15 minutes with copious amounts of water.

CHEMICAL SPILLS

(Not Immediately Dangerous to Life or Health)

Chemical spills which do not pose a threat should be handled by:

1. Attempt to confine the spill as much as possible, if you have been trained to confine spills and are thoroughly familiar with the hazards of the spilled chemical. If you have contact with the spilled material, remove any contaminated clothing **immediately** and flush all areas of bodily contact with copious amounts of water.
2. Notify UAH Police at **824-6911** and give them:

Chemical(s) Involved:

Building name:

Floor:

Room Number:

Type of incident:

University Police will then notify the appropriate response departments to assist in the proper cleanup of involved materials.

3. Continue to rinse body contact areas with copious amounts of water for 15 minutes.

CHEMICAL SPILLS

HAZARDOUS GAS LEAKS

(flammable, toxic, corrosive, oxygen, cryogenic)

If a gas cylinder or gas piping should begin leaking and if in the judgment of the person or persons responsible for such materials it presents any danger to themselves or the other building occupants, the following steps should be taken:

1. If possible, close the valve.
2. Confine the fumes or fire as much as possible to limit impact to the leak area.
3. Sound the building fire alarm so evacuation can begin.
4. Notify UAH Police at **824-6911** and provide the following:

Chemical Substance Involved:

Building:

Floor:

Room number:

Type of incident:

5. Evacuate the building to an assembly area leaving access for emergency personnel.
Do not return to the building until instructed to do so by the Police or Fire Departments.
6. Suspected gas leaks or suspicious odors should also be reported to UAH Police at **824-6911** so that appropriate departments can be notified and the source of the odor investigated.

PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual is threatening harm to themselves or others, or is delusional and out of touch with reality.

The crisis may be manifested as:

Paranoia
Hallucinations
Uncontrolled behavior (anger, yelling)

Disruptive behavior
Complete withdrawal
Self injury

Students: If a student is experiencing a severe psychological crisis, contact the University Police (**911 or 824-6911**) and the Counseling Center (**824-6203**). University Police can ensure physical safety of all involved and arrange for transportation of the student to the nearest hospital emergency room. The Counseling Center can provide psychological assessment, treatment planning and emotional support. The University Police and Counseling Center staff will collaborate to determine the best approach in each situation to protect the physical and emotional well-being of all involved.

Faculty/Staff: A faculty/staff member experiencing a psychological crisis should be directed to the nearest hospital emergency room or call their family physician. If a faculty/staff member is experiencing a severe psychological crisis, contact the University Police for assessment and transport to the nearest hospital emergency room.

Procedures.

Should you come into contact with someone experiencing a psychological crisis, **DO NOT** attempt to handle the potentially dangerous situation alone. Notify University Police at **824-6911** or **911**. All suicide attempts should be immediately reported to Police. The safety of the person in crisis and those around him should be of first concern. University Police will work closely with campus counseling professionals when necessary.

HAZARDOUS GAS LEAKS PSYCHOLOGICAL CRISIS

EARTHQUAKE

During a major earthquake, you may experience a shaking that is gentle at first and within a second or two grows violent and knocks you off your feet OR you may be jarred first by a violent jolt, as though your building was hit by a truck. A second or two later you'll feel the shaking and, as in the first example, you'll find it very difficult (if not impossible) to move from one room to another.

DURING THE QUAKE

1. If you are indoors, stay there. Get under a desk or table or stand in a doorway or corner. Stay clear of windows, bookcases, mirrors, and fire places. If possible, extinguish any open flames or sources of ignition immediately.
2. If you are outside, get into an open area away from trees, buildings, walls, and power lines.
3. If you are in a high rise building, stay there. Stay away from windows and outside walls. Get under a desk or table. Do not use elevators!
4. If you are in a crowded public place, do not rush for the doors. Move away from display shelves containing objects that could fall.
5. If you are driving, pull over to the side of the road and stop. Avoid overpasses and power lines. Stay inside the vehicle until the shaking is over. If the earthquake has been severe, do not attempt to cross damaged bridges, damaged overpasses, or damaged sections of road.

AFTER THE QUAKE

1. Check for injuries to yourself and others. Apply first aid. Do not move seriously injured individuals unless they are in immediate danger. Help people who are trapped by furniture or other items that do not require heavy tools to move. Rescue and emergency medical crews may not be readily available.
2. Do not use the telephone immediately unless there is a serious injury, fire, or gas leak.

3. If you suspect or know that someone is trapped in a building, contact UAH Police at **824-6911** or in person. Have someone post a message at the front of the building noting the time, date, number of victims, and their last known location in the building.
4. Check for gas and water leaks, broken electrical wiring, and broken sewage lines. Check the building for cracks and damage. If there is gas leaking, extinguish all sources of ignition and do not turn on or off any electrical switches in the area. Call Facilities Maintenance for assistance immediately. Report any damage to Facilities Maintenance at **824-6490** or UAH Police at **824-6911**. Attempt to block off damaged areas to keep people away from the hazard until additional help can arrive.
5. Do not touch downed power lines or damaged building equipment.
6. Clean up spilled medicines, bleaches, gasoline, or other chemicals. If a spill is significant, utilize the Chemical Spills Emergency Procedure as outlined in this handbook.
7. If a building is damaged, evacuate and attempt to secure the building against entry. Notify UAH Police at **824-6911** and Facilities Maintenance at **824-6490** of the damage and evacuation. Do not reenter damaged buildings. Notify your Supervisor.
8. If you have to evacuate, post a message in clear view stating where you can be found. List reunion locations so that others looking for you later can find you. If you have a University pager, radio or cellular phone, take them with you along with batteries and chargers, if available. This may be your only method of communication for several hours.
9. Turn on a battery powered radio for damage reports and information.
10. Do not use your vehicle unless there is an emergency. Keep the streets clear for emergency vehicles.
11. Be prepared for aftershocks. Aftershocks are usually smaller than the main quake but may be large enough to do additional damage to structures weakened during the main shock.

EARTHQUAKE

FIRE

1. **R**emain calm.
2. **A**ctivate the fire alarm system upon discovering a fire, explosion or smoke in the building.

The nearest fire alarm pull station is located at: _____

After sounding the alarm, call the following number: University Police at **824-6911**
and provide the following:

Building name: **Floor:** **Room number:** **Type of incident:**

3. **C**ontain the fire by closing doors and windows.
4. After sounding the alarm, attempt to contain a ***SMALL FIRE*** by utilizing available fire extinguishers ***IF TRAINED TO DO SO***. If fire is beyond control or involves potentially explosive materials, evacuate the building.
5. **E**vacuate when a fire alarm sounds. A **complete** evacuation is required. Walk, do not run, to the nearest stairway exit and proceed to ground level. The alarm may not sound continuously. If the alarm stops, continue the evacuation and warn others who may attempt to stay or enter the building after the alarm stops.
6. **DO NOT USE ELEVATORS DURING A FIRE EMERGENCY.**
7. Leave the building and move towards an assembly area, leaving walkways and drives open for arriving firefighters. Do not return to the building until directed to do so by police or fire officers.
8. Someone familiar with the situation and who knows the area involved should meet the Fire Department.
9. Everyone must follow the orders of the Fire and Police Departments when they arrive.
10. Notify firefighters on the scene if you suspect someone may be trapped inside the building or if mobility impaired persons are waiting for assistance in the stairwells.
11. Report potential hazards or address fire prevention questions to Environmental Health & Safety at **824-2171**.

The nearest fire extinguisher is located at: _____

TORNADO/SEVERE THUNDERSTORM

SEVERE THUNDERSTORM WATCH

Severe thunderstorms are possible - continue normal activities but have someone monitor the situation.

TORNADO WATCH

Tornadoes and severe thunderstorms are possible - continue normal activities but have someone monitor the situation.

SEVERE THUNDERSTORM WARNING

Severe thunderstorms are occurring. Be prepared to move to a place of shelter if threatening weather approaches.

1. Keep people indoors and away from windows until the severe storm passes. If large hail begins to fall, seek shelter. *Protective areas are designated by yellow signs with black lettering and on the evacuation maps.*
2. Report injuries and damage to the UAH Police at **824-6911**.

TORNADO WARNING

An actual tornado has been identified in the area by spotters and/or radar.

1. If you are in the warning area, seek shelter immediately. The nearest shelter is located:_____.
Protective areas are designated by yellow signs with black lettering and on the evacuation maps. (UAH cannot insure that all rooms designated as protective areas will be unlocked during an emergency.)
2. If you are in a vehicle, get out and seek shelter in a sturdy building. If a building is not available, a depression such as a ditch or ravine offers some protection.
3. Do not open windows. This can actually increase damage to the building. Stay away from windows and exterior doors.
4. Basements, interior hallways on the lower floors, and small interior rooms on the lower floors offer the best shelter.
5. Report injuries and damage to the UAH Police at **824-6911**. Notify your departmental administrative office.
6. After the "all clear" signal, leave badly damaged buildings and do not attempt to return to the building unless directed to do so by University Police. Do not attempt to turn utilities or equipment on or off.

FIRE

TORNADO/SEVERE THUNDERSTORM

Building Evacuation

1. 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
- Natural disaster
- Man-made disaster
- Mechanical problems that are deemed a danger to the occupants
- Hazardous Chemical spill or gas leak
- Order of University Police or other Public Safety Official

2. General Evacuation procedures and guidelines:

General Procedures

- Stay Calm.
- Faculty and staff should attempt assisting in the evacuation of their areas.
In the event you are not familiar with the evacuation route of your area, please follow the nearest "Exit" sign.
- Do not use the elevators.
- Reenter the building only when directed by a fire department official or university police.
- Staff should only perform those evacuation duties that they are comfortable with.
- Occupants should be strongly encouraged to evacuate the building; however, if an occupant refuses to leave, the building emergency supervisor/staff should inform the occupant of the danger of staying in the building. The building emergency supervisor/staff should then continue notifying the remainder of occupants in his/her area.

General Guidelines when evacuating the building

- Evacuate the building in a top down fashion. Do not go upstairs to evacuate activity spaces; the Building Emergency Supervisor or Support Staff will notify occupants in those areas.
- Follow the "Exit" signs posted throughout the building.
- Evacuate away from the affected area.
- Clear the activity area that you are closest to during the alarm.
- Make your way to the next activity area if there is no sign of smoke or fire.

Evacuation of Disabled

PROCEDURE

Immediate supervisors of disabled employees shall meet with them immediately upon hiring to discuss emergency procedures. If the person requests assistance in an emergency, plans are to be made upon hiring and discussed with the individual. Emergency supervisors, alternates, and support staff are to be made aware of the request only upon permission of the person making the request.

Building emergency supervisors who have mobility restricted individuals under their direction must make arrangements to notify police and fire authorities of the location of these people within the involved building. This should be done in person outside of the building. This is critical to the procedure and the safety of these individuals.

If a person with a mobility impairment is able to exit the building without the use of the elevator, then evacuation should follow the appropriate route out of the building. If exit from the building is only possible by use of the stairwells, follow these procedures:

- The mobility impaired person should proceed to the nearest enclosed stairwell or "area of safe refuge" and stay there.
- In case of fire, enclosed building stairwells are "safe refuge areas," and have a higher fire resistive rating. If possible a co-worker, supervisor, instructor, or building emergency supervisor should be notified. Make sure the door to the stairwell is closed. Open doors will violate the safe refuge area and will allow smoke, and possibly fire, into the stairwell.
- Once outside the co-worker, supervisor, instructor, or building emergency supervisor must notify the Huntsville Fire Department or the University Police Department that there is a mobility impaired person in the stairwell, which floor the person is on and the location of the stairwell or refuge area.

BUILDING EVACUATION

SUSPICIOUS PACKAGES AND LETTERS

Biological Threats targeting individuals or departments can frequently be controlled by screening of materials and by following the procedures listed below. Responding Public Safety agencies have plans in place to deal with these types of threats. Following the procedures below will activate those plans and promote the highest level of safety while minimizing the disruption associated with these incidents.

1. Mail and package delivery to each department should be screened for suspicious letters and/or packages. Common features of threat letters/packages are:
 - No return address
 - Handwritten or poorly typed address
 - Misspelling of common words
 - Restrictive markings such as "Confidential", "Personal", etc.
 - Excessive weight and/or feel of a powdery or foreign substance
2. Suspicious letters and packages should not be opened and should not be handled any more than is absolutely necessary. If there is nothing leaking from the suspicious item, leave it alone and call University Police at **824-6911**.
3. If you open a letter/package that claims to have contaminated you; but there is no substance seen or felt in the envelope or on the letter, chances are that you have not been contaminated. Call University police at **824-6911** and tell them exactly what you have done and what information you have in regard to the threatening letter. They will dispatch the appropriate personnel to your location to follow-up on your possible exposure and to document what has taken place. Do not handle the suspicious item any more and do NOT let anyone else handle the item.
4. If you open a letter/package that claims to have contaminated you and there is some sort of foreign substance in the envelope or package, place the letter back into the envelope/package, close it back up, and place it in a plastic bag and seal it. The person that opened the envelope/package; and, anyone who came in contact with the envelope/package or its contents after it was opened, should immediately wash their hands with soap and water. If you are covered with a significant amount of the substance, stay in the room and emergency responders will bring you some clean clothing to change into and place the contaminated clothing in a plastic trash bag. Then wash your hands with soap and water. Call University Police at **824-6911** to report the letter/package and tell the dispatcher you have opened the letter/package, there is a substance inside, and what you have done up to that point.

ARMED ASSAILANTS & SHOOTING INCIDENTS

If the situation should arise that someone has entered the campus area and started shooting, the following list of actions is recommended. Please note, that these situations are highly unpredictable and that the following guidelines are based on past experiences and best practices. Altering response may be necessary, depending on the situation.

If you hear shots, or a lockdown warning or notice is received, do the following:

1. Go to the nearest room, office or closet.
2. Close, lock, and barricade doors.
3. Turn off radios, computer monitors and silence cell phones.
4. If possible, cover the door or windows.
5. Stay quiet and stay out of view. Take adequate cover/protection (concrete walls, thick desks, filing cabinets, etc.)
6. **DO NOT** answer the door
7. Notify Police at **911** or **824-6911** if it is reasonably safe to do so
8. Give the dispatcher the following information
 - a. Your name
 - b. Location of incident (as specific as possible)
 - c. Injuries (number and type)
 - d. Number of known shooters
 - e. Identification or description of the shooter(s)
 - f. Type of weapon (handgun, rifle, etc.)
 - g. Your current location
 - h. Location of known victims
9. Place signs on exterior windows to identify the location of injured persons
10. Wait for police and/or emergency workers to assist you out of the building

POLICE RESPONSE

Police are trained to respond to an active shooting incident by entering the building as soon as possible and proceeding to the area of the assailant. Early in the incident it may be impossible to deliver medical treatment to victims, because the main goal is neutralizing the assailant. Try to remain as calm as possible so as not to interfere with police operations. Once the area has been secured, rescue teams will arrive to provide assistance.

SUSPICIOUS PACKAGES

ARMED ASSAILANTS

AUTOMATED EXTERNAL DEFIBRILLATOR (AEDS)

In the event of a cardiac emergency there are AEDs located in each building. In multiple story buildings AEDs can be found on odd floors in common areas such as elevator lobbies, and entrances. Additionally, the University police have AED's in their squad cars. University police are available 24 hours per day 7 days per week.

Upon hearing an AED cabinet alarm or in the event of a suspected cardiac emergency, contact or have someone contact Public Safety at 911. (From cell phones call **824-6911**)

- a. Inform the dispatcher of the situation and the building and room number.
- b. University police will immediately be dispatched to the location.
 - The police officer will bring an AED to the location or will use the one already available at the site.
 - The dispatcher will notify Huntsville Fire Department (HFD) and Huntsville Emergency Medical Services, Inc. (HEMSI) and secure their response.
 - A University Police Officer or a designated employee will direct the Emergency Medical Provider to the victim.

Any person providing assistance to the victim must:

1. Assess scene safety
2. Use personal protective equipment.
3. Assess responsiveness. Tap the victim's shoulder and shout "Are you okay?"
4. If the victim is not responsive make sure emergency response has been activated and **911** called.
5. Check **ABC's**
 - Assess **A**irway. Head tilt, chin lift to open airway or slide the lid to the Zoll AED unit under the victim's shoulders. The thicker portion should be under the shoulders with the thin part lower on the back. This props up the shoulders tilting the head back to open the airway.
 - Assess **B**reathing. Look, listen, and feel. If the victim is not breathing, use the mask to deliver two rescue breaths.
 - Assess **C**irculation. Check pulse. If absent, begin chest compressions and continue CPR.

Using the AED

NOTE: CPR must be used with the AED

1. Turn the defibrillator on as soon as it arrives.
2. Connect the AED to the victim immediately. If the victim has excessive hair, shave it. If the victim is wet, dry the chest. The AED will provide audible instructions for CPR and analyze heart rhythm.
3. Follow the AED prompts.
4. Allow AED to analyze. Do not touch the victim during the analysis.
5. If indicated, push the button to administer a shock. Be sure nobody touches the victim while the charge is administered.

Continue as per the AED instructions.

MEDICAL EMERGENCIES/AMBULANCE

1. Do not move a seriously injured person unless they are in a life threatening situation.
2. If trained personnel are not available in your area or if an ambulance is needed, call:
UAH Police **824-6911** or **911**

Give as much information as possible regarding the nature of the illness or injury. Particularly important information includes:

Age
Sex

Bleeding
Conscious or Unconscious

3. Persons in your area who are trained in first aid or CPR should be listed below:

4. A first aid kit is located at: _____

5. An Automatic External Defibrillator is located: _____

DEPARTMENTAL EMERGENCY CONTACT NUMBERS

NAME	OFFICE	HOME	CELL
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(AEDS)

MEDICAL EMERGENCIES/AMBULANCE



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