



EMERGENCY ACTION GUIDEBOOK

Introduction

This Emergency Action Guidebook is intended to provide helpful information to students, faculty, and staff at The University of Alabama in Huntsville in the event of an emergency. Members of the UAH campus community are encouraged to become familiar with its contents. As a quick reference guide, it may better prepare you to act in a way that will protect yourself and others in an emergency.

My Building Information

Each building on the UAH campus has a Building Coordinator and one or more Floor Captains. These individuals coordinate safety-related issues for the building. Consult your supervisor, the building coordinator, or the dean's office for the names of the responsible persons in the buildings where you regularly visit or work.

Building Coordinator: _____

Floor Captain(s): _____

Building Evacuation Assembly Area Location: _____

Tornado Protective Area: _____

Location of nearest First Aid Kit: _____

Location of nearest Automatic External Defibrillator (AED) – AEDs are located on odd-numbered floors in multi-story buildings:

Location of nearest Fire Extinguisher: _____

Location of nearest Fire Alarm Pull Station: _____

The UAH Police Department is the primary contact for all campus emergencies. Calls will be routed to the appropriate campus and local first responders from UAH Police Communications.

UAH Police Department – Emergency.....	911 or (256) 824-6911
UAH Police Department – Non Emergency	(256) 824-6596
Off-Campus Emergencies.....	911
Huntsville Police Department.....	(256) 722-2100
Madison County Sheriff’s Office.....	(256) 722-7181
Alabama State Troopers	(256) 533-4202
UAH Counseling Center.....	(256) 824-6203
UAH Student Health Center.....	(256) 824-6775
UAH Faculty and Staff Clinic.....	(256) 824-2100
UAH Facilities Work Order Desk.....	(256) 824-6490
UAH Facilities Work Order Desk (after hours/holidays).....	(256) 824-6596
UAH Office of Environmental Health and Safety	(256) 824-6053
Crestwood Medical Center.....	(256) 429-4000
Huntsville Hospital (Main)	(256) 265-1000
Huntsville Hospital for Women & Children (East)	(256) 265-1000
Madison Hospital	(256) 265-2012
Crisis Hotline - Mental Health Center of Madison County.....	(256) 533-1970
Crisis Services of North Alabama	(256) 716-1000

Note: Calling 911 from a UAH campus phone will connect you with the UAH police department. Dialing 911 from a cellular phone or any other phone within Madison County will connect you with the Huntsville-Madison County 911 Center. The 911 center will route UAH campus-related calls to the UAH Police Communications Center.


Primary notification methods : The following methods will be used to notify the campus community of various emergency conditions that may impact students, faculty, staff, visitors, and campus operations:

- x UAlert – UAH’s emergency notification system. Register for UAlert (ualert.uah.edu) to receive voice, text, and email notifications. Program (256) 824-7100 into your mobile device as “UAH UAlert” to recognize calls from UAlert.
- x UAH Home Page – (www.uah.edu) UAH’s official website for weather closings and emergency event information updates.
- x Outdoor Warning Sirens – Two campus sirens activated by Huntsville-Madison County Emergency Management Agency during tornado warnings for Madison County.
- x Outdoor “Giant Voice” Speakers – Two campus high-power speaker arrays activated by UAH Police or emergency personnel to provide specific voice instructions during an emergency situation.
- x Indoor Mass Notification Systems – (Available only in some campus buildings – consult with your supervisor, the building coordinator, or the dean’s office to determine if your building has this type system) – Provide building occupants with specific voice instructions or information during an emergency situation.

Secondary notification methods: These methods are utilized by UAH in some instances but should not be considered primary informational sources:

- x UAlert Notifications on Facebook – UAlert notifications may be posted to the UAH Admissions and UAH Police Department Facebook pages.
- x UAlert Notifications on Twitter – UAlert notifications may be posted to the UAlert Twitter account @UAH_UAlert and to the main UAH Twitter account @UAHuntsville.
- x UAlert Notifications via RSS Feed – UAlert notifications may be posted to the UAlert RSS feed: <http://rss.blackboardconnectom/182926/uahuntsville/feed.xml>
- x UAlert Notifications on the Web – UAlert notifications may be posted to the UAlert (ualert.uah.edu), Emergency Information (emergency.uah.edu), and UAH Police (police.uah.edu) web sites.

You are encouraged to regularly review and update your UAlert emergency notif



In larger emergencies that may impact the entire campus and/or surrounding community, first responders may not be able to reach you immediately. As a result, there are several simple steps you can take to be prepared to handle emergencies on your own. In order to be prepared, you should:

- x Know what emergencies can impact you and have a plan for each.
- x Remain weather aware during periods of potentially severe weather.
- x Always locate two exits in any building that you visit frequently.
- x Keep an emergency supplies kit in your car, office, and/or residence with (at a minimum) a flashlight, extra batteries, whistle, small first aid kit, extra eyeglasses, bottled water, and other items to sustain you for three days.
- x Develop a communications plan for staying in touch with family and friends. Remember that cellular phone systems may be overwhelmed during an emergency. Try texting and/or establishing an out-of-town emergency phone contact person that family and friends can call to check in and relay messages.
- x Keep a printed list of important phone numbers, including family and friends, supervisors, and other contacts in case your cellular phone is inoperable, the battery is dead, or you lose your phone.
- x Consider taking a CPR/First Aid Class (Available through the UAH OEHS).
- x Be familiar with the guidelines in this document and know how to respond to specific emergency situations.

You should quickly determine the most reasonable way to protect your own life. Remember that students and visitors are likely to follow the lead of faculty and staff during an active shooter situation. How to best respond:

- x EVACUATE (Run) – If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
 - o Have an escape route and plan in mind;
 - o Evacuate regardless of whether others agree to follow;
 - o Leave your belongings behind;
 - o Help others escape, if possible;
 - o Prevent others from entering an area where the shooter may be located;
 - o Follow the instructions of any police officers and keep your hands visible;
 - o Do not attempt to move wounded people;
 - o Call 911 when you are safe.

- x HIDE – If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:
 - o Be out of the active shooter's view;
 - o

BombThreat

Bomb threats are usually received by telephone. If you receive a bomb threat call, remain calm and obtain as much information as possible from the caller:

- x When will the bomb explode?
- x Where is the bomb located?
- x What does the device look like?
- x What kind of bomb is it?
- x What will cause the bomb to explode?
- x Did the caller place the bomb? If not, who?
- x Why did the caller place the bomb?
- x What is the caller's name?
- x What is the caller's address?

Notify the UAH Police at (256) 824-6911 or 911 immediately and give the information you have obtained. Describe the caller's voice, any background noises you heard, and the exact wording of the message.

After notifying the police, notify your supervisor, a building representative, and the dean's office at the building in which you are located.

Do not touch suspicious packages. Be sure to notify UAH Police of any suspicious packages, items, or people in the area.

Follow instructions from police and emergency responders in regard to evacuation and assembly areas.

When evacuating during a bomb threat, take your personal belongings including purses, backpacks, briefcases, etc., with you.

BuildingEvacuation

Certain situations may require the evacuation of a University building. These include: fire alarm, fire, hazardous material spill, gas leak, order of University Police or other public safety official, building evacuation drills, etc.

If evacuation is required, follow these procedures:

- x Stay calm, do not rush.
- x Safely stop your work – shut off gas and/or hazardous laboratory processes and equipment.
- x Gather your personal belongings if it is safe to do so.
- x If safe, close your office door and window, but do not lock them.
- x Do not use elevators.
- x Use the nearest safe stairs and proceed to the nearest exit.
- x Proceed to the designated Evacuation Assembly Area for your building.
- x Mobility-impaired persons not on ground-level floors should proceed to the nearest enclosed stairwell or area of safe refuge and remain there.
- x Report to the building coordinator and emergency responders the location of any persons unable or unwilling to leave the building.
- x Wait for instructions from UAH Police and emergency responders.
- x Do not reenter the building until you have been instructed it is safe to do so by UAH Police.

Building Evacuation: Individuals with Disabilities

People with disabilities may need assistance to evacuate. Always ASK someone with a disability how you can help BEFORE attempting to give assistance. General guidelines:

- x Visually impaired persons – Announce the type emergency, offer your arm for guidance, tell the person where you are going, and ask if further assistance is needed once you reach safety.
- x Persons with hearing limitations – If necessary, turn lights on/off to gain the person's attention. Indicate directions with gestures, or write a note with evacuation directions, and assist to safety as needed.
- x Persons using crutches, canes, or walkers – Assist and accompany to the evacuation site if possible. If you are unable to assist persons down stairs, recommend that they remain in a safe, enclosed stairwell or other protected area, and notify emergency responders of their location when you have reached safety.
- x Wheelchair Users – If on a ground floor with handicapped-accessible entrances, check with the individual to determine if he/she needs or desires assistance exiting the building. If you are not on a ground-level floor, recommend that the individual remain in a safe, enclosed stairwell or other protected area and notify emergency responders of his/her location when you have reached safety.

BuildingLockdown

If preceding an order to lockdown you hear gunshots in or around your building or once the notice to lockdown has been issued by the UAH Police, take the following action:

- x Follow instructions of building officials and law enforcement;
- x Remain calm;
- x Remain indoors, (e.g., your office or classroom).
 - o In a soft (partial) lockdown – there is a possible threat near campus but not yet affecting campus – you would be allowed to move about to facilitate certain needs, (e.g., bathroom, water), but you are not allowed to leave the building unless an all-clear has been issued;
 - o In a full lockdown you should immediately secure yourself in the room you are in or in the area indicated by the building-specific emergency action plan and remain there until you receive an all-clear notification
- x If not in your typical surroundings proceed to a room that can be locked;
- x Close and lock all doors;
- x Turn off all lights;
- x Occupants should be seated below window level, toward the middle of a room away from windows and doors;
- x Remain silent;
- x Turn off all radios or other devices that emit sound;
- x Silence cell phones. Use phones only for emergency notification to UAH Police;
- x If gunshots are heard lay on the floor and use heavy objects, (e.g., desks, tables, filing cabinets) for shelter;
- x Do not seek shelter in open areas such as hallways or corridors. Go to the nearest classroom, office, or auditorium that can be locked.
- x If outdoors, seek nearby shelter, (e.g., large trees, walls, mail boxes) and wait for additional instructions from the UAH Police. A message may be broadcast giving specific locations and directions for entering certain shelter sites if circumstances warrant; and
- x Do not unlock doors or attempt to leave until instructed to do so by UAH Police. The all-clear will be announced via UAlert or other appropriate means when it is considered safe.

Do not attempt to approach persons involved in civil disturbances or non-peaceful demonstrations. Notify the UAH Police at (256) 824-6911 or dial 911 immediately.

- x Notify the UAH Police at (256) 824-6911 or dial 911 to reach emergency dispatchers.

CriminalActivity

Do not approach or attempt to apprehend persons involved in criminal activity. If you observe a crime in progress, or behavior you suspect is criminal, immediately notify UAH Police at (256) 824-6911. Report the following information:

- x What the person(s) is/are doing.
- x Where it is happening.
- x Physical and clothing description of those involved.
- x Type of weapons involved, if any.
- x Vehicle description and license plate number.
- x Direction of travel of the person(s) when last seen.
- x Whether the person(s) was on foot or in a vehicle.

If your situation requires an immediate police response, call UAH Police or dial 911 immediately!

SILENT WITNESS

UAH offers the Silent Witness Form that allows persons to report information regarding criminal activity while remaining anonymous. You may find the form online at:

<http://www.uah.edu/police/silent-witness-form>.

If your situation requires an immediate response, DO NOT submit this form – call UAH Police or dial 911 immediately.

Earthquake

If you are indoors when shaking starts:

- x DROP/COVER and HOLD ON – If you are not near a strong table or desk, drop to the floor against an interior wall and cover your head and neck with your arms.
- x Avoid windows, hanging objects, mirrors, tall furniture, large appliances, and cabinets filled with heavy objects.
- x Seek shelter between seating rows in a classroom or against a corridor wall if in a hallway.
- x Do not attempt to run out of the structure during strong shaking – glass, bricks, and other falling objects pose a high risk near the exterior of buildings during an earthquake.
- x Do not use elevators or stairways.
- x If you use a wheelchair, lock the wheels and cover your head.
- x If you are in bed, stay there and cover your head with a pillow.

If you are outdoors when shaking starts:

- x Move to a clear area away from buildings, trees, and power lines.
- x If you are driving, pull to the side of the road and stop – avoid stopping under overhead hazards such as overpasses, trees, buildings, and power lines.

After the earthquake shaking stops:

- x Check persons around you for injuries. Provide first aid but do not move seriously injured persons unless they are in immediate danger.
- x Check for dangerous conditions such as fire, gas leaks, downed power lines, and structural damage.
- x Turn off gas supplies ONLY if you smell gas.
- x Report injuries and/or building damage to the UAH Police at (256) 824-6911 or dial 911.
- x Evacuate unsafe areas or buildings.
- x Follow instructions from emergency responders and UAH Police.

In the event of an explosion:

- x Evacuate the building immediately. DO NOT stop to retrieve personal possessions or make phone calls.
- x If objects are falling around you, get under a sturdy table or desk until objects have stopped falling and then leave quickly.
- x Once you are safely outside, notify UAH Police at (256) 824-6911 or dial 911 and provide the following:
 - o Building name;
 - o

- x Activate the fire alarm system upon discovering a fire or smoke in a building.
- x Evacuate the building immediately.
- x Notify others as you leave.
- x Notify UAH Police at (256) 824-6911 or dial 911 and provide the following:
 - o Building name;
 - o

For localized interior flooding (broken plumbing, sprinkler activation, etc.):

- x Do not enter flooded areas such as basements, first floors, vaulted areas, or confined spaces. There is danger of drowning or electrical shock.
- x Notify UAH Police at (256) 824-6911 or dial 911 and provide the following:
 - o Building name;
 - o Floor and room number;
 - o Type of incident (e.g.

If a natural gas line or a toxic, flammable, or corrosive gas cylinder or piping should begin leaking and presents any danger to you or others:

- x If possible and safe to do so, close the gas valve.
- x If possible and safe to do so, confine the fumes as much as possible to limit impact to the leak area.
- x Do not switch on lights or any other electrical equipment.
- x Do not smoke in the area.
- x Sound the building fire alarm to begin building evacuation.
- x Notify UAH Police at (256) 824-6911 and provide the following information, if known:
 - o Chemical substance involved;
 - o Building;
 - o Floor and room number;
 - o Type of incident (e.g., natural gas leak, broken piping, damaged cylinder, etc.);
 - o Type of hazard (

Medical Emergencies

In the event of a medical emergency:

- x Notify the UAH Police at (256) 824-6911 or dial 911.
- x Provide the emergency dispatcher with your name, location, number of persons injured, and a description of the medical emergency.
- x Stay on the phone for instructions as to how you can assist.
- x Send a responsible person to meet first responders outside of the building near the street or entrance to lead the emergency responders to the injured person(s).
- x Do not move the person unless there is an immediate threat to the injured person if he/she remains in that location.
- x Be sure to wear personal protective equipment and avoid bodily fluids if attempting to assist or move a victim.
- x Report the medical injury to your supervisor or dean's office as appropriate. Housing residents should notify their Resident Assistant and/or Resident Director.
- x Many campus buildings are equipped with Automated External Defibrillators (AEDs). CPR must be used in conjunction with AEDs. AEDs contain operation instructions that must be carefully followed.

UAH recommends taking courses in CPR/AED/First Aid. These may be scheduled through the UAH Office of Environmental Health and Safety or through the local Red Cross office.

Features common to many suspicious packages include: no return address, handwritten or poorly typed address, misspelling of common words, restrictive markings such as “confidential” or “personal,” excessive weight, substance (powder, liquid, etc..) leaking from package.

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Threatening Behavior

If you are in contact with a student, faculty or staff member, or a campus visitor who appears to be an immediate threat to his/her own safety or that of others, please immediately call University Police at (256) 824-6911 or 911.

Immediate threat behavior includes:

- x Stated intention to commit suicide or inflict serious harm to self.
- x Stated intention or obvious behavior indicating an imminent threat to harm others.

Non-emergency situations in which the individual does not appear to pose an immediate threat to self or others, but exhibits behavior revealing a potential for harm, may be referred to the Behavioral Evaluation and Threat Assessment (BETA) Team. The BETA Team may be notified by contacting any of the following offices:

- x Associate Provost for Undergraduate Studies at (256) 824-6338
- x Counseling Center at (256) 824-6203
- x Office of the Dean of Students at (256) 824-6700
- x University Police at (256) 824-6911

The BETA Team is a group of key administrators who assess and recommend the appropriate response to individuals on campus who exhibit threatening behavior to self and/or others.

During periods of severe weather you should regularly monitor local TV, radio, weather radio, weather-related web sites, etc., for severe weather updates.

- x A tornado watch means that severe thunderstorms capable of producing tornados are possible. Continue normal activities but monitor weather conditions and be prepared to

Utility Failure

- x Immediately report utility failures to Facilities Maintenance during normal business hours by calling the Work Order Desk at 256-824-6490.
- x Immediately report utility failures to UAH Police after business hours, on weekends, and on holidays by calling 256-824-6596.
- x If working in a laboratory environment, safely turn off all gasses and turn off power switches to laboratory equipment. Leave the laboratory as soon as equipment, chemicals, and gasses are safely secured.

Please provide the following information:

- x Building name;
- x Nature of problem;
- x Your name and location;
- x Information about persons stuck in elevators, if known.

During power failures, areas that do not have sufficient natural light to see exit stairs or doors should be evacuated while emergency lights are on. Emergency lighting is temporary and is not intended to allow normal building operations to resume or continue.

Do not reenter the building until power is restored.

