The purpose of the Unit Emergency Plan (UEOP) is to aid an academic or administrative support unit in an emergency by developing internal plans and protocols specific to their unit. While the University will manage the emergency, units are expected to have internal plans that will address common hazards (weather, fire, medical, etc.), protocols to assist emergency responders as needed, and plans to resume operations. The intent of the Emergency Unit Plan is to assist in the mitigation, response, and recovery of an emergency.

As defined in the University of Alabama Emergency Operation Plan (UAEOP), the University Incident Commander will manage the emergency and report to the Emergency Preparedness and Response Group Leader. The Emergency Preparedness and Response Group will oversee the emergency, make policy decisions, and provide support. Academic and administrative support units will assist the Incident Commander as needed.

For planning purposes, the University has several sites that provide emergency information. Please review them periodically for new information, modifications, or updates. They can be found at the following web addresses:

- Emergency Preparedness: [www.beready.ua.edu](http://www.beready.ua.edu)
- EHS: [http://bama.ua.edu/~ehs/](http://bama.ua.edu/~ehs/)
- UAPD Safer Living Guide: [www.police.ua.edu/slg.html](http://www.police.ua.edu/slg.html)
**Definitions**

**University of Alabama Emergency Operation Plan (UAEOP)** -- The University of Alabama overall emergency operation plan that describes how the University will address a crisis and/or emergency that impacts University operations. The purpose of the plan is to protect lives and property through the effective use of the University and outside resources.

**Academic Unit** -- A college or school at The University of Alabama.

**Administrative Support Unit** -- A functional area that reports directly to a Vice President or senior level administrator.

**Unit Emergency Coordinator (UEC)** -- The UEC is the person who is responsible for the plan and who will be the point of contact for the academic or administrative support unit if there is an emergency. The UEC is the person that unit members should communicate with if there is an emergency within the unit after first responders have been notified.

**Unit Emergency Coordinator Alternate (UECA)** -- The UECA acts for the UEC in his/her absence.

**Building Emergency Coordinator (BEC)** -- The BEC serves as a point of contact with the building occupants, UEC, and/or emergency responders; reviews, develops, and informs building occupants of specific emergency protocols; and communicates internally with building occupants.

**Unit Emergency Operation Plan (UEOP)** -- An internal emergency plan used by an academic or administrative support unit outlining how it (as a unit) will prepare and respond to a campus emergency. This plan is secondary to the University Emergency Operation Plan and allows for unit specific protocols.

**Site EOP (SEOP)** -- A building specific emergency operation plan that identifies unique building hazards and response protocols. It is a tertiary level plan that permits building specific preparation and response protocols. Units with personnel at multiple sites should appoint additional BEC for each site.
The University of Alabama

COLLEGE OF ENGINEERING EMERGENCY OPERATIONS PLAN

College of Engineering

August 2010
Plan Date

Charles L. Karr, Dean
Name of Approving Authority
(Dean/Senior Administrative Official)

Overview

The College of Engineering (CoE), situated on the northeastern quadrant of campus just west of Hackberry Lane, is divided into seven academic departments and several administrative units and is housed in six separate buildings. An Emergency Team, made up of the Academic Unit Coordinator, Building Emergency Coordinators, and Departmental Emergency Representatives, will implement the College action plan in the event of emergencies.

General Guidelines

- The Dean’s Office shall make the Emergency Operations Plan (EOP) available to CoE faculty and staff. A copy shall be placed on file in each department/administrative office, on the CoE website, and other appropriate areas. A summary listing of Emergency Team members and contact numbers shall be posted at key locations (e.g., departmental main office, classrooms, laboratories).
- If instructed by an Emergency Team member or automatic alarm system, occupants are required to vacate the area. Failure to do so is subject to citation (fine) by the UADPS.

Personnel Responsible

Unit Emergency Coordinator (UEC):

The UEC is the person who is responsible for the plan and who will be the point of contact for the academic or support unit if there is an emergency. The UEC is the person that unit members should communicate with if there is an emergency within the unit after first responders have been notified.

Name: Lawrence Hill
Title: Director of Information Technology & Engineering Services
Office: 333 H.M. Comer Hall
E-mail: hill7@eng.ua.edu
Office: 348-3262
Cell: 310-4599
Unit Emergency Coordinator Alternate (UECA):

The UEC Alternate acts for the UEC in his/her absence. Units with personnel at multiple sites should appoint additional UEC Alternates for each site.

Name: Ken Dunn
Title: Chief Mechanician, Engineering Technical Services
Office: Engineering Student Projects Building
E-mail: kdunn@eng.ua.edu
Office: 348-7228
Cell: 310-9520
Home: 310-9520

Introduction

Who Has A Unit Emergency Operations Plan: Each college dean or support unit senior administrator will determine which units/departments within her/his area of responsibility will have a Unit Emergency Operations Plan (UEOP). All employees will be covered by a UEOP. The administrator of each unit is responsible for maintaining the plan. The Provost is responsible for ensuring that each unit has a current UEOP on file.

Plan Contents: The UEOP will contain at least sections on:
1. Fire
2. Tornado warning
3. Active Shooter
4. Winter storm
5. Transportation accident
6. General accident
7. Emergency illness
8. Hazardous material spill
9. Power outage
10. Civil disturbance or criminal behavior
11. Earthquake
12. Bomb threat

The UEOP will follow the contents of the Generic Template for UEOP and be modified and added to, to address specific unit requirements.

Updates: The goal of each academic/support unit is to have the UEOP updated annually by August 16th.

File: The UEOP will be forwarded to the Provost Office, applicable VP Office, and the Office of Emergency Preparedness within the University of Alabama Public Safety area of responsibility.

Dissemination: The UEOP information will be available to employees of the unit at the beginning of each academic year.
Fire

Warning: Fire alarms will sound in the building and will continue to sound until the Tuscaloosa Fire and Rescue Department (TFR), University Office of Environmental Health and Safety (EHS) or University of Alabama Police Department (UAPD) turn the alarm(s) off. Even though the alarms are turned off, it is not safe to re-enter the building until the Fire and Rescue Department (TFR) personnel give the all clear.

Actions: When the alarm sounds:

- Evacuate the building immediately, leaving through the closest point of exit. There will be no other notification.
- In the event of a fire, if the fire alarm is not sounding, go to the nearest exit and activate pull station for fire alarm. Then follow fire evacuation procedures.
- In the event of a fire, the alarm is not sounding, and you cannot reach a pull station or fire alarm, call the University of Alabama Police Department (348-5454).
- The UEC/UECA or other building occupants will relay pertinent information to fire fighters, EHS personnel, or UAPD personnel when they arrive.
- Everyone should stay out of the building at a safe distance until notified to return to the building.

Special Needs: If an occupant needs assistance reaching the lower level the UEC or UECA will identify the person and his/her needs and ask for assistance from other occupants on the same floor.

Remember:

- You are responsible for yourself. Do not attempt to salvage university or personal property. Unless the fire is very small, do not attempt to extinguish the fire.
- Walk; don’t run to the nearest exit. Do not use the elevators. Check the doorknob before opening a door to determine whether or not it is hot.
- IF IT IS HOT, DO NOT OPEN THE DOOR. Determine if there is another safe route for escape and, if so, take it.
- Do not turn off lights. Close the door as you exit, but leave it unlocked. Close stairwell doors as you exit.
- If you are aware of someone who was not able to evacuate the building, report this to the UEC/UECA or emergency first responders.

Resuming Activities: People may re-enter the building and resume activities only after the Fire Department personnel or EHS personnel give the all clear.

Tornado Warning

Warning: Tornado warnings are sounded by the Tuscaloosa County Emergency Management Authority (EMA) via sounding tornado sirens on and near the campus and through alerts on local TV and radio stations.
Notifications: University Relations will notify students, faculty and staff by:
- Phone
- Email
- Text messages
- Web sites
- Broadcast media
- P/A system

Actions: When the sirens sound:
- Classes, activities and all work will be suspended from the time the warning sounds until the warning is cleared.
- All building occupants should move to the lowest level, interior rooms away from doors and windows
- Occupants should not leave the building.

Special Needs: If an occupant needs assistance reaching the lower level, the Unit Emergency Contact or alternate will identify the person and his/her needs and ask for assistance from other occupants on the same floor. The University of Alabama Police Department (348-5454) should be notified of any special needs of any occupants.

Monitoring Weather: Weather advisories can be monitored by:
- Connecting to the web at The University of Alabama homepage.
- Broadcast media

Resuming Activities: Activities will not resume until the National Weather Service Advisory gives an all clear that the tornado warning has expired.

Active Shooter

Any violent act is tense, uncertain, and rapidly evolving. Preparedness and response for unpredictable incidents may vary with each situation. Each individual must evaluate the specific situation and make the best decision(s) regarding their own safety.

Notification: From a safe location, immediately notify UAPD at (205) 348-5454. When your call UAPD, remain calm and provide your present building location and specific room number, if applicable. Provide a complete description of the suspect(s) including any observed weapons and suspect’s(s’) last known location. Provide the location of any injured victims. Stay on the phone with the UAPD communications operator until the operator advises that you are no longer needed.

Actions: The U.S. Department of Homeland Security provides the following information on how to respond to an active shooter situation.

Evacuate- If there is an accessible escape path, attempt to evacuate the premises.
Be sure to:
• Have an escape route and plan in mind
• Evacuate regardless of whether others agree to follow
• Leave your belongings behind
• Help others escape, if possible
• Prevent individuals from entering an area where the active shooter may be
• Keep your hands visible
• Follow the instructions of any police officers
• Do not attempt to move wounded people
• Call UAPD (205) 348-5454 when you are safe

**Hide out**- If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:
• Be out of the active shooter’s view
• Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
• Not trap you or restrict your options for movement

To prevent an active shooter from entering our hiding place:
• Lock the door
• Blockade the door with heavy furniture

If the active shooter is nearby:
• Lock the door
• Silence your cell phone and/or pager
• Turn off any source of noise (i.e., radios, televisions)
• Hide behind large items (i.e., cabinets, desks)
• Remain quiet

If evacuation and hiding out are not possible:
• Remain calm
• Call (205) 348-5454, to alert UAPD to the active shooter’s location
• If you cannot speak, leave the line open and allow the dispatcher to listen

**Take action against the active shooter**- As a last resort, and only when your life is in Imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
• Acting aggressively as possible against him/her
• Throwing items and improvising weapons
• Yelling
• Committing to your actions

Once law enforcement officers are on the scene, they will move through the area/building. Follow all directions from law enforcement officers immediately. The **primary focus** of UAPD will be to locate and confront the threat. Once the threat has been contained, other resources will
assist you.

Additional information regarding U.S. Department of Homeland Security recommendations regarding an active shooter can be found through a link on the UA Emergency Preparedness website at beready.ua.edu.

**Winter Storm**

**Notification:** UEC or UECA will receive information from University Relations regarding cancelling classes and the suspension of normal business operations by the University.

**Actions:** The UEC or UECA will ensure that the personnel in his/her unit and have received the information.

**Transportation Accident**

**Actions:**
- Anyone who becomes aware of a transportation accident should immediately contact the University of Alabama Police Department (348-5454). If there are injuries in the accident, provide the following:
  - Location of the injured person (street address)
  - Type of injury or problem
  - The individuals current condition
  - The phone number where you are
  - Stay on the phone with the dispatcher

**General Accident**

**Actions:**
- Anyone who becomes aware of an accident should immediately contact the University of Alabama Police Department (348-5454). If there are injuries in the accident, provide the following:
  - Location of the injured person (building, room number, etc)
  - Type of injury or problem
  - The individual’s current condition
  - The sequence of events leading to the emergency (if known)
  - Medical history of the victim (if known)
  - The phone number where you are
  - Stay on the phone with the dispatcher
- After that call has been made, they should contact the UEC or UECA and make a report. The UEC or UECA will await instructions from the University Police.

**Emergency Illness**

**Actions:**
• Anyone who becomes aware of a person who appears to be suffering from an emergency illness (stroke, fainting, heart attack, seizure, etc.) should immediately contact the University of Alabama Police Department (348-5454).
  o Location of the injured person (building, room number, etc)
  o Type of injury or problem
  o The individual’s current condition
  o The sequence of events leading to the emergency (if known)
  o Medical history of the victim (if known)
  o The phone number where you are
  o Stay on the phone with the dispatcher
• After that call has been made, they should contact the UEC or UECA and make a report. The UEC or UECA will await instructions from the University Police.

**Hazardous Material Spill:**

**Identification of a Spill:** A hazardous material spill can be in the form of a gas, liquid or solid. It may or may not have an odor, cause immediate distress or in the case of a gas, be visible. Assume all material spills are hazardous unless you can clearly identify the material as not being hazardous.

**Actions:**
• Any accident involving hazardous materials shall be immediately reported to the University Police Department (348-5454).
• Next, any accident involving hazardous materials should be reported to the UEC or UECA.
• Check for potential injuries (due to fumes, etc.).
• The University Police will notify the University Environmental Health and Safety Office (348-5905) and the Tuscaloosa Fire and Rescue if appropriate.
• If building evacuation is required, the UEC or UECA will coordinate with UAPD, EHS, and Tuscaloosa Fire and Rescue and assist with alerting the occupants in the building.

**Resuming Activities:**
• Resume activities only after the spill has been cleaned up and the UEC or UECA and University Environmental Health and Safety personnel have given the okay.

**Power Outage:**

**Actions:**
• Notify University Facilities (348-5823 (Housing) or 348-6001 (Physical Plant)) if there is a power outage.
• The UEC or UECA should contact University Facilities (348-6001) to determine, if possible, the length of power outage.
• This information should be communicated to all personnel including faculty teaching classes.
• Occupants will be unable to use the elevators and must use the stairwells to evacuate the building.
• Each area should have a flashlight with extra batteries available.
• The UEC or UECA should check the elevators. If someone is trapped in stopped elevators, the contact/delegate on that floor should contact the University of Alabama Police Department (348-5454).

**Special Needs:** If someone is unable to use the stairwells because of special needs, the UEC or UECA is responsible for enlisting assistance from occupants of that floor to assist in the evacuation. If that is not possible, the University of Alabama Police Department (348-5454) should be notified of anyone with such special needs.

**Civil Disturbance or Criminal Behavior:**

**Actions:**
• Anyone who becomes aware of a civil disturbance or criminal behavior should immediately contact the University of Alabama Police Department (348-5454).
• The UEC or UECA will contact the University of Alabama Police Department (348-5454) for assistance.
• The UEC or UECA will relay information on securing offices and equipment per instructions from the University Police and will instruct occupants on procedures to be followed.

**Earthquake:**

**Actions:**
• All personnel should watch for falling objects, stay away from glass, douse all fires, and get under furniture, in a corner away from windows, or in a strong doorway if an earthquake occurs.
• If personnel leave the building, they should avoid tall objects that could fall; if possible, move to an open area away from hazards.
• Immediately after an earthquake the UEC or UECA should check for injured people but should not attempt to move them.
• If wiring is damaged, the UEC or UECA should consult with University Facilities (348-6001).
• If there is apparent structural damage, the UEC or UECA should contact the University of Alabama Police Department (348-5454) and University facilities (348-6001).

**Bomb Threats**

**Actions:**
• Anyone who becomes aware of a bomb threat should immediately contact the University of Alabama Police Department (348-5454).
• After the University of Alabama Police Department has been notified, the UEC or UECA should be notified also.
• The UEC or UECA will relay information on securing offices and equipment per instructions from the University Police and will instruct occupants on procedures to be followed.
Appendix A: Emergency Team and Areas of Responsibility

The Emergency Team will be composed of the following people with these specific responsibilities:

• **Unit Emergency Coordinator (UEC)**
  
  The CoE will have a single UEC who will have the responsibility of, upon notification of an emergency or potential emergency, communicating the available information to the appropriate building and departmental representatives.

  Name: Lawrence Hill  
  Title: Director of Information Technology & Engineering Services  
  Office: 333 H.M. Comer Hall  
  E-mail: hill7@eng.ua.edu  
  Office: 348-3262  
  Cell: 310-4599

• **Unit Emergency Coordinator Alternate (UECA)**
  
  The CoE will have a single UECA who will act for the UEC in his/her absence.

  Name: Ken Dunn  
  Title: Chief Mechanician, Engineering Technical Services  
  Office: Engineering Student Projects Building  
  E-mail: kdunn@eng.ua.edu  
  Office: 348-7228  
  Cell: 310-9520  
  Home: 310-9520

• **Building Emergency Coordinators (BECs) and Departmental Emergency Representatives (DERs) and/or Alternates**
  
  Each building will have a BEC and each department will have a DER who is responsible for, upon notification of an emergency or potential emergency, implementing the EOP procedures for the appropriate emergency as detailed in this document.

  Building Emergency Coordinators:

  **Bevil:**
  
  Name: Robert (Bob) Fanning  
  E-mail: rfanning@eng.ua.edu  
  Phone: 348-0368  
  Backup: Lawrence Hill  
  E-mail: hill7@eng.ua.edu  
  Phone: 348-3262

  **HM Comer Hall (MIB):**
Name: Doug Cannon
E-Mail: dcannon@eng.ua.edu
Phone: 348-2309
Backup: Robert (Bob) Fanning
E-Mail: rfanning@eng.ua.edu
Phone: 348-0368

South Engineering Research Center (SERC)
Name: Leon Winston
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Backup: Doug Cannon
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Phone: 348-2309

Houser Hall
Name: John Smith
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Backup: Ken Dunn
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Phone: 348-7228

Hardaway Hall
Name: Tim Connell
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Phone: 348-7251
Backup: Barry Johnson
E-Mail: bjohnson@eng.ua.edu
Phone: 348-4664

Hardaway Hall Annex
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Backup: Tim Connell
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Phone: 348-7251