



The University of South Alabama
Emergency Response &
Recovery Plan

Revised April 09

EMERGENCY RESPONSE AND RECOVERY PLAN

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Purpose/Scope

The Emergency Response and Recovery Plan is designed for the University of South Alabama by the University Safety and Environmental Compliance Committee to ensure a set response and action will take place by the majority of staff prior to or directly following an emergency situation. The primary objective is to protect students, employees, visitors and the University's properties from a spectrum of possible emergencies and disasters. The Plan does not cover every potential disaster/emergency, but rather those that are of major concern on a typical university campus in a coastal location. USA Hospitals have individual emergency/disaster plans that are listed in the appendix.

Purpose

The prevention of personal injury and loss of property are the primary purposes for establishing this plan. This plan will help minimize panic and confusion in the event of an emergency. It establishes a small team of people who can assess damage, make informed decisions about how to handle the immediate situation and arrange for experts to deal with long-term consequences of the event.

For the purpose of using the guidelines in this Emergency Response & Recovery Plan, the University of South Alabama defines a major emergency as an event that is not likely to be handled best through routine measures or responses.

The University President or his designee must first declare a state of emergency to exist and then all students, staff and faculty should immediately implement these guidelines. Two types of emergencies may cause the President to declare an emergency. These are: (1) large scale disorder and (2) large scale natural or man-made disasters. Since an emergency may arise quickly without warning, these procedures are established to be flexible in order to accommodate contingencies of various magnitudes.

Disasters may affect residents in the geographical location, therefore, city, county and federal emergency services may not be available. A delay in emergency services may be 72 or more hours.

Scope

This document establishes policies, procedures and organizational structures for response to a major emergency or crisis. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of this document.

This document addresses the University of South Alabama campuses. To supplement this document, off campus locations and facilities have prepared similar emergency plans. Individual departments of the University, such as University Police, Central Utilities, Maintenance, Housing, Mitchell Center, Safety and Environmental Compliance will maintain department specific emergency response and recovery plans as necessary to ensure the safety and well being of the campus community and campus operations.

TYPES OF EMERGENCIES

Types of emergencies or disasters covered in this plan are:

1. Events Requiring Building Evacuations or Relocation
 - Fire
 - Bomb Threat
 - Shelter in Place
2. Campus Evacuation
3. Civil Disturbance
4. Violent or Criminal Behavior
 - Child Abduction
 - Missing Person
 - Armed Person
5. Psychological Crisis
 - Death of a Student/Faculty/Staff on Campus
6. Explosions or Hazardous Materials Incident
7. Incident - Large Scale
8. Weather Related
 - Hurricane
 - Flooding
 - Severe Storm
 - Temperature Extreme
 - Tornados
9. Utility
10. Gas Leak
11. Power Failure
12. Communications
13. Biological or Infectious Epidemic

Defining Levels of Emergencies

The President of the University (6-6111) shall serve as the Response Leader during any major emergency or disaster and shall be responsible for declaring the emergency.

In the absence of the University President (6-6111) in order of availability, the Senior Vice President for Academic Affairs (6-6261), the Vice President for Financial Affairs (6-6132), the Vice President for Student Affairs (6-6671) or the University Police Department's ranking officer (6-6313) shall serve as Response Leader until the President is on site.

The following definitions of an emergency are provided as a guide to assist University Police and responding departments in determining the appropriate level of notification required:

Level 0 (NIMS 5)

An incident that can be resolved by University Police or a responding department without outside agency involvement. May require a University Incident/Accident report as documentation.

Example: Vehicle accident

Level 1 (NIMS 4)

Any incident, potential or actual, which will not seriously affect the overall functional capacity of the University. Can require an outside agency to respond, short-term evacuation and may involve injuries. Report all **Level 1** emergencies to the University Police (511 or 460-6312).

Example: Dorm Room Fire

University Police will notify the following University Officials and Department Representatives of Level 1 incidents utilizing the Campus Emergency Call list:

1. University Police Chief
2. Vice President for Student Affairs
3. Director Facilities Management
4. Director Public Relations
5. Assistant Director - Facilities Mgmt Op
6. Assistant Director, Facilities Maintenance and Grounds
7. Director Housing (If housing related)
8. Director Risk Management
9. Director Safety and Environmental Compliance
10. Dean or Department Chair for area affected

The Director of Public Relations or designee will brief the President and Senior Vice President regarding the incident within a reasonable time period.

Level 2 (NIMS 3)

Any incident, potential or actual, which affects an entire building or group of buildings, and which will disrupt the overall operation of the University. Outside emergency services will most likely be required in addition to assistance from campus support services. Major policy considerations and decisions will usually be required from the University's Administration during times of crisis. In some cases an Emergency Response Team will be activated.

Example: Building destroyed or heavily damaged by a tornado

Report any **Level 2** incidents to University Police (511 or 460-6312). University Police dispatch is to contact the following university officials and department representatives utilizing the Campus Emergency Call list:

1. University Police Chief
2. Vice President for Student Affairs
3. Director Facilities Management
4. Assistant Director, Facilities Maintenance and Grounds
5. Director of Housing (If Housing related)
6. Superintendent Central Utilities
7. Director Public Relations
8. Director Risk Management
9. Director Safety and Environmental Compliance
10. Dean or Department Chair of area affected
11. Mobile County Emergency Management Agency

The Associate Vice President for Financial Affairs will notify the Senior Hospital Administrator, HSF Chief Executive Officer or Vice President for Medical Affairs if a healthcare facility or their personnel are known to be affected. The Director of Public Relations or designee will contact the President and Senior Vice President if the Level 2 incident requires their immediate notification.

Level 3 (NIMS 2,1)

Any incident or occurrence that has taken place and has seriously impaired or halted the operations of the University. **With all Level 3 incidents an Emergency Operations Center will be activated and the appropriate support and operational plans will be executed.** Level 3 situations will be where mass casualties and severe property damage may be sustained. A coordinated effort of all campus wide resources is required to effectively control the situation. Outside emergency services will be essential.

Contact University Police (511 or 460-6312) immediately. University Police are to contact the following University Officials. Vice Presidents will then notify their reporting Department Representatives of the Level 3 incident and what course of action is required. University Police dispatch will be extremely busy with calls from outside agencies and all incoming calls must be restricted to emergency responders. The **USA Weather Hotline #460-6999** will be utilized as an information line during any Level 3 incident. Refer all non-emergency calls to this number for information. Any one or all of the following systems will be activated to provide information to students, visitors and employees: The W.A.R.N. multi device notification system,

University internal email mass notification system and the campus Siren/PA system.

1. Chief University Police
2. The President or Designee
3. Senior Vice President for Academic Affairs
4. Vice President for Financial Affairs
5. Vice President for Medical Affairs
6. Vice President for Student Affairs
7. Director of Public Relations or Designee
8. Director Facilities Management

The President or designee will notify the Board of Trustees of the incident, if warranted.

Overview

The University Emergency Response and Recovery Plan is predicated on a realistic approach to the problem likely to be encountered on a campus during any Level 0 thru Level 3 incident. Incidents may also affect residents in the surrounding geographical location of the University; therefore, state, city, county and federal emergency services may not be readily available. A delay in off-campus emergency services may be expected (up to 72 hours).

Declaration of Campus State of Emergency

The authority to declare a campus state of emergency rests with the President or his designee as follows:

During the period of any campus LEVEL 2 incident, the University Police shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and secure educational facilities. The Ranking University Police Officer and the available Vice Presidents should consult with the President regarding the emergency and the possible need for a declaration of a campus state of emergency. See Appendix 3 for University Closure and/or Cancellation Policy.

When this declaration is made only approved students, faculty and emergency response staff are authorized to be on campus. Those who cannot present proper identification (students or employee identification card, or other picture I.D.) showing their legitimate business on campus will be directed to a University Police Officer or will be instructed to leave the campus. University Police will determine legitimacy for students and faculty to access the campus. Unauthorized persons remaining on campus may be subject to arrest.

In addition, only those faculty and staff members who have been assigned emergency response team duties or issued an emergency pass by the University Police will be allowed to enter the immediate disaster site. The Vice President for Student Affairs in consultation with the President's Office may initiate the formation of a personnel pool to provide staffing assistance in areas understaffed. The personnel pool will be managed by representatives from Human Resources.

In the event of fires, storms or major disaster occurring in or about the University campuses, or which involves University property, the Office of the President or his designee will dispatch University officials to determine the extent of any damage to University property.

Action: Direction and Coordination of Emergency

Emergency Response and Recovery Team Leader

All emergency operations and policy decisions shall be coordinated by the President of the University (6-6111) or designee. In the absence of the President those listed in order of availability under “Definitions of Emergencies” will act as an Interim Response Leader. The direct operational control of a campus major emergency or disaster is the sole responsibility of the President or his designee. The operational support of University Emergency Response Teams is the responsibility of the Vice President of Financial Affairs or designee (6-6132) who will coordinate all on-campus emergency support functions serving as Emergency Operations Coordinator. Off-Campus emergencies will be coordinated by the Administrator, Dean or Department Chair in charge of the facility or off campus area affected. The Director of Public Relations or designee is to be contacted immediately by University Police. See appendix #2 for Response Team Organizational Chart, which depicts responsibilities and reporting relationships only during emergency operations.

Action: Establishing an Emergency Operations Center

A. Field Operations Center.

If the emergency involves a single building or a small part of the campus, a University Police vehicle is to be placed as near the emergency scene as is reasonably possible. This can serve as a temporary (field) operation’s center until the scope of the emergency is defined. At least one uniformed officer is to staff the field center at all times during and until the emergency ends.

Field Operations Center Equipment includes:

- a. Barricades and barrier tape, and signs for the scene
- b. Two portable 800 MHz hand-held radios preset to channel #1
- c. Portable public address system
- d. First aid kit with safety glasses, gown and latex gloves
- e. Fire extinguisher
- f. Campus telephone directory and local telephone directory including yellow pages
- g. Cellular telephones
- h. Emergency Response and Recovery Plan
- i. Department of Transportation - Emergency Response Guide Book
- j. University Emergency Call List and Phone Numbers
- k. Building assessment records

B. University Administrative Team

If the incident involves a large part of the campus, the President’s Council serving as the University’s Administrative Team is to meet in the President’s Board Room (Administration Building). If this site is unavailable, the President or designee may elect to utilize the Laidlaw Performing Arts Center’s Conference Room. At least one University Police Officer in uniform is to staff the meeting area until the incident/emergency situation ends. An area for outside and local agency assistance representatives to meet shall be established by the Emergency Operations Coordinator within the Operations Center or

adjacent to the Field Operations Center for unified on-site emergency response logistics.

A conference room with facilities for media representatives shall be provided and staffed by University personnel as defined by the Director of Public Relations or his designee. Media representatives must be escorted or attended by University representatives at all times while on any of the University campuses.

If the media arrives on scene an area is to be designated by the ranking University Official in coordination with first responding agencies for media set up at a safe distance from the emergency. Violators of this policy will be escorted from the campus property and may be served a “Criminal Trespassing” notice.

Activation: University Emergency Response and Recovery Team

The Field Operations Coordinator (Ranking University Police Officer) on duty will contact the University’s Police Chief and provide a situation report. The Chief or designee will then determine if University Police dispatch are to initiate the notification process and activate the Emergency Call List.

In addition to initiating the notification process, the Field Operations Coordinator will prepare the Emergency Operations Center for activation.

Remember to Dial 9 to Make an Outside Call Before Calling Non-University Agencies:

- 1. Local law enforcement agencies:
 - Mobile Police Department9-911
 - Mobile County Sheriff’s Office9-911
- 2. Local Fire Department9-911
- 3. Alabama State Troopers.....660-2300
- 4. EMS Services.....9-911
- 5. Mobile County Health Department.....690-8158
- 6. State Department of Environmental Management.....450-3400
- 7. Local Hospitals:
 - USA Medical Center471-7000
 - USA Children and Women’s415-1000
- 8. American Red Cross438-2571
- 9. ALDOT Mobile County District Engineer470-8209
- 10. Salvation Army438-1625
- 11. United States Coast Guard441-6000
- 12. Alabama Marine Police 888-903-2583
- 13. County Engineers.....574-8595
- 14. Mobile County Emergency Management460-8000

Line of Authority and Responsibilities

Response team members may be contacted to implement and coordinate emergency response plans and provide support as it pertains to their areas. Team members are to remain in constant communication with the Response Leader and Emergency Operations Coordinator. General responsibilities of the Response team members are as follows:

- 1. Response Leader: President or Designee (6-6111)**
 - a. The President or designee is responsible for the overall direction of the University's emergency response and recovery teams.
 - b. Works with the vice presidents and team members in assessing the emergency and preparing the University's specific response plan.
 - c. Declares and ends emergency response process when appropriate and the University's state of emergency as provided for in the introduction to the plan.
 - d. Notifies and conducts liaison activities with the University administration, governmental agencies, emergency response and recovery team and others as necessary.

- 2. Senior Vice President for Academic Affairs**
 - a. In the absence of the President will serve as Response Leader for the University's emergency response.
 - b. Assists the President or designee in defining the type and magnitude of the emergency.
 - c. Initiates immediate contact with the President and University administration and begins an assessment phase of the situation.
 - d. Coordinates with college deans as liaison and determines if essential services and functions are to be relocated.

- 3. Vice President for Medical Affairs**
 - a. In the absence of the President will serve as Response Leader at any of the University medical facilities.
 - b. Coordinates with University Emergency Response Team as liaison and determines if essential medical services and functions are to be discontinued or relocated.
 - c. Advises the President or designee of all news concerning the extent of the emergency affecting the medical facilities.

- 4. Vice President for Student Affairs**
 - a. May serve as Response Leader in the absence of the President.
 - b. Coordinates with University Emergency Response Team as liaison and determines if student services are to be discontinued or relocated.
 - c. Initiates the closing and relocation of students to temporary housing.
 - d. Provides for food/perishables to be available during the event.
 - e. Serves as liaison for the University with volunteer agencies.

- f. Establishes databases for tracking of student information.
- g. Contacts other institutions regarding status/concerns.
- h. Contacts appropriate contractors for record detention and restoration.
- i. Indirectly coordinates law enforcement activities.

5. Vice President for Financial Affairs

- a. May serve as Response Leader in the absence of the President or Senior Vice President for Academic Affairs. Serves as Emergency Operations Coordinator for the President or designee.
- b. Works with the other Emergency Response Team members in determining the type and magnitude of the emergency. Assigns tasks/responsibilities to the team members.
- c. Coordinates building surveys and determines when essential services or functions are to be relocated.
- d. Establishes arrangements for the tracking of related purchase requisitions and contracts.
- e. Assigns or designates a University representative to handle potential Federal Emergency Management Agency documentation.
- f. Provides periodic status reports to the President and others as necessary.

6. Director Facilities Management

- a. Surveys buildings and provides assessment to the Vice President(s) for determining if essential services or functions are to be relocated.
- b. Provides facilities for emergency generator fuel and water supplies during the emergency or disaster period. Works with city agencies to disconnect electric, communications, gas, water and sewer services as needed.
- c. Provides for transportation and storage of vital records at an alternate site: coordinates with college deans as liaison and provides necessary support.
- d. Coordinates emergency transportation services including the relocation of students, faculty, visitors and staff.
- e. Provides Vice President or designee with all operations and facilities disaster related expenditures for tracking.

7. Assistant Director, Facilities Maintenance and Grounds

- a. Provides equipment and personnel to perform shutdown procedures, barricade control, installation of barricades, emergency repairs and equipment protection.
- b. Provides vehicles, equipment and operators for movement of personnel and supplies, assigns vehicles as requested by the Emergency Response Team for use.
- c. Serves as designee in the absence of the Associate Vice President for Financial Affairs.
- d. Manages recovery phase structural demolition(s) and debris removal efforts.
- e. Pre-arranges alternate debris disposal sites and obtains necessary permits.

8. University Police Department: Chief of Police

- a. Maintains the University police force in a state of constant readiness and supports the President in declared emergencies. Reports directly to the Response Leader until the emergency has been declared over.
- b. Notifies appropriate University administrators of major and minor emergencies.
- c. Monitors campus emergency warning and evacuation systems.
- d. Takes immediate and appropriate action to protect life, property and to safeguard records.
- e. Obtains assistance from the Mobile Police Department, Mobile Fire and Rescue Departments and/or Mobile County Sheriff's Department as needed.
- f. Provides traffic control, access control, perimeter and internal security patrol services as needed.
- g. Provides and equips an alternate site for the Field Operations Center and serves as communications point of contact with Mobile County Emergency Management Agency.
- h. Maintains liaison with Director of Public Relations.

9. Public Information: Director of Public Relations

- a. Establishes liaison with the news media for dissemination of information as required by the President.
- b. Establishes liaison with the local radio and TV services for the public announcements.
- c. Arranges for photographic and audio-visual services.
- d. Contacts and advises the President or designee of all news concerning the extent of the emergency affecting the University.
- e. Prepares news releases concerning the emergency and coordinates any changes to prerecorded phone messages provided via **USA's Weather Hotline**. Defines and manages media area providing support services as needed.

10. Risk Management: Director of Risk Management

- a. Notifies insurance carrier, as appropriate.
- b. Responsible for working with adjuster/appraisers in evaluating scope of damages.
- c. Assists departments in recording losses and costs associated with temporary repairs or replacement of damaged items.
- d. May be requested to provide oversight to investigations as they relate to incidents.

11. Safety: Director of Safety and Environmental Compliance

In the event of a hazardous chemical or biological materials incident, the Department of Safety and Environmental Compliance has been designated by the University President to serve as the Emergency Operations Coordinators. Contact the Director of Safety and Environmental Compliance or a member of the SEC staff at 6-7070. (Emergency contact numbers for cell numbers and home numbers have been provided to Campus Police and each laboratory manager.)

- a. During all other types of emergencies or disasters will serve as safety advisor for emergency

response teams.

- b. Coordinates campus fire prevention and investigation services.
- c. Assists Director of Facilities Management with building inspections and monitors demolition and debris removal process for regulatory compliance and safety.
- d. Monitors debris removal process for appropriate waste stream segregation.
- e. Manage University Safety and Environmental Compliance programs during and following an emergency or disaster.
- f. May be requested to coordinate incident investigations.
- g. Reviews and updates the Emergency Response and Recovery Plans as needed.
- h. Department representative will contact the State Fire Marshal's office if the emergency is fire related.

Departmental Plans / Responsibilities

While this section cannot identify all responsibilities of individual departments in responding to emergencies, it is intended to clarify basic responsibilities. It is expected that the individual department will utilize the University's Emergency Response and Recovery plan as a guide and develop department or facility specific plans. Department plans are to be reviewed and updated annually by the appropriate managers. Updated plans are to be submitted to the Director of Safety and Environmental Compliance by June 1st of each year.

1. Administrator, Deans and Department Heads

Emergency Preparedness

- a. Department plans and building evacuation information shall be distributed to all employees and practice drills are recommended to be held annually. Contact the University Police and Safety Departments for assistance with conducting drills.
- b. Time should be allowed for training employees in emergency response such as fire extinguisher usage, first aid, CPR and building evacuation procedure. Contact the Safety and Environmental Compliance Coordinator for training programs offered.

During an Emergency/Disaster

- a. Contact University Police (511) immediately in an emergency and provide support as needed.
- b. Inform all employees and students in their area of the emergency or event and direct their response activities as they relate.
- c. Evaluate the impact that the emergency has on their service or activity and take appropriate actions. This may include ceasing operations and initiating evacuation.
- d. Maintain emergency telephone communications with representatives from their area or from alternate location if necessary.

2. Faculty and Staff Supervisors

Faculty and staff supervisors are expected to:

- a. Educate their employees concerning University emergency procedures as well as evacuation procedures for their building and/or areas. It is difficult to drill students on fire safety or building evacuation, so it is essential to have the staff and faculty clearly informed of their duties.
- b. Understand how to and when to activate a fire pull station or evacuation bell signal; specifically what is to be done by staff and faculty to get everyone out safely and away from the building. Important: Inform all students, staff and faculty to strictly follow building evacuation guidelines during an emergency and to report to their designated assembly area outside the building. Assembly areas must not interfere with emergency responders or put evacuees at risk. Conduct roll call to determine if all evacuees have safely exited the building.
- c. Building Coordinators if designated may serve as monitors for building evacuations and may sweep the evacuated building to confirm a complete evacuation. Monitors must be trained not to enter areas where

smoke and fumes are evident, nor to take unusual risks. They should direct trained emergency personnel to such areas to confirm evacuation.

- d. Inform their students and/or staff of the emergency and initiate emergency procedures as outlined in this guide.
- e. Assist with inspecting their assigned building, facility or area in order to determine the impact an incident could have on their facility. Report all safety hazards to Safety and Environmental Compliance. Work orders that reduce hazards and can minimize accidents should be promptly submitted to Maintenance or Central Utilities.
- f. During a bomb threat, a supervisor or employee familiar with the work area may be required to assist University Police and Law Enforcement with surveying for unusual packages or explosive devices.

Notification System

The University telephone and email systems are the primary means of emergency notification on any of the University campuses. The systems are intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus. The University of South Alabama has established the USA Weather Hotline to provide official information to faculty, staff and students regarding severe weather and related University bulletins and closure information. The USA Weather Hotline number is **460-6999**. This recorded information is updated as conditions warrant. Departments are encouraged to advise their students and employees to use this number for official information. Weather related calls to your department can be transferred to this number as well. USA information is also available on the USA web site. Efforts will also be made to inform the media and general public when an emergency is underway.

Other Notification Procedures

The University has contracted with W.A.R.N. Command to provide simultaneous outbound messaging services. University officials and/or EMA Representatives may activate the service to automatically deliver phone, fax, pager and email communications.

- * During an event limited to the main campus the use of the Siren/PA system will be utilized in conjunction with other mass notification systems.
- * The University's Cable System can be utilized in providing notifications to areas served by the system.
- * When no other notification system is feasible, police vehicles will circulate the campus using vehicle loud speakers to issue emergency instructions.

Communication System Failures

If regular telephones and cell phones have failed, use of messengers or two-way 800 MHZ radios may be required. The University Police are to maintain and provide 800 MHZ radios to University officials to be utilized as a source of communications on campus and with outside agencies when normal communications systems have failed.

Communication Center for Major Emergencies

Normal Hours

Administration conference area, room #353 will serve as the official base station for 800 MHZ radio emergency communications by the Emergency Response and Recovery team. Each University administrator, upon receiving notification of a campus emergency by any form of communication, is to pass the same information along to those departments/areas under his or her direction. Radio communications, if utilized, will be on channel #1 for campus communications and channel #2 for off campus communications. The Mobile County Emergency Management Agency has authorized the University to utilize the county's radio system and assigned talk group **EMA 25** for communication with local agencies as a mutual aid provision. The Laidlaw Performing Arts Center, conference room #1034, may serve as an alternate Emergency Operations Center or communication center in the event that an alternate location is required.

Important: During an emergency, campus phones must be restricted to official University business only. In the absence of phone services, the University Police may provide runners for emergency notification (contingent on available personnel). Other departments may be requested by the University Police to provide assistance with this function until radio communications can be implemented.

Assistance During Emergencies

First Responders and Emergency Assistance

a. University Police Dispatch (511 or 460-6312):
Uniformed University Police Officers are on duty twenty-four hours a day. Additional law enforcement assistance if needed will be requested by University Police.

b. Facilities and Operations Emergency Services:

Technical assistance can be requested from Maintenance (6-7111) and Central Utilities (6-7047) at all times during normal working hours and on short notice at other times. After 5:00 p.m. contact Central Utilities.

UTILITIES: Repairs and shut-offs to water, gas, electric, steam and sewer systems.

STRUCTURES: Repairs to structures and mechanical equipment therein, including heating and cooling systems.

EQUIPMENT: Portable pumps, generators, floodlights, welders, air compressors, tractors, backhoes, forklifts, etc.

c. Purchasing Department

Emergency procurement of required goods and services in direct support of an emergency must be handled

in a manner to insure compliance with the University Procurement Codes. Emergency procurement shall be limited to those supplies and/or services necessary to meet the immediate conditions only. University issued credit cards can be utilized for emergency related purchases in excess of regular set limits. For federally declared disasters, a University representative will be appointed by the Vice President of Financial Affairs to work with FEMA. The University representative must be provided copies of all receipts and related claims documentation. Refer to FEMA guidebook 323 for information regarding eligible reimbursement.

d. Emergency Shutdown Procedures

In the event of a natural disaster in which major structural damage is sustained, it is the Facility Management Director or designee's responsibility to order utility interruption. Once all hazards have been eliminated, the Director will authorize service re-connection.

e. Housing Department

The Director of Housing will prepare a written plan for the protection of students who remain in the residence buildings during an emergency. Designated Residence Advisors will serve as building emergency coordinators for their residence areas. All residents will receive instructions outlining actions to be taken prior to, during and after the emergency by their assigned Residence Advisors.

Emergency Procedures Guide

University Emergency Guidelines

This section contains the recommended procedures to be followed during specific types of emergencies. The procedures should always be followed in sequence, unless conditions dictate otherwise.

Reporting Emergencies: 511

In an emergency in which University Police cannot be reached, dial Mobile Police Department 9-911. You must tell the 911 operator where you are calling from and stay on the line.

When calling, stay calm and carefully explain the problem and location to the dispatcher. Do not hang up until told to do so. **KEEP CALM AND KEEP OTHERS CALM.**

Caller: _____ Building Point of Contact _____

Location: _____ Designated Assembly Point:

Telephone _____

- * After any evacuation, report to your designated assembly point, stay there until an accurate “HEAD COUNT” is taken.

Evacuation Procedures

IN A DECLARED EMERGENCY ON CAMPUS . POLICE/FIRE/AMBULANCE . **DIAL 511** In an emergency in which University Police **CANNOT** be reached dial 6-6312.

When unable to contract University Police, dial (911).

Building Evacuation

- A. The University Police have the authority to order the evacuation of buildings on their respective campuses. An evacuation of a building does not automatically result in a cancellation of classes or the closing of all or part of the University. See Closure and/or Cancellation Policy in Appendix 3.
- B. When the building evacuation notice is given, leave by the nearest marked exit and alert others to do the same.
- C. Assist handicapped individuals exiting the building. Remember that elevators should be reserved for handicapped persons. **DO NOT USE ELEVATORS IN CASES OF FIRE.**
- D. Once outside, proceed to a clear area up wind that is at least 500 feet away from the affected building. Keeps streets, fire lanes, hydrant areas and walkways clear for emergency vehicles.
- E. **DO NOT** return to an evacuated building unless told to do so by an official.

IMPORTANT! After any evacuation, report to your designated departmental assembly point. Stay there until an accurate head count is taken. Do not leave the campus unless instructed to do so by University Officials, information may be needed from you.

Campus Evacuation

Evacuation of all or part of the campus grounds will be announced by the University Police (511) or by University Officials based on the magnitude of the event. All persons (students, staff and contractors) are to immediately vacate the site in question and relocate to another area or off the campus grounds as directed.

FIRE

CALL THE MOBILE FIRE DEPARTMENT - Dial 9-911

Then notify the University Police (511) immediately after contacting the **911 Center**.

1. Know the location of the nearest fire extinguisher, fire exit and alarm pull station in your area and how to use them. Training and information can be provided by the Safety and Environmental Compliance Department upon request.
2. If a minor fire appears controllable IMMEDIATELY contact the **911 Center** by calling (**9-911**) and then the University Police (511). Activate the building alarm. Then upon selection of the appropriate fire extinguisher promptly direct the charge of the fire extinguisher towards the base of the flame source.
3. If a suspected fire-related emergency exists, activate the building alarm.
CAUTION: Some buildings currently do not have alarm systems tied into the Campus Police monitoring system. In these buildings you must report the fire by phone.
4. In large fires that do not appear controllable, IMMEDIATELY activate the building alarm system then notify the **9-911 Center** followed by the University Police (**511**). Evacuate all rooms, closing all doors to confine the fire and reduce oxygen supply. Before entering an area with a potential fire, check the door for signs of heat and smoke. If the door is hot, do not enter, notify emergency responders so that they can check for complete evacuation.

DO NOT LOCK DOORS!

5. When the building fire alarm is sounded, an emergency should always be believed to exist. Walk quickly to the nearest marked exit and alert others to do the same.
6. ASSIST HANDICAPPED IN EXITING THE BUILDING! DO NOT USE THE ELEVATORS DURING A FIRE. If necessary, move handicapped individuals to stairwell landings and request another building occupant stay with them until emergency responders can be notified of their location to provide rescue assistance.
7. Once outside the building, move to a safe clear area at least 150 feet from the affected building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
8. If requested, assist emergency crews as directed.
9. A University Field Operations Center may be set up near the emergency site. Keep clear of the Operations Center unless you have official business with regards to the incident.
10. Do not return to an evacuated building instructed to do so by an authorized official.

NOTE: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If a window isn't available use the article of clothing to seal the space below the door and then stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. **DO NOT PANIC!**

IMPORTANT: After evacuating the building, report to your designated departmental assembly point. Signs if posted are green with "Emergency Assembly Point".

Bomb Threat

1. Any person who receives a phone call of a bomb threat on any of the USA campuses should try to obtain as much information as possible from the caller. Try to obtain the following information:
 - a. When will the bomb explode?
 - b. Where is the bomb's location?
 - c. What kind of bomb is it, and what does it look like?
 - d. Why did you place the bomb?
2. After the caller hangs up, record the following:
 - a. Time of call.
 - b. Try to estimate the age, sex of the caller.
 - c. Speech patterns, accent, possible nationality, etc.
 - d. Background noise.
 - e. Did the caller appear familiar with the premises?
 - f. Utilize caller identification system if available.
3. Immediately call University Police (511) and report the exact words of the threat. Do not attempt to evacuate the building by activating the fire alarm. Let University Police determine the need for evacuation, and if necessary, to initiate the process.
4. **IMPORTANT: DO NOT TOUCH ANY SUSPICIOUS OBJECTS OR POTENTIAL BOMB DEVICES. DO NOT CHANGE IN ANY WAY THE CONDITION OF ANY ROOMS AFFECTED.**
5. If the building is evacuated, move as far from the building as possible. Keep the streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
6. In some cases, it will be necessary for Law Enforcement personnel to enlist occupants from the building to assist in the identification of suspicious packages. Please assist the emergency personnel as much as possible.
7. Bomb threats received by means other than telephone calls need to be reported to University Police **(511)**.

Shelter in Place

Normally evacuation is the most common protective action taken when an airborne hazard, such as smoke or noxious odor is perceived in a building. In most cases, existing plans for fire evacuation are applicable for evacuation in response to chemical hazards.

Evacuation may not be the best course of action for an external hazardous materials release, particularly one that is widespread such as a local chemical company explosion. If the area is enveloped by the plume of hazardous material or is too large to exit rapidly, the use of sheltering in place or protective masks should be considered. The advantage of sheltering in place is that it can be implemented more rapidly than evacuation. The protection sheltering in place provides is variable and diminishes with the duration of the emergency.

Sheltering in place requires two distinct actions to be taken without delay to maximize the passive protection a building can provide:

1. The first action is to reduce the air exchange rate of the building before the hazardous plume arrives by closing all windows and doors. Turn off all fans, air conditioners and combustion heaters.

Some buildings will require Central Utilities or Maintenance to disable HVAC systems, call (6-7047).

2. The second action is to increase the air exchange rate of the building as soon as the hazardous plume has passed, by opening all windows and doors. Turn on fans or HVAC systems to aerate the building.

Though tightly sealed, a building does not prevent contaminated air from entering; rather, it minimizes the rate of infiltration and possible exposure. Since outside air enters slowly it will be released slowly if the building remains closed, therefore regaining air exchanges is extremely important.

The level of protection that can be achieved by sheltering in place can be substantial versus a direct exposure. If eyes, nose or throat becomes irritated, protect your breathing by covering your mouth and nose with a damp cloth and take shallow breaths. Stay calm.

Do not leave the building until you receive official notification that danger has passed.

Civil Disturbance or Demonstrations

Campus demonstrations such as marches, meetings, picketing and rallies must be peaceful and non-obstructive. A demonstration should not be disrupted unless one or more of the following conditions exist as a result of the demonstration:

3. INTERFERENCE with the normal operation of the University.
4. PREVENTION of access to offices, buildings, or other University facilities.
5. THREAT of physical harm to persons or damage to University facilities.
6. Creation of a situation which may endanger the safety of individuals and/or disrupt the academic environment of the campus.

If any of these conditions exist, University Police should be notified and will be responsible for contacting and informing the President, Senior Vice President for Academic Affairs, Vice President for Student Affairs, appropriate Associate Vice President(s) and Director of Public Relations. Depending on the nature of the demonstration, the appropriate procedures listed below should be followed.

1. Peaceful, Non-Obstructive Demonstrations

- A. Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked and efforts should be made to conduct University business as normally as possible.
- B. If demonstrators are asked to leave, but refuse to leave by regular facility closing time, arrangements will be made by the Chief of University Police or Ranking Officer to monitor the situation during non-business hours, or a determination will be made to treat the violation of after closing hours as a disruptive demonstration.

2. Non- Violent Disruptive Demonstrations

In the event that a demonstration limits access to University facilities or interferes with the operation of the University, these actions will be implemented:

- A. Demonstrators will be asked to terminate the disruptive activity by the Vice President for Student Affairs or his designee.
- B. Key University personnel and student leaders may be asked to go to the area and persuade the demonstrators to desist.
- C. If the demonstrators persist in the disruptive activity, they will be appraised that failure to discontinue the specified action within a determined length of time may result in disciplinary action including suspension or expulsion. Except in extreme emergencies, the President will be consulted before such disciplinary actions are taken, such as possible intervention by law enforcement (See Statement A).
- D. Efforts should be made to secure positive identification of demonstrators in violation to facilitate later

testimony, including videotapes or photographs if deemed necessary.

- E. After consultation with the President, the Senior Vice President for Academic Affairs, the Vice President for Student Services, the University Attorney and University Police Chief, the need for an injunction and/or intervention, demonstrators will be warned of the intention to arrest (see Statement B).

3. Violent, Disruptive Demonstrations

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the President, Senior Vice President for Academic Affairs and Vice President for Student Affairs should be contacted immediately.

A. During Business Hours

- In coordination with the Vice President for Student Affairs, the University Police will assess the situation and inform the President.
- If advisable, the Senior Vice President for Academic Affairs will alert the Director of Public Relations who will then call a photographer or video technician to document the demonstrator's actions.
- The Vice President for Student Affairs, in consultation with the Chief of University Police and the Senior Vice President for Academic Affairs, will determine the possible need for the removal of the demonstrators.
- University Police will provide an officer with a radio for communication between the University officials and the University Police Department as needed.

B. After Business Hours

- University Police should be immediately notified of the disturbance.
- University Police will investigate the disruption and notify the Senior Vice President for Academic Affairs and the Vice President for Student Affairs.
- The Senior Vice President for Academic Affairs or the Vice President for Student Affairs will:
 - Report the circumstances to the President
 - Notify key administrators and if appropriate, the Dean or Department Chair responsible for the building/area.
 - Notify the Public Relations Director or designee.

Statement A

Directive to Immediately Terminate Demonstration

Identify Self

This assembly and the conduct of each participant is seriously disrupting the operations of the University and is in clear violation of the rules of the University. You have previously been called upon to disperse and terminate this demonstration. You have been given the opportunity to discuss your grievances in the manner appropriate to the University. In no event will the Administration of this University accede to demands backed by force. Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes, I will, under the authority of the Board of Trustees, take whatever measures are necessary to restore order - including calling the police for assistance. Any person who continues to participate in this demonstration is subject to possible arrest and will also be subject to suspension or expulsion.

Statement B

Directive to Immediately Terminate Demonstration with the Assistance of Police

Identify Self

You have previously been directed to terminate this demonstration and you have been put on notice as to the consequences of your failures to do so. Since you have chosen to remain in violation of the rules and regulations of the University, each of you is hereby suspended, subject to later review. The police will assist in dispersing this assembly. Those who fail to leave immediately will be subject to arrest.

Violent or Criminal Behavior

In an emergency, Dial **511**.

University Police are located at the main entrance of the campus on University Boulevard. Officers are available seven days a week, 24-hours a day on a year round basis.

On Campus Emergencies, dial **511**.

Off Campus Emergencies, dial **911**.

Everyone is responsible for making the campus a safe place by being alert to suspicious situations and promptly reporting them.

If you are a victim or a witness to any campus related offense minimize exposure!

Promptly notify University Police at extension 511 as soon as possible and report the incident, including the following:

- A. Nature of the incident.
- B. Location of the incident.
- C. Description of the persons involved.
- D. Description of property involved.

If you observe a criminal act or whenever you observe a suspicious person on campus, immediately notify University Police and report the incident.

Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.

Should gunfire or discharged explosives jeopardize the campus, you should take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary.

Safety Protocol: Armed Subjects

1. If you witness any armed individual on campus at any time or if an individual is acting in a hostile or belligerent manner immediately contact University Police at 460-6312.
2. If the armed subject is outside the building:
 - Turn off all the lights, close and lock all windows and doors.
 - If you can do so safely, get all students on the floor and out of the line of fire.
 - Move to a core area of the building if safe to do so and remain there until an “All Clear” instruction is given by an authorized known voice.
 - If the staff or students do not recognize the voice that is giving instructions, they should not change their status.
 - Unknown or unfamiliar voices may be misleading and designed to give false assurances.
3. If the armed subject is inside the building:
 - If it is possible to flee the area safely and avoid danger, do so.
 - Contact University Police at 460-6312 with your location if possible.
 - If flight is impossible, lock all doors and secure yourself in your space.
 - Get down on the floor or under a desk and remain silent.
 - Get students down on the floor and out of the line of fire.
 - Wait for the “All Clear” instruction.
4. If the armed subject comes into your class or office:
 - There is no one procedure the authorities can recommend in this situation.
 - Attempt to get the word out to other staff if possible, and call University Police at 460-6312 if that seems practical.
 - Use common sense. If hiding or fleeing is impossible, attempt to negotiate with the individual.
 - Attempting to overcome the armed subject with force is a last resort that should only be initiated in the most extreme circumstances.
 - Remember, there may be more than one active armed subject.
 - Wait for the “All Clear” instruction.
 - Be careful not to make any changes to the scene of the incident since law enforcement authorities will investigate the area later.
 - In case you must flee, do not go to the normal gathering site for your building. Get as far away from the shooting scene as possible and then contact authorities.

What To Do If Taken Hostage

Be patient: Time is on your side. Avoid drastic action.

The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive. If the captor is emotionally unbalanced, don't make mistakes which could further endanger your well-being.

Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor if possible, but do not stare. Treat the captor with respect.

Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments, expect the unexpected.

Be observant, you may be released or escape. The personal safety of others may depend on your memory.

Be prepared to answer the police on the phone. Be patient, wait. Attempt to establish rapport with the captor. If medications, first aid or restroom privileges are needed by anyone, say so. The captors, in all probability, do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

Be aware of what's referred to as the Stockholm syndrome, i.e., becoming sympathetic with captors.

Other Security Issues: Notice of Availability of Annual Security Report

Annually, the University of South Alabama releases statistics for the previous three years concerning reported crimes that occurred on-campus, in certain off-campus buildings or property owned or controlled by the University and on public property within or immediately adjacent to and accessible from the campus. This report also includes institutional policies on campus security.

The University of South Alabama has established a Behavioral Assessment Team to pro-actively address reported aberrant, dangerous or threatening behaviors of individuals within the University community. The Team will work with existing campus and community resources to formulate and promote a prompt and appropriate response for the protection and safety of the University community. If you witness behavior on campus that you feel is of concern, please contact the Vice-President for Student Affairs or Chief of Police.

Child Abduction

The University of South Alabama at various times of the year will host sport related camps and academic programs for children and teenagers. For the purpose of this policy any minor requiring adult supervision will be referred to as “children.”

- A. Children will be in view of the University representatives supervising them at all times. University representatives will count children in their group each time the group transitions to a new setting. Representatives will have a list of persons to whom each child in their care may be released. If an individual, other than the familiar parent/guardian is picking up, the representative will view that person’s drivers license or other form of official picture identification, matching the license number with the number listed on the enrollment form.
- B. Parents should inform University representatives if anyone other than the usual person is picking up the child. In the event a parent must phone in a request to release the child to any other individual, the representative will confirm the identity of the parent making the phone request before releasing the child. It may be necessary to place a call back to the parent to verify the caller’s identity. Proper identification will be presented when the alternate person arrives to pick up the child. **The child must not be released if any question exists.**
- C. If a non-custodial parent is barred from picking up or visiting the child while the child is in the care of the University, a copy of the court order will be necessary and will be kept on file. It is the custodial parent’s responsibility to provide that documentation. University Police will be immediately notified if the non-custodial parent makes contact. After police are notified, the custodial parent will be informed.

Note: Certified court orders with official seal should be on file with University Police Department and University representatives coordinating the program.

- D. In the event a child and/or teenager is actually taken, the following steps are to be followed:
 - 1. University Police (511) and City Police (9-911) are to be immediately notified.
 - 2. University representatives, whom the child was assigned, need to remain calm and observant to obtain as much information as possible; Person’s name, time last seen, car make, color and license number, direction offender goes, identifying characteristics of both adult and child such as weight, height, race, gender, hair and eye color, distinguishing features and coloring of clothes.
 - 3. Notify custodial parent.
 - 4. Obtain staff assistance with monitoring the safety of the rest of the group.
 - 5. Call President’s Office immediately (460-6111).

****NOTE:** No contact will be made, nor information given to any member of the media. Contact the Public Relation Office for guidance with custodial parent notification and refer media notification to the Public Relations Office (460-6211).

Key Contact Numbers:

USA Police	511 Emergency	VP Academic Affairs	460-6261
USA Police alternate	460-6312	VP Student Affairs	460-6171
MPD	911	Athletics	460-7339
Sheriff	574-8633	Safety	460-7070
President's Office	460-6111	Dining Services.	460-6296
Public Relations	460-6211	Housing	460-6185

Missing Person

An individual is considered missing if a roommate, classmate, faculty member, family member, or any other campus person has not been seen within a reasonable amount of time. A reasonable amount of time may vary with the time of day and information available regarding the missing person's daily schedule, habits, and reliability. Individuals will immediately be considered missing if their absence has occurred under circumstances that are suspicious or cause concerns for their safety.

Contact University Police whenever a member of the University Community is believed to be missing.

Psychological Crisis

Psychological crisis exists when an individual, faculty, staff, student or visitor is threatening harm to himself/herself or to others, or maybe out of touch with reality due to severe drug reactions or a psychotic breakdown. A psychotic breakdown can be manifested by hallucinations and uncontrolled behavior.

If a psychological crisis occurs:

- A. Never try to handle a situation you feel is dangerous on your own.
- B. Notify the University Police of the situation, dial 511. Clearly state that you need immediate assistance, give your name, your location and the area involved.
- C. In extreme emergencies contact the:

Student Health Clinic,	6-7151
Counseling Center,	6-7051
Vice President for Student Services	6-6171
Dean of Students,	6-6172
- D. Following a major emergency or disaster, it may be necessary to provide significant psychological counseling intervention for students, faculty and staff in order to overcome the lingering emotional trauma associated with such an event. Coordination and initiation of such counseling will be determined by the Office of the President.

Death of Student/Faculty/Staff (On Campus)

The University's Administration should be convened within one hour after the notice of death is reported (when feasible) to collect accurate and detailed information about the death(s).

Note: Depending on the situation, several meetings with University Officials and department representatives may be scheduled. It may also be necessary to include student representatives in some of the meetings and planning sessions.

Issues necessary to cover:

- A. Determine if the Counseling Services staff or University Personnel Office can handle the situation or if an outside agency is needed. Also determine if a room(s) in one of the University's buildings will be needed for grieving and counseling.
- B. The Director of Public Relations or designee will develop the following statements (as needed):
 1. Media announcements - to be delivered by the President or designee. Procedures as to how the media will be informed will be determined at this time.
 2. Instructors - information to be provided to the students (classes).
- C. Determine what the University's role will be (if any) for the funeral proceedings (flowers, donations, cards, eulogy, etc.)
- D. Determine if a memorial or memorial service is appropriate.
- E. Set meetings and develop memos to inform the students, faculty and staff as to the above issues and procedures.
- F. Follow-up in 30 days with all the students, faculty, staff and families associated with the victim(s) that have been identified as needing assistance during the grieving process.
- G. Keep accurate records of all proceedings, statements, counseling and any other transactions. Provide the file to the Attorney's office for future reference.
- H. Follow-up review meeting to be held by University officials and responding department representatives to put closure to the incident and to critique the response process.

Explosion or Hazardous Materials Incident

A spill or release of hazardous materials must be reported immediately to University Police **(511)** and then the Safety and Environmental Compliance Department (6-7070). After hours University Police are to utilize Safety and Environmental Compliance Department's emergency call list to contact department representatives. Explosion or hazardous materials incident with injuries call 911 immediately.

- * University Police personnel will respond to the scene and initiate evacuation. A Field Operations Center will be established a safe distance up wind from the incident that provides sufficient safety for responders. Officers are NOT to enter the area.
- * In the event of an explosion or detection of a bomb, the University Police will contact the Mobile Police Department's Bomb Squad. Upon their arrival, they will assume command of the operation and University personnel will perform support functions as directed. University Police representatives will remain on site until an all clear is given by MPD.

University Police will contact the Mobile Fire and Rescue Department to take command of the fire fighting operation and the University personnel shall perform support functions as directed. University Police representatives will remain on site until an all clear is given by the Incident Commander.

When reporting, be specific about the nature of the materials involved and exact location.

University Police will contact the Mobile County Emergency Management Agency if a large scale hazardous materials incident occurs.

The reporting individual should vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of the University Police and personnel from Safety and Environmental Compliance.

Anyone who may be contaminated by the spill is to avoid contact with others as much as possible and utilize emergency showers/eye wash stations. Remain in the vicinity and give names to University Police. Required first aid and cleanup by specialized services are to be started at once under the oversight of the Safety and Environmental Compliance Office.

If a building wide emergency exists, activate the building fire alarm. CAUTION: Pulling the fire alarm does not always notify University Police. If the hazard is potentially explosive in nature do not activate the fire alarm or any other energized equipment. You must report the emergency by telephone to the 911 Center and 511 the University Police.

When the building evacuation alarm is sounded, everyone is to exit the building. Walk quickly to the nearest marked exit and alert others as needed.

ASSIST HANDICAPPED INDIVIDUALS AS NEEDED IN EXITING THE BUILDING! Remember that elevators should be reserved for handicapped use. DO NOT USE ELEVATORS IN CASE OF FIRE.

DO NOT PANIC.

Once outside, move to a clear area at least 500 feet away from the affected buildings. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

Toxic Fume Release (Off Campus)

During an accidental industrial or transportation related release of toxic fumes from chemicals or other incidents where the air quality threatens persons on any of the University campuses, Sheltering in Place is recommended.

Shelter in Place simply means staying inside the building you are in and seeking shelter in the nearest available building. Refer to Shelter in Place Plan for additional information.

It is the responsibility of local authorities to notify the university and issue orders for in-place sheltering during chemical emergencies generated off campus.

The University Police Department will notify the President's Office, Director, Facilities Management and the Director of Safety and Environmental Compliance. The University's Emergency Notification System(s) will be utilized in notifying University Officials and department representatives by University Police dispatch as described in Notification Guidelines by Incident Level. All employees, students and visitors outside will be directed to enter the nearest building to Shelter in Place.

The Director, Facilities Management will instruct maintenance and utilities departments to shut off air handler units and any other ventilation system that might re-circulate the fumes within the buildings.

When Shelter in Place procedures are implemented and all occupants are in the buildings they will be instructed to remain in the buildings until official notification is given by local authorities that the danger has cleared.

Large Scale Incident

In the event a large scale incident occurs, such as an airplane crash on campus, take the following actions:

- A. Immediately take cover under tables, desks or other objects, which will give protection against falling glass or debris.
- B. After the immediate effects of the explosion and/or fire have subsided, notify the University Police Department. Give your name and describe the location and nature of the emergency.
- C. If necessary, or when directed to do so, activate the building fire alarm. **CAUTION:** You must always report the emergency by telephone to 511 in addition to activating the alarm.
- D. When the building fire alarm is sounded or when instructed to leave by University Officials, walk quickly and calmly to the nearest marked exit.
- E. **ASSIST HANDICAPPED INDIVIDUALS WITH EXITING THE BUILDING!** Remember that elevators should be reserved for handicapped persons. **DO NOT PANIC.**
- F. **Do not use elevators in cases of fire.**
- G. Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your area assembly points.
- H. If requested, assist emergency crews as necessary.
- I. A University Field Operations Center may be set up near the disaster site. Keep clear of the Operations Center unless you have official business.
- J. **DO NOT RETURN TO AN EVACUATED BUILDING** unless instructed to do so by an authorized University official.

IMPORTANT: After any evacuation, report to your designated campus area assembly point.

A To Z Plan For Hurricane Preparedness

In the event a hurricane is forecasted and is being tracked toward Mobile or the Alabama Gulf Coast; the University President or designee will determine and if necessary declare a University **Watch Phase**. At that time, the University's "Hurricane Preparedness Group" will convene to:

- A. Review the University's plan and to receive instructions as to their areas of responsibility.
- B. Evaluate University activities, if necessary, prepare and announce school closing utilizing the USA Weather Hotline 460-6999 and provide notifications via the W.A. R.N. service.
- C. Public Relations will notify nonessential USA personnel of the closing and how to stay informed of updates.
- D. The Vice President(s), as directed by the President of the University, will have departments generate a list of all essential personnel. Each department will present a list of employees to remain on campus and their chairperson/department head will present a current list to the appropriate Vice President. No staff member will be required to stay if he or she has other commitments that University Officials decide are unavoidable. Essential personnel when identified will be instructed to either remain on campus or return at a specified time as it relates to their job function. Families of essential personnel will be offered shelter in a designated University shelter facility or may stay in buildings with essential personnel as space permits.

A meeting with essential staff members will be held by managers to discuss department specific needs and to make necessary preparation plans.

- E. Actions to be taken during the **Warning Phase** as directed by the President:
 1. Set up communications and television systems in Administration Conference Room #353.
 2. Review available employee's list and identify which employees are to work during the storm and which are to come in following the storm.
 3. Review University and departmental plans as they related to preparedness.
 4. Activate Emergency Operations Center should weather conditions warrant. Administration Room #353 will serve as Operations Center and will be staffed around the clock. University Police will provide the following supplies and equipment to the Operations Center: TV, battery operated radio, VCR, two 800 MHZ radios and two cell phones. Food Services provider will supply the Operations Center with food/drinks based on staffing levels. A portable air conditioning unit will be available for this area in the event normal power is lost and the facility is on emergency power.
 5. Direct all news media queries to the Public Relations office.
 6. Assess each departments suggested disaster readiness supplies and equipment including but not limited to:

Fuel	Paper plates & utensils, etc.	Generators
Food Supply	Tape	Radios and chargers
Water Supply	Plastic sheeting material	Tarps
Flashlights	Plywood	Rain Gear

Batteries	Linen and bedding materials	Vehicles
Emergency Lighting	First Aid Kits	Insulated Water Containers

7. Central Utilities and/or Facility Maintenance departments will test start emergency generators and re-verify availability of fuel at this time. Maintenance will contact the fuel service provider to ensure all fuel storage and generator tanks are filled prior to an event.
 8. University Police will restrict access to campuses if necessary thru the use of barricades, vehicles and or personnel.
 9. Fill all University vehicles with fuel. University Police, Maintenance, Grounds and Central Utilities vehicles receive priority when fuel must be rationed. Portable fuel containers will not be filled unless determined as essential to preparedness operations.
 10. Maintenance, Housing ,Grounds Departments and Construction Contractors on campus are to secure or relocate loose equipment, materials and other objects, which can be blown about by high winds. Departments with satellite antenna equipment should consider removing or stabilizing equipment based on potential wind deflection.
 11. Relocate items in basement areas to an upper floor if a building has potential for flooding.
 12. Maintenance will secure doors and windows on predesignated buildings or areas. They will install sheets of plywood and/or boards over windows and glass doors as applicable. Occupants of buildings or areas will remove any materials or items stored in window sills.
 13. Park vehicles in areas that provide the maximum protection, preferably in different areas of the University to avoid losing all vehicles should a particular area of the University receive substantial damage.
 14. Grounds Department is to remove dead limbs from trees and clear areas of debris. In addition trash cans and other potential wind borne hazards will be relocated or secured.
 15. Building Occupants are to unplug and put plastic sheeting material over nonessential electrical equipment, computers, etc. Remember to back up data before disconnecting power. Verify research related refrigerators and freezers are connected to emergency power sources.
 16. Deans, Chairs and or Managers are to establish work schedules and obtain emergency numbers for personnel staying in Mobile or leaving the area.
- F. Housing Department and Student Resident preparations shall be:
1. Move all furniture away from the windows.
 2. Secure loose objects in closets or dresser drawers.
 3. Clean bath tubs and fill halfway; in the event water supply is cut off. Water should be conserved and used for cleaning and toilets.
 4. Close windows, close blinds, do not tape window glass.
 5. (If applicable) Fill cooking utensils with water for drinking purposes; store them in your refrigerator. Make extra ice and turn freezer setting to coldest level.
 6. The decision to evacuate housing and residence halls will be based on factors such as size/intensity of the storm and the time at which the warning is issued. Vice President for Student Affairs or designee will coordinate with residence hall advisors and the Housing Department management, student evacuation procedures. Students not having alternate locations to stay will be evacuated to designated campus shelters for housing residents and Housing Department employees only. Jag Tran buses and shuttles will provide assistance with relocation process. Student Center facilities will be initially utilized as shelters and if necessary additional buildings will be identified by the Hurricane Preparedness Group.

Family of essential personnel on campus may stay with department employees or in the Humanities Buildings or at other locations as approved by their respective Vice Presidents or Deans.

7. Student shelters will be managed and staffed by the Student Center Manager with assistance from the Director of Housing, RA's and/or designees.
8. Representatives from the Student Health Department will be present to provide medical aid during the shelter operation.

G. Shelter Management

1. Shelters for essential personnel and/or their families will be managed and staffed by managers for the departments providing essential personnel. The Vice President for Student Affairs or designee will serve as liaison between shelter managers and the Operations Center.
2. Deans permitting the use of their buildings by faculty and staff for sheltering will assign individuals to serve as shelter managers. Sign in sheets for occupants utilizing the building will be maintained by the designated shelter manager/official. University Police must be notified when a building not designated as a shelter will be occupied and provided a list of occupants.
3. Essential personnel, faculty and staff that intend on bringing family members with them to a University shelter must provide a list of those whom they intend to bring to their respective shelter manager prior to arrival. Only those individuals on the list will be permitted into University shelters. Individuals not affiliated with the University must be referred to local county shelters.
4. Shelter managers will pick occupants to assist with managing exits, keeping trash removed and to perform final clean up operations.
5. Each shelter manager will have a first aid kit, 800 MHZ radio, portable lights, sign in sheets and identification tags to be provided to them by the Safety and Environmental Compliance Office.
6. Each shelter will have laminated floor plans posted as to areas of approved refuge and rules of conduct. Failure to maintain appropriate conduct will be justification for law enforcement intervention. Each shelter will have a University Police Officer on duty during the hours of operation. Each shelter will have one designated entrance/exit. All others will be secured against entry. Exit egress will be maintained at all times. Shelter rules will be posted.
7. Pets are not permitted in designated shelters.
8. County and City agencies intending on utilizing University facilities must have obtained administrative approval in advance. Approval may be granted on a case by case basis. Facilities designated as University managed shelters are not approved for outside agency use.
9. The University's food service contractor is to provide food/drinks for students and essential personnel having a valid University ID. Others may purchase meals at regular prices while supplies last.
10. Family members of University personnel staying in any of the shelters must bring with them their own nonperishable food, drinks and bedding items. Cooking and storage facilities will not be available. Therefore, all food must be prepared.
Notice: Alcohol is prohibited on campus.

H. Public Relations Office, Athletics and Housing Departments will plan for the following:

1. What to tell students and staff. How information will be provided and updated. What phone number to utilize if normal lines are out (cellular phones).
2. Will the University host any campus guests here at the time of the storm such as sports camps?
3. What will be done if the hurricane damages a residence building and temporary housing is required. Pre-established alternate buildings will be designated by the Vice Presidents for Academic and Student Affairs office.
4. How to contact emergency medical staff.
5. Where to park vehicles, what supplies they should bring to campus (i.e., radio, water, blankets, food, etc.). Housing Office to provide approved lists.
6. Cellular phone numbers will be available for emergency communications on campus in addition to the USA Weather Hotline number, if needed and the W.A.R.N. system.
7. A member of the University's Weather Center will be assigned the responsibility of communicating weather updates to shelter managers. Administration leaders will interface with the various hurricane information services.
8. An information sheet will be faxed to University Public Relations office, all campuses, and the office of the President to assist in the dissemination of correct information.
9. This information sheet compiled by the Vice President for Student Affairs or designee will contain the names, telephone numbers and shelter areas that will remain open during the storm.
10. An information sheet will be delivered to Resident Student Advisors who will distribute a copy to every residence building room. Copies will also be made available to the office of Campus Student Services and will be distributed and posted around campus.
11. The INFORMATION SHEET will be immediately distributed to all faculty and staff on GroupWise and via campus mail service.
12. A University vehicle will be reserved and assigned to the needs of the "Emergency Operations Center." The vehicle will be made available a full day prior to the expected arrival of the storm filled with fuel.

During The Storm

All student and staff travel will be cancelled during the storm. Refer to Appendix #3 for Closure and/or Cancellation Policy. All programs and normal services (including conferences) will be cancelled. Any exceptions must be made by the President or designee.

During the storm, the Office of Public Relations will serve as the information source for all student and staff needs. It will have access to all sources of news gathering including cellular phones and portable radios in case the storm knocks out power and/or phone lines.

- A. The Emergency Operations Center will be staffed 24 hours a day during the storm by University staff and essential personnel (as scheduled by Administration).
- B. Dissemination and availability of information
 - 1. WHIL-FM 91.3 serves the area as emergency broadcast station.
 - 2. All local TV, newspaper and radio will be notified of USA information via Public Relations.
 - 3. Information will be posted on USA Internet page by Web Services.
 - 4. Information will be recorded on a special "800" number to be provided by the Telecommunications Department.
 - 5. USA's Weather Hotline will be updated as conditions change.
 - 6. W.A.R.N. System.
 - 7. USA's Siren/PA system may be activated.

All operations within the residence halls will be monitored by the Vice President for Student Affairs or designee and will refer all problems that occur to the Operations Center.

University officials will be sent to deal with problems in the halls or elsewhere on campus only when sustained winds are less than sustained 55 mph or it is considered to be safe based on the work to be performed. Staff may utilize a University vehicle assigned to the Emergency Operations Center if available. Staff members will not be permitted to respond to incidents during the extreme periods of the storm.

Any University guests on campus during the storm will be monitored by a University staff member.

Updates to the shelter occupants will be made by a designated person in each of the shelters with guidance from Public Relations. These updates will be made as needed for information referral.

During the storm, all essential personnel and students will remain in their designated shelter buildings. Occupants that leave a shelter during the storm will not be permitted back in unless receiving prior permission from a shelter manager. Smoking is prohibited in University Buildings, smokers must utilize designated smoking areas.

University Shelters

A. Primary Shelters:

The following buildings will be considered primary shelters or gathering places for students, faculty and staff in the event of potential flooding or the pending arrival of a hurricane to the Mobile area. Campus shelters are designated and will be opened to University personnel, students and their immediate families or persons in their care, but are not designated as general community shelter.

The following buildings will serve as PRIMARY Campus Shelters:

Main Campus:

Student Center Building - Refer to posted floor plan Phone 6-7090

Humanities Buildings - Auditorium and Corridors Phone 6-6280

Life Sciences Building - 2nd and 3rd Floor Corridors Phone 6-6331

USAMC: (In house patients and facility staff only) Phone 471-7000

Mastin Building (College of Medicine Staff only) Phone 471-7855

USA Children and Women's: (In house patients and staff only) Phone 415-1000

USA Springhill: (University personnel and immediate family) Phone 434-3651 433-0109

B. Secondary Shelters:

When the University's primary shelters are filled, secondary shelters on the main campus will be the Performing Arts Building - Auditorium and the Visual Arts Building - Auditorium.

Shelter Activation: Activation of these shelters will be initiated by the Vice President for Student Affairs in coordination with the Vice President for Financial Affairs or designee upon declaration of an emergency. These shelters and their locations will be announced to staff and students via the USA Weather Hotline and /or through the Emergency Notification system(s).

The Mitchell Center's kitchen shall serve as an alternate Food Service location in the event that utility services are interrupted at the Student Center.

In the Event the University Becomes a State Emergency Management Shelter Site:

The University's President and Board of Trustees would be first contacted by the Governor's Office and/or by the Department of Homeland Defense prior to any activation. The following basic guidelines are given:

- A. University Police will establish and maintain communications with other Emergency Operations such as Mobile County Emergency Management - American Red Cross, etc.
- B. University Officials will disseminate emergency information throughout the University as needed.
- C. Coordinate opening and operation of buildings designated as state managed shelters.
- D. State Emergency Management Officials must provide staffing to maintain safety and security for shelter sites.

Reopening The University:

- A. At the earliest possible time following the hurricane, the Vice President for Financial Affairs, Facilities Management Director, Assistant Director Facilities Maintenance and Grounds, Construction Coordinator, Director of Housing, Campus Police Chief and the Director of Safety and Environmental Compliance will develop an initial damage survey of University Buildings and jointly submit a report to the Emergency Operations Center.
- B. Representatives from Safety and Environmental Compliance, University Architects Office, Maintenance, Central Utilities will inspect buildings as deemed necessary prior to reopening.
- C. Assessment teams will be coordinated by the Facilities Management Department. Buildings will be placarded as to their condition and will be secured by University Police until approval to reoccupy is given.
- D. The Director of Facilities Management will be responsible for post hurricane clean-up operations and will provide maximum support with resources available.
- E. The Vice President for Financial Affairs or designees will coordinate recovery operations with the representatives of FEMA, state and local agencies.
- F. Classes and other normal operations will resume upon order of the President or designee.

Severe Storm or Weather Condition

General

The National Weather Service will, in most cases, provide adequate time to take certain precautions or to activate the University's Emergency Response Plans if disaster appears inevitable. Any threatening weather phenomena should be brought to the attention of the University President or designee who may choose to activate the Emergency Operations Center.

Check the University's **Weather Hotline 460-6999** for current information.

Severe Storm

- A. Students, faculty and staff when given notice of an impending storm are to close all doors and windows.
- B. Close all window blinds and drapes to provide additional protection against shattering glass.
- C. Maintenance, Construction and Grounds Departments managers are to notify employees and contractors of the impending storm and provide instructions.
- D. All outside sports events are to be discontinued and participants will be advised to take shelter.
- E. University Police, Housing, Maintenance and Grounds Department employees will check all outside areas and secure loose items that could create airborne hazards in high wind.
- F. Personnel in University vehicles off campus will be directed to find an area for shelter and remain there until conditions improve. At no time, unless instructed to provide emergency services, should an employee attempt to travel when conditions make roads/streets dangerous.

Tornado

- A. Two types of alerts are announced when the potential for tornado activity exists. Watch Phase is when tornados are possible in the area. Remain alert for approaching storm.
- B. Warning Phase is when a tornado is imminent or has been indicated by Doppler radar or reported by storm spotters. University officials will initiate **all** emergency notification systems when a direct/imminent threat has been identified.
- C. If sufficient notice is given, move students and employees to basements, interior stairways and or center hallways whenever possible.
- D. Buildings with significant glass should relocate to other areas that may provide solid walls and structural support. Avoid cafeterias, gyms and any other area with a large or extensive supported roof systems. If you are unable to find shelter in a building, find the lowest area such as a ditch or embankment for shelter.
- E. Maintenance and Central Utilities Departments will de-energize all electrical and gas operated equipment whenever time allows to protect machinery and eliminate electrical and gas hazards.
- F. Tornado warnings are cancelled by official notifications only. The University Police Department will be directly monitoring the primary weather radio channels, 800 MHZ radio signal or by one of the other local law enforcement agencies.
- G. If a sudden warning should occur look for a location without windows such as stairwells or rest rooms. If time will not allow, then take cover under a heavy piece of furniture.
- H. Once the threat has passed, assess the damages and report to your designated evacuation area for a personnel count. At no time should you enter a damaged building. Wait for the emergency responders to arrive and if necessary, direct them to individuals who may remain trapped.
- I. University Officials will coordinate building assessments and then notify you when the building is safe to re-occupy.
- J. If your area has suffered damage, wait for help to arrive. Power lines, debris and downed trees can create special hazards outside the structure. Keep in mind elevators should be avoided due to a potential for power outages.

Flood Preparation Procedures

DECLARING A FLOOD EMERGENCY

The decision to implement flood emergency procedures will be made by the President or designee when any threat of a flood appears likely. Off-campus Administrators and Directors shall follow the University's plan unless a Hospital/Healthcare facility contingency plan has been developed. In consultation with the President or designee, the Hospital/Healthcare facility may act independently of the campus and based on flood conditions at their facility.

Flood procedures are as follows:

- A. Departments can call in off-duty essential staff as needed to assist in preparations.
- B. Material for barricading and sandbagging of doors and other openings can be acquired by contacting the Maintenance Department and will be assembled by all available personnel. Student volunteers will be solicited and organized by the Vice President for Student Affairs office.
- C. Supplies and equipment stored on lower flood prone areas will be moved to higher shelves or to another floor.
- D. Electrical equipment that cannot be relocated will be de-energized at the Maintenance Department's discretion.
- E. All news media inquiries will be directed to Public Relations Office.
- F. Emergency Operations Center will be activated by Administration Officials as conditions warrant.
- G. All employees and students not considered essential to the flood response will be instructed to leave affected campuses prior to road closures.
- H. Maintenance, Grounds and Central Utilities personnel will be directed to install flood barriers at entrances, openings and other locations around identified buildings to be impacted. Grounds Department will acquire and deliver related supplies as needed.
- I. University Police dispatch will remain in communication with the Mobile County Emergency Management Agency and other local officials as needed.
- J. When appropriate, the President or designee will solicit local or state assistance should conditions escalate beyond University capabilities.
- K. University personnel and equipment may be requested in response to University Hospitals' flood response actions. The President or designee will establish priorities as to what locations will have personnel and equipment available.
- L. The President or designee when appropriate, will cancel or end flood response activities.
- M. Emergency Response and Recovery team members shall each provide a critique as to how the response process worked to the Safety and Environmental Compliance Committee. An overall summation will be created by the SEC Committee Chair for the President's review.

Temperature Extreme

Employees working in temperature extremes such as heat or cold related should be provided with frequent work rest periods and fluids. It is recommended that clothing be layered as per temperature extreme and head wear worn to hold in body heat or diffuse direct sunlight.

University vehicles as per recommended manufacture's guidelines, must be maintained with appropriate coolant levels. Prior to seasons with extreme temperatures, fluid levels and coolant systems should be inspected.

Utility Failure

- A. In the event of a major utility failure occurring during regular working hours (8:00 a.m. through 5:00 p.m., Monday through Friday) immediately notify Central Utilities at 6-7047. If phones are out of service, send a messenger to Central Utilities.
- B. If there is a potential danger to building occupants, or if the utility failure occurs after hours, weekends or holidays, notify Central Utilities at 6-7047 and University Police at 511.
- C. All building evacuation will occur when an alarm sounds continuously and/or when an emergency exists as indicated by notification by University Police.
- D. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!** Remember that the elevators are reserved for handicapped persons. **DO NOT USE THE ELEVATORS IN CASE OF FIRE.** If medical emergency occurs contact Mobile Fire Department for assistance.
- E. Once outside, move to a clear location at least 500 feet away from the affected building(s). Keep the walkways, fire lanes and hydrants clear for emergency crews.
- F. If requested, assist the emergency crews as necessary.
- G. A Field Operations Center may be set up near the emergency site. Keep clear of the command post unless you have official business.
- H. **VENTILATION PROBLEM:** If smoke odors come from the ventilation system, immediately notify University Police at 511 and Central Utilities at 6-7047. If necessary, cease all operations and vacate the area.
- I. **PLUMBING FAILURE/FLOODING:** Cease using all electrical equipment. Contact Maintenance at 6-7111. If necessary, vacate the area. If after 5:00 p.m. call Central Utilities at 6-7047 and University Police at 511.
- J. **STEAM LINE FAILURE:** Notify Central Utilities at 6-7047 and if necessary, vacate the area.

Gas Leaks

Natural gas leaks, with an odor in the building, may occur and if so are a sign of danger such as an explosion. Natural gas rises and will often be outside since most gas lines are buried outside buildings. Natural gas is mixed with tertiary butyl mercaptan to give it the odor we recognize. As the gas rises the odor will fall.

If a leak or odor is suspected or confirmed in a building or in close proximity:

1. Evacuate the building immediately, follow your building evacuation plan. Get students and co-workers a safe distance from the building, up wind and at least 500 feet from the building as recommended.
2. Call University Police @ 511.
3. Call Central Utilities Department @6-7047 (24 hours) and notify them of your concern and the location of the gas odor within or outside of a building.
4. Notify Safety and Environmental Compliance at 6-7070.
5. Do not activate the fire alarm unless an actual fire is detected.
6. Do not turn on or off any electrical switches/equipment.
7. USA Police will activate Emergency Notification System(s) by building or zone as needed.
8. Safety and Environmental Compliance representatives are to assist USA Police Dispatch with Emergency Notification Systems as needed.
9. Central Utilities Department are to notify Mobile Gas Company if situation warrants their assistance immediately.
10. Use of Cell Phones and non-intrinsically safe radios prohibited within gas detection zone.
11. Central Utilities is to de-energize electrical power and back up generator power to the building and other buildings as necessary.
12. University Police are to contact Mobile Fire Department if large scale gas leak occurs. Establish a minimum 500 ft. perimeter around the affected building(s) to include parking lots and access points.
13. Safety and Environmental Compliance representatives will serve as oversight for USA's Unified Command with Emergency Responder Departments/agencies.
14. Mobile Gas Company will make the determination as to when it is safe to reoccupy a building or complex if the event involves their services.
15. Public Relation's representatives will handle all media inquiries.
16. Do not return to an evacuated building unless instructed to do so by University Officials or University Police.

Communications

The University Telephone Network consists of the following sites with public branch exchanges:

1. Main Campus, USA Medical Center, USA Children and Womens Hospital,, USA Springhill Campus, USA Commons and USA Brookley Complex.
2. The Network links all sites except Brookley via 24 or 48 channel links. These are serviced by Bell South. Brookley is connected to the main campus by 3 off-site station lines (OPS). They are strictly for long distance. All sites can assume stand-alone identities in the event of a crisis. The copper wire infrastructure connecting the PBX's to telephones is buried cable and considered relatively safe.
3. PBX's are located above ground and are slightly more vulnerable as most are in semi-hardened sites with back-up power with exception: Brookley Complex.
4. If one or more of the sites suffer failure for any reason, a comprehensive repair and restoration plan is available at the Telecommunications Department and the Computer Center. The plan is designed to allow a vendor's repairman familiar with PBX's to rebuild all or a portion of USA's network. The following points of contacts for vendors are: (1) South Central Bell, (2) AT and T, (3) Norstan-9751 support and NextiraOne-Octel (voice mail) support.
5. In the event a South Central Bell Central Office goes down, one or more of our sites will be isolated from voice traffic and will remain down until SCB restores service.
6. Central Office Locations:

Medical Center	Old Shell
Children and Women's	Azalea
Brookley	Azalea
Springhill Ave Campus	Azalea
Main Campus	Springhill
USA Commons	Springhill

7. In the event total telephone communications is lost refer to disaster policy for Communication Center. Each of the USA Hospitals have contingency plans for Communication emergencies that address responses for their facilities. Key University Officials have been given authorization and codes to access the Federal Government's (GETS) Emergency Telephone System including (WPS) Wireless Priority Service in the event of a disaster or event that disrupts normal communication systems.

Management of Campus-Wide Epidemics

Recent disease episodes or epidemics among students and staff on University campuses have forced the development of emergency procedures for managing epidemics or local disease outbreaks on the main or associated campuses.

All such declared disease emergencies (Pandemic, SARS, major respiratory and GI epidemics, hepatitis, etc.) will be based on notification from the local Mobile County Health Department, University Student Health Services or any of the University Hospital Infection Control Departments. In consultation with the President, Senior Vice President for Academic Affairs, Vice President for Student Affairs, the Director of Student Health Services and local public health officials, it may be necessary to declare emergency immunization drives to prevent expansion of an epidemic.

In certain times of the year and in certain years, diseases such as influenza or gastrointestinal disturbances, some from contaminated food sources, can infect large numbers of students and faculty reducing class size and/or instruction supervision to an unsatisfactory level. In such cases, it may be necessary to declare a cancellation of classes until immunizations and/or recovery of staff/faculty are adequate to permit the courses to proceed at a minimal acceptable level. Such cancellations must be authorized by the President or Senior Vice President for Academic Affairs in consultation with Vice President for Student Affairs and the Director of Student Health Services based on local public health recommendations.

Declarations that require active immunizations or protective passive immunizations will be announced by public radio and television, the student newspaper, and student health services personnel only when authorized by the President of the University or a designated official such as the Senior Vice President for Academic Affairs.

In the event of a major incident of food poisoning originating from University affiliated food services, the same chain of responsibility for declaring an emergency and recommending student and staff actions shall pertain.

Routine Medical and First Aid

ALL MEDICAL EMERGENCIES REQUIRING PARAMEDICS DIAL 911. Then contact University Police as a courtesy @ 511.

Minor medical emergencies requiring first aid or assistance call University Police @ 511. When there is an Off-Campus emergency, dial 911, then notify the facility's Security Department.

If a serious injury or illness occurs on campus, immediately dial (911). Give your name, describe the nature and severity of the medical problem and the campus location of the victim.

In a case of a minor injury or illness dial (511), provide first aid care. Use only sterile first aid materials. University Police responders will have first aid kits in their vehicles should materials be needed.

In case of a serious injury requiring CPR/Basic Life Support, Red Cross trained personnel* should quickly perform the following steps:

1. Keep the victim still and comfortable. **DO NOT MOVE THE VICTIM.**
2. Ask the victim, "Are you ok?" and "What is wrong?"
3. Check breathing and neck pulse. Give artificial respiration and/or CPR if necessary.* (University Police are trained to use AED's)

AED (Automatic External Defibrillator) locations are as follows:

- * USA Police Dispatch Station, Main Campus
 - * USA Mitchell Center - South Entrance
 - * HPEL Building - Rm#1080
 - * USA Recreation Center
 - * USA Student Center - Adjacent to ATM on the Upper Floor
 - * Intramural Field House
 - * USA Speech Pathology and Audiology, UCOM
 - * USA College of Education, UCOM - Lobby
 - * USA Brookley Campus - Lock Box at the Golf Club Pro Shop
 - * USA Springhill Campus - Police Office
 - * Administration Building - 2nd Floor outside Payroll
 - * Humanities Building - 1st Floor, North Section
4. Control serious bleeding by direct pressure on the wound.
 5. Continue to assist the victim until help arrives.
 6. Look for emergency medical I.D. tag or bracelet. Question witness(es) and give all information to the paramedics.
 7. Every office should have a person trained in first aid and CPR. Training is available through the local American Red Cross.
 8. Complete an incident report and follow the routing form.

* Only Red Cross or other professionally trained personnel should provide first aid treatment (i.e. first aid, CPR). Training scheduled thru the Safety and Environmental Compliance Office.