

USA 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 provide a guide for potential emergency responses, recovery actions and mitigation programs. 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. Responses may vary from the plan as conditions and circumstances warrant. USA Hospitals have individual emergency/disaster plans specific to their facilities.

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 responses accordingly. 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 will 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 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 • Tornadoes
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) or designee 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, Executive Vice President (6-6171), the Provost and Senior Vice President for Academic Affairs (6-6261), the Vice President for Finance and Administration (6-6132), the Vice President for Student Affairs/Dean of Students (6-6172) or the University Police Department's ranking officer (6-6312) may 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 (**460-6312**).

Example: Dorm Room Fire

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

1. University Police Chief
2. Executive Vice President
3. Vice President for Student Affairs
4. Assistant Vice President, Facilities Management
5. Executive Director for Marketing and Communications
6. Associate Director, Facilities Services
7. Associate Director, Maintenance
8. Assistant Vice President
9. Director Risk Management
10. Director Safety and Environmental Compliance
11. Dean or Department Chair for area affected



The Executive Director for Marketing and Communication or designee will brief the President and Executive Vice President, as needed, regarding the incident within a reasonable time period as necessary.

Level 2 (NIMS 3)

Any incident, potential or actual, which affects an entire building or group of buildings, which may 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 may be activated.

Example: Building destroyed or heavily damaged by a tornado

Report any **Level 2** incidents to University Police (**460-6312**). University Police dispatch will attempt to contact the following university officials and department representatives, as appropriate, utilizing the Campus Emergency Call list:

- | | |
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| 1. University Police Chief | 7. Superintendent Central Utilities |
| 2. Executive Vice President | 8. Executive Director for Marketing and Communications |
| 3. Vice President for Student Affairs | 9. Director, Risk Management |
| 4. Assistant Vice President, Facilities Management | 10. Director, Safety and Environmental Compliance |
| 5. Associate Director, Facilities Services | 11. Dean or Department Chair of area affected |
| 6. Assistant Vice President | 12. Mobile County Emergency Management Agency |

The Vice President for Finance and Administration will notify the Vice President for Health Systems, if a healthcare facility or their personnel are known to be affected.



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 2 incidents an Emergency Operations Center will most likely be activated and the appropriate support and operational plans executed if conditions warrant.** Level 3 situations may be events where mass casualties and/or 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 (**460-6312**) immediately. University Police will attempt to contact the following University Officials.

1. Chief University Police
2. President or Designee
3. Executive Vice President
3. Provost and Senior Vice President for Academic Affairs
4. Vice President for Finance and Administration
5. Vice President for Health Sciences
6. Vice President for Student Affairs / Dean of Students
7. Executive Director for Marketing and Communications
8. Assistant Vice President, Facilities Management

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

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** can 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 may be activated to provide information to students, visitors and employees: The USA Alert system, University internal e-mail mass notification system and the campus Siren/PA system.

Overview

The University Emergency Response and Recovery Plan is predicated on an approach to problems likely to be encountered on a campus during any Level 0 through 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 members of the President's Council will consult with the President regarding the emergency and the possible need for a declaration of a campus state of emergency if conditions warrant. See Appendix 2 for University Closure and/or Cancellation Policy.

When this declaration is made only approved students, faculty and emergency response staff as authorized are to remain on campus. Those who cannot present proper identification (students or employee identification card, or other picture I.D.) showing their legitimate business on campus should be directed to a University Police Officer or 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 are issued an emergency pass by the University Police will be allowed to enter the immediate disaster site. The Vice President for Finance and Administration 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 or others as assigned by the Vice President for Finance and Administration.

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 may 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 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” may 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 for Finance and Administration or designee (6-6132) who will coordinate 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 Marketing and Communications or designee will serve as Public Information Officers - PIO's.

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 should be assigned to staff the field center during the event and until the emergency ends.

Field Operations Center Equipment should include, as appropriate for the situation, but is not limited to:

- 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
- l. Field operations vehicle

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, when convened, will 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 may be assigned to staff the meeting area until the incident/emergency situation ends. An area for outside and local agency assistance representatives to meet may be established by the Emergency Operations Coordinator in consultation with the Marketing and Communications's designated PIO 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 may be provided and staffed by University personnel as defined by the Executive Director for Marketing and Communications or his designee to serve as a media center. Media representatives must be escorted or attended to by University representatives at all times while on any of the University campuses. If the media arrives on the scene and an area is to be established for their utilization, the ranking University Official in consult with first responding agencies will designate a safe media staging area. Violators of this policy may be escorted from the campus property and can be served a "Criminal Trespassing" notice should their actions warrant.

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. Refer to Emergency Notification Systems Protocol.

Once the notification process has been initiated, the Field Operations Coordinator will then 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 Department 9-911
 - Mobile County Sheriff’s Office 9-911
2. Local Fire Department 9-911
3. Alabama State Troopers 660-2300
4. EMS Services 9-911
5. Mobile County Health Department 690-8158
6. State Department of Environmental Management 334-271-2700
7. Local Hospitals:
 - USA Medical Center 471-7000
 - USA Children & Women’s 415-1000
8. American Red Cross 438-2571
9. ALDOT Mobile County District Engineer 470-8209
10. Salvation Army 438-1625
11. United States Coast Guard 441-6000
12. Alabama Marine Police 888-903-2583
13. County Engineers 574-8595
14. Mobile County Emergency Management 460-8000

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 President's Council 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. Provost and Senior Vice President Academic Affairs

- a. In the absence of the President may 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 may 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. Executive Vice President

- 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 of the campus and relocation of students to temporary housing, as needed.
- 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 retention and restoration.
- i. Indirectly coordinates law enforcement activities.

5. Vice President for Finance and Administration

- 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. Assistant Vice President of 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. Coordinates emergency transportation services including the relocation of students, faculty, visitors and staff.
- c. Provides Vice President or designee with all operations and facilities disaster related expenditures for tracking.



7. Associate Director, Facilities Services

- 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 Vice President for Finance and Administration.
- 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 Marketing and Communications.

9. Public Information: Executive Director for Marketing and Communication

- 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/Emergency Hotline**. Defines and manages media area providing support services as needed.

10. Risk Management: Director of Risk Management

- a. Notifies insurance carrier, and University attorneys 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 as necessary. Department plans should be reviewed and updated annually by the appropriate managers.

1. Administrators, Deans and Department Heads

Emergency Preparedness

- a. Department plans and building evacuation information are available to all employees. Practice drills are recommended annually. Contact the University Police and or 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 procedures. Contact the Safety and Environmental Compliance Coordinator for training programs offered. All training is to be documented by department.

During an Emergency/Disaster

- a. Contact University Police at **460-6312** 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. All training is to be documented by departments.
- 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. Building Safety Coordinators will conduct roll call to determine if all evacuees have safely exited the building.



- c. Building Safety Coordinators if designated may serve as monitors for building evacuations and may sweep the evacuated building to confirm a complete evacuation. Monitors must not re-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 Alert system(s) 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 & Information Hotline to provide official information to faculty, staff and students regarding severe weather and related University bulletins and closure information. The USA Weather/Emergency 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 situation occurs. In the event an emergency is declared by the University President, Executive Vice President, Vice President for Student Affairs/Dean of Students, or Provost and Senior VP of Academic Affairs. The Executive Director for Marketing and Communications will post information to the Emergency Alert Information website. When information is posted a clickable banner automatically appears on the USA homepage, directing people to the website.

Personal Alerts:

USA Police has the capability to send an immediate campus-wide e-mail in times of emergency to all valid USA e-mail addresses. In addition, USA has a system that allows anyone to receive emergency alerts from USA Police and other official sources via e-mail, cell phone, landline, and text.

For Further Information:

This policy and USA's Weather and Emergency Information resources are available via the Alert icon at the top of the main page.

Communication System Failures

If regular telephones and cell phones have failed, use of messengers or two-way 800 MHZ radios may be required. The Facilities Management Group 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 The University Police Dispatch & Office Facility 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, University Police may establish runners for emergency communications (contingent on available personnel). Other departments may be requested by the University Police to provide assistance with this function until radio/phone communications can be restored.

Assistance During Emergencies

First Responders and Emergency Assistance

- a. University Police Dispatch (**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 Management 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.
BUILDING ASSESSMENTS: by University Architects, Engineers and Construction personnel.
- 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 Finance and Administration to work with FEMA. The University representative must be provided copies of all receipts and related claims documentation. Refer to FEMA guidelines for reimbursement requirements.
- 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 Assistant Vice President will prepare a plan for the protection of students who are permitted to remain in the residence buildings during an emergency. Designated Residence Advisors serve as building emergency coordinators for their residence areas. All residents receive instructions outlining actions to be taken prior to, during and after the emergency by their assigned Residence Advisors.

Emergency Procedures Guide

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: 460-6312.

In an emergency in which University Police cannot be reached, dial **911** or **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 FOR POLICE/FIRE/AMBULANCE DIAL 460-6312. When unable to contact University Police, dial (911) or 9-911 from campus phones.

Building Evacuation

- A. The University Police and/or Safety and Environmental Compliance have the authority to order the evacuations of buildings. 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 2.
- 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 if elevators are safe to use, they should be reserved for handicapped persons. **DO NOT USE ELEVATORS IN CASES OF FIRE.** If an individual can not be safely evacuated from the building, utilize stairwell landings as areas of refuge. Notify First Responders of the person’s location and condition. When possible have someone stay with the individual to provide assistance while another notifies the First Responders. The decision to utilize the area of refuge or to evacuate is at the discretion of the person requiring assistance.
- D. Once outside, proceed to a designated assembly area or to an area up wind that is at least 500 feet away from the affected building. Keep 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 (**460-6312**) through the USA mass notification or by University Officials based on the magnitude of the event. All persons (students, staff and contractors) are to immediately & orderly evacuate 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 at **460-6312** 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 at **460-6312**. 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 after activating the fire alarms.

4. In large fires that do not appear controllable, **IMMEDIATELY** activate the building alarm system then notify the **9-911** Center and then the University Police at **460-6312**. 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 (areas of refuge) and request another building occupant stay with them until emergency responders can be notified of their location to provide rescue assistance. (The decision to utilize an area of refuge will be at the discretion of the individual requiring assistance.)
7. Once outside the building, move to a safe clear designated area at least 500 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 unless 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 at **460-6312** 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 at **460-6312**.

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 become 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 the 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:

1. INTERFERENCE with the normal operation of the University.
2. PREVENTION of access to offices, buildings, or other University facilities.
3. THREAT of imminent physical harm to persons or damage to University facilities.
4. Creation of a situation which presents a clear and imminent danger to the safety of individuals and/or disrupts 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, Executive Vice President, Provost and Senior Vice President for Academic Affairs, Vice President for Student Affairs/Dean of Students, Executive Director for Marketing and Communications and appropriate members of the President Council. 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 apprised that failure to discontinue the specified action within a determined length of time may result in disciplinary action, if a student, including suspension or expulsion. Except in extreme emergencies, the President will be consulted before actions such as intervention by law enforcement.
- 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 regarding the need for an injunction and/or intervention, demonstrators will be warned of the intention to arrest.

3. Violent, Disruptive Demonstrations

In the event that a violent demonstration in which injury to persons or property occurs or appears imminent, the President, Executive Vice President, Provost and 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 Provost and Senior Vice President for Academic Affairs will alert the Executive Director of Marketing and Communication 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 Provost and 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 Provost and Senior Vice President for Academic Affairs and the Vice President for Student Affairs.
- The Provost 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 Executive Director for Marketing and Communications or designee.



Statement A

Violent or Criminal Behavior

In an emergency, dial **460-6312**.

University Police are located on campus with their main office in Gamma Commons. Officers are available seven days a week, 24-hours a day on a year round basis.

On Campus Emergencies, dial **460-6312**.

Off Campus Emergencies, dial **911** or **9-911**.

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 **460-6312** 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.



Campus Violence or Criminal Threat:

The USA Police Department is trained to deal with dangerous or threatening situations. If there is an immediate threat, an announcement will be made over the campus siren/PA system, email or text messaging and the campus will be put on police lockdown. Once the threat has passed, you will be notified. In addition to the above, information will also be available as soon possible from the official sources of Weather and Emergency Information listed above.

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:
 - a. Turn off all the lights, close and lock all windows and doors.
 - b. If you can do so safely, get all students on the floor and out of the line of fire.
 - c. 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.
 - d. If the staff or students do not recognize the voice that is giving instructions, they should not change their status.
 - e. Unknown or unfamiliar voices may be misleading and designed to give false assurances.
3. If the armed subject is inside the building:
 - a. If it is possible to flee the area safely and avoid danger, do so.
 - b. Contact University Police at **460-6312** with your location if possible.
 - c. If flight is impossible, lock all doors and secure yourself in your space.
 - d. Turn all lights off.
 - e. Turn cell phones to silent.
 - f. Use all available furniture to barricade doors
 - g. Get down on the floor or under a desk and remain silent.
 - h. Get students down on the floor and out of the line of fire.
 - i. Wait for the “All Clear” instruction.
4. If the armed subject comes into your class or office:
 - a. There is no one procedure the authorities can recommend in this situation.
 - b. Attempt to get the word out to other staff if possible, and call University Police at **460-6312** if that seems practical.
 - c. Attempting to overcome the armed subject with force is a last resort that should only be initiated in the most extreme circumstances.
 - d. Remember, there may be more than one active armed subject.
 - e. Wait for the “All Clear” instruction.
 - f. Be careful not to make any changes to the scene of the incident since law enforcement authorities will investigate the area later.
 - g. 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.

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, fire alarms and other reportable incidents.

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 the 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."

1. 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 driver's license or other form of official picture identification, matching the license number with the number listed on the enrollment form.
2. 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.**
3. 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.

4. In the event a child and/or teenager is actually taken, the following steps are to be followed:
 - a. University Police at **460-6312**, are to be immediately notified.



- b. University representatives, to 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 clothe.
- c. Notify custodial parent.
- d. Obtain staff assistance with monitoring the safety of the rest of the group.
- e. Call President’s Office immediately (460-6111).

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

Key Contact Numbers:

USA Police alternate number.....	460-6312	VP Academic Affairs.....	460-6261
MPD.....	911	VP Student Affairs	460-6172
Sheriff	574-8633	Athletics	460-7339
President’s Office	460-6111	Safety	460-7070
Executive Vice President	460-6171	Dining Services.....	460-6296
Marketing and Communications	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 seen him/her 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 at **460-6312**, of the situation. 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 Affairs, 6-6172
 - 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.

Student Death Protocol

The Vice President for Student Affairs and Dean of Students offices play critical roles in the event of the death of a student. We are typically the link between the student's family and the University. It is critical that we conduct ourselves with the highest degree of compassion and professionalism while maintaining clear communication among the various staff that will be performing specific tasks related to a student death.

It is also important to understand that each student death is unique and that staff response should reflect the specific nature of each death. Although many of the tasks are outlined in the staff check lists, not all may be followed each time.

Notification of a student death typically comes to the Office of the Vice President for Student Affairs from a variety of sources including the Coroner's Office, police, family, friends or a University faculty/staff member. Upon receiving notice of a student death, the Executive Assistant in the Student Affairs Office is responsible for notifying departments and offices throughout the University. A standard list has been developed but should not be assumed to be all-inclusive in light of the specifics of each incident.

In addition to providing communication throughout the University regarding a student death, the Office of the Vice President for Student Affairs also plays a significant role in offering condolences and support to the family of the student. Our actions in this role should always represent the University in a caring and concerned manner. The needs of each family will differ and therefore the Office of the Vice President for Student Affairs and the Dean of Students Office response will vary from incident to incident.

Staff members involved with a student death and their primary roles include:

Executive Assistant to the Vice President for Student Affairs

- Sending notification of student death to University offices and departments, sending condolence letter from the University Dean/ Associate Dean of Students
- Communication with family, representing the University, determining specific needs and desires of the family
- Management of various tasks, confirming actions completed



Explosion or Hazardous Materials Incident

A spill or release of hazardous materials must be reported immediately to University Police at **460-6312** 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. For an 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 may be required to perform support functions. 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 (MCEMA 460-8000) 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.

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 **460-6312** to 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, Assistant Vice President of Facilities Management and the Director of Safety and Environmental Compliance. The University's Emergency Notification System(s) may 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 if required 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 toxic fume 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 **460-6312** 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, if safe to use, 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 Weather Events

Hurricanes

If USA is in the possible path of a hurricane or tropical storm, tune in to the National Weather Service (Weather.gov) and the broadcast or virtual media for updates on weather WATCHES and WARNINGS. Once USA communicates the initial general WARNING at the beginning of a hurricane situation, it will continue to update weather conditions throughout the storm, but will defer to the National Weather Service and the media for updated official weather information. USA's role will be to report on official closures and other pertinent details related to University operations.

Unless there is a mandatory state or federal evacuation, USA does not recommend that students, faculty or staff evacuate except under the most severe conditions, due to dangers on the road and interruptions to classes and the educational process. The USA main campus is not in a flood zone, so there is no risk of rising waters. If a hurricane is approaching, USA will attempt to take action in a timely fashion, while also trying to minimize inconvenience to faculty, staff and students. In case of weather-related closure or other bulletins, information will be available from the Official Sources provided.

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/Emergency Hotline 460-6999 and provide notifications via emergency notification systems.
- c. Marketing and Communications or designee 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 University shelter facility or may stay in buildings with essential personnel as space permits. Deans and/or Department Managers must approve before essential personnel may bring families to campus.
- e. A meeting with essential staff members will be held by managers to discuss department specific needs and to make necessary preparation plans.
- f. Actions to be taken during the **Warning Phase** as directed by the President:
 1. Set up communications and television systems in designated facility.
 2. Review available employees 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 relate to preparedness.
 4. Activate Emergency Operations Center should weather conditions warrant. University Police Dispatch Offices and or designated facility rooms will serve as Operations Center and will be staffed around the clock. University Police and Facility Management departments provide the following supplies and equipment to the Operations Center: TV, battery operated radio, 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 Marketing and Communications.



6. Assess each department's 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 through 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 may install sheets of plywood and/or boards over windows and glass doors as applicable. Occupants of buildings or areas should 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.

g. Housing Department and Student Resident preparations:

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. Dean of Student Affairs or designee will coordinate student evacuation procedures with residence hall advisors and the Housing Department management. Jag Tran buses and shuttles will provide assistance with the relocation process. Fresh Market Dining Facility and Student Center facilities will be initially utilized as shelters and if necessary additional buildings will be identified by the Hurricane Preparedness Group. In the event that a hurricane is anticipated to affect the Gulf Coast, the University will activate its emergency communications channels and send timely updates to the University community.

Using the best available information from weather authorities projecting the strength and trajectory of hurricanes, the



University will assess and act on the need for closing campus well before severe weather activity begins in the area, and far enough in advance of landfall for most students to travel home.

If a hurricane is anticipated to be severe enough to require the use of shelters, the University will officially suspend operations and evacuate its campus, at which time all events and classes will be canceled and only pre-designated essential personnel will be allowed to remain on campus.

In the event of a hurricane with university closure and mandatory evacuation announced, only residential students with a permanent address in a location which is farther away than a 400-mile radius of campus may choose to remain and seek shelter in a University designated Best Available Refuge Area (BARA). The University's Department of Housing will identify and notify those campus residents regarding sheltering procedures pursuant to University policy. All other students must make arrangements to travel to their home or other location until the University announces that it is safe to return to campus.

Because hurricane information can change quickly and it may not be possible for USA to provide updates during a storm, the University encourages students, faculty and staff to monitor official weather information disseminated to the public by the National Weather Service and use their best judgment about personal safety and travel.

For more information on hurricane preparedness and evacuation routes, please refer to the State of Alabama Emergency Management Agency and the City of Mobile Hurricane Preparedness site. Jag Tran buses and shuttles will provide assistance with relocation process. Fresh Market Dining Facility and Student Center facilities will be initially utilized as shelters and if necessary additional buildings will be identified by the Hurricane Preparedness Group.

7. Representatives from the Student Health Department if present will coordinate medical aid during the shelter operation.

h. Shelter Management

1. Shelters for essential personnel and/or their families will be managed and staffed by their representative managers and/or their designee. The Vice President for Student Affairs or designee will serve as liaison between shelter managers and the Operations Center.
2. Essential personnel, faculty and staff that intend on bringing family members with them to a University facility serving as a shelter must, prior to their arrival, provide to their respective shelter manager a list of those whom they intend to bring with them. Only those individuals on the list will be permitted into a University shelter. Individuals not affiliated with the University must be referred to local county shelters.
3. Shelter managers will pick occupants to assist with managing exits, keeping trash removed and to perform final clean up operations.
4. 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.
5. 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 a designated entrance/exit. All others will be secured against entry. Exit egress will be maintained at all times. Shelter rules will be posted.
6. Pets are not permitted in designated shelters.
7. County and City agencies with the intent to utilize a University facility must have obtained President Office's 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.
8. 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.
9. 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 in advance.
10. All University owned and/or managed properties are smoke free, smoking is also prohibited in any University owned or rented vehicle. **Notice:** Alcohol is prohibited on campus.

i. Marketing and Communications 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 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/Emergency Hotline number, if needed notification systems will be activated.
7. A member of the University's Weather Center may be assigned the responsibility of communicating weather updates to shelter managers. Administration leaders will monitor the various hurricane information services for updates.
8. An information sheet should be emailed to University Marketing and Communications office and the office of the President for review prior to the dissemination of information for correctness and consistency.
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 be open during the storm.
10. Information sheets will be delivered to Resident Student Advisors who will then distribute copies to every residence building room. Copies will also be made available in the office of Campus Student Services for distribution and posting around campus.
11. INFORMATION SHEETS should be immediately distributed to all faculty and staff via e-mail and 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 canceled during the storm. Refer to Appendix 2 for Closure and/or Cancellation Policy. All programs and normal services (including conferences) will be canceled. Any exceptions must be made by the President or designee.

During the storm, the Office of Marketing and Communications 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).

The University of South Alabama's highest priority is the safety and well-being of its students, faculty and staff. Here are USA's procedures for weather and emergency situations.

Weather Communication General Guidelines:

USA encourages students, faculty and staff to monitor official weather information disseminated to the public by the National Weather Service (Weather.gov) through the broadcast media, virtual media, and other means. This should be your primary source for weather WATCHES and WARNINGS information as defined by the National Weather Service.

USA generally will communicate only when WARNINGS are issued by the National Weather Service for the immediate campus area. See the section below on tornadoes for the procedures USA will use during WARNINGS.

In case of weather-related closings or other bulletins related to the operation of the University, information will be available from the following Official Sources of Weather and Emergency Information:

- Campus-wide blanket e-mail and text message.
- USA Weather and Emergency Hot Line at (251) 460-6999
- USA home page at www.southalabama.edu

Anyone associated with the University should make his or her best decision as to personal safety during a weather event, and students should consult with their faculty members directly if they miss class due to weather.

Campus employees should not depend on news media sources for information on work schedules or closures, but consult with supervisors or one of the official USA information sources listed above.



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 if authorized and opened are for University personnel, students and their immediate families or persons in their care, but are not designated as general community shelters.

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

University officials, as necessary, may be sent to deal with problems in the halls or elsewhere on campus only when sustained winds are less than 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 Marketing and Communications. These updates will be made as needed for information referral.

During the storm, all essential personnel and students must 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.

The following buildings will serve as PRIMARY Campus Shelters:

Main Campus:

Dining Facility - Refer to posted floor plan

Phone 414-8115

Student Center Ballroom - will serve as overflow facility
for students only. Refer to floor plan.

Phone 460-7090

B. Secondary Shelters:

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

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

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 Security 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. Coordinate opening and operation of buildings designated as state managed shelters. 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 Finance and Administration, Facilities Management Director, Assistant Director Maintenance and Grounds, Construction Coordinator(s), 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 Engineering Design and Construction Office, Maintenance and 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 and/or designee will coordinate post hurricane clean-up operations and will provide maximum support with available resources.
- E. The Vice President for Finance and Administration 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/Emergency 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

Tornadoes are rare in the Mobile area than in the central and northern parts of the state. However, if conditions are favorable for a tornado to develop locally, the National Weather Service (weather.gov) will issue an alert.

- A. Two types of alerts are announced when the potential for tornado activity exists. Watch Phase is when tornadoes 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 emergency notification systems when a direct/imminent threat has been identified.
- C. All classes, laboratories, activities, and events will be automatically suspended until the all-clear notification has been sent.
- D. Immediately move to the lowest point of the nearest building, away from doors and windows. Facility managers and building safety coordinators are to pre-identify shelter locations within each facility. If sufficient notice is given, move students and employees to basements, interior stairways and/or center hallways whenever possible.



- E. Remain inside until you are notified that severe weather has left the area.
- F. Tornado warnings are canceled by official notifications only. The University Police Department will be directly monitoring the primary weather radio channels, 800 MHz radio signal and other local law enforcement agencies systems.
- 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.

The all-clear notification will be made over the campus siren/PA loudspeakers and/or the USA Mass Notification System. Once this notification has been made, all University activities will resume.

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. Supplies and equipment stored on lower flood prone areas will be moved to higher shelves or to another floor.
- C. Electrical equipment that cannot be relocated will be de-energized at the Maintenance Department’s discretion.
- D. All news media inquiries will be directed to Marketing and Communications Office.
- E. Emergency Operations Center will be activated by Administration Officials as conditions warrant.
- F. All employees and students not considered essential to the flood response will be instructed to leave affected campuses prior to road closures.
- G. Maintenance, Grounds and Central Utilities personnel may 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.
- H. University Police dispatch will remain in communication with the Mobile County Emergency Management Agency and other local officials as needed.
- I. When appropriate, the President or designee will solicit local or state assistance should conditions escalate beyond University capabilities.
- J. 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.
- K. The President or designee when appropriate, will cancel or end flood response activities.
- L. Following the event, the 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.

- Snow and or ice events are extremely rare for the Mobile area. University officials will plan and respond accordingly.

University vehicles as per recommended manufacturer'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 460-7047. 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 460-7047 and University Police at **460-6312**.
- c. The building must be evacuated when an alarm sounds continuously and/or when an emergency exists as indicated by notification from University Police.
- d. **ASSIST THE HANDICAPPED IN EXITING THE BUILDING!** Remember that the elevators, if safe to use, are reserved for handicapped persons. **DO NOT USE THE ELEVATORS IN CASE OF FIRE.** If a 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 **460-6312** and Central Utilities at 460-7047. If necessary, cease all operations and vacate the area.
- i. **PLUMBING FAILURE/FLOODING:** Cease using all electrical equipment. Contact Maintenance at 460-7111. If necessary, vacate the area. If after 5:00 p.m. call Central Utilities at 460-7047 and University Police at **460-6312**.
- j. **STEAM LINE FAILURE:** Notify Central Utilities at 460-7047 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:

- a. Evacuate the building immediately, follow your building evacuation plan. Get students, visitors and co-workers a safe distance from the building, up wind and at least 500 feet from the building as recommended.
- b. Call University Police at **460-6312**.
- c. Call Central Utilities Department @460-7047 (24 hours) and notify them of your concern and the location of the gas odor within or outside of a building.
- d. Notify Safety and Environmental Compliance at 460-7070.
- e. Do not activate the fire alarm unless an actual fire is detected.
- f. Do not turn on or off any electrical switches/equipment.
- g. USA Police will activate Emergency Notification System(s) by building or zone as needed.
- h. Safety and Environmental Compliance representatives are to assist USA Police Dispatch with Emergency Notification Systems as requested.
- i. Central Utilities Department is to notify Mobile Gas Company if situation warrants their assistance immediately. j. Use of cell phones and non-intrinsically safe radios are prohibited within gas detection zone.
- k. Central Utilities is to de-energize electrical power and back up generator power to the building and other buildings as necessary.
- l. University Police are to contact Mobile Fire Department if a large scale gas leak occurs. Establish a minimum 500 ft. perimeter around the affected building(s) to include parking lots and access points.
- m. Safety and Environmental Compliance representatives will serve as oversight for USA's Unified Command with Emergency Responder Departments/agencies.



- n. 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.
- o. Marketing and Communication's representatives will handle all media inquiries.
- p. 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 (PBX):

- a. Main Campus, USA Medical Center, USA Children & Womens Hospital, USA Springhill Campus, USA Commons, and USA Mitchell Cancer Institute.
- d. 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.
- e. 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.
- f. Central Office Locations:

Medical Center	Old Shell
Children's & Women's	Azalea
Springhill Campus	Azalea
Main Campus	Springhill
USA Commons	Springhill
- g. In the event total telephone communications are lost, refer to disaster policy for Communication Center. Each of the USA Hospitals has 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

A. Communicable Diseases

Student Health Services (SHS), in consultation with the University's Department of Infectious Disease, monitors communicable disease cases that may affect the well-being of students, faculty and staff on the main campus. In the event of a communicable disease outbreak (such as, measles, mumps, and meningitis), Student Health Services consults with and receives guidance from the University Health System, Mobile County Health Department, Alabama Department of Public Health, and as needed, the CDC (Centers for Disease Control and Prevention). The consulting agency is determined by the disease presented, the number of cases, and the guidelines and recommendations established by state and federal laws. Disease events are co-managed by the SHS and the consulting agency to ensure the safety of individuals and the campus community. As an agent of the University of South Alabama, Student Health informs the university administration, faculty, staff and students, as needed to provide education to limit the impact of a communicable disease event. Student Health works with the Vice President for Health Sciences, University President, Executive Director for Marketing and Communications and the Provost and Vice President for Student Affairs to create methods of communications such as the use of e-mail, faculty announcements, awareness statements for coaches and other administrative staff, articles for student newspapers and residence hall awareness campaigns as recommended by the various groups.

Communicable diseases are defined as those diseases that can be transmitted from one person to another such as pandemic flu, tuberculosis, meningitis, chickenpox, SARS, hepatitis and others. Individuals contracting communicable disease should report the case to Student Health services immediately by calling 460-7151. For suspected Pandemic Influenza outbreaks, refer to the University's Pandemic and Biological Incident Preparedness Plan for further guidance.

Routine Medical and First Aid

ALL MEDICAL EMERGENCIES REQUIRING PARAMEDICS DIAL 9-911. Then contact University Police as a courtesy at **460-6312**.

Minor medical emergencies requiring first aid or assistance call Student Health 460-7151 (Monday through Friday) after hours, call University Police at **460-6312**. 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** or **9-911**. 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, which is not an emergency, dial **460-6312**. 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 and/or The American Heart Association certified 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. If person is unresponsive with no breathing or no normal breathing, but has a pulse call 911 and begin rescue breathing until medical help arrives.
4. If there is no breathing or no normal breathing AND no pulse get an AED if one is available, or send someone for it and begin CPR. (University Police are trained to use AED's.
5. Begin cycles of 30 compressions and 2 breaths (you may do continuous compressions until AED arrives)
6. Once AED arrives, remove victim's clothing, open AED unit and follow the voice prompts.

First Aid:

1. Control serious bleeding by direct pressure on the wound. Do not remove any foreign objects that are located in the wound.
2. Continue to assist the victim until help arrives.
3. Look for emergency medical I.D. tag or bracelet. Question witness(es) and give all information to the paramedics.
4. Every office should have a person trained in first aid and CPR. Training is scheduled through the Safety and Environmental Compliance Department.
5. Complete an incident report and follow the routing form.

* Only Red Cross and/or The American Heart Association certified other professionally trained personnel should provide first aid treatment (i.e., first aid, CPR). CPR training classes are scheduled through the Safety and Environmental Compliance office and provided by the USA EMS Education Department as the EMS schedule allows.



AED (Automatic External Defibrillator) locations are as follows:

- **Academic Success Building** — on the brick wall to the left in the main lobby
- **Administration Building** — 2nd floor hallway outside of Payroll Dept.
- **Alpha Hall East** — located by the vending machines
- **Alpha Hall South** — in lobby by elevator
- **Alumni Hall** — inside the door to the office on the right
- **AMSTI** — Office
- **Archeology Museum/Archeology Complex** — Museum Gift Shop
- **Athletic Administration Building** — midway down main hall
- **Baldwin County Classroom Complex** — go in main door, take a left and it is on the wall in front of you
- **Baldwin County Administration Building** — across from restrooms
- **Baldwin County Nursing Complex** — adjacent to room 103
- **Biomedical Library** — to the left of the main circulation desk
- **Cancer Center/Clinical Building 1735** — 4th floor lobby by elevator
- **Central Utilities** — outside door of main operator room
- **Chemistry** — 1st floor across from stock room
- **College of Education** — located on the wall to your right in the main lobby
- **Computer Services Center** — in the hallway to the left behind the front desk
- **CSAB** — main lobby
- **Delta Commons (Housing)** — on the wall directly in front of you when you enter main door of office area
- **Department of Communications** — main lobby
- **Development & Services Building** — in lobby by room 200 across, from break room
- **Dining Hall** — upper floor on the wall by the dish return area
- **Epsilon I** — in lobby across from vending area
- **Epsilon II** — in lobby across from vending area
- **Faculty Club** — in hallway between men's & women's restrooms by water fountain
- **Faculty Court East** — on left wall in main lobby, suite 150
- **Faculty Court West** — located in main work area behind the front desk
- **Gamma Commons** — in parking service area by vending machines
- **Grounds Complex** — in hallway by time clock
- **Health Sciences Building (HAHN)** — located in the main lobby by Einstein's Deli
- **HPE Building** — located in the main lobby across from the Dean's office (HPE 1007)
- **Humanities Building North** — 1st floor next to Arts & Sciences Dean's office
- **Humanities Building South** — 1st floor in lobby across from elevator
- **I LB** — 1st floor adjacent to the physics office
- **Intramural Field House** — on wall in front of you as you walk into lobby area
- **Laboratory of Infectious Diseases** — located in main lobby
- **Laidlaw Performing Arts Center** — located in alcove to the left in the main lobby
- **Life Sciences Building** — 1st floor by room 124, adjacent to Biology Department office
- **Main Library** — behind the front circulation desk
- **Maintenance Complex** — on the wall by the break room
- **Medical Science Building** — 2nd floor next to Dr. David Wood's office near CSAB connector
- **Meisler Hall** — inside 2nd floor break room
- **Mitchell Center** — #1 at the South entrance across from offices, #2 is located in an by the loading dock
- **Mitchell College of Business** — 1st floor outside the Dean's office
- **New Hall** — in lobby by elevator
- **Psychology Building** — located in the back by the vending machine
- **Publications** — behind the front desk area
- **Renovations** — in break room
- **Science Laboratory Building** — First floor by elevator
- **Seamen's Bethel** — on back wall in main student area
- **Shelby Hall** — in alcove near coffee shop to the left inside main door
- **Springhill Campus (SHAC)** — across from the security office on the 1st floor
- **Stanky Field** — clubhouse level adjacent to the restrooms
- **Stokes Hall** — in lobby between the front desk & vending area
- **Student Center/Bookstore** — adjacent to the ATM on the right wall just inside the door of the breezeway
- **Student Recreation Center** — #1 is located in lobby by front desk, #2 is located poolside
- **Townhouse** — 2nd floor hallway past conference room
- **Transportation** — in warehouse under the time clock & bulletin board
- **USA Police Department** — 2 kept in police vehicles
- **Visual Arts Complex** — adjacent to department office

Appendix 1

The University of South Alabama Emergency Response & Recovery Plan – Appendix 1: Select Agent Incident Response Plan
Revised: July 2008

73.12: Emergency Response Plan for Select Agents [SA] Management

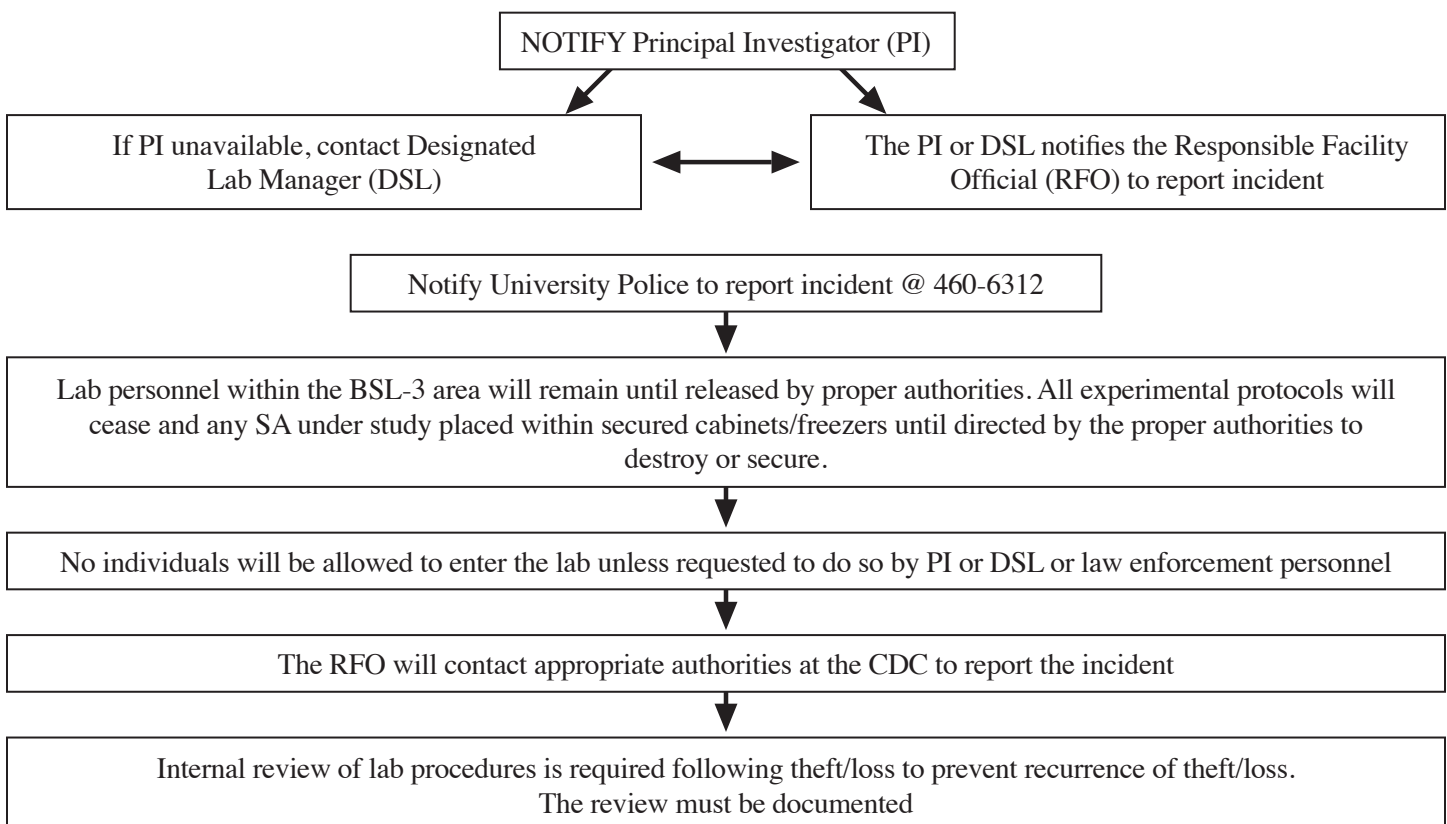
1. Access to laboratories handling Select Agents [SA] at the University of South Alabama is limited to individuals with appropriate security clearance and training. SAs are specifically regulated pathogens [microbes or infectious entities capable of causing diseases] and selected toxins that could theoretically be used in acts of bioterrorism on human, plant or animal populations. The registration, handling, culture, security, transport and disposal of SA or toxins are highly regulated by law. These microbes or agents are regulated by the Department of Health and Human Services, the U.S. Department of Agriculture, and the Department of Homeland Security.

Restricted access into the BSL-3 containment laboratories where SAs are used is facilitated by the isolation of the facility away from other facilities on the main campus. The Biosafety and Biosecurity Plans delegates' responsibility for containment and security to supervisors (Principal Investigators) and personnel approved to work with the SA. It discourages intervention of outside emergency responders within the laboratories. Should an accidental release or occupational exposure occur within the isolated building, the Principal Investigators hold the premise that the lab managers and approved individuals with the required training that operate the facility have the best know-how and decontamination materials to control such situations and confine the SA. This decision is complemented by the existence of antibiotic treatments for exposed individuals that can limit the spread and morbidity of the SA used in the laboratory. All accidental releases or occupational exposures are immediately reported to CDC via Form 3.

2. The University of South Alabama registers all required SAs listed by the CDC and USDA kept on our campuses as well as other human and animal pathogens which can cause infectious disease in humans, animals and plants. Laboratories where BSL-3 ranked SAs are kept on university property are in compliance with federal statutes and University biosafety requirements. Likewise, all toxins covered by statute(s) would be registered in compliance with these statutes if they were in use. Management criteria set forth by these statutes have been fully instituted. The basis of our planning is that the controlled access, select agent BSL-3 lab is a functional containment facility capable of preventing accidental release to the outside environment, while providing controlled access and substantially limiting potential theft or intentional release of the SAs and toxins by terrorists.

The following flow chart outlines the entity's response procedures for the theft, loss or release of a SA.

Reporting Procedures for the Loss, Theft or Environmental Release of SA



3. Regarding site security and control, the University has an integrated laboratory emergency plan with facility-wide planning in the event of illegal invasion of facilities, bomb threats, severe weather, earthquakes, power outages, and other natural and man-made disasters and is an important component of safety planning within the university.
4. Emergency planning for SAs includes input from the University Safety Committee, Biosafety Committee, maintenance representatives, and university officials (e.g., University Police) responsible for emergency planning.
5. Emergency planning has provisions for emergency notification of and response by laboratory and animal facility directors, laboratory workers, university safety officials, and other persons requiring notification should an emergency or terrorist act arise.
6. Emergency planning for the safe management of SAs has and will continue to involve advanced coordination with University Police, local police, city fire department and rescue representatives. Shut down procedures designed to prevent release of SAs are well known to all authorized employees. Meetings will be held annually with University Police for review of the incident response plan
7. The use of SAs is restricted to the Laboratory of Infectious Diseases [LID], a facility designed in cooperation with the Centers for Disease Control as a Biosafety Level 3 containment facility. This facility is isolated on the main campus and is subject to inspection by CDC and compliant with all federal regulations. The SAs in use at the LID are registered and monitored annually by the USA Institutional Biosafety Committee.
8. The Institutional Biosafety Committee reviews annually all BSL-3 management procedures and conducts on-site visits to determine full compliance with federal statutes and CDC regulations and guidelines. Accidents which occur during personnel handling of SAs or any accidental release of the SA within the LID facility are continuously monitored by the PI and RFO and appropriate records are kept on file when such instances occur.
9. DHHS and the USDA, as well as local authorities, will be notified of any accidental release or theft of SA. In compliance with federal statutes.

Contact Information – Laboratory of Infectious Diseases

Responsible Facility Official

James Elliot Carter, M.D.
 Interim Co-Chair, Department of Pathology
 Professor Pathology
 2451 Fillingim St.
 Office: (251) 471-7790
 Email: ecarter@health.southalabama.edu

Alternate Responsible Facility Official

Dusty Layton
 Director, Office of Research Compliance and Assurance
 CSAB 120
 Office: (251) 460-6625

Director of Safety & Environmental Compliance

William L. Guess
 CSAB 332
 Office: (251) 460-7070
 Fax: (251) 460-7278
 E-mail: wguess@southalabama.edu

Physical Security Official

University Police Chief
 Gamma Commons
 460-6312 – Telephone
 460-6425 – FAX
 511 – Emergency Campus Phones
 E-mail: dlayton@southalabama.edu

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Personnel Roles and Lines of Authority

The Principal Investigators listed above, answerable to the Responsible Facility Official, are responsible for the safety and security of the SA located within the LID. All individuals that work with the SA, under the direction of the Principal Investigators, are responsible for following the biosafety and security regulations that are designed to contain the SA. All individuals that work with the SA are aware that PIs are immediately informed in the event of any incident involving the SA. The PIs then coordinate with the RFO/AFO to ensure that the proper authorities are informed and documentation is filed.

Planning and Coordination With Local Emergency Responders

Procedures for the containment and security of the SA are reviewed with the Responsible Facility Official (RFO), Alternate Facility Official (AFO) and University of South Alabama Police Department. The names and contact information of the Principal Investigators and Laboratory Managers have been submitted to the USA Police Department and a priority call list prepared. The University Police shall be notified immediately upon verification by the Principal Investigator of an emergency incident by dialing **460-6312**. Response to specific scenarios/drills involving potential emergency situations will be reviewed annually with campus security.

Emergency Medical Treatment and First Aid

All medical emergencies requiring paramedics: dial 9-11 then University Police at **460-6312**. University Police will coordinate response by Mobile Fire Department. Minor medical emergencies requiring first aid or assistance: call University Police at **460-6312**. If a serious injury or illness occurs, immediately dial 9-11. Give your name describe the nature and severity of the medical problem and the campus location of the victim.

Any injury to a laboratory worker shall be reported immediately to the Principal Investigator or Laboratory Manager. Administration of first aid should be performed outside of the lab if the injured person is ambulatory. In the event of a biological exposure, the exposed individual should seek medical attention by the Occupational Health Physician located in Student Health Services (Student Health Building) or by a private physician.

List of PPE, Emergency Equipment and Their Locations

When using a biological safety cabinet, protective clothing, including gloves and a laboratory coat or similar garment should be worn so that hands and arms are completely covered. Eye protection and a surgical mask must be worn at all times when working with SAs. All personal protective equipment is available in the BSL-3 lab in designated locations.

Site Security and Control

As mentioned above in Appendix 1, item 1, the LID building is isolated from other buildings on campus to decrease the amount of exposure to casual traffic. In addition, visitor access to the building is limited to a single entrance at the front of the building, which is monitored by the secretary during regular operating hours. All visitors check-in with the secretary upon arrival and sign the log book to document their visit and any escorted access granted to the BSL-3 laboratory. This door is locked outside of normal working hours to prohibit unauthorized access. All other access points are locked on a permanent basis and only approved individuals are assigned keys. In addition, all entry points into the BSL-3 laboratory area accessible from the BL-2 areas are permanently locked and entry is restricted by a biometric reader and pin code. Only individuals with appropriate security clearance are given an individual access pin code. This code is changed in the event an employee departs the University. The building is routinely monitored by University Police after hours. Additionally, the use of individual access fobs and codes allow for an access report to be printed showing user's name, date, time, and which door access was used. These reports are filed in the LID secretary's office.

Procedures for Emergency Evacuation

If an emergency situation arises that requires evacuation of the facility, personnel will exit through the change room(s), safe exit and proceed past the picnic table area at the north/east end of the building. The PI or a designated laboratory manager will perform a roll-call and ensure that all personnel have been evacuated. If circumstances allow, all SAs not secured in locked freezers or incubators will be decontaminated or secured prior to evacuation. However, the priority will be the health and safety of the laboratory personnel. If evacuation must proceed rapidly in the absence of decontamination, the select agent will be left in the biohazard safety cabinet with the cabinet containment air system ON to minimize the likelihood of exposure to or dissemination of the SA.



Decontamination Procedures

Decontamination of work areas and materials used during an experiment must be done routinely, even before placing contaminated materials in the appropriate disposal container. Use of 10% bleach or 70% ethanol is suitable for select agent decontamination. In addition, the use of organic solvents and non-ionic detergents (present in scintillation fluid) in combination with starvation are also suitable for SA decontamination. Hazardous organisms must be decontaminated by soaking in bleach or ethanol while in the biosafety cabinet, or by placing the contaminated items in an approved biohazard bag and autoclaving the contents. In the case of spills or accidental exposures, the following protocols should be followed:

Spill Management

1. Have all non-essential personnel leave the immediate area in the laboratory to allow clean-up of spill and report the spill to a Principal Investigator or lab manager
2. Allow 30 minutes to allow aerosols to settle before clean-up
3. Wear plastic gown, gloves, mask and shoe protectors before entering spill area
4. Sprinkle RED-Z powder from spill baggie, powder will solidify, add more if necessary
5. Use disposable scraper to transfer gel into biohazard bag
6. Apply 10 % bleach solution to the area, allow 30 minutes for the bleach solution to decontaminate before clean-up with paper towels
7. Dispose all contaminated clean-up material in biohazard bag, including protective clothing and mask. Autoclave all material using the dry setting, then place in biohazard disposal container
8. Confirm that the spill has been reported and all paperwork has been completed

Accidental Exposures

Report all accidental exposures involving SAs to a Principal Investigator and/or Lab Manager immediately. The USA Report of Accident/Incident form must be completed by the employee and submitted to the Principal Investigator and then forwarded to the Office of Research Compliance and Assurance. If necessary, the individual potentially contaminated or exposed to such a biological agent should seek medical attention by the Occupational Health Physician located in Student Health Services or by a private physician. Additionally, when a release of select agent occurs, a Form 3 report will be completed and forwarded to CDC.

Hurricane Response Plan

In the event that a hurricane threatens the Mobile area and hurricane evacuation procedures are initiated, the following general procedures will be implemented.

1. All on-going experiments with the Select Agent will be terminated. When appropriate, the Select Agent can be properly returned to a designated storage area. In all other cases, all active select agent cultures will be destroyed by autoclaving or treatment with 10% bleach.
2. Select Agent records and inventories will remain in locked storage cabinets that are also located in the secure BSL3 area.
3. Prior to evacuating the building, a security check on all access doors will be made.

In the Event of a Category 1-3 Storm:

The Laboratory of Infectious Diseases Building is equipped with a generator back-up system that will supply the building with power for 72 hours. This generator is checked and the fuel supply verified. During a Category 1-3 storm, Select Agent stocks will remain in secured freezers and/or in secured liquid nitrogen storage containers that are located in the secure BSL3 area.

In the Event of a Category 4 or 5 Storm:

In the event of a storm of this severity, representative samples of the Select Agent stocks will be secured in liquid nitrogen storage containers that will be stored in an interior room providing additional protection in the event of severe damage to the facility. The remainder of the Select Agent stocks will be kept in secured freezers as above.

In the event that the building suffers catastrophic damage or is without power for an extended period of time (e.g., storm damage to the generator) and the Select Agent stocks in secured freezers lose viability; said stocks will be inventoried, properly disposed of, and the appropriate authorities notified. The Select Agent stocks in the liquid nitrogen storage containers will also be inventoried and appropriately handled according to their status.

Any breaches in these containers will be reported to the appropriate authorities immediately and the area quarantined.

After the Storm:

Following the storm and when conditions permit, Principal Investigators will assess the condition of the laboratory and report to the RFO on the status of the laboratory and the Select Agent stocks. Appropriate repairs will be initiated as soon as possible.

APPENDIX 2

Cancellation of Classes and/or Closure of the University of South Alabama Campus

General

As a result of an unusual occurrence (e.g. hurricane, snow/ice) it may be necessary to cancel classes or close the University or a specific campus for reasons of public safety. A significant portion of the University community relies on public transportation and the ability to commute to the various campuses; and to outline the procedures which will be followed in situations of this kind. The purpose of this policy is to establish guidelines related to the University's ability to continue to offer classes and maintain normal services and facilities.

Policy

- a. The University will remain open during normal scheduled hours unless there is a situation which makes it extremely difficult or hazardous for faculty, staff or students to occupy University facilities or to remain on campus. The primary goal will be the University's ability to continue classes, research and normal business operations with the ability of faculty, staff, and students to travel to and from the University campuses. In unusual situations, the University will extend the normal hours of operation of facilities and services to provide food and shelter for people unable to leave.
- b. The decision to cancel some or all classes may be made separately from the decision to close a portion or all of the University. Factors contributing to the decision to cancel classes will be travel conditions, warnings provided by local agencies and availability of essential services. The decision to cancel classes or to close the University will be made by the President after consultation with the Provost and Senior Vice President for Academic Affairs, Vice Presidents, Deans and other Administrative representatives. The decision to cancel classes will be made with as much notice as possible.
- c. The University may need to keep certain facilities operational even when classes are canceled and when the University is closed. Some departments and services such as Central Utilities, University Police, Maintenance, Food Services, etc. may have to continue total or partial operations depending on the circumstances. It can be anticipated that some or all of the employees associated with essential services may be asked to remain at work or report in to work to provide emergency services. In addition, under emergency conditions, particular attention may need to be paid to certain research areas, including animal housing facilities.
- d. Depending on the circumstances which gave cause for the cancellation of classes or closure, the streets leading to and from the University campuses may not be safe for normal travel. Faculty, staff and students will be encouraged to change their departure times should conditions necessitate such actions.
- e. In emergency situations Administrative representatives will normally remain on campus; in their absence, University Police has the authority to manage University services and equipment as determined appropriate to provide essential services. In the event of weather related emergency, the Facilities and Operations departments will be instructed at the earliest opportunity to begin clearing campus streets.
- f. Canceled examinations will be rescheduled or alternate arrangements will be made. Contact the appropriate Dean for procedures to follow in the event that closure will or has affected a final examination period.
- g. When the University or part of the University is closed under this policy, University employees whose work areas are affected and are not deemed essential personnel to stay may receive administrative leave as determined by the President or designee.

Procedures

A. Notification of Cancellation of Classes

1. During normal Monday through Friday hours:
 - a. The Provost and Senior Vice President for Academic Affairs will notify the applicable academic departments who will be affected by the cancellation of classes, who will in turn advise all instructional staff. The Vice President for Finance and Administration will notify the affected administrative departments, including University Police.
 - b. The University Marketing and Communications department will prepare media notices and inform the local news media of the cancellation of classes and/or the continuation of classes. In addition, any University Emergency web homepage notification will be updated and maintained by the Marketing and Communications department throughout the duration of the incident.
 - c. University Police department will be responsible for monitoring street conditions, coordinating communications with local emergency agencies and securing campus facilities as needed.
2. At all other times:
 - a. University Police will notify the President, Executive Vice President, Provost and Senior Vice President for Academic Affairs, Vice President for Student Affairs, Executive Director for Marketing and Communications, and Vice President for Finance and Administration of the circumstances relating to the cancellation of classes or University Closure.
 - b. The University Marketing and Communications department will prepare media notices and inform the local news media of the cancellation of classes and/or the continuation of classes.
 - c. Vice Presidents will be responsible for contacting their assigned department representatives and for initiating any required response activities.