THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

Emergency Management Plan

(Revised June 2015)

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

The EMP is designed to enable the University to respond to an emergency situation in a safe, effective, and timely manner. University personnel and equipment will be utilized to accomplish the following priorities:

Protection of Human Life
Protection of University Property and Assets
Continuation of Mission Critical University Operations

The administration of the University of Alabama in Huntsville expects all Administrators, Deans, Department Chairs, and Center Directors to prepare emergency action and continuity of operations (COOP) plans for their respective units. Departments and organizations should appoint a planner to coordinate these plans with the university Emergency Management Coordinator, and should review these plans annually.

The Emergency Management Plan has been reviewed by the Policy Group and approved by the President of the university.

In the event of conflict between this plan and existing University policies, procedures, and plans, this plan shall have precedence, except as noted herein. Those university officials with authority to approve other policies, procedures, and plans on behalf of the University will be familiar with this Emergency Management Plan, and ensure conformity to it.

This plan is not intended to supersede federal, state, or local legislation and regulations. In the event of conflict between this plan and such legislation, the legislative provisions shall prevail.

V. Scope

The University of Alabama in Huntsville Emergency Management Plan (EMP) outlines the preparedness, response, recovery, and mitigation steps of university personnel and resources for emergency situations. It is

the use of good judgment and common sense in matters not foreseen or covered by the elements of the Plan.

The University shall prepare for three different scenarios with the potential to affect its operations. These are:

> **Incidents occurring within the university** – these include incidents where university personnel are expected to take an interactive role in the management of all aspects of the incident including coordination with mutual aid responders. **Incident outside the university but affecting its operations**

Response plans and continuity of operations plans should identify key personnel, lines of succession, define specific responsibilities, determine equipment and supply needs to

Serve as command and general staff under the University's ICS structure and provide emergency management leadership during response and recovery operations.

Advise and support the decisions of the University Incident Commander, Policy Group, and President

Order and implement an emergency evacuation of any facility on campus or the entire campus if necessary

Recommend and implement the emergency use of an athletic or cultural facility as an emergency shelter, preempting any other scheduled use of such facility

Authorize and establish restrictions pertaining to entry of a closed facility, in cooperation with and in recognition of the directives of local law enforcement and emergency response authorities

Order and implement the temporary emergency sheltering of students living in

initially be supplied by a responding agency such as Huntsville Fire and Rescue or Huntsville Police.

In the event of a high-impact or long-term recovery event, the university President or designee may serve as Incident Commander during the recovery phase. In the President's absence, he/she shall appoint a recovery Incident Commander, and shall vest that IC with adequate authority to lead the recovery effort. In the event the President is unable to appoint an IC, the duty shall follow the lines of succession outlined above.

Emergency Management Coordinator

The Emergency Management Coordinator is a member of the EMOG and is responsible for the maintenance of the university level (blanket) Emergency Management Plan. The Emergency Management Coordinator consults directly with the University Incident Commander during an actual emergency, and may serve as Liaison Officer in a multi-jurisdictional or multi-agency response effort.

The Emergency Management Coordinator works with the administration, department heads, and department planners to provide resources, guidance, and assistance for establishing, maintaining, and activating emergency preparedness and continuity of operations (COOP) plans.

During an incident response the Emergency Management Coordinator will be responsible for activation and equipping of the EOC. The Coordinator will work jointly with OEHS to conduct building evacuation planning and drills.

Directors, Student Health Center / Faculty and Staff Clinic

The Directors of Student Health Center and Faculty and Staff Clinic should ensure that the university's Medical Emergency Response Plan is both current and operational and should be able to lead its implementation when directed to do so. The director shall develop plans and procedures to organize emergency medical aid and triage to injured students and

EMERGENCY MANAGEMENT PLAN

Associate Vice President, Auxiliary Services and University Housing

The Associate Vice President for Auxiliary Services and University Housing shall have the authority to activate the EMOG in a crisis situation. The incumbent should identify resources and create plans for providing temporary emergency shelter to students living in on-campus housing. These plans should include resources and procedures for providing emergency transportation to such shelters. The incumbent should additionally develop plans and procedures for the evacuation of student housing structures, and such planning should include provisions for accounting for all students and visitors for each housing structure. Planning should also include identifying resources and developing plans for the registration of persons temporarily displaced from their campus residence and for implementing emergency contact programs for displaced students.

Floor Captains / Building Coordinators

Floor Captains and Building Coordinators are pre-identified for buildings or areas. They are responsible for the pre-planning and activation of plan elements at a local level (e.g. building / area specific plans). Building coordinators may be appointed by university administration or may be selected by common agreement between units/departments operating within a building. Building coordinators will act as the primary information conduit and action officer with the Emergency Operations Center for their area of responsibility. Building Coordinators and Floor Captains must be seen as leaders during emergency operations. To further expedite emergency planning, departmental representatives will be pre-identified as needed to expedite information flow from separate departments to Floor Captains, Building Coordinators, and the EOC.

In conjunction with the Office of Environmental Health and Safety and with guidance from the Office of Emergency Preparedness, Building Coordinators are required to:

> Assist in the development of unit-specific evacuation plans in conjunction with OEHS for his/her building
> Assign personnel to perform various evacuation functions
> Maintain a written copy of the Building Emergency Action Plan (BEAP)
> Conduct periodic evacuation, sheltering and other such drills in coordination with OEHS, OEP, and/or UAHPD
> Assist in the revision of unit-specific BEAPs as necessary
> Train Floor Captains and departmental representatives in evacuation procedures and specific duties

All positions require annual refresher training in emergency response roles and responsibilities. Said training will be conducted for each building or area annually by OEHS. This training will be coordinated through the acting Building Coordinator and OEHS.

<u>Faculty and Staff</u>

Faculty members and staff are seen as leaders by students and their peers and should be prepared to direct them to assembly areas in the event of a drill or actual emergency. Every member of the facult

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN

Conduct building damage assessments to determine if buildings are safe
Repair buildings
Maintain UAH Emergency Operations Centers (EOCs)
Develop plans for the procurement of emergency building and maintenance supplies in the event of an emergency situation
Maintain spatial inventory of all University facilities to allow rapid identification of alternate classroom and/or office space to house displaced academic or administrative entities

Provide emergency student information as appropriate to the Incident Commander and/or emergency response agencies (police, EMS, fire) Develop procedures to communicate with and account for students in emergency situations

University Housing

Develop and maintain plans to shelter in place, lock down, or evacuate student housing structures during an emergency

Develop and maintain plans to provide food, shelter, sanitation, and other critical needs to students during incidents of severe weather (such as ice and snow storms) and/or extended utilities outages

Develop plans for short- and long-term mass care housing in the event a university student housing structure is rendered unusable

Develop and maintain plans for isolation and care of student residents who have contracted a communicable disease

Diversity and Student Support Services

Coordinate with University Housing and local agencies and support organizations to provide long- and short-term emergency shelter alternatives for students in on-campus housing

Coordinate language translators as needed for foreign student populations

Human Resources (HR)

Together with Accounting and Financial Services and Payroll Services, maintain the continuity of Payroll processing services

Maintain the continuity of critical Employee Benefit Services

Provide for employee counseling

Assess faculty and staff availability

Assist with the appropriation of personnel

Assist faculty and staff with survival needs-food, water, shelter, etc.

Assist employees with work recovery needs-psychological help, day care centers, local transportation, time off for personal needs, etc.

Office of Emergency Preparedness

Assist with the identification of alternative locations for critical housing and academic functions

Together with Business Services, Risk Management, and Facilities and Operations, collect and analyze damage assessment reports

Together with Facilities and Operations, Office of Environmental Health and Safety, and Risk Management, conduct evaluation of damaged assets

Act as Liaison Officer to county Emergency Management Agency during incident command system activation

Maintain university level emergency response and recovery plans, provide copies to appropriate response agencies as necessary and appropriate

Provide copies of departmental emergency response plans to appropriate response agencies as necessary and appropriate

Student Health Center/ Faculty and Staff Clinic

Maintain medical services to sick or injured students

Develop and maintain plans and procedures for reporting infectious disease instances to proper university and local health authorities

Athletics

In coordination with UAHPD, develop and maintain plans for crowd control during athletic events

Develop and test plans for evacuating athletic facilities during athletic events

Together with UAHPD, develop plans for ensuring that no weapons or dangerous materials are present during any athletic event

Develop emergency plan to use athletic facilities as a shelter during and after an emergency

Develop and maintain emergency action plans for crisis situations occurring during University-sanctioned athlete travel

Librate2026 Tw 0.46 0 Td ( )-760(Develop and maintain eme16.175 -1.395 -1.15 Td ( )Tj /TT1 1 Tf

the State and local Emergency Management Agencies. A nationally recognized system, the Incident Command System allows establishment of an integrated organizational structure tailored to the complexity and demands of single or multiple incidents. The Incident Command System is proven effective in managing multiple agency and multiple jurisdiction incidents of any nature.

Related to the Incident Command System organization is the concept of the **Multiple Agency Coordination System** (MACS). Multiagency Coordination Systems include Emergency Operations Centers (EOCs) and, in certain multijurisdictional or complex incidents, Multiagency Coordination Entities. **EOCs** are the locations from which the coordination of information and resources to support incident activities takes place. EOCs are typically established by the emergency management agency at the local and State levels. **Multiagency Coordination Entities** typically consist of principals from organizations with direct incident management responsibilities or with significant incident management support or resource responsibilities. These entities may be used to facilitate incident management and policy coordination.

The City of Huntsville and Madison County utilize the Multiple Agency Coordination System to facilitate and coordinate emergency response operations and handle mutual aid situations. Under the Multiple Agency Coordination System, the City of Huntsville and Madison County recognize four levels of incidents, referred to as Modes. To avoid confusion, the University will categorize incidents using the same technique. The Multiple Agency Coordination System Modes as applied to University incidents are -

Mode 1: <u>Minor Incident</u> – The incident will be handled completely by University assets. Routine events (non-injury vehicle accidents, minor university police responses) are Mode 1 events requiring no mutual aid response from Huntsville City or Madison County units. Usually Mode 1 incidents will not require Emergency Management Operations Group notification or Emergency Operations Center activation.

Mode 2: <u>Emergency</u> – The incident will require mutual aid but the University retains Incident Command. Large routine events (basketball games, concerts), incidents requiring minimal mutual aid (injury accidents or fires), and incidents with prepared contingency plans may be Mode 2 incidents. Mode 2 incidents may include Emergency Management Operations Group notification or Emergency Operations Center activation but usually such activities are of limited scope. Special note: minor fire incidents on campus are handled as Mode 2 incidents even though Huntsville Fire Department typically exercises incident command at the scene.

Mode 3: <u>Disaster</u> – The incident requires significant mutual aid and the University may request an outside agency assume Incident Command. A major incident (gas explosion or building collapse) on campus, an incident beyond the scope of university plans and capabilities (aircraft accident on campus), or an incident crossing the university property line (fire, hazardous material spill) could trigger a Mode 3 requirement. In a Mode 3 event the Emergency Management Operations Group and Policy Group are notified, a university

Emergency Operations Center activated, and a full Incident Command System organization staffed. Joint command may be established.

Mode 4: <u>Catastrophe</u> – The incident requires mutual aid above and beyond Madison County, and state or federal agency incident command is requested. A Mode 4 event is most likely to be declared when a regional level incident occurs (earthquake, severe

Activation of the EMOG also activates the campus Emergency Operations Center unless the IC specifies otherwise.

The Policy Group is activated by the president, provost, or vice president for finance and administration. When activated, the group can convene at the president's conference room (Room 369) in Shelby King Hall or another facility designated by the group.

Authority to Activate the Plan: The following persons or their designated alternates have the authority to activate the plan:

> President
> Provost and Executive Vice President for Academic Affairs
> Vice President for Finance and Administration
> Vice President for Research
> Vice President for Advancement
> Vice President for Diversity
> Associate Vice President, University Housing & CBO
> Assistant Vice President, Facilities and Operations
> Assistant Provost, Enrollment Services
> Dean of Students
> Chief Information Officer
> Executive Director for Facilities
> Director, Office of Environmental Health and Safety
> Chief of Police
> Director, Student Health Center
> Police Lieutenant

F. Staffin02 (tlice)-4( )TJ /72 326.7ug-760(VicTJ /C20 1 Tf 0 6 0n:)Tj 0 Tc/0d760(I -0.0(

G. Organization for Planning

The Emergency Management Coordinator (EMC) coordinates university level emergency preparedness plans and annexes, continuity and recovery plans with the Emergency Management Operations Group and the Policy Group. The EMC further serves in an

o **Emergency planning, including maintaining this plan, its annexes, and reviewing appropriate Standard Operating Procedures**
o **Conducting or arranging appropriate training for emergency responders, emergency management personnel, emergency planners, other University Officials, and volunteer groups who assist during emergencies**
o **Conducting periodic drills and exercises to test plans and training**

Response: The University will respond to emergency situations effectively and efficiently. The focus of many parts of this Plan and its annexes is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation while minimizing casualties and property damage. Response activities include warning, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, emergency information, and other related functions.

Recovery: Should a disaster occur, the University will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services

of the originating organization will coordinate such plans through the Emergency Management Coordinator. Just as in preparing university level plans, organizations provided draft emergency and continuity plans will be given the options to concur without comment, concur with comment, or non-concur with comment. Should a Dean, Department Chair, or Center Director prepare a plan without change after an organization answered non-concur with comment, a copy of that non-concurrence will be forwarded with the plan to the Emergency Management Coordinator.

A copy of all department or directorate level emergency action and COOP plans or annexes, as well as a copy of any changes or updates to existing plans, shall be provided to the Emergency Management Coordinator for inclusion in the university level plan. COOP plans shall be prepared using the ChargerReady planning tool (http://chargerready.uah.edu). ChargerReady shall serve as the official repository for all departmental and directorate level COOP plans.

B. General Planning Responsibilities

Deans, Department Heads and Directors

Administrators, Deans, Department Chairs, and Center Directors should appoint planners and oversee preparation of emergency preparedness and continuity and recovery plans for their organizations.

Each department in the University specifically identified in this Plan as having emergency support functions with responsibilities for responding to incidents will prepare a supporting

Coordinate these plans or annexes with all organizations identified or tasked in their plans
Review plans annually and update as required
Serve as liaisons to the University emergency preparedness staff and the Policy Group during plan reviews

Response, Recovery, Mitigation, Contingency Teams

Individuals (faculty and staff) holding positions directly involved in development of or named as a part of a business continuity or business recovery plan are required to complete the FEMA course IS-546 – Continuity of Operations (COOP) Awareness. This course is offered through FEMA (Federal Emergency Management Agency) and may be taken on line.

President's Office

The **president, provost, vice presidents**, and **university counsel risk management** serve as members of the Policy Group.

The **athletic director** provides representatives to the **Emergency Management Operations Group** (EMOG).

The **Director of Public Affairs** will staff the Public Information Officer (PIO) position in the Incident Command System (ICS) structure and provide additional staff and liaisons as required.

University Counsel provides the Risk Manager who will:

Assist in preparing University level continuity and recovery plans
Assist planners in preparing these plans for their organizations
Review plans for compliance with existing laws and regulations

Provost and Executive Vice President for Academic Affairs

The **Provost and Vice President for Academic Affairs** serves as a member of the Policy Group.

Information and Technology Support (ITS) provides a representative and alternate to the **Emergency Management Operations Group.**

Academic deans serve as members of the EMOG for planning purposes and may serve on the group as needed in actual emergencies.

The **registrar** maintains emergency notification data for students and students' parents/family, and is a member of the EMOG.

Vice President for Student Affairs

The **Dean of Students** serves as a member of the Policy Group.

Dean of Students

The Dean of Students controls the university Student Health Center and student counseling services.

The **Faculty and Staff Clinic, Student Health Center,** and **Counseling Center** may provide representatives to the **Emergency Management Operations Group** as needed**.**

Vice President for Finance and Administration

The **Vice President for Finance and Administration** serves as a member of the **Policy Group**.

Human Resources, Facilities and Operations Administration, Facilities, Business Services, **Financial Services, Environmental Health and Safety**, and **UAHPD** provide representatives to the **Emergency Management Operations Group** and personnel to staff the Incident Command System structure as required.

The **UAHPD, Office of Environmental Health and Safety**, **Office of Emergency Preparedness** and **Facilities** departments serve as primary emergency response agencies for minor incidents on the University.

Facilities and Operations Administration provides an Emergency Management Coordinator to:

> Prepare and maintain University Emergency Management Plan and University level Continuity of Operations plans
> Assist planners in preparing these plans for their organizations
> Update University level plans as required
> Serve as liaison from Emergency Management Operations Group to Policy Group, or
> Serve as University liaison to the Madison County Emergency Management Agency

Vice President for Research

The **Vice President for Research** serves as member of the **Policy Group**.

Non-University Emergency Service Providers

Huntsville Fire and Rescue, Huntsville Police, and HEMSI are primary emergency response agencies for incidents on the University. Huntsville Fire and Rescue will respond

to all fire and hazardous material calls on the university campus. These agencies participate in the **Incident Command System**.

The Huntsville Police Department and Madison County Sheriff's Office support the UAHPD department in accordance with standard operating procedures, local and state laws, and mutual aid agreements.

The Madison County office of the **American Red Cross** may be required to support shelter operations for the university. The American Red Cross participates in the **Incident Command System**.

The Huntsville-Madison County Emergency Management Agency is a principal assisting agency for the university in the event of major emergencies and the channel for requesting assistance from local or State agencies and/or the Federal government. The Madison County Emergency Management Agency Emergency Plans Coordinator participates in an advisory capacity with the **Emergency Management Operations Group**.

upon request of the Chief of Police or the Emergency Management Coordinator and will return their numbered copy at the time they leave the service of the university.

The plan distribution list shall be maintained as an appendix to the plan. It shall be the responsibility of the Emergency Management Coordinator to update the distribution list. The Chief of Police shall notify the Emergency Management Coordinator any time a plan copy is authorized or distributed.

D. Plan Revision

This plan, including all addendums, appendices, attachments, and annexes, is considered a living document. It must be revised on an ongoing basis so that all content remains current and all parts reflect current information, processes, university structure and hierarchy, and local and regional resources.

Plan Review

Key personnel, as specified in Appendix A - National Incident Management System (NIMS) Implementation and Training Requirements, shall be required to complete all NIMS and Incident Command System (ICS) training outlined in that Appendix. Training in NIMS and ICS for new hires and personnel transferring into key positions should be completed within 90 days of hire or transfer.

Students

Students living in on-campus housing should receive orientation and periodic regular training in fire safety and prevention, sheltering in place, lock down, and building evacuation. Such training shall include a minimum of one drill per semester per residence structure. The Director of University Housing, with assistance from the UAHPD and Environmental Health and Safety departments, shall develop and implement plans to accomplish these training requirements.

Faculty and Staff

Faculty and staff not identified as key emergency response personnel should be provided an orientation to specific departmental emergency response plans, as well as the University level plan (this plan). New hires and personnel transferring into a department should be provided this orientation within 30 days of hire or transfer. Department heads shall be responsible for ensuring all training is completed as required.

Faculty and Staff involved in the COOP planning process are required to complete an introductory COOP training course, such as IS-546 or IS-547 offered through FEMA.

B. Exercises

Having a completed business continuity plan does not mean it will lead to an effective recovery when employed or that the people assigned to teams fully understand their tasks and responsibilities in a recovery situation. Only through repeated and continuous testing can planners have a measure of assurance that the plan will work as designed and personnel will know what to do.

The University will conduct regular drills to test processes and procedures. University level exercises will be conducted at least annually, and will consist of tabletop, functional, and/or full-scale exercises. The Emergency Management Coordinator, in conjunction with the Policy Group, UAHPD department, and the Office of Environmental Health and Safety, will plan and schedule University level drills. The Emergency Management Coordinator shall also assist departments in developing "in-house" training exercises.

Tabletop Exercises

Tabletop exercises are one method of exercising teams in which participants review and discuss the actions they would take per their plans, but do not perform any of these actions. The exercise can be conducted with a single team, or multiple teams, typically

under the guidance of exercise facilitators. A tabletop scenario should identify and describe the type of disaster that has occurred and the extent of damage or disruption to the facility and area. In addition, the scenario should detail what recovery capabilities are available and the status of backup or recovery resources. Finally, it should outline the time of the event and duration of the exercise.

The University will conduct at least two tabletop exercises annually. Higher level exercises (functional or full-scale) may be substituted for one of the tabletop exercises.

Functional Exercises

Functional exercises simulate an emergency in the most realistic manner possible, short of moving real people and equipment to an actual site. Their goal is to test and evaluate the capability of one or more functions in the context of an emergency event. Functional exercises will take place in the EOC, and will involve controllers, players, simulators, and evaluators.

Functional exercises are complex, interactive, and involve representatives from many functional areas, as well as representatives from the local emergency response community.

The University will conduct at least one functional exercise every two years. A functional exercise may be substituted for one of the required annual tabletop exercises.

Full-Scale Exercise

Full-scale exercises are as close to the real thing as possible. They are lengthy exercises which take place on location using the equipment and personnel that would be called upon in a real event.

The full-scale exercise combines the interactivity of the functional exercise with a field element. It will exercise most emergency response functions and coordinate the efforts of several agencies. Key characteristics include:

> Interactive exercise, designed to challenge the entire emergency management system in a highly realistic and stressful environment.
> Tests and evaluates most functions of the emergency management plan or operational plan.
> Takes place in an EOC or other operating center and at field sites.
> Achieves realism through:
> o   On-scene actions and decisions.
> o   Simulated "victims."
> o   Search and rescue requirements.
> o   Communication devices.
> o   Equipment deployment.
> o   Actual resource and personnel allocation.

Involves controller(s), players, simulators (different from simulators in a functional exercise), and evaluators.
Players represent all levels of personnel, including response personnel.
Messages may be visual (e.g., staged scenes, made-up victims, props) and scripted.
All decisions and actions by players occur in real time and generate real responses and consequences from other players.

A full-scale exercise requires significant investment of time, effort, and resources (1 to 1½ years to develop a complete exercise package). Attention to detail is crucial. The University will conduct or participate in at l

· **Crisis** is a significant event that threatens, or may threaten, the well-being of one or more

· **<u>Multiple Agency Coordinating System (MACS)</u>** is an information and resource support system utilized by the City of Huntsville and Madison County to integrate emergency actions in complex incidents. Using Multiple Agency Coordinating System (MACS), the Huntsville-Madison County Emergency Management Agency coordinates support for major incidents in the jurisdiction. The university is a member of the Madison County Emergency Planning Committee.

· **<u>Operational Period (Ops Period)</u>** is the time scheduled to accomplish objectives specified in the Incident Action Plan. Usually, operational periods are 12 hour increments and rarely exceed 24 hours. Operational periods commence and conclude with an operations briefing and are referred to as "ops periods."

· **<u>Operations Briefings</u>** are held at the start and finish of an operational period and

The University of Alabama in Huntsville Emergency Management Plan

ANNEX A

National Incident Management System (NIMS) Implementation and Training Requirements

I. General

> Department Heads
> Faculty
> Staff
> Students

III. Purpose

This policy addendum is intended to ensure that UAH is prepared for and can effectively respond to an emergency situation through the use of university resources. It is further designed to provide a framework for effectively working, coordinating, and communicating with community emergency response agencies (fire, police, medical, etc.).

IV. Policy

UAH shall, by authority of the president, adopt and incorporate all compliance activities outlined in the NIMS Implementation Activities for Schools and Higher Education Institutions document published in 2007 by the U.S. Department of Education (ED). These activities and requirements shall become part of the UAH Emergency Management Plan.

To ensure full compliance with NIMS requirements, the University shall:

> Adopt NIMS at the campus community level
> Institutionalize the Incident Command System (ICS) for managing all emergency incidents and pre-planned major campus events
> Coordinate and support the development and use of integrated Multi-agency Coordination Systems (MACS)
> Establish a Public Information System within the ICS framework
> Establish NIMS strategy and timeline for full implementation
> Develop and implement a system to coordinate and leverage Federal preparedness funding to implement and maintain NIMS
> Develop and update emergency management plans to incorporate NIMS and reflect National Response Framework
> Participate in and promote mutual aid agreements with community response partners, volunteer agencies, and private industry
> Require key personnel to complete NIMS training
> Incorporate NIMS and ICS into all emergency management training and exercises
> Participate in all-hazards exercise programs based on NIMS that involves first responders from multiple disciplines and jurisdictions
> Incorporate corrective actions into preparedness and response plans and procedures
> Maintain an inventory of organizational response assets (equipment, resources, and supplies)

Ensure that relevant national standards and guidance to achieve equipment, communication, and data interoperability are incorporated into acquisition programs

Apply standardized and consistent terminology during campus incidents, including the establishment of plain English communication standards across the public safety sector

Integrate and document response procedures from all response partners, including public health, mental health, fire, and law enforcement

Required NIMS compliance activities build progressively each year. It is imperative that UAH stays current with these requirements. UAH will monitor changes in requirements and adopt such changes as necessary to ensure its emergency preparedness and maintain eligibility for Federal emergency preparedness funding.

Senior Administration, Deans, Directors, and Department Heads shall be responsible for ensuring their departments and budget units are compliant with NIMS requirements as outlined in the UAH Emergency Management Plan, this addendum, and the ED's NIMS implementation guidelines.

It shall be the responsibility of the Emergency Management Coordinator to notify the UAH Emergency Operations Management Group (EMOG) and Policy Group of changes to the NIMS compliance requirements for Higher Education Institutions. The EMOG and Policy Group shall adopt those changes and shall instruct the Emergency Management Coordinator to incorporate them into the Emergency Management Plan. The Emergency Management Coordinator shall be responsible for notifying the UAH campus community of any such changes and shall monitor and track departmental compliance. He or she shall additionally provide bi-annual NIMS compliance status reports to the EMOG and Policy Group.

V. NIMS Training Requirements

UAH has identified key personnel to receive training based on their roles and responsibilities in these areas:

Overall emergency management process
Emergency preparedness
Incident management
Response
Business continuity

In accordance with NIMS guidelines, the University has identified three groups of key personnel:

General Personnel – personnel with <u>any</u> role in emergency preparedness, incident management, or response

o Any position specifically named in departmental COOP plans
o Administrators, Center Directors, VPs (other than EMOG), Department Chairs
o Staff and Faculty who have active role in response & recovery planning
o Accounting & Financial Reporting, Payroll, Budgets, Procurement, Business Services staff who might potentially provide administrative support during an extended recovery
o Facilities staff who may be utilized as response or recovery resources

Critical Personnel – personnel with a <u>critical</u> role in response
o Emergency Management Operations Group (EMOG)
o Policy Group
o UAHPD (Sworn Officers and full-time communications personnel)

Leadership Personnel – personnel with a <u>leadership</u> role and are typically obligated to command and manage incidents in the absence of traditional incident response personnel. Leadership personnel also include those likely to be integrated into a more advance Incident Command System role, such as a unified command with outside responding agencies.
o All potential Incident Commanders (<u>excluding</u> first responders such as Sworn Officers). Includes, but is not limited to:
    Chief of Police
    Police Lieutenant
    Director of Office of Environmental Health and Safety
    Assistant Vice President of Facilities and Operations
    Executive Director of Facilities
o Public Information Officer (PIO) and Alternate PIO
o Emergency Management Coordinator

NIMS Training requirements for each cat
                                    o
inre outl 1 Tf -0uirementimplTj -0IO) adine

o ICS-800.B – National Response Framework, An Introduction

Critical Personnel shall complete ICS-100 and ICS-700 no later than Feb. 28, 2009. Completion of ICS-200 and ICS-800 shall be completed no later than April 30, 2009. Subsequent training for new hires and personnel transferring into such positions shall be completed within 60 days of hire or transfer.

Leadership Personnel:
o **All requirements of Critical Personnel Training**, <u>PLUS</u>
o ICS-300 – Intermediate Incident Command System
o ICS-400 – Advanced Incident Command System
o ICS- 701 – NIMS Multi-Agency Coordination System (MACS)

Additional Requirements:
  IS-703 – NIMS Resource Management (Required for potential Incident Commanders only)
  IS-702 – NIMS Public Information System (Required for Public Information Officers only)

ICS-100, -200, -700, -800 training for Leadership Personnel shall be completed no later than Feb. 28, 2009. ICS-300 and -400 shall be completed at the first available instance of these classes offered locally through the EMA, Fire Dept., or other agency. New hires and personnel transferring into such positions shall complete independent study training within 60 days of hire or transfer. ICS-300 and -400 shall be completed at the first available instance of these classes offered locally.

Sr. Administrators, Deans, Directors, and Department Heads shall be responsible for ensuring compliance within their respective organizations. Training records shall be maintained by the department/budget unit and copies filed with the Emergency Management Coordinator.

Personnel who have completed all or part of the required training prior to the inception of this policy may satisfy specific requirements by providing relevant certificates and transcripts from the Federal Emergency Management Agency (FEMA) or other federally authorized certifying agency. Training received while employed at other educational institutions will be acceptable if FEMA transcripts and certificates are provided as supporting documentation.

VI. NIMS Compliance Evaluation

The University shall be responsible for monitoring and maintaining NIMS compliance and

for the University, with the exception of UAHPD departmental compliance, which shall be maintained by the Chief of Police.

NIMS Process Testing and Evaluation

NIMS and the associated Incident Command System (ICS) policies and practices shall be included in all internal and external training and exercise activities. During training and exercises, plans shall be reviewed to ensure personnel and students are knowledgeable and able to carry out properly their roles and responsibilities during an incident.

Three types of exercises shall be incorporated into the testing and evaluation of the NIMS process:

> **Tabletop Exercises**: facilitated, scenario-based group discussions regarding the coordination of plans, procedures, and resources with partners.

> **Functional Exercises**: simulated events that allow participants to work through plans and procedures in a real-time scenario.

> **Full-scale Exercises**: involve multiple response agencies and test MACS integration. Resources are actually deployed to a simulated incident scene. Require participants to move actual personnel and equipment while working through plans and procedures in real time. These exercises should include testing interoperability of communication devices with community response organizations.

Training exercises shall be conducted on a regular basis, with at least one tabletop or functional exercise annually and one full-scale exercise biennially. Table top exercises and/or functional exercises shall be conducted at the rate of one per academic semester.

the University shall incorporate such recommendations and best practice suggestions into University and department level plans.
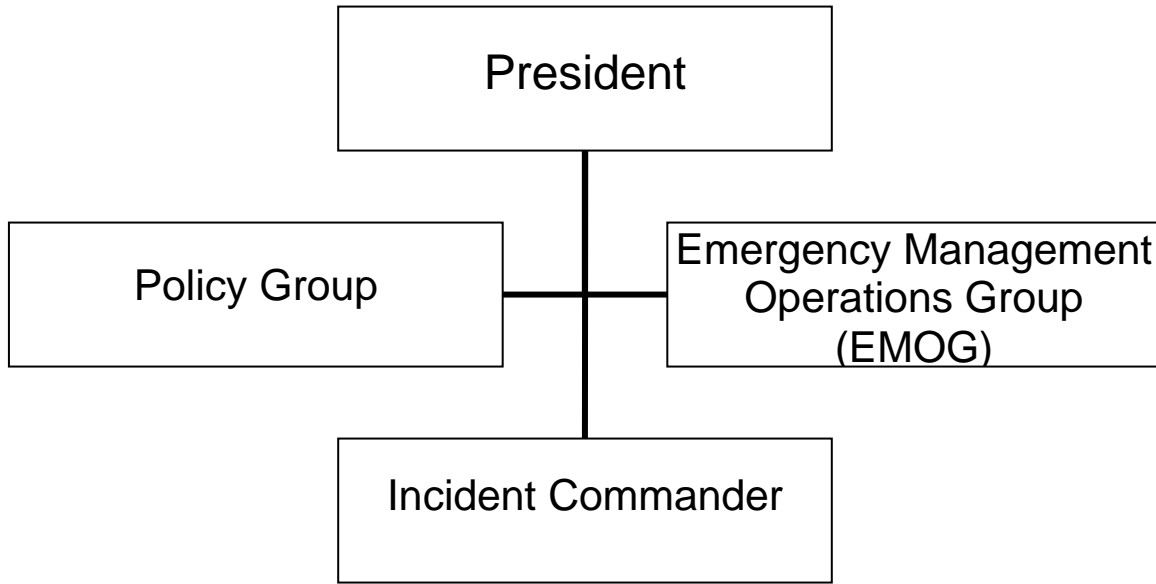
The University shall periodically request external review all or part of the University's Emergency Management Plan. Possible review partners include the local Emergency Management Agency, Huntsville Fire/Rescue, Huntsville Police Department, NASA/MSFC safety office, and private industry.

VII. Corrective Action Plans

Compliance: Under authority granted by the President and the Policy Group, the Emergency Management Coordinator shall notify department heads of specific non-compliance issues and request immediate correction of NIMS compliance and training shortcomings. Department heads shall be required to take immediate action to correct any reported compliance and training issues.

Performance: Departments and the University as a whole shall evaluate emergency

```
┌─────────────────────────────────┐
│                                 │
│           President             │
│                                 │
└─────────────────────────────────┘
```

President

Policy Group	Emergency Management Operations Group (EMOG)

Incident Commander

Incident Commander

The **Incident Commander** (IC) is responsible for the overall management of the incident. A Command Staff and a General Staff assist the Incident Commander. The Command Staff usually includes a Safety Officer, Public Information Officer (PIO), and a Liaison Officer who report directly to the Incident Commander. In a Unified Command structure, these staff members may report directly to the Unified Command leadership. The General Staff usually includes Operations, Planning, Logistics, and Finance/Administration Sections. Based on the complexity of the incident, the General Staff may report directly to the Incident Commander or to a deputy Incident Commander. These positions may be drawn from the organization most knowledgeable with the incident or best suited to serve in a capacity to support the incident. As an event moves from response to recovery phase, these positions should be staffed with the individual(s) best qualified for the response or recovery situation. The President, under advisement of the Policy Group and the EMOG, shall generally appoint the University's Incident Commander.

The **Incident Commander** (IC) can be drawn from almost any organization of the university or any supporting agency. In a fire incident or event involving the Huntsville Fire Department as the principal responding agency, the Incident Commander will usually be the responding Deputy Chief; the Incident Commander for a law enforcement operation could be from UAHPD department. The Incident Commander may change during an incident due to changes in the scope, duration or complexity of the incident, and should be the individual(s) best qualified for the response or recovery situation, and may be appointed by the EMOG, Policy Group, or outside responding agency as appropriate.

The Command Staff may include Safety, Information and Liaison Officers. The Command Staff may be drawn from the Emergency Management Operations Group.

Safety Officer

The **Safety Officer** recommends measures to assure the safety of personnel responding to the incident. The Safety Officer should not be responsible for any other functions. The University of Alabama in Huntsville Department of UAHPD, Facilities Management, or the Incident Commander's own organization will usually provide the Safety Officer. For example, in an incident with a Huntsville Fire Department Incident Commander the Safety Officer will usually come from the Huntsville Fire Department. However, any principal university department could provide a Safety Officer based on the nature of the incident.

Public Information Officer

The **Public Information Officer** works with the Incident Commander, or in the event of a Unified Command structure, with the Unified Command, to develop and release information about the incident to the media, incident personnel, and other appropriate agencies and organizations. The Public Information Officer should be the only source of media releases and should manage all information flow to agencies/organizations external

to the incident. The Public Information Officer should provide regular media releases and information briefings and should attend all operations briefings. The University Relations Office will usually provide the Public Information Officer.

Liaison Officer

The **Liaison Officer** coordinates incident activities with assisting and cooperating agencies and serves as the University representative to the Huntsville Multiple Agency Coordinating System or State Emergency Management Agency. The Emergency Management Coordinator will usually serve as the Liaison Officer. This position may also be filled by the UAH Incident Commander when a Unified Command structure is incorporated.

General Staff

The General Staff consists of Incident Command System Sections directed by Section Chiefs. The size and composition of this staff is tailored to the scope and complexity of the incident and may include Operations, Logistics, Planning, and Finance sections. The Emergency Management Operations Group (EMOG) and responding agencies may provide the personnel to fill key General Staff positions.

Generally, for short duration or routine incidents (Mode 1 or Mode 2) the Command Staff and Operations Section of the General Staff are utilized. Other sections should be considered for incidents of increased complexity or duration, such as those lasting longer than 8-10 hours or more than one Operational Period (complex Mode 2 or any Mode 3 / 4 incidents).

Operations Section

The **Operations** Section manages tactical operations at the incident. The Operations Section Chief usually acts as principal deputy to the Incident Commander. In a fire type incident, the Operations Section Chief may be provided from the Huntsville Fire/Rescue Department. For other type incidents on campus, University of Alabama in Huntsville Police Department may provide the Operations Section Chief. The Planning Section Chief may change as a disaster situation moves from initial response into the recovery phase and should be the individual(s) best qualified for the response or recovery situation. The Operations Section is usually composed of several critical branches and may include Staging, Law Enforcement, Fire, Medical, Public Works, Coroner, and Air Operations Branches. If required, the branches are provided as follows:

BRANCH	TITLE	PROVIDED BY
Staging	Staging Manager	UAHPD
Law Enforcement	Law Enforcement Branch Director	UAHPD
Fire	Fire Branch Director	Huntsville Fire Department or UAH Facilities Management

Logistics Section

The **Logistics** Section provides facilities, materials, and services for the incident and is composed of a Service Branch and a Support Branch. The Logistics Section Chief and branch directors may be drawn from the organization most knowledgeable with the incident or best suited to serve in a capacity to support the incident. For example, in a Housing evacuation incident the Logistics Chief could be drawn from Housing, but in an incident involving power or utilities the Logistics Chief could be from Facilities and Operations. The Service Branch may include Communications, Medical and Food units, which provide support to incident personnel. Usually the Communications Unit Leader will be the University of Alabama in Huntsville
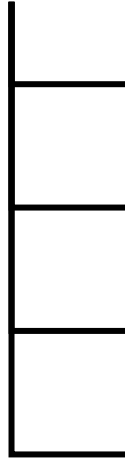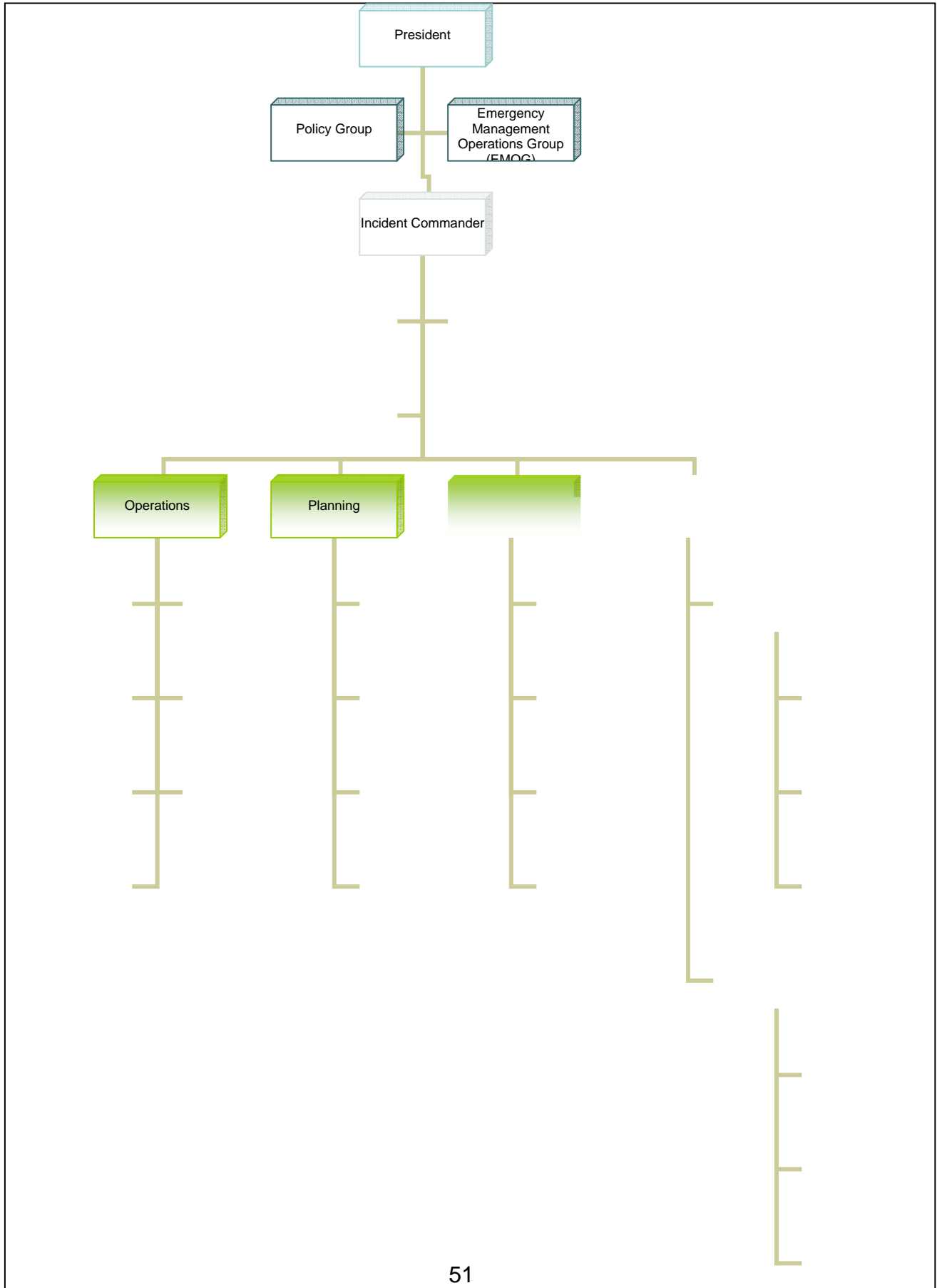
Note: The diagram on the following page shows a full Incident Command System structure. The structure used at an incident depends upon the nature and complexity of the incident. Not all positions shown below need to be filled, and the organization of an incident command structure is not limited to these positions. This example is provided to show a possible structure. Organizations listed below the position titles show possible sources for personnel to fill the positions. Again, these are possible sources but are not the only organizations which could fill those positions. Positions will be filled with personnel best suited for a particular response and/or recovery phase.

President

Policy Group

Emergency
Management
Operations Group
(EMOG)

Incident Commander

Operations

Planning

emergency procedures at the department/building level. Therefore, the University requires the development of building- and unit-specific emergency action and disaster recovery plans for emergencies occurring at each campus facility. Technical assistance for BEAP development is available from the Emergency Management Coordinator. Annual review of BEAPs is required.

The level of detail will depend on the size of the building, the number of occupants and the hazards present. The BEAP template in Appendix 1 of this annex shall be the basis for development of building- and unit-specific emergency action plans. Additional details, procedures, and processes may be documented and included as attachments to individual BEAPs as required.

Appendix 1: Building Emergency Action Plan Template

[Insert Building Emergency Action Plan template]

Annex C – Continuity of Operations (COOP) Planning

I. Purpose

The purpose of continuity and recovery plans is to allow the University to continue its critical missions of teaching, research/creative activity, and service through any emergency incident. Continuity plans focus on continuing critical functions through an incident, while recovery plans focus on re-establishing complete services and functions following a major incident and recovering extraordinary costs caused by the event.

II. Scope

Individuals (faculty and staff) directly involved in development of or named as a part of a continuity or recovery plan shall be required to complete an introductory Continuity of Operations (COOP) course: IS-546 – Continuity of Operations (COOP) Awareness. This course is offered at no cost through FEMA (Federal Emergency Management Agency) and may be taken on line.

Senior Administrators, Deans, Directors, and Department Heads, and their designated departmental planners shall be required to complete an advanced COOP introductory course: IS-547 – Introduction to Continuity of Operations (COOP). This course is offered at no cost through FEMA and may be taken online.

III. Policy

In order to accomplish these goals the continuity and recovery planning formats complete a series of sequenced steps. This process results in the framework plan that allows the organization to accomplish critical functions and eventually complete resumption of all functions. Continuity and recovery plans shall be prepared using the **Charger Ready** continuity planning tool (https://chargerready.uah.edu). The Emergency Management Coordinator shall maintain up-to-date preparation aids, guidelines, and training materials. A brief description of the process to prepare these plans is provided below, with more detail and examples provided in the **Charger Ready** online tool.

Continuity and recovery (COOP) plans prepared by Deans, Department Heads, and Directors that involve only that individual's organization do not require review or approval by the Policy Group. However, if a department or directorate level plan requires support by another department or organization, coordination with that organization is required and the nature of that support must be clearly defined in the Upstream and/or Downstream dependencies section of plans in the **Charger Ready** tool. The Department Planner of the originating organization will coordinate such plans with the other departments or organizations. The Emergency Management Coordinator may assist the Department Planner with this coordination. Just as in preparing University level plans, organizations provided draft plans will be given the options to concur without comment, concur with

comment, or non-concur with comment. Should a Dean, Department Head, or Director prepare a draft plan without change after an organization answered non-concur with comment, a copy of that non-concurrence will be uploaded to the **Charger Ready** tool, and a copy provided to the Emergency Management Coordinator for follow up.

All department or directorate level plans, annexes, and addendums shall become annexes to the university-level Emergency Management plan, as well as any changes or updates to existing plans.

IV. The Continuity of Operations (COOP) Planning Process

Step One. Identify critical functions of the organization to include critical products, services and operations.

Critical functions of your organization are those essential to the continued accomplishment of the University mission of teaching, research/creative activity and service. If the failure of your organization to perform a function will result in irrevocable disruption of student education, irrecoverable loss of research data, irrecoverable loss of operational data, or significant financial loss to the University then that would be considered a critical function.

Determine the critical business functions your organization performs for the University in terms of:

- **Products** - to include deliverables to customers, such as procedural guides for students/staff/faculty and equipment to University facilities.

· **Services** - to include support activities such as transportation / housing / feeding students, custodial or maintenance services to research facilities, utility services for University structures, and fire protection or emergency services.

· **Administrative & Regulatory** functions - to include permits or licensing actions, required financial actions, publications, or notices.

Identify the customers, volume, and frequency of these functions. Determine the result of not accomplishing these functions (Result of Non-Delivery). Note any additional remarks concerning the functions.

Step Two. Prioritize and establish Recovery Time Objectives for critical functions.

Categorize those activities performed by your organization identified in Step One using the following criteria:

> CRITICAL ACTIVITIES: Immediately essential to the critical functions and mission of the University

Identify internal resources your organization can provide to meet the Recovery Time Objectives using the same categories (Personnel, Work Area, Equipment & Supplies, and Services).

Services could include any services required which can be immediately provided by contractors (e.g. through standing contracts, current contracts).

Identify shortfalls.

Identify the resource requirements that your organization cannot meet which prevent your organization from meeting the Recovery Time Objectives using the same categories (Personnel, Work Area, Equipment & Supplies, and Services).

Step Four. Identify solutions (Action Items).

Identify possible solutions to overcome or compensate for the shortfalls (Personnel, Work Area, Equipment & Supplies, and Services) identified in Step Three. Determine if manual work-around techniques are possible and applicable. List the actions required to overcome the shortfalls identified in Step Three and meet the Recovery Time Objectives identified in Step Two. Step Four provides the core of the business continuity plan for the organization.

Prepare and distribute the plan.

Once this information is assembled, it should be entered into the **Charger Ready** online COOP tool. Once finished with these steps, the core of the business continuity plan is completed. Upload supporting documents to **Charger Ready**, then print and distribute the plan within the department, and brief the plan to the department.

This process completes the COOP planning sequence. The detailed information and supporting documents in **Charger Ready** serve as the Continuity Plan, allowing the continuation of critical functions and services through an crisis or disaster.

Make certain your plan clearly describes the procedures to utilize all internal resources to accomplish the Recovery Time Objectives. Where applicable, prepare standing contracts to assist in the accomplishing Recovery Time Objectives. Consider availability of contractors in a major or regional event.

From this process, identify any shortfalls without solutions at your level and detail these as Action Items (mitigation items) within the Charger Ready Plan, and submit action items to your area's vice president for consideration or elevation to University level for prioritization and planning.

Charger Ready is the official mechanism and template for development of COOP plans by all UAH units and organizations. Access to **Charger Ready** may be requested through the university's Emergency Management Coordinator.

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

The Incident Commander shall have the authority to allocate nearby rooms and offices if additional space is required due to the nature or magnitude of the activating event(s).

EOC Authorized Personnel Identification

These documents and items shall be maintained in the following locations, and upon activation of the EOC shall be made available for immediate distribution upon request from the EOC:

        UAHPD (hard copy and electronic formats)

        Facilities and Operations Administration (hard copy and electronic formats)

        Library (hard copy and electronic formats)

        Off-site location (**to be identified as the planning progresses**)

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
EMERGENCY MANAGEMENT PLAN
ANNEX E

Behavioral Evaluation and Threat Assessment Policy

[Insert BETA Policy]

D.   Testing and Medical Care Resources. The University will identify and provide information to the campus community about sources of competent and confidential testing for communicable diseases, as well as for counseling. The University will further identify sources of qualified medical care for communicable diseases and encourage those with such diseases to utilize such sources.

E.   Individualized Approach. Decisions involving students or employees with communicable diseases will be made on a case-by-case basis, taking into account the medical facts presented as well as the need to maintain confidentiality and to serve the best interests of all parties involved.

F.   Implementation Responsibility. Responsibility for the implementation of this policy will jointly rest with the Dean of Students/Associate Vice President for Student Affairs and the Department of Human Resources.

III.   Specific Policies

A.   U.S. Public Health Service - Safety Guidelines. The University will widely publicize and carefully observe safety guidelines (such as "universal precautions) established by the U.S. Public Health Service for the handling of blood and other body fluids and secretions in all health care facilities maintained by the University and in other institutional contexts in which such fluids or secretions may be encountered (e.g., teaching and laboratory facilities). All students, faculty, and staff employees must use appropriate barrier precautions to prevent skin and mucous- membrane contact with blood and other body fluids of any person.

B.   Prevention. An effective measure to prevent the contracting of communicable diseases is to maintain appropriate immunizations and vaccinations. The University requires incoming students to have completed all immunizations and to be aware of the availability of additional optional vaccines. The University's Immunization Policy delineates all required vaccinations. The University will further publicize and, where feasible, assist with the administration of other immunizations and vaccines for members of the campus community.

C.   Testing - International Students. All new international students (foreign-born, non- United States citizens who are not permanent residents) admitted and enrolled for on-campus coursework must be tested for tuberculosis before the first semester of attendance at the University. A student testing positive for tuberculosis will be required to submit to further tests, and, if a tuberculosis condition is confirmed by these tests, the student will be subject to the imposition of appropriate restrictions, as provided for in subparagraph III.H.2 below, to protect the health of other students.

D.   Confidentiality. All medical information about an individual will be treated as private and confidential and will be handled in compliance with legal requirements and professional ethical standards.

1.   The University will implement and maintain procedural safeguards to protect the privacy interests of persons in the campus community who have a communicable disease.

2.   The University will not disclose the identity of any employee or student who has a communicable disease, except as authorized or required by law, as may be necessary, on a "need to know" basis, for the administration of this policy, and as is consistent with the guidelines included in the American College Health Association's Recommended Standards and Practices for a College Health Program (4th edition), which provides, in part, as follows: "In general, it is recommended that no specified or detailed information concerning complaints or diagnosis be provided to faculty, administrators, parents or relative, without the expressed written consent of the patient in each case."

E.   Reporting Requirements. The University will comply with legal requirements regarding the reporting of communicable diseases. See § 22-11A-1 et seq., Alabama Code (1975, as amended) regarding the reporting of notifiable diseases and health conditions and Alabama Department of Public Health, Rule 420-4-1 Appendix I - Alabama Notifiable Diseases/Conditions.

F.   Notification.

commu[(j -cCondiultyb)Tjemmuj -14al imber -0.0c 0 Tw -3

light of such knowledge, so as to protect other members of the University community.

H.   Infected Individuals - Restrictions.

1. A UAH employee who, based on a diagnosis, is known to have or, based on reasonable evidence, is suspected of having a communicable disease may be excluded from the workplace and required to take sick leave (and/or other available leave) until a written statement from the employee's physician, as described in paragraph III.I below, is provided.

2. A UAH student who, based on a diagnosis, is known to have or, based on reasonable evidence, is suspected of having a communicable disease may be subjected to certain limitations until a written statement from the student's physician. Such limitations may include restricting the student from attending classes, obtaining meals in UAH dining facilities, living in campus residence facilities, etc.

3. Such limitations must be based on a medically-confirmed diagnosis of a communicable disease and a medical judgment that the limitations are necessary for the health or welfare of the infected individual (e.g., a student requires care that cannot reasonably be provided in the University housing setting) and/or the health or welfare of other members of the University community (e.g., an employee is contagious or is demonstrating behaviors that are inappropriate in the workplace and cannot be reasonably accommodated).

I.   Return to Work or School. Before limitations imposed on an individual employee or student who has been diagnosed as having a communicable disease can be removed, the individual must present a written statement from the attending physician or primary care provider indicating that the individual is no longer infectious and, as of a specified date, is able to return to work and carry out the essential functions of the job (in the case of an employee) or is able to return to and carry out normal academic and campus activities (in the case of a student).

IV.   Communicable Diseases Management Team (CDMT)

A.   Reporting Line and Membership. The CDMT will report to the President of

d   n   a

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

medications, and may request additional professional and clerical assistance, if deemed necessary.

V.   Annual Review of Policy

A. Annual Review. This policy will be reviewed annually by the CDMT, or more frequently if organization or situational changes warrant.

I. Emergency Operations Center (EOC)

A. The UAH primary severe weather EOC shall be the UAH Police Department (UAHPD) operations center. This facility is staffed 24/7/365 and has redundant telephone line connections, campus CCTV monitoring equipment, access to local television broadcasts, NOAA weather alert radio, local National Weather Service (NWS) 800MHz broadcasts, and NWS internet radar and weather forecasting products. UAHPD also monitors data posted via WebEOC by the Huntsville-Madison County Emergency Management Agency (EMA). UAHPD is located in the Intermodal Facility (IMF) which has backup generators. UAHPD dispatchers are trained to activate the UAlert system.

B. The UAH secondary severe weather EOC shall be the conference room in the Physical Plant Building.

C. When severe weather is forecast and time and conditions permit, UAH will send a representative (the Emergency Management Coordinator [EMC] or another person as assigned by the Assistant Vice President for Facilities and Operations) to the EMA EOC prior to arrival of storm fronts to monitor conditions and provide two-way communications between UAH and EMA.

II. Severe Weather Watches

A. The severe weather EOC will begin monitoring weather conditions as soon as a tornado watch or severe thunderstorm watch for the area in which UAH is located is issued by the National Weather Service.   The following procedures shall be followed once a tornado watch or severe thunderstorm watch is issued:
   1. The NOAA weather radio shall be checked for operability;
   2. NWS radar and forecasting products shall be brought up on one of the overhead monitors.
   3. Local television broadcast(s) shall be brought up on the operations center overhead television and on the operations center conference room television.

B. The EMC shall begin monitoring weather conditions and be prepared to travel to the EMA EOC prior to the arrival of the severe weather.

C. Trained storm spotters in Facilities, Housing, and UAHPD will be alerted via phone and text messaging at the onset of a severe weather watch. They will be activated when conditions indicate that severe weather poses an imminent threat to the campus.
   1. Storm spotters will be trained annually in the NWS SKYWARN storm spotter program;
   2. Spotters will report observed threats immediately to UAHPD.

Note: In the event that no storm watch existed prior to a warning, storm spotters will be activated by UAHPD immediately upon issuance of a tornado warning that includes the geographic area of the campus.

D. The University will issue a campus-wide email alerting students and employees of the potential for severe weather and advising them to be alert to changing weather conditions when either a Severe Thunderstorm or Tornado Watch is issued.

III. Severe Weather Warnings

A. Tornado Warning – UAHPD will issue a tornado warning UAlert immediately upon one of the following:
  1. Issuance of a tornado warning by the National Weather Service for the geographic area that includes the UAH campus;
  2. Activation of the campus tornado warning (civil defense) sirens by EMA;
  3. Direct observation and report by a trained campus storm spotter or UAHPD officer that a funnel cloud has been spotted in the immediate vicinity of the campus.

Note: In the event that no storm watch existed prior to a warning, storm spotters will be activated by UAHPD immediately upon issuance of a <u>tornado warning</u> that includes the geographic area of the campus.

B. Severe thunderstorm/Winter Weather Warning **: When the campus geographic area is included in a severe thunderstorm/winter weather warning the University shall issue a campus-wide e-mail alerting students and employees to be alert for severe weather and to be prepared to quickly seek shelter.

** Winter weather warnings are the following NWS weather products: winter storm warning, ice storm warning, and blizzard warning.

Storm spotters, if not already activated at the time a warning is issued, will be activated immediately upon issuance of a severe thunderstorm warning that includes the geographic area of the campus.

IV. Reporting Storm Damage

A. Storm damage on campus shall be reported immediately to UAHPD at (256) 824-6911. UAHPD will secure the damage area and contact appropriate Facilities Maintenance personnel to assess the damage.
B. Storm damage will be reported by UAHPD to the Huntsville-Madison County EMA and to the National Weather Service office on the UAH campus.

V. Storm Spotter Training

A. UAH will ensure that storm spotters are trained annually and are available in UAHPD, University Housing, and Facilities.

B. Training will be provided annually through the Na

Bomb Threat Plan

Annex H of the UAH Emergency Management Plan

Revised September 2012

This page intentionally left blank

TABLE OF CONTENTS

This page intentionally left blank

This Plan is maintained by the UAH Office of Emergency Preparedness, a unit within Facilities and Operations. Any concerns or questions can and should be forwarded to:

Emergency Management Coordinator
Office of Emergency Preparedness
Phone: (256) 824-6875

Departments Responsible for this plan:
>Facilities and Operations
>UAH Police Department (UAHPD)
>Office of Emergency Preparedness

Pages:
>18

Distribution:
>Office of Emergency Preparedness
>UAH Police Department (UAHPD)
>General Distribution

Notes:

This plan is included as Annex H in the UAH Emergency Management Plan (EMP), General Edition.

Related Documents:

>UAH Emergency Management Plan
>UAH Emergency Procedures Handbook
>UAH Building Emergency Action Plan (Building-specific. Consult with your supervisor to obtain a copy for the building(s) you regularly work in or visit)

UAH Emergency Management Plan
Annex H - Bomb Threat Plan

CHAPTER 1: INTRODUCTION

1.1.   The University of Alabama in Huntsville makes safety for faculty, staff, students, and visitors a top priority. In the aftermath of school-related incidents, school administrators have been encouraged to conduct comprehensive security initiatives within their universities. One of the components of the UAH Emergency Management Plan is the Bomb Threat Plan. A bomb is any device capable of producing damage to material, and injury or death to personnel, when detonated. A bomb may be "incendiary," causing fire-producing heat and little explosion; "explosive," causing damage by fragmentation, heat, and blast wave; or "dirty," causing a release of radiological material.

1.2.   Homemade bombs are commonly referred to as improvised explosive devices (IED) and can vary in size, shape, and material. Homemade car bombs are commonly referred to as vehicle-born improvised explosive devices (VBIED) and occur when IEDs are placed inside a vehicle. The term "device" is utilized

CHAPTER 2: RECEIVING BOMB THREATS

2.1. Types of Bomb Threats

2.1.1. A bomb threat may be received in a number of ways. A threat may be delivered via telephone, written message, electronic means (e-mail, social media), or in person, the first being the most frequently used method.

2.1.2. When receiving a threat, pay careful attention to any pertinent details. The person making a warning or threatening call could reveal enough information about himself or herself so that the recipient could later identify them.

2.2. Phoned Threats

2.2.1. If you receive a phoned-in threat:

2.2.1.1. Start a recording device, if one is available, or note the caller I.D. number, if available.

2.2.1.2. Signal another staff member to call **911** and then monitor the conversation, if possible.

2.2.1.3. Transcribe the threat.

2.2.1.4. Fill out as much of the UAH Bomb Threat Card (page 10) as possible, including responses to detailed questions.

2.2.1.5. When the caller hangs up, **DO NOT HANG UP THE PHONE**. Leave the line open. Hanging up the phone may trigger the device.

2.2.1.6. Complete any unanswered questions on the UAH Bomb Threat Call Checklist.

2.2.1.7. Be available after the call for the UAHPD and the Crisis Response Team to interview you.

2.3. Written Threats

2.3.1. If you receive a written threat:

2.3.1.1. Handle the item as little as possible.

2.3.1.3. Note where the item was found, the date and time you found the item, any situations or conditions surrounding the discovery, and any other person who may have seen the threat.

2.4.   E-mailed Threat

2.4.1. If you receive an e-mailed threat:

2.4.1.1. Notify UAHPD at (256) 824-6911 or dial **911**. (Note: dialing 911 will connect you with the Madison County 911 CTc 76c 76iSill c]TJ -0.0004 Tc 0.

2.6.   Social Media

2.6.1. Due to the overwhelming use of social media as primary means of communication, bomb threats may be made by utilizing social media applications such as Facebook or Twitter. If you see a threat made through social media:

2.6.1.1. Report it to UAHPD at (256) 824-6911 or dial **911** to reach the Madison County 911 Center.

2.6.1.2. Note the name of the person making the threat and the application they used to make it.

2.6.1.3. Record the exact wording of the threat as it was posted.

2.6.1.4. Take a screen shot of the computer if possible to provide to the UAHPD.

2.7. Rumor

2.7.1. If you overhear a rumor about a bomb threat or planned attack, write down exactly what you heard, from whom you heard it, and then report the rumor to UAHPD at (256) 824-6911 or dial **911** to reach the Madison County 911 Center.

2.8   UAH Bomb Threat Call Checklist

CHAPTER 3: EVACUATION

3.1. Building Evacuations

3.1.1. A senior university official will be responsible for ordering the evacuation of the building after consultation with the UAHPD supervising officer. In the event that time is of the essence, the UAHPD supervising officer may order an evacuation.

3.1.2. All evacuations should be conducted in a calm and orderly manner according to the Building Evacuation procedures in the UAH Emergency Handbook and the appropriate Building Emergency Action Plan. First responders may provide additional specific instructions on how and where to evacuate. **Directions from first responders supersede all other procedures and written instructions.**

3.1.3. Emergency personnel and designated University officials, including building coordinators and floor captains identified in Building Emergency Action Plans will facilitate evacuation. Emergency personnel will notify individuals when reentry to the building can be made. There is no specified time limit for when students and faculty will be permitted back into the isolated area. This will depend solely upon the information received and the results of the investigation by public safety authorities.

3.2. Things that Should Not be Done

3.2.1. Any one of the following events could trigger an explosive device:

3.2.1.1. DO NOT handle any device, or suspected device, or suspicious packages.

3.2.1.2. DO NOT allow any faculty, staff, students or visitors access to, or near, the proximity of a device or suspicious package.

3.2.1.3. DO NOT move the device or enclose it to minimize effects of an explosion.

3.2.1.4. DO NOT use cellular telephones near the device or suspicious package.

3.2.1.5. DO NOT pull the fire alarms to evacuate any buildings, unless specifically directed to do so by emergency personnel. This may trigger the device.

3.2.1.6. If a device is inside a container, DO NOT open the container.

3.3. Things that Should be Done

3.3.1. Student and employee rosters should be kept current.

3.3.2. Any and all media inquiries should go through the UAH Office of Public Affairs.

3.3.3. The UAH populous will be notified via UAlert in the event such notification is necessary. UAH Police or another authorized University official will be responsible for issuing appropriate emergency alerts.

3.3.4. The National Counterterrorism Center advises the following distances in the event of an evacuation:

Chapter 4: Suspicious Packages

Source: ATF website

4.1. Public Awareness

4.1.1. Public awareness of mail bombs has increased at all levels, including in university mailrooms and offices. The most important thing to remember when finding a suspicious package or letter is not to touch the item. You should clear the area immediately and notify the UAHPD at (256) 824-6911 or dial **911** to reach the Madison County 911 Center.

4.1.2. To apply proper safety procedures, it is important to know the type of mail normally received and look for the following:

4.1.2.1. Mail bombs come in letters, books, and packages of various sizes, shapes, and colors;

4.1.2.2. Letter texture may feel ridged, look uneven or lopsided, or feel bulkier than normal;

4.1.2.3.   Excessive amounts of postage may be present—often far more than needed;

4.1.2.4.   The sender is unknown or there is no return address;

4.1.2.5.   Handwritten notes appear, such as, "rush," "personal," or "private;"

4.1.2.6.   The addressee normally does not receive mail at the office;

4.1.2.7.   Cut or pasted homemade labels are used for lettering;

4.1.2.8.   The letter or package may emit an odor, have oily stains, or appear to have been disassembled and re-glued;

4.1.2.9.   Distorted or foreign writing is present;

4.1.2.10. Resistance or even pressure is felt when trying to remove contents from the package;

4.1.2.11. Several combinations of tape are used to secure the package;

4.1.2.12. Contents of the parcel may slosh or sound like liquid; some packages may emit noises, such as ticking;

4.1.2.13. The package or letter shows a city or state in the postmark that does not match the return address;

4.1.2.14. The package The0;

Chapter 5: Response Protocols

o   Stairwells are considered safe refuge areas in the event of fire and have a higher fire resistance rating.

Mobility impaired persons should, if possible, notify a Floor Captain, co-worker, supervisor, or instructor of their intended refuge location

Persons aware of the location of mobility impaired individuals remaining in the building should immediately notify emergency response personnel upon exiting the building

C. General Guidelines When Evacuating a Building

Evacuate the building in a top-down fashion. Do not go upstairs to evacuate activity spaces

Follow exit signs posted throughout the building if you are unfamiliar with evacuation routes

Evacuate away from any affected area(s); use alternate routes if necessary

D. Building Evacuation Drills

University policy requires all building occupants to evacuate during evacuation drills. Evacuation drills are conducted to familiarize students, faculty, staff, and visitors with the sound of the building evacuation alarm, the location of emergency exits, evacuation procedures, and evacuation assembly points.

III.   TERMS

Building Coordinator - An individual cooperatively selected by representatives from each department/unit within a building as the primary emergency contact for that building. This position is responsible for assisting with implementation of the building emergency action plan(s). The Coordinator assists with the safe evacuation of the work area (with the assistance of floor captains), reports injuries and damage to first responders and the Emergency Operations Center, and assists with building-specific drills and exercises.

Building Emergency Action Plan (BEAP) - An emergency response plan specific to each work area/building prepared by each campus department/unit in that area/building. The BEAP outlines various emergency responsibilities of faculty and staff, evacuation routes and assembly areas, emergency supplies, and emergency notification plans.

Cordon – the perimeter established for an incident. Under normal circumstances, this perimeter should initially be at least 500 feet. The Incident Commander and Fire Command Staff may reduce or enlarge this as the situation dictates, which may require the evacuation of other facilities, given the nature of the incident.

Floor Captains – those pre-designated UAH employees who are assigned and trained to assist with the safe and orderly evacuation of an area/floor of a building.

Incident Commander (IC) – the person responsible for incident activities, including the development and implementation of strategic decisions and approving the

B.   Accounting for Personnel and Students

Some of the people listed for a building floor may not be in their area when an emergency develops. As such, it is the responsibility of all supervisors to be knowledgeable of these procedures and ensure that their floor is safely evacuated during an emergency. If a person is away from their area and an emergency develops they are to leave the building like anyone else. Do not attempt to reach your work area.

Each department should:

Procedures for Persons with Disabilities) or moved to a safe refuge location.

Ensure that first aid kits located in their area of responsibility are taken to the evacuation staging area.

Briefly check unlocked areas and rooms and close but do not lock doors and windows on their way out of the building. This may help slow down the spread of a fire.

Exception: FOR BOMB THREATS – open doors and windows to lessen damage in the event of a blast. This is opposite from a fire evacuation but important to remember! ALSO FOR BOMB THREATS – assign certain employees to conduct a quick office search for foreign or unfamiliar objects or packages. The employees know better what belongs and what does not belong in their office areas and will recognize objects out of place. Anything found is not to be touched and must be reported immediately to the on-scene emergency response Incident Commander and to the Building Coordinator.

Meet in a designated spot, at least 500 feet from the building, and conduct a head count.

Be sure to keep people/vehicles well clear of responding emergency personnel.

Report to the Building Coordinator or to the emergency response Incident Commander, whoever is seen first, the following information:

> That their area is clear,
> a description of any damage or hazards observed,
> if anyone is missing/unaccounted for, and
> the location of injured or disabled, or mobility impaired that cannot be moved, if applicable.

Assist with preventing people from reentering the building until a competent authority (fire or law enforcement personnel) gives the "all clear." This includes assisting emergency personnel in maintaining a safe zone around the facility using verbal commands until relieved.

Report any problems or observations noted to the emergency response Incident Commander and to the Building Coordinator. Examples may include: Any person who refuses to leave or is stubborn in their attitude about leaving.

Receive the all clear from the Building Coordinator and relay to persons in your assembly area

Following an evacuation, report to your Building Coordinator and the UAH Work Order Desk any safety deficiencies noted during the evacuation that need to be addressed such as: burnt out emergency lights, fire doors that do not activate, malfunctioning alarms or PA announcements, etc.

Floor Captains should <u>NOT</u>:

Attempt to put out any fire unless they are trained to do so and the attempt is a reasonable thing to do.

Physically remove anyone who refuses to leave the building. Instead, this must be reported to the Building Coordinator or emergency response

Incident Commander, whoever is seen first, along with the person's location in the building.

Reenter the building to look for anyone known to be unaccounted for. Persons unaccounted for should be reported to the Building Coordinator or emergency response Incident Commander, whoever is seen first, along with where this person might be located inside the building.

Conduct lengthy searches of rooms checking for people. (Floor Captains should not endanger themselves. In the event of fire or other immanent threat, evacuate immediately.)

Allow anyone to use elevators unless directed by fire department personnel.

Leave your designated assembly area except to report to the Incident Commander.

D.   Building Coordinators

Contact the Office of Emergency Preparedness for a list of Building Coordinators and Floor Captains in your building(s).

F.   UAH Police Department

UAHPD will:

Provide initial emergency response and incident command to a building evacuation situation

o   Executive Director for Facilities and Operations (if fire or other

2. Deafness or Hearing Loss

   Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.

   Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

3. Mobility Impairment

   It may be necessary to help clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.

   DO NOT use elevators unless authorized to do so by police of fire personnel.

   If people with mobility impairments cannot exit, they should move to a safer area. (e.g., most stairwells offer an area of refuge during a fire)

   Notify police or fire personnel immediately about any people remaining in the building and their locations.

   NOTE: evacuating a mobility impaired person yourself should be a last resort and only done when there is immediate threat to the safety of the individual and there is no safe refuge area available.