

ALABAMA A&M UNIVERSITY



EMERGENCY ACTION PROCEDURES HANDBOOK 2013 Edition

EMERGENCY ACTION PROCEDURES HANDBOOK

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INTRODUCTION

As part of an on-going effort, to inform our community on how to respond in the event of an emergency, Alabama A&M University has developed an Emergency Management Plan. Part of this plan is to inform our community of how to respond in the event of an emergency. Knowing what to do in an emergency situation will help keep our community safe and secure. This handbook is intended for use by faculty, staff, and students for immediate reference during emergency conditions on campus. During an emergency, proper action saves lives. For your safety, please familiarize yourself with the information in this handbook.

The “**MY DEPARTMENT INFORMATION**” sheet (page 3) should be filled in immediately. Each campus building should designate an Emergency Response Coordinator to coordinate all safety and security related issues for the building. Once all blanks are filled in and the handbook procedures reviewed, place the handbook in a readily accessible location, preferably near the telephone. It is the responsibility of the users to keep this handbook up to date by periodically checking the information to insure it is current.

Each department/building Emergency Response Coordinator should also develop and maintain a Building/Department Action Plan that includes information on assembly areas, shelter locations, hazardous storage materials storage, and building/department specific emergency contacts.

If you have any questions regarding this emergency handbook, please contact the following:

Executive Director of Public Safety & Emergency Preparedness (256) 372-1281

The Department of Public Safety (256) 372-5555

Additional safety and health information can be obtained from the following university web sites:

www.aamu.edu

www.aamu.edu/dps

MY DEPARTMENT INFORMATION

Direct Supervisor _____ Ph# _____

Emergency Response Coordinator _____ Ph# _____

Alternative Emergency Response Coordinator _____ Ph# _____

Location of nearest Fire Pull Station _____

Location of nearest First Aid Kit _____

Location of nearest Automated External Defibrillator (AED) _____

Assembly Area for FIRE _____

Assembly Area for BOMB THREAT _____

Protective Area for TORNADO _____

Always check in with the Safety Supervisor or Alternate at Assembly Area for headcount.

Other Important Numbers:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

REPORTING AN EMERGENCY

Immediately report emergency situations (such as fire, explosion, storm damage, hazardous material spills, chemical odors, flooding, accidents, injuries, criminal or suspicious activities, etc.) by dialing 5555 or **911** or by using a campus blue light emergency telephone.

Emergency Communications Information		
Campus	Emergency	Non-Emergency
Residential Hall Room	dial 9-1-1 or 5555	256-372-5555
Classrooms	dial 9-1-1 or 5555	256-372-5555
Blue light Telephone	push button wait for dispatcher	
AAMU Farm & Other University Research Facilities	dial 9-1-1	256-372-5555

When reporting an incident include as much of the following information as possible:

- Location of emergency
- Nature of the emergency
- Status of the emergency condition (i.e., in progress or completed)
- Any immediate threat(s) to life
- Need for medical or other assistance
- Description, location or direction of travel of suspect(s), description of motor vehicle(s) involved, presence of weapons
- Any danger to emergency responders
- Other information that would aid the emergency response

Stay on the telephone until released by the dispatcher. If you are in a position of safety, you may be asked to maintain observation and report developments until the arrival of emergency response personnel. You may be given emergency instructions by the dispatcher.

ACTIVE SHOOTER SITUATION

The following guidelines are intended to reduce your personal risk in the event of an Active Shooter Situation. An active shooter is defined as any person or persons armed with a deadly weapon actively and presently using weapons against innocent victims.

If you are outside a building when someone begins to shoot at people in the area:

- Immediately take cover, (hide behind something hard, that will stop or slow bullets) or circumstances permitting enter an unaffected building.
- In the event neither cover nor entering a building is possible, run in a zigzag fashion away from the sound of gunfire. Dial 9-1-1.

If you are in a building when someone begins to shoot at people in the area:

- If possible (without compromising your safety) EXIT immediately and Dial 9-1-1.
- If leaving would jeopardize your safety, secure your immediate area:
 - Lock and barricade doors
 - Turn off lights
 - Close blinds and/or lock windows
 - Keep quiet. Silence cell phones (not even vibrate); turn off radios and computer monitors.
 - Stay out of sight and take adequate cover/protection (i.e. concrete walls, filing cabinets).
 - Do not stand by doors or windows
 - Do not huddle in masses.
 - A plan must be made with the occupants of a room if the suspect(s) should enter.

Contact the Police:

- Call 5555 or 911. Even if phone lines are overwhelmed and your call does not go through, stay calm and continue to call.

What to Report:

- Shooter(s) location, number of suspects and their identities if known.
- Race/gender, clothing description, physical features of suspect(s).
- Type of weapon(s) (long gun or handgun), backpacks or duffel bags, separate explosions from gunfire, etc.
 - Your exact location – building name and office/room number.
 - Number of people at your location.
 - Injuries, number of persons injured and types of injuries.

Un-Securing an area:

- Remember, the shooter will not stop until stopped by an outside force.
- Consider the risks before un-securing (unlocking) rooms.
- If doubt exists for the safety of the individuals inside the room, the area should remain secured.

If you are approached by police officers, keep your hands visible. Do not run up to them if you see them approaching. They are trained to handle active shooters in certain situations. The initial team of police officers will be trying to stop the shooter and will not be stopping to assist others.

Additional Information Available: www.aamu.edu/dps

REPORTING SUSPICIOUS ACTIVITY

Our university, like any other community in this nation, is at risk of terrorism or other threats to life and property. Vigilance is a key protective measure that can help reduce risk. All members of the university community are urged to always be attentive to their surroundings, notice suspicious behavior or circumstances and to report their observations to authorities immediately. **If the activity in question poses an immediate threat, call 911.**

You can also report suspicious activities in several different ways at AAMU:

- Dialing 5555 from a campus phone or (256) 372-5555 from your cell or non-campus phone.
- Contacting a Department of Public Safety investigator at (256) 327-4293.
- The Department of Public Safety has an online tip sheet (Silent Witness) that can be submitted anonymously and confidentially by visiting our Public Safety Resource webpage at www.aamu.edu/dps
- The Hunter's Hotline at (256) 297-1707, a nonemergency anonymous and confidential tip-line.
- The University has installed emergency two-way blue light phones throughout the campus. By pressing the small red/silver button on the station, users can communicate directly with the Department of Public Safety's Communications Center.
- Visit the Department of Public Safety's headquarters located on Buchanan Way in the University Services Building across from Foster Complex. We are open 7/24/365!

When reporting suspicious behavior or circumstances be prepared to include as much information as possible:

- WHO?** Describe who you feel is involved in suspicious activity.
- WHAT?** Describe the suspicious activity. Indicate if there is an immediate threat to persons nearby or to responding officers (such as an unattended package, an individual acting strangely, the presence of weapons, hazardous materials, etc.)?
- WHEN?** Indicate if the activity is in progress. Give the time(s) that the activities occurred.
- WHERE?** Give the location of the suspicious activity and the location of the suspect(s).
- WHY?** If known, indicate why the activity is suspicious.

Please include any other information that would aid responders.

REMEMBER: IF YOU SEE SOMETHING, SAY SOMETHING

BOMB THREAT

- Keep the caller on the line as long you can and attempt to obtain as much information as possible.
- Ask for the message to be repeated to confirm it. Write down all information received.
- If possible, record the message.
 - Always write down date and time call was received.
- Possible questions to ask the caller include:
 - When is the bomb going to explode?
 - Where is the bomb located?
 - What kind of bomb is it?
 - What does it look like?
 - Why was the bomb placed there?
- Listen closely to the voice (male or female), voice quality (calm or excited), accents, age of caller and speech impediments. Try to obtain the caller's identity.
- Pay particular attention to any background noises, which may give a clue as to the location of the caller.
- Report the threat immediately to 911 or 5555.
- Wait for instructions from emergency responders (e.g., Police Officers, Dispatchers, Huntsville Police Department Bomb Squad, etc.).
- Do not activate the fire alarm, unless instructed to do so by emergency responders.
- If found, do not touch, move, or handle the suspicious package.
- DO NOT USE cellular phones or two-way radios near package.

MEDICAL EMERGENCIES

Do not move a seriously injured person unless they are in a life threatening situation.

Request an Ambulance

In the event of a serious injury or illness, immediately dial 911 or 5555. Give as much information as possible including:

- Nature and severity of the illness or injury.
- Victim's exact location (address, building, room number, etc.).
- Is victim conscious, breathing and/or bleeding?
- If chemicals or radioactive materials were involved, provide as much detail as possible.
- Known medical history of victim if available.

Send someone to the building entrance to meet first responders

Provide Medical Assistance

The university maintains automated external defibrillators (AED) at Residential Halls, Athletic and Recreation Facilities. University first responder supervisor vehicles are also equipped with automated external defibrillators.

It is recommended that only trained personnel should provide first aid or CPR. If first aid or CPR training is desired, contact

AAMU Health and Wellness Center at 256-372-7000 or healthandwellness@aamu.edu

Work-Related Injuries/Illnesses

An employee sustaining an injury on the job is required to immediately report the injury to his/her supervisor.

The supervisor is required to provide a written report to the Office of Human Resources within forty-eight (48) hours of any form of an illness or injury at work, regardless of whether medical care for the injury/illness was required.

For reporting work-related injuries and illnesses, the supervisor must use the Occupational Safety and Health Act (OSHA) Form that is an attachment to the Office of Human Resources' Workplace Injury and Reporting procedure. This procedure is available on the Office of Human Resources' website and in the Human Resources Staff Handbook.

Employees with non-work-related injuries and illnesses should see their personal physician for treatment.

For any questions associated to work-related injuries and illnesses, please contact the Office of Human Resources at (256) 372-5836.

For students with injuries and illness contact: Counseling and Health Services 256-372-4766

PSYCHOLOGICAL CRISIS/SUICIDE THREAT

A psychological crisis exists when someone is threatening harm to themselves or others, or is delusional and out of touch with reality. The crisis may be manifested as **paranoia, extreme anger, sadness, agitation, hallucinations, self-injury, uncontrollable behavior, and/or complete withdrawal.**

- If you come into contact with someone experiencing a psychological crisis who appears to be potentially dangerous (individual is aggressive, hostile, has a weapon, is threatening others or otherwise unmanageable) **DO NOT** attempt to handle the situation alone— dial 911 or 5555.

If someone is contemplating suicide:

- Remain calm and encourage others do the same.
- If the threat is immediate or imminent, dial 9-1-1.
- Try to provide a safe, quiet, secure place for the individual.
- Maintain a straightforward, supportive attitude.
- Remind them they are not alone.
- Do not minimize their concerns.

All suicide attempts should be immediately reported to campus Police.

If counseling assistance is needed:

- The AAMU Health and Counseling Services can be reached at (256) 372-5600

Other AAMU community after hour services:

- Crisis Services of North Alabama-(256) 705-6770
- Mental Health Center of Madison County-(256) 533-1970

ANIMAL INCIDENTS/NUISANCE WILDLIFE

Any direct physical contact with an unknown animal, especially if it results in a bite or scratch, could have serious health consequences. In fact, wild animals - alive or dead - can spread disease and may pose potential physical hazards. Contact includes exposure of a person's eyes, nose, mouth and non-intact skin (cut, scratched, burned, etc...) to animal blood or saliva. It also includes a bite, scratch or kick from a wild animal.

Notification Procedures:

Call 5555:

- In the event of an injury or any other physical contact with an unknown or wild animal.
- If an animal is showing aggression or unusual behavior.
- If you had any bat exposure or encounter.
- When an animal is injured or inside a campus building **after normal business hours**.

Health and Counseling Services (256)372-5600:

- In the event of an injury or any other physical contact with an unknown or wild animal
- All bat encounters.

Physical Facilities (256) 372- 5746:

- When an animal is injured or found inside any campus building during normal work hours.
(Monday - Friday, 7:30am to 5:00pm)

The following tips can help prevent people from being injured, or to minimize injury, by an animal and/or other wildlife:

- **DO NOT ATTEMPT TO REMOVE OR DISTURB THE ANIMAL OR WILDLIFE!**
- Do not come into contact with it. Tell others to vacate the area if a dangerous animal may still be nearby.
- Be prepared to give your name, location and if possible, the species or type of animal/wildlife involved. Keep track of names and contact information for anyone else that may have been exposed to the animal.
- If a wild animal, such as a bat or a raccoon, is inside of a building, try to isolate it in a room by closing doors behind it and keeping others away.
- With the exception of service animals used by individuals with disabilities, animals are NOT permitted in campus buildings including campus housing units (except as indicated in housing agreements). Research animals are exempt from this policy.

WORKPLACE VIOLENCE

Alabama A&M University prohibits workplace violence. Specifically, the University will respond promptly to violence, threats of violence, harassment, intimidation, or disruptive behavior of a threatening nature towards people or property. Individuals who violate this policy may be removed from University property and are subject to disciplinary and/or personnel action up to, and including, termination and/or criminal prosecution.

Workplace violence is defined as any actual or threatening behavior of a violent nature, as understood by a reasonable person, exhibited by faculty, staff, student employees, or others.

Examples of workplace violence include, but are not limited to:

- Intentional physical contact for the purpose of causing harm (such as slapping, punching, striking, shoving, or otherwise physically attacking a person).
- Menacing or threatening behavior (such as throwing objects, waving fists, damaging property, stalking, or otherwise acting in an aggressive manner; or, using oral or written statements specifically intended to frighten, coerce, or cause distress) where such behavior would be interpreted by a reasonable person as being evidence of intent to cause physical harm to individuals or property.
- Possessing on person or in any campus facility any firearm, imitation firearm, or any components which can readily be assembled into a firearm or other deadly weapon, as defined by the Criminal Code of Alabama Title 13A-1-2.

Reporting Workplace Violence:

- **General Reporting Responsibilities:** Any member of the University community who has been subject to workplace violence or who has witnessed workplace violence should promptly notify the appropriate university official. Additionally, employees are encouraged to report behavior that they reasonably believe poses a potential for workplace violence as defined above. It is imperative that all University employees take this responsibility seriously.
- **Report Imminent or Actual Violence:** Any person experiencing or witnessing imminent or actual violence involving weapons or potential injuries should dial 911 or 5555.
- **Report Acts of Violence Not Involving Weapons or Injuries to Persons:** Any person who is the subject of, or witness to, a suspected violation of this policy should report the incident to his or her supervisor or, in lieu thereof, to the appropriate Designated University Representative listed below:
 - Office of Human Resources
 - Division of Student Affairs
 - Office of Academic Affairs
- **Law Enforcement Agencies:** All individuals who believe a crime has been committed against them have the right, and are encouraged, to report the incident to the appropriate law enforcement agency.

False Reports: Employees who intentionally file false reports pertaining to workplace violence will be subject to penalties, up to, and including: disciplinary action, termination and criminal prosecution.

SHELTERING IN PLACE

An emergency situation such as hazardous materials being released outside of a building, a major storm, terrorism incident, etc., may require that university personnel take shelter and remain inside their building:

- Identify safe areas within the facility (preferably interior, windowless rooms) in which to take shelter when the threat is occurring outside of the building and the safest place is inside of the building. Ideally this occurs well before the need, i.e. do this today!
- DO NOT use basement areas during a hazardous materials release incident due to the potential hazards that are often located in basement areas.
- In the event of hazardous materials incidents requiring sheltering in place, close exterior windows and turn off heating, ventilation, and air conditioning (HVAC) systems.
- Establish a “duty desk” to monitor communications, handle requests from building occupants, coordinate the distribution and use of resources, etc.
- Departments that wish to stock emergency equipment and supplies for use in emergency sheltering situations in their facilities should consider the items listed below. In planning for such a situation remember that very few emergencies requiring sheltering last more than 24 hours.
 - Bottled water, one gallon per person per day (replace every 6 months)
 - Flashlights with extra batteries
 - AM/FM radio with extra batteries
 - First aid kit
 - Duct tape
 - pen and paper
 - whistle
 - garbage bags
 - Personal hygiene items
 - Disinfectant and household chlorine bleach
 - Non-perishable food in cans or sealed metal or plastic containers (replace every 6 months) and utensils/paper plates, etc.
 - Plastic buckets with tight lids (for use as emergency toilet)

SEVERE THUNDERSTORMS AND LIGHTENING

“WHEN THUNDER ROARS, GO INDOORS!”

If you are caught outdoors in a severe thunderstorm or when lightning threatens:

1. Immediately seek shelter in a substantial building.
 - DO NOT seek shelter under trees during thunderstorms.
 - DO NOT seek shelter in unprotected open structures such as picnic pavilions, rain shelters or bus stops.
 - If a substantial building is not available, a metal-topped vehicle with the windows up is your next best choice.
2. Avoid contact with metal fences, metal bleachers, or metallic structures.
3. Avoid using the telephone, computers or any electrical appliances. Use phones **ONLY** in an emergency.
4. Wait 30 minutes or more after hearing the last thunder before leaving the safe location

If Caught Outdoors and No Shelter Is Nearby:

- Find a low spot away from trees, fences, and poles that is not subject to flooding.
- If you feel your skin tingle or your hair stand on end, squat low to the ground on the balls of your feet. Place your hands over your ears and your head between your knees. Make yourself the smallest target possible and minimize your contact with the ground. **DO NOT** lie down. If you are swimming, get out of the water immediately.

REMEMBER: *If you can hear thunder, you are close enough to be struck by lightning.*

Once you have taken shelter indoors, you should monitor a weather radio, commercial radio/television station, internet or other weather service provider. Even when a specific storm cell has passed beyond the area, conditions may still be right for high winds, lightning, and other hazardous weather conditions.

REMEMBER: It is your behavior when thunderstorms are in the area that determines your personal risk of being struck by lightning.

BE PREPARED & SIGN UP FOR BULLDOG ALERTS!!!!!!!

INCLEMENT WEATHER/CAMPUS CLOSING

In the event of a delayed opening, class cancellation, or closure of the University, the earliest possible notification will be made. If you are designated as an essential services employee and you are advised that your services are needed, you must report for work even if the University or a particular facility is declared as closed for any length of time due to a weather-related emergency. Please note that the term "essential services personnel" only applies when employees (who have been given status of essential services personnel) are informed that their services are required, and there is a delayed opening or closure of the university.

If you are a student or not designated as being needed as an essential services employee for purposes of the weather emergency, and the university does not close, your decision regarding travel during inclement weather is a personal one and should be based on your particular circumstances.

Faculty and staff not designated as essential services employees for purposes of weather emergencies, with appropriate approval from their supervisor, may wish to take personal leave rather than commute in adverse weather. The AAMU Staff Handbook (policy 5.9.6) addresses university operations during inclement weather. This handbook can be accessed at the Office of Human Resources website.

In the event of inclement weather, you may obtain information regarding the University's operational status by following the steps below:

1. Call the Operator at (256) 372-5000 and follow instructions.
2. Check the University website at www.aamu.edu. A message will be posted on the home page.
3. Check your email- blast messages will be sent regarding the University's operational status
4. Monitor your text messages and phone for any Bulldog Alerts.
5. Stay tuned to local radio and television stations.

Faculty and staff may also be notified of campus status through their departmental telephone chains and are encouraged to review their group's emergency telephone chain and update them as needed.

Please use the information resources listed above and refrain from calling the Department of Public Safety directly regarding possible cancellations, closures, or delays. Maintaining the ability of the DPS to receive emergency calls is vital. A large volume of calls can tie up police phone lines at critical times.

We will strive to communicate emergency-related information as broadly as possible and in a timely fashion. Because weather emergencies often occur outside of normal work hours, we ask that you keep a copy of this communication at home; employees are also encouraged to sign up for Bulldog Alerts and keep their Banner contact information updated .

TORNADO SAFETY

What should I do during a tornado watch?

A tornado watch means that severe thunderstorms capable of producing tornados are possible. Continue your normal activities but monitor weather conditions and be prepared to seek shelter. Remain weather alert. Stay tuned to local radio/television stations and check your AAMU emails for further information.

What should I do during a tornado warning?

A tornado warning indicates that a tornado has been spotted or radar indicates there is a likely tornado. When you hear outdoor tornado warning sirens and/or receive a Bulldog Alert tornado warning you should seek shelter immediately and remain in a protective area until you receive an all-clear message through Bulldog Alert or a building emergency contact representative.

How much advance notice will a tornado warning give me?

Tornados can strike without warning -- that is why it is important to remain weather alert during severe weather and be prepared to seek immediate shelter.

How will I be notified of a tornado warning?

1. Two tornado warning sirens are located on/near campus. They are activated whenever the National Weather Service issues a tornado warning for any portion of Madison County. Seek shelter immediately when you hear the siren.
2. AAMU will also utilize the Bulldog Alert emergency notification system and the campus email system to alert the campus community of a tornado warning. The University will issue an emergency warning alert and mass email message whenever the National Weather Service issues a warning for Madison County. Seek shelter immediately when you receive a Bulldog Alert or email tornado warning message, even if you cannot hear the campus warning sirens.
3. If, after the warning is issued, the University determines that there is no immediate tornado threat to the campus (the tornado warning is only for a specific segment of the county and does not include nor is likely to later include the AAMU campus) an "All-clear" message will be issued. Remain alert to changing weather conditions and be prepared to seek shelter should conditions change.

Where should I seek shelter during a tornado warning?

We recommend that you identify in advance the location(s) of protective areas within your building(s). At AAMU, many protective areas are identified by yellow signs with black lettering, and are also indicated on building evacuation maps.

- In buildings, go to the best available protective area. Basements are best, but interior locations on the lowest level also offer protection. Stay away from windows, exterior doors, exterior walls, and other hazards inherent to the building.
- If outdoors, quickly seek shelter within a building. If unable to do so, take shelter in a ditch or ravine away from possible sources of heavy debris. Be alert for rising waters and flying debris.

How long should I remain in a campus protective area?

You should remain sheltered until the University issues an all-clear message. There may be situations where one tornado warning has just expired but it is anticipated that an approaching storm cell will result in the issuance of an additional warning within a short period of time. The University will not issue an all-clear until the approaching threat has passed.

Where can I get additional weather safety information?

Go to the Department of Public Safety homepage or contact DPS at ext. 5555.

EARTHQUAKE

In the event that an earthquake is predicted for our area please be aware of the following tips:

BEFORE AN EARTHQUAKE

1. Always keep a flashlight and a portable radio on hand; both with fresh batteries
2. Place large and heavy objects on lower shelves. Bottled goods, glass and other breakables should not be stored in high places or left where they can slide freely on shelves.
3. Remove heavy picture frames, mirrors and other heavy objects over the bed or desk.
4. Contain objects that could fall.

DURING THE QUAKE

1. During a major earthquake, you may experience a shaking that is gentle at first and within a second or two grows violent and knocks you off your feet OR you may be jarred first by a violent jolt, as though your building was hit by a truck. A second or two later you'll feel the shaking and, as in the first example, you'll find it very difficult (if not impossible) to move from one room to another.
2. If you are indoors, stay there. Get under a desk or table or stand in a doorway or corner. Stay clear of windows, bookcases, mirrors, and fire places. If possible, extinguish any open flames or sources of ignition immediately.
3. If you are outside, get into an open area away from trees, buildings, walls, and power lines.
4. If you are in a high rise building, stay there. Stay away from windows and outside walls. Get under a desk or table. Do not use elevators!
5. If you are in a crowded public place, do not rush for the doors. Move away from display shelves
6. If you are driving, pull over to the side of the road and stop.
7. Avoid overpasses and power lines.
8. Stay inside the vehicle until the shaking is over. If the earthquake has been severe, do not attempt to cross damaged bridges, damaged overpasses, or damaged sections of road.

AFTER THE QUAKE

1. Check for injuries to yourself and others. Apply first aid. Do not move seriously injured individuals unless they are in immediate danger. Help people who are trapped by furniture or other items that do not require heavy tools to move. Rescue and emergency medical crews may not be readily available.
2. Do not use the telephone immediately unless there is a serious injury, fire, or gas leak.
3. Be prepared for additional earthquakes called "aftershocks". Although most of these are smaller than the main shock, some may be large enough to cause additional damage.
4. Stay out of damaged buildings. Aftershocks can shake them down. University officials will inform you when it is safe to reenter the buildings.
5. Don't smoke. Gas leaks could make a cigarette your last.
6. Don't use candles matches or other open flames because of possible gas leaks. Douse all fires. Don't turn on lights.

UTILITY OUTAGES

In many instances, utility outages will be for a short duration of time. Emergency lighting and alarm systems will operate for a period of time to safely guide your way out of a building. Status of utility interruptions can be found at:

<http://www.aamu.edu> or call 256-372- 5746

In the event of a longer outage, additional information will be provided using established communication mechanisms, as the circumstances dictate. If prolonged power or utility failure should prohibit the performance of regular duties, employees may be granted administrative leave by the President or his designee.

The following instructions may be given during a utility outage:

Power Outage

- Disconnect all equipment that could be damaged by a power surge when electricity is restored.
- Turn off lights, appliances, window air conditioners, and other energy users to reduce power requirements for restoration.
- Notify your supervisor and call Physical Facilities- **(256) 372- 5746**.
- Do not light candles or use other types of flames for lighting.

Department of Public Safety can be reached on alternate number of (256)746-1686.

Water Failure

- Notify your supervisor and call Physical Facilities **(256) 372- 5746**.
- Discontinue any work with hazardous materials in areas where the emergency shower and/or eyewash stations are disabled due to water failure.
- Turn off all water-cooled operations.

Gas Leak

- Evacuate the area immediately.
- Dial 911 or 5555
- DO NOT turn electrical devices on or off; and DO NOT plug or unplug any device, as this may create a spark.
- Notify your supervisor and call Physical Facilities **(256) 372- 5746**.

Sewage/Drainage Failure

- Notify your supervisor and call Physical Facilities **(256) 372- 5746**.
- If backup is large, evacuate the area.

FIRE SAFETY

Fire & Safety Equipment Systems- University buildings are equipped with fire extinguishers in accordance with the requirements of the construction and/or fire safety codes. Students, Faculty and Staff are not expected to utilize these devices unless they have been properly trained in their use due to the danger to their personal safety, which would result from attempting to extinguish a fire. Many buildings are protected by automatic sprinkler systems and/or fire standpipe systems. All occupied major buildings are equipped with automatic fire detection and alarm systems, which are constantly monitored. Smoke detectors are provided in all residential living areas. They are checked regularly to ensure proper working order. Students are not to tamper with smoke detectors. Tampering will result in a restoration charge and judicial action.

Special hazards, such as chemical storage, high voltage electrical, cooking, spray painting and computer installations are protected by fixed suppression systems in addition to the aforementioned types of built-in protection. There are no fire hoses for building occupant use located in any University building; only fire hoses/ connections are for fire department use only.

Know the locations of the manual fire alarm stations and how they operate. If you discover a fire or smell smoke, sound the building fire alarm by pulling the manual pull station ,evacuate the building and immediately call 911/5555. Never attempt to fight a fire due to the hazards associated with the products of combustion and the threat of the fire spreading.

CANDLES/INCENSE/OPEN FLAME/HEAT SOURCE -Smoking is prohibited in all University buildings and residence halls and within University owned motor vehicle, thus eliminating the health and fire hazard associated with the use of smoking materials. Individuals are prohibited from smoking or carrying lighted cigars, cigarettes, or pipes in any indoor facility, enclosed bus stops and University owned or controlled vehicles. Smoking outside of designated smoking areas is prohibited. If you must smoke, please do so outside in one of the designated smoking areas.

Candles, incense and any item with an open flame or exposed heat source are potential fire hazards, and thus are prohibited within all University buildings and residence halls. No candles, including candles that have never been burned, are permitted in the residence halls. Candles, incense, and any item with an open flame or exposed heat source will be confiscated. Event planners/organizers should consult with Physical Facilities before use of candles for indoor campus special events or ceremonies.

Tampering with fire and safety equipment in the residence halls or in any campus building is strictly prohibited. Tampering includes pulling false fire alarms, discharging fire extinguishers, removing exit signs, and interfering with smoke detectors and sprinklers. Interference with smoke detectors and sprinklers will result in judicial/employment actions and possible criminal prosecution.

For further information regarding fire safety, to request assistance in developing office fire safety plans, or to schedule a fire safety drill or training session contact the Department of Public Safety at 5555.

BUILDING EVACUATION

1. When to evacuate

The following will result in the evacuation of a University building:

- Fire Alarm
- Long term power failure
- Natural disaster
- Man-made disaster
- Mechanical problems that are deemed a danger to the occupants
- Hazardous Chemical spill or gas leak
- Order of University Police or other Public Safety Official

For the protection of all residents, obey all fire regulations. Failure to evacuate a building when an alarm sounds represents grounds for disciplinary action. University officials and emergency responders reserve the right to enter areas to locate the source of any potential fire or smoke hazard, and to ensure that everyone has evacuated the building.

2. *General Evacuation procedures and guidelines*

- Stay Calm.
- Faculty and staff should assist in the evacuation of their areas; only perform those evacuation duties you are comfortable with.
- In the event you are not familiar with the evacuation route of your area, please follow the nearest "Exit" sign.
- Do not use the elevators.
- Reenter the building only when directed by a fire department official or university police.
- Staff should only perform those evacuation duties that they are comfortable with.
- Occupants should be strongly encouraged to evacuate the building; however, if an occupant refuses to leave, the building emergency supervisor/staff should inform the occupant of the danger of staying in the building. The building emergency coordinator or supervisor/staff should then continue notifying the remainder of occupants in his/her area.

3. *General Guidelines when evacuating the building*

- Evacuate the building in a top down fashion. Do not go upstairs to evacuate activity spaces; the Building Emergency Coordinator or Supervisory Staff will notify occupants in those areas.
- Follow the "Exit" signs posted throughout the building.
- Evacuate "away" from the affected area.
- Clear the activity area that you are closest to during the alarm.
- Make your way to the designated predetermined assembly area.
- Upon arrival at the assembly point, a survey of staff members/students/visitors present shall be conducted to determine if anyone failed to evacuate the building. If anyone is discovered to be missing, immediately report that information to the Emergency Responders (Police, Fire or Emergency Services).

EVACUATION ASSISTANCE

PROCEDURE

Immediate supervisors of employees with limited mobility should meet with them immediately upon hiring to discuss emergency procedures. If the person requests assistance in an emergency, plans are to be made and discussed with the individual. Emergency Response Coordinators and alternates, other supervisors and support staff are to be made aware of the request only upon permission of the person making the request.

Immediate supervisors and Emergency Response Coordinators who have mobility restricted individuals under their direction must make arrangements to notify police and fire authorities of the location of these people within the involved building. This should be done in person outside of the building. This is critical to the procedure and the safety of these individuals.

If a person with mobility impairment is able to exit the building without the use of the elevator, then evacuation should follow the appropriate route out of the building. If exit from the building is only possible by use of the stairwells, follow these procedures:

- The mobility impaired person should proceed to the nearest enclosed stairwell or “area of safe refuge” and stay there.
- In case of fire, enclosed building stairwells are “safe refuge areas,” and have a higher fire resistive rating. If possible a co-worker, supervisor, instructor, or building emergency supervisor should be notified. Make sure the door to the stairwell is closed. Open doors will violate the safe refuge area and will allow smoke, and possibly fire, into the stairwell.
- Once outside the co-worker, supervisor, professor, or building emergency coordinator must notify the Huntsville Fire Department or the University Police Department that there is a mobility impaired person in the stairwell, which floor the person is on and the location of the stairwell or refuge area.

FIRE EXTINGUISHER USE GUIDELINES

Employees and students are not expected to fight fires. In the event of a fire, you should alert others and immediately evacuate the building.

University buildings are equipped with fire extinguishers in accordance with the requirements of the construction and/or fire safety codes. Students, Faculty and Staff are not expected to utilize these devices to fight fires because of the potential danger to their personal safety, which could result from attempting to extinguish a fire, the hazards associated with the products of combustion and the threat of a spreading fire.

However, a fire extinguisher may be utilized to clear a safe path to an exit or to "shoot your way out" of a building if you are trapped. Before using a fire extinguisher, you should know how to properly select and operate one. It is important to use the right kind (Class) of extinguisher for the fire. The following letters identify the classes of fire extinguishers:

Class A	For ordinary combustible solids including paper, wood, coal, rubber, and textiles such
Class B	For flammable and combustible liquids, including gasoline, diesel fuel, alcohol, motor oil, grease, and flammable solvents. Typically, a dry chemical fire extinguisher and can be used on all three Classes if it is rated as an ABC fire extinguisher.
Class C	Electrical equipment. A carbon dioxide fire extinguisher.

If you find yourself trapped and required to "shoot your way out" or to clear a safe path to an exit, the following are guidelines on how to use the extinguisher:

P.A.S.S - Use of a Fire Extinguisher

PULL	Holding extinguisher upright, twist the pin to break the plastic safety seal. Pull the pin
AIM	Aim low. Point the extinguisher nozzle (or its horn or hose) at the base of the fire not the flames. This is important – in order to put out the fire, you must extinguish the fuel.
SQUEEZE	Squeeze the handle. This releases the extinguishing agent.
SWEEP	Using a sweeping motion, move the fire extinguisher back and forth until the fire is completely out. Watch the fire area. Back away if fire breaks out again repeat the process.

If possible, do not attempt to extinguish any fire without first calling for help and pulling the fire alarm.

- Operate the extinguisher from a safe distance, several feet away, and then move towards the fire once it starts to diminish.
- Be sure to read the instructions on your fire extinguisher - different fire extinguishers recommend operating them from different distances.
- Remember: Aim at the base of the fire, not at the flames!

Don't turn your back on it! Back away from the fire, watching it to make sure that it does not reignite.

CHEMICAL SPILLS

First, you must decide on whether to evacuate the immediate area of the spill. If you find yourself in a situation where you cannot safely control the spill, the safest action is to evacuate the area.

Evacuation

- If the spill is contained within an operating fume hood, evacuation is not necessary.
- If the spill is outside of an operating fume hood but within your lab, evacuation is usually not necessary since the laboratories are generally under negative pressure with respect to surrounding areas.
- If the spill is outside a laboratory, if you spill a Particularly Hazardous Substance, or you have reason to believe that a spill in the laboratory may escape into the surrounding areas, please do not hesitate to pull a fire alarm if you feel the need for building-wide evacuation.

Personal Contamination

- If a spilled material has contacted any part of your body, start first aid measures immediately. Shout for help and move directly to the nearest eyewash or safety shower. Disrobe promptly if clothing is involved.
- If eyes or skin are involved flush with an emergency eyewash and/or safety shower for a minimum of 30 minutes. Other persons should assist (you will need help with eye flushing) and should contact DPS at 5555 as soon as possible to obtain medical assistance.

Spill Cleanup

If you have the appropriate laboratory training, you can clean up a chemical spill yourself. Make a determination on whether a cleanup can be handled or if assistance is required. Generally, the spill can and should be cleaned up by laboratory personnel if the material is of low hazard (low corrosivity and toxicity) and if one gallon or less has been spilled. REVIEW THE APPROPRIATE MATERIAL SAFETY DATA SHEETS and use the following guidelines based on the size of the spill.

Small Spill

- **ASSESS** spill size, chemical type and available cleanup equipment.
- **EVACUATE** the immediate area.
- **WARN** other personnel.
- **WEAR** appropriate PPE.
- **CLEAN UP** spill using appropriate spill kit if trained to do so.
- **CONTAIN** spilled material in a sturdy plastic bag or sealed drum. Apply a hazardous waste label and contact Physical Facilities/Fire Dept. for disposal.

Large Spill

- **ATTEND** to injured persons, seek appropriate medical attention.
- **EVACUATE** area/building.
- **EXTINGUISH** ignition and heat sources.
- **PREVENT** spill from spreading.
- **CONTACT PHYSICAL FACILITIES** for assistance. After hours call DPS at 5555.
- **FILE** a formal incident report.

If you require any more information, contact Dirk Spencer at (256) 327-4091

RADIOLOGICAL SPILL

When an incident occurs, the worker must first make a judgment as to whether the incident is a minor or major incident. The chart below will help you to make the determination as to a minor or major incident. When in doubt, call 5555 immediately.

Notifications

The proper response to an emergency depends upon a thorough understanding of the magnitude of risks, priorities for action and the application of common sense. When calling Huntsville Fire Department or DPS to report a spill, the following information should be provided:

- Location of incident
- Authorizing Supervisor
- Name and telephone number of person reporting
- Persons contaminated or exposed, estimate of amount on skin
- Radionuclide involved
- Amount of radioactivity
- Volume of released material
- What steps have been taken so far?

In the event of a spill or emergency related to a radiological laboratory incident during normal business hours (Mon - Fri 7:30 am to 5:00 pm), Physical Facilities should be contacted at 256-372- 5746. After normal business hours, call DPS at 5555 immediately:

Emergency Procedures for Radiation Incidents

Major Incident:

(Any of the following conditions)

- > 100 uCi of Radioactive Material (RAM)
- Skin and/or clothing contamination is involved (any quantity)
- Airborne RAM is thought to be present
- Large areas are contaminated
- Contamination has spread outside licensed areas
- Personal injury or fire
- Anytime you are unsure of what to do, or how to do it

Minor Incident:

- < 100 uCi of Radioactive Material (RAM)
- No personal contamination
- Localized contamination
- No spread of RAM outside licensed areas
- Proper tools and knowledge available for clean up
 - Stop source of the spill
 - Warn other personnel
 - Survey and mark the affected areas
 - Minimize exposures
 - Notify Supervisor or designee
 - Begin cleanup
 - If area cannot be cleaned, notify Physical Facilities immediately, if after hours contact DPS.
 - Document incident in laboratory survey book

For more information contact Dirk Spencer at (256)327-4091

Laboratory Guidelines:

- Treat life threatening injuries first.
- Evacuate and lock (or post) laboratory if airborne or fire hazard exists.
- Perform first aid, if applicable.
- Remove contaminated clothing.
- Measure and record amount of contamination on skin with applicable meter and wash area gently with warm water and soap.
- Warn other personnel.
- Notify Physical Facilities and Laboratory Supervisor.
- Try to prevent the spread of contamination, if possible.
- Await the arrival of DPS & Huntsville Fire Dept.

HAZARDOUS GAS LEAKS **(flammable, toxic, corrosive, oxygen, cryogenic)**

If a gas cylinder or gas piping should begin leaking and if in the judgment of the person or persons responsible for such materials it presents any danger to themselves or the other building occupants, the following steps should be taken:

1. If possible, close the valve.
2. Confine the fumes or fire as much as possible to limit impact to the leak area.
3. Sound the building fire alarm so evacuation can begin.
4. Notify DPS and provide the following:
 - o Chemical Substance Involved
 - o Type of Incident
 - o Building
 - o Floor
 - o Room Number
5. Evacuate the building to an assembly area leaving access for emergency personnel.
6. Do not return to the building until instructed to do so by the Police or Fire Departments.
7. Suspected gas leaks or suspicious odors should always be reported immediately so that appropriate departments can be notified and the source of the odor investigated.

IMPORTANT PHONE NUMBERS

OFF-CAMPUS CONTACTS

EMERGENCY	911
ALABAMA STATE TROOPERS OFFICE (NON-EMERGENCY)	256-533-4202
CRISIS SERVICES OF NORTH ALABAMA	256-705-6770
HUNTSVILLE FIRE DEPARTMENT (NON-EMERGENCY)	256-722-7120
HUNTSVILLE HOSPITAL	256-265-1000
HUNTSVILLE POLICE DEPARTMENT (NON-EMERGENCY)	256-722-7100
MADISON COUNTY SHERIFF'S DEPARTMENT (NON-EMERGENCY)	256-532-3416
MADISON COUNTY EMERGENCY MANAGEMENT	256-427-5130

ON- CAMPUS CONTACTS

BULLDOG ESCORT SAFETY TEAM	256-372-5555
BULLDOG TRANSIT	256-372-5826
COUNSELING & HEALTH SERVICES	256-372-5600 OR 5601
DEPARTMENT OF PUBLIC SAFETY	256-372-5555
ENVIRONMENTAL HEALTH & SAFETY	256-372-4091
INFORMATION TECHNOLOGY SERVICES	256-372-4357
JUDICIAL AFFAIRS	256-372-5616
OFFICE OF HUMAN RESOURCES	256-372-5835
PHYSICAL FACILITIES	256-372- 5746
STUDENT AFFAIRS	256-372-8165
TITLE IX COORDINATOR	256-372-5835
VETERAN AFFAIRS & DISABILITY SERVICES	256-372-4263
ALT AAMU DEPARTMENT OF PUBLIC SAFETY	256-746-1686 or 256-424-339
ON-CALL HEALTH SERVICES	256-425-4554