



# Emergency Plan

Youth Protection Program

THE UNIVERSITY OF ALABAMA®

## Introduction

This emergency plan is meant to provide basic emergency information for programs involving youth participants hosted by The University of Alabama. It focuses on the most common types of emergencies (i.e., fire, severe weather, etc.) and is not meant to be all inclusive.

In order to assist with disseminating the information, it is the Program Director's responsibility to ensure that all program staff are properly informed on appropriate emergency procedures.

Additional information regarding UA procedures or emergencies that affect the main campus and surrounding area can be found at <https://ready.ua.edu>.

## UA Safety App



UA has a made available, free of charge, a mobile app that provides immediate access to *on-campus* information in case of an emergency. Features include a built-in GPS to every campus building and shelter location, AEDs and safety guidelines for potential hazards. Users can receive exclusive UA Alerts and current UAPD advisories for up-to-date information. Additional features include National Weather Service information for Tuscaloosa County and an emergency contact list for instant dialing with one push. Download the [\*UA Safety mobile app\*](#), available on [\*iOS\*](#) and [\*Android\*](#) devices.

## Program Information

Program Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

## Contact Information

### General Information

The following contact information may be used to obtain general information in non-emergency situations.

General Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Web address: \_\_\_\_\_ Email: \_\_\_\_\_

Compliance, Ethics, and Regulatory Affairs \_\_\_\_\_ **(205) 348-2334**  
[youthprotection@ua.edu](mailto:youthprotection@ua.edu)

### Emergencies

In the event of an emergency, the following individuals may be contacted for information. Please note that these contacts might not be the same as those used for general information.

Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

If the designated emergency contacts cannot be reached, please contact UAPD for on-campus emergencies or local law enforcement for off-campus emergencies.

University Police (UAPD) \_\_\_\_\_ **(205) 348-5454 or 911**

### Shelter Locations

If emergency conditions necessitate evacuation of the planned program location, participants will be moved to the following shelter location(s).

Primary Shelter: \_\_\_\_\_

Alternate Shelter: \_\_\_\_\_

# Emergency Instructions

## Report an Emergency

Use the following steps to report emergency situations, criminal activity, or medical emergencies.

### On Campus

The University of Alabama maintains its own accredited police department that is tasked with managing all campus emergencies. To report a crime or an emergency, call The University of Alabama Police Department (UAPD) at **205-348-5454**. UAPD will immediately respond and request assistance from other agencies (fire, medical, etc.) as appropriate. For **ALL** campus emergencies, UAPD is the primary point of contact.

### Off Campus

Off-campus emergencies should be reported by dialing **911**. UAPD should also be notified so they can assist where needed and ensure that UA's reporting requirements are met.

Be prepared to:

- Tell the dispatcher your location and give them the exact address or building name.
- Give your full name and the telephone number from which you are calling, in case you are disconnected.
- Clearly explain the nature of the emergency.
- Remain calm and do not hang up as additional information may be needed.
- If possible, have someone meet emergency personnel outside of the building or event location.

## Know your location

To summon help, you must know your location. When on campus, familiarize yourself with the building names and locations that you frequent. Each building has an outside marker that contains the building name and street address. When off campus, ensure that all parties know the names and/or physical address of their locations. The [\*UA Safety mobile app\*](#) has a map that can show your exact location when GPS is enabled on your phone. For on-campus locations, this will include a building name and street address. For locations off the main University campus, the app will only provide location.

Evacuation maps are normally posted inside buildings near the entry/exit locations, stairwells, and elevators. Typically, these maps also provide the building name and street address.

## Emergency Notification

In the event of an emergency on campus, the University will activate its emergency notification system. As a visitor to campus, you can receive UA Alerts through the [\*UA Safety mobile app\*](#) by enabling push notifications. The University may also use its indoor/outdoor PA system, digital signage and other methods of communication, depending on the situation.

## Fire Safety and Evacuation Procedures

All fire alarm activations require **mandatory** evacuation, even fire drills. Prior to the beginning of the program, identify at least two emergency exits and two assembly locations near the event for each location included in the program. Assembly locations should be at least 75 feet away from the building. Look for emergency maps posted near building exits and stairwells. Ensure all program staff and participants of the program are made aware of the closest exit(s) at the beginning of the event.

When fire alarms activate:

- Do not use elevators unless authorized to do so by emergency personnel.
- Program staff should direct all participants to the closest exit.
- Program staff should keep a roster of all participants and keep the group together.
- Move at least 75 feet away from the building and out of the way of first responders.
- Verify all participants have arrived at the assembly location.
- Do not re-enter the building until you are told to do so by emergency personnel.
- **Immediately notify police and emergency personnel if any participants are missing.**

## Severe Weather Safety and Shelter Locations

All programs should have a plan for severe weather safety. Prior to the beginning of the program, identify at least two storm shelter locations near the event for each location included in the program. For events occurring on campus, designated tornado shelters are opened when the campus is in a tornado watch. On-campus shelter locations can be found online at <https://ready.ua.edu/shelters/> and via the [\*UA Safety mobile app\*](#).

If a tornado warning is issued that includes the University, all on-campus activities must stop and everyone should seek shelter immediately. Before the program starts, identify at least two shelter locations. Shelter locations can be found online at <https://ready.ua.edu/shelters/> and the [\*UA Safety mobile app\*](#).

If a situation arises and you need to shelter in place, move into a building that protects you from danger. Designated tornado shelters are opened when the campus is in a tornado watch.

- Remain calm.
- Seek shelter inside the closest sturdy building. **DO NOT** wait until you physically see a tornado or severe weather event to react.
- Monitor event through the media or [\*The University of Alabama's\*](#) website.
- For on-campus locations, once you are inside, go to the [\*Best Available Refuge Area \(BARA\)\*](#) posted on the Building Emergency Map and identified on the UA Safety mobile app.
- Do not use elevators.
- Wait for further instruction from a UA Alert, PA system, or emergency personnel.
- Do not leave until an "All Clear" is received.

Lightning presents a significant hazard to outdoor events. Know your closest accessible building in case lightning is in the area. Basic guidance from the National Weather Service is "When thunder roars, go indoors."

**For emergencies:  
Call UAPD: (205)348-5454  
Off Campus: Dial 911**

## Sheltering in Place

Sheltering in place can be used for severe weather, hazardous materials, or shooting incidents. Instead of leaving a building, inhabitants should remain inside. If you are outside and a situation arises that requires you to shelter in place, move into a building that protects you from danger.

Prior to the beginning of the program, identify at least two interior locations near the event that could be used for sheltering in place for each location included in the program. Follow guidance from University officials.

- During a *shooting incident*, run, hide, or fight.
  - First try to run. If you can't run, hide. If you can't hide, fight.
- In situations involving hazardous materials:
  - Seek an interior room without windows. Consider location with water and/or bathroom facilities.
  - Turn off or cover all ventilation systems such as air conditioners/heating units, bathroom/exhaust fans, or air handlers.
- Close all windows and doors.
- Do not use elevators.
- Avoid areas with glass or windows.
- Monitor event through the media or [\*The University of Alabama's\*](#) website.
- Remain in the shelter until officials advise it is safe to leave.

## Reunification Plan for Minors and Parents/Guardians

Program Directors should have a plan for receiving and returning minors to their parents or guardians under routine conditions, and under emergency circumstances. The plan should address the drop-off and pickup location(s), date(s) and time(s), and procedures to be followed for routine conditions and for emergencies.

Program officials should be able to account for all minors while attending the program. If a minor is missing, program staff should immediately notify UAPD.

Prior to the beginning of the program, identify at least two pickup and drop off locations near the event that could be used under routine conditions and in emergencies. This area must be away from any danger, traffic-friendly, and safe for the minors.

Each program must develop a plan for reunification that includes the following:

- Parents must be notified where to meet their child/children. This should be communicated prior to the start of the program in the Parent Information Package.
- The parent or guardian must present a valid photo ID to ensure the person requesting the child/children is a match to a name on the pickup authorization form.
- Any minor will stay under control of the program staff until released to the parent/guardian.
- The parent/guardian will be asked to sign a form indicating they picked up the child/children. The date and time will also be indicated on the pick-up form.
- If the child is in the first aid area, the parent/guardian will be escorted to that area for reunification with their child/children.

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- If the minor was taken to an area hospital, the parent/guardian will be provided with the location of the hospital.

### Lost/Runaway Participant

Occasionally participants may get inadvertently separated from their group or intentionally leave an activity. Follow the following steps to ensure the safe return of the participant.

1. Arrange supervision for the rest of the participants in the group and begin searching.
  - a. Follow the participant if it seems appropriate.
  - b. If the participant has a cell phone, try to call or text them.
  - c. Look in all of the places the participant normally goes (or has been that day).
  - d. Track down the time and place when the participant was last seen.
  - e. Talk with friends to see if the participant mentioned going anywhere or seemed upset.
  - f. Be sure the participant has not checked out.
  - g. Have someone remain in the location where the participant is supposed to be at that time. Have adults check all areas including hallways, playground, bathrooms, library, Ferguson Center, residence hall, dining hall, etc.
2. Notify the UAPD (and local law enforcement if the disappearance occurred in an off-campus location) and provide a description of the participant(s), a photo (if available) and as much information as possible about the incident.
3. Program staff should contact the parent or guardian.
4. Document all steps in writing.

### Drug/Alcohol Use

All minor participants are prohibited from being under the influence of, bringing, consuming, or having in possession in residence halls or program locations both on and off campus, any alcoholic beverage, narcotic drugs, marijuana, steroids or any mind-altering drugs or material, or controlled substance as defined by state statutes, unless dispensed by a licensed physician as allowed by law.

If drug or alcohol use is suspected:

1. Report all such participants to the program director who shall cooperate with the proper law enforcement agency (UAPD or local law enforcement if the program is held in an off-campus location), and immediately notify the parent or guardian.
2. Accept any suspected illegal substances surrendered by the participant and seal them in an envelope or bag in the presence of another program staff member with both persons verifying that the substance is contained in the sealed envelope or bag.
3. Place the envelope or bag in which the substance is contained in the possession of a law enforcement authority in the presence of a witness.
4. Accompany the participant until they are released in the custody of law enforcement or their parent/guardian.

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### **Hospitalization of a Minor**

If a minor is hospitalized, the minor will be taken to an area hospital. At least two Program staff members will stay with the minor at the hospital until the minor's parent or guardian arrives to the hospital. The parent or guardian is required to come immediately and to arrive at the hospital no later than 48 hours after initial communication from the Program Staff.

### **Self-Harm**

If a minor threatens self-harm, Program Staff will monitor the minor for 24-hours and the minor's parents or guardians will be called and required to come immediately to pick up the minor and to arrive within 48 hours after the initial communication from the Program staff. If a minor exhibits evidence of attempting to self-harm, they will be sent to an area hospital and parents/guardians will be called. The parent or guardian is required to come immediately and to arrive at the hospital no later than 48 hours after initial communication from the Program Staff.



### **Additional Instructions**

Additional instructions for possible emergency precautions that may be specific to the program may be included on this page or attached.