



THE UNIVERSITY OF
ALABAMA AT BIRMINGHAM

Youth Protection Safety Guidelines

Introduction

This emergency plan is meant to provide basic emergency information for programs involving youth participants hosted by The University of Alabama at Birmingham. 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, the Emergency plan will be added to the training packet via the UAB Youth Protection website. However, it is the Program Director's responsibility to ensure that all program staff are properly informed on appropriate emergency procedures.

Additional information regarding UAB procedures or emergencies that affect the main campus and surrounding area can be found at <https://www.uab.edu/emergency/>.

Emergency Instructions

Report an Emergency

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

On Campus

The University of Alabama at Birmingham 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 at Birmingham Police Department (UABPD) at **205-934-3535**. UABPD will immediately respond and request assistance from other agencies (fire, medical, etc.) as appropriate. For **ALL** campus emergencies, UABPD is the primary point of contact.

Off Campus

Off-campus emergencies should be reported by dialing **911**. UABPD should also be notified so they can assist where needed and ensure that UAB'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.

Emergency Notification

In the event of an emergency on campus, the University will activate its emergency notification system. The University may also use its indoor/outdoor PA system, digital signage and other methods of communication, depending on the situation.

[Emergency Management Website](#)

**For emergencies:
Call UABPD: (205)934-3535
Off Campus: Dial 911**

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.

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.

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.
- Do not use elevators.
- Wait for further instruction from 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.”

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 at Birmingham'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 UABPD.

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 UABPD (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 (UABPD 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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