

# Building Emergency Plan

## Building Name **The Stallings Center**

The intent of the Building Emergency Plan is to provide guidelines for building occupants during an emergency. While the types of emergencies differ and situations vary, each person should act to ensure his/her safety.

### **Overview**

During an emergency, the University's incident commander will direct the emergency response and report to the Emergency Management Policy Group (EMPG).

The EMPG is tasked with managing the impact of a University emergency, making recommendations to the president.

Strategic Communications disseminates emergency messages to the university community in a variety of ways. Campus-wide messages may include some or all of the following:

- UA Alerts (email, text, and/or phone)
- UA Safety App
- PA Systems
- Digital Signage
- Desktop Alerts
- VoIP Phones
- Social Media
- Websites
- 92.5 FM

For planning purposes, the University has several websites that provide emergency information. Please review these websites periodically for new information, modifications, or updates. They can be found at the following web addresses:

Emergency Management (OEM)	<a href="https://ready.ua.edu/">https://ready.ua.edu/</a>
Environmental Health and Safety (EHS)	<a href="http://ehs.ua.edu/">http://ehs.ua.edu/</a>
UAPD Safer Living Guide	<a href="https://police.ua.edu/safer-living-guide-2-2/">https://police.ua.edu/safer-living-guide-2-2/</a>

**Remember:** Individuals should act in a safe manner: first in regard to one's personal safety and secondly, considering the safety of others.

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## **Hazard, Threat, or Incident Specific Procedures**

### **1. Fire**

#### **Warning:**

When a fire alarm activates, it will continue to sound in the building until the Tuscaloosa Fire and Rescue Service (TFRS), EHS, or the University Police Department (UAPD) turn the alarm off. Even though the alarm is turned off, it is not safe to re-enter the building until TFRS personnel give the “all clear.” Once the “all clear” is given, a representative from EHS, UAPD, or TFRS will notify the occupants that they may re-enter the building.

**Actions:** When the alarm sounds:

- Evacuate the building immediately through the closest exit.
- In the event of a fire, if the fire alarm is not sounding, go to the nearest exit and activate the pull station and exit the building.
- Call UAPD at 205-348-5454 or 911 if fire or smoke is observed.
- Once outside the building, occupants should relay pertinent information to TFRS, EHS, or UAPD personnel when they arrive.
- Everyone should remain outside of the building at a safe distance.

**Special Assistance:** If an occupant is unable to evacuate or needs assistance reaching the lower level of the building, he/she should contact UAPD at 205-348-5454 or 911 and provide his/her location within the building. If someone is aware of an occupant needing assistance to evacuate the building, he/she should provide this information to TFRS, EHS, or UAPD immediately upon their arrival or by calling 911.

#### **Remember:**

- Do not attempt to salvage university or personal property. Unless the fire is very small, do not attempt to extinguish it.
- Walk; don't run to the nearest exit. Do not use the elevators. Check the doorknob before opening a door to determine whether or not it is hot.
- IF IT IS HOT, DO NOT OPEN THE DOOR. To escape, take another safe route if available.
- Do not turn off lights. Close the door as you exit, but leave it unlocked. Close stairwell doors as you exit.

#### **RISE Reminders:**

- Take the sign in/out information, emergency contact information and medically necessary items for the children in your class (and coats/blankets if time permits).
- Take the children through the designated exit for your classroom and walk to the far side of the RISE parking lot by the garbage dumpster.

- Have the children sit down.
- Count the children and await further instructions.
- Primary Route - Classrooms enter main hallway and walk to their designated exit.
- Secondary Route - All classrooms will exit from the nearest exit as a group through the playgrounds or gardens and walk around to the far side of the RISE parking lot near the dumpster.

### **Important Notes:**

1. Remain calm and try to reassure the children.
2. To avoid smoke, stay low to the ground and cover your nose with a damp cloth, if possible, to help you breathe.
3. If you are on fire: **Stop** where you are. **Drop** to the floor. And **Roll** until the flames have been smothered.
4. If someone else is on fire: Try to smother the flames by wrapping the individual on fire in a blanket or some other item that could be used to smother the flames. If unable to assist the individual, instruct them to Stop, Drop and Roll.
5. If you are in the building, all staff members are expected to participate and assist in the procedures to ensure the safety of all the children.
6. Staff-to-child ratios are to be maintained.
7. Never return to the building until cleared by a member of the leadership team and/or Fire Department.
8. Fire drills will be held regularly in accordance with instructions from the local fire authorities. The timing of the drills will be varied to include early morning, mealtimes, and naptime.
9. Drills each year will be observed by a representative of the Environmental Health and Safety Department and the local Fire Department.

### **Communication with RISE Families:**

- RISE Families will be notified of a significant fire related event via the Brightwheel Communication System Alert.
- Strategic Communications will disseminate emergency messages to the university community, including RISE families via multiple sources (see list Page 1).
- If needed, a Reunification Plan will be developed by the Incident Command. The reunification plan will be communicated with families by Strategic Communications via multiple sources (see list Page 1).
- RISE Leadership team will ensure RISE staff members are aware of the reunification plan established by the incident command.

**Resuming Activities:** People may re-enter the building and resume activities only after the TFRS, EHS, or UAPD personnel give the “all clear.” A member of leadership will alert RISE staff when the “all clear” has been given.

## 2. Severe Weather

The University of Alabama seeks to promote the safety of our students, faculty, and staff during severe weather events. In general, classes will remain in session until the National Weather Service issues safety warnings for the campus. While the University campus might not be experiencing severe weather, individuals should consider weather conditions when driving to or from campus and follow the National Weather Service's guidance regarding severe weather in their respective location. It is also recommended that individuals have at least two ways to receive severe weather messages. Additional information concerning UA severe weather guidelines can be found at <https://ready.ua.edu/severe-weather-guidelines/>.

The following severe weather types may have a significant campus impact:

### A. Tornado

**Warning:** A tornado warning, issued by the National Weather Service, means a tornado is indicated by radar or sighted by trained spotters. Individuals should take immediate safety actions. Strategic Communications will notify the University community. The Tuscaloosa County Emergency Management Agency (TCEMA) will activate tornado sirens on and near campus and provide EAS alerts on local TV and radio stations.

**Actions:** When a tornado warning is issued that includes the University:

- Seek shelter immediately.
- Classes, activities, and normal business operations will be immediately suspended at the time the warning is issued and will remain suspended until the warning is cleared.
- RISE Center staff will be directed either to walk to the East Campus Storm Shelter or the best available refuge areas (BARA). See East Campus Storm Shelter Location Map Attachment.
- All building occupants should move to a tornado shelter or the best available refuge areas (BARA), which are usually located at the lowest-level interior rooms away from windows and exterior doors. Specific BARA information may be obtained inside the UA Safety app or at the following website: <https://ready.ua.edu/wp-content/uploads/2019/02/BARA-Locations-02272019-2.pdf>.
- Occupants should not leave the building until the tornado warning has expired/cancelled.

**RISE Reminders:**

- Take the sign in/out information, emergency contact information, and medically necessary items for the children in your class (and coats/blankets if time permits).
- Take the children through the designated exit for your classroom to the main hallway and walk to the Tornado Shelter or BARA location.
- On arrival, have the children sit down and cover their heads if possible.
- Count the children and await further instructions.
- Primary Route to designated Tornado Shelter - Classrooms enter main hallway and walk to the bus entrance exit and follow sidewalk path up the hill, through the CDRC to the tornado shelter entrance.
- Families will be notified immediately via Brightwheel Alert Message when a tornado warning is issued and safety actions have been initiated. This will include specific location.
- Nurses will be responsible for emergency back packs and medications.

**Important Notes:**

1. Remain calm and try to reassure the children.
2. If you are in the building, all staff members are expected to participate and assist in the procedures to ensure the safety of all the children.
3. Staff-to-child ratios are to be maintained.
4. Drills each year will be observed by a representative of the Environmental Health and Safety Department and UA Police Department.

**Communication with RISE Families:**

- RISE Families will be notified of a Tornado Warning via the Brightwheel Communication System Alert.
- Strategic Communications will disseminate emergency messages to the university community, including RISE families via multiple sources (see list Page 1).
- If needed a Reunification Plan will be developed by the Incident Command. The reunification plan will be communicated with families by Strategic Communications via multiple sources (see list Page 1).
- RISE Leadership team will ensure RISE staff members are aware of the reunification plan established by the Incident Command.

**Resuming Activities:** Activities will not resume until the National Weather Service cancels or the warning expires. UA Alerts will communicate this information.

## **B. Winter Storm**

**Notification:** Strategic Communications will notify the University community and the media regarding cancelling classes and the suspension of normal business operations.

### **Actions:**

- Follow guidance as provided by Strategic Communications.
- If your building is inaccessible due to winter weather, contact your immediate supervisor for further instructions.

### **RISE Reminders:**

- RISE Center is closed when The University suspends normal business operations.
- RISE Center does not serve children when the Tuscaloosa City School System is closed due to weather related incidents.

### **Communication with Families:**

- Families will be notified of early dismissals and closings that are weather related via a Brighwheel Communication Alert.
- Families should follow information regarding the Tuscaloosa City School System Closings via website, media, and social media.
- Strategic Communications will notify the University community and the media regarding cancelling classes and the suspension of normal business operations.

**Resuming Activities:** UA will notify students/employees when normal operations resume.

## **3. Active Shooter**

These types of incidents are unpredictable and rare. Preparedness and response measures may vary with each situation. Individuals must evaluate the specific situation and make the best decision(s) regarding their own safety.

**Actions:** The U.S. Department of Homeland Security provides the following **suggestions on how to respond** to an active shooter situation.

**Run--**If there is an accessible escape path, attempt to evacuate the premises.

Be sure to:

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.
- Call UAPD at 205-348-5454 or 911 when you are safe. When you call UAPD, remain calm and provide your location. Provide a complete description of the suspect(s) including any observed weapons and suspect's last known location. Provide the location of any injured victims. Stay on the phone with the UAPD communications operator until the operator advises that you are no longer needed.

**Hide**--If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view.
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door).
- Not trap you or restrict your options for movement.

To prevent an active shooter from entering your hiding place:

- Lock the door.
- Blockade the door with heavy furniture.

If the active shooter is nearby:

- Lock the door.
- Silence your cell phone and/or pager.
- Turn off any source of noise (i.e., radios, televisions).
- Hide behind large items (i.e., cabinets, desks).
- Remain quiet.

If running or hiding are not possible:

- Remain calm.
- Call 205-348-5454 or 911 to alert UAPD to the active shooter's location.
- If you cannot speak, leave the line open and allow the dispatcher to listen.

**Fight**--As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:



- Acting aggressively as possible against him/her.
- Throwing items and improvising weapons.
- Yelling.
- Committing to your actions.

Follow all directions from law enforcement officers. The **primary focus** of UAPD will be to locate and confront the threat. Once the threat has been contained, other resources will assist you.

**RISE Reminders:**

- The staff member who sees the potential for or an actual occurrence of an active shooter will
  - Call UAPD
  - Press the Panic Button Underneath the Receptionist Desk.
  - Press the call button, announce their location and “Code **Orange.**”
- Announcement via Paging System will be made of Code Orange by staff.
- Following alert, staff will go to a safe space, close and lock door, move items in front of door.
- Staff should take their cell phones, but put them on silent.
- Leadership Team will contact staff to ensure they heard announcement and are following procedures, in person if safe. Brightwheel communication can also be used.
- If possible, take the sign in/out information, emergency contact information, and medically necessary items for the children to safe space.
- On arrival to safe place, have the children sit down quietly and cover their heads if possible.
- Count the children and await further instructions.
- If the situation is over and all clear, “**Where Special Kids Shine**” will be announced over paging system or announced in person in each area.

**Important Notes:**

- Remain calm and try to reassure the children.
- If you are in the building, all staff members are expected to participate and assist in the procedures to ensure the safety of all the children.
- Staff-to-child ratios are to be maintained.
- Drills three times per year each year will be observed by a representative of the UA Police Department and Threat Assessment.

**Communication with RISE Families:**

- RISE Families will be notified of an event via the Brightwheel Communication System Alert.
- Strategic Communications will disseminate emergency messages to the university community, including RISE families, via multiple sources (see list Page 1).

- If needed, a Reunification Plan will be developed by the Incident Command. The Reunification Plan will be communicated with families by Strategic Communications via multiple sources (see list Page 1).
- RISE Leadership team will ensure RISE staff members are aware of the Reunification Plan established by the Incident Command.

#### **4. Civil Disturbance or Criminal Behavior**

**Actions:**

- Anyone who becomes aware of a civil disturbance or criminal behavior should immediately contact UAPD at 205-348-5454 or 911.
- Follow guidance by UAPD.

#### **5. Bomb Threat**

**Actions:**

- Call UAPD at 205-348-5454 or 911.

**RISE Reminders:**

- **If recommended to stay in the building:**
  1. Take the sign in/out sheet and emergency contact list.
  2. All classes will exit through their classrooms and follow the hallway to the RISE Commons.
  3. Have the children sit down.
  4. Count the children and await further instructions.
- **If it is deemed necessary to evacuate:**  
Fire Drill Procedures will be followed.

**Communication with RISE Families:**

- RISE Families will be notified of a Bomb Threat via the Brightwheel Communication System Alert.
- Strategic Communications will disseminate emergency messages to the university community, including RISE families, via multiple sources (see list Page 1).
- If needed, a Reunification Plan will be developed by the Incident Command. The Reunification Plan will be communicated with families by Strategic Communications via multiple sources (see list Page 1).

- RISE Leadership team will ensure RISE staff members are aware of the Reunification Plan established by the Incident Command.

## 6. Domestic Violence/Abuse

### **Actions:**

- Notify UAPD at 205-348-5454 or 911.
- Additional information and guidance can be found in the UA Safer Living Guide.

## 7. Hazardous Materials Release

Lab personnel are trained to handle small releases of solids, liquids, or gases in their areas. UA Chemical Hygiene and Laboratory Chemical Hygiene Plans dictate safety procedures required for a lab area during a release or an evacuation.

Contact EHS and/or UAPD for any chemical release. After the initial notification, consider internal notification procedures.

### **Actions:**

- When there is a release, contact EHS at 205-348-5905.
- After normal business hours, contact UAPD at 205-348-5454 or 911.
- Evacuate the area and restrict access until EHS or UAPD arrive.
- Contact the lab supervisor/PI and the department chair.
- Meet EHS or UAPD personnel at the release location or at the nearest outside entrance.
- **If a release is potentially toxic or harmful and an area or building must be evacuated, activate the fire alarm system.**
- **Notify UAPD if the building is being evacuated and provide additional information for emergency responders.**
- Follow departmental and/or college plans.

**Resuming Activities:** EHS will advise when area is restored and safe to occupy. EHS will relay information to the Department Chair and others as appropriate.

## 8. Explosions

Explosions may occur from a variety of causes such as a construction accident, lab accident, gas leak, or intentional acts.

### **Actions:**

- Notify UAPD at 205-348-5454 or 911.
- Follow guidance communicated by Strategic Communications or officials.

**Resuming Activities:** UA officials will announce when it is safe to return to the area/building.

## 9. Structural Collapse

Generally speaking, a collapse follows a precipitating incident such as an explosion.

### **Actions:**

- Notify UAPD at 205-348-5454 or 911.
- Employees, students, and visitors to campus should follow guidance communicated by Strategic Communications or officials.

**Resuming Activities:** UA officials will announce when it is safe to return to the area/building.

## 10. Gas Leak

### **Actions:**

- Employees who become aware of a gas odor should contact UAPD at 205-348-5454 or 911.
- Employees, students, and visitors to campus should follow guidance communicated by Strategic Communications or officials.

**Resuming Activities:** If evacuated, UA officials will announce when it is safe to return to the area/building.

## **11. Power Outage**

### **Actions:**

- Notify the Customer Service Center at 205-348-6001.
- Contact UAPD for after-hours notification at 205-348-5454.
- In most cases, occupants will be unable to use the elevators and must use the stairwells to evacuate the building.
- If someone is trapped in an elevator, contact UAPD at 205-348-5454 or 911.

### **RISE Reminders:**

- Teachers will comfort children, explain the situation, and remain calm.
- Leadership Team will investigate the power outage and report outage to UAPD.
- Unless the outage is accompanied by an emergency situation requiring evacuation, the staff and children will remain inside. If evacuation is required, staff will follow Fire Drill Procedures.
- In conjunction with UAPD, the Leadership Team will develop a plan for handling the outage and report it to RISE Center staff.

### **Communication with families:**

- RISE Families will be notified of a Power Outage via the Brightwheel Communication System Alert.
- Strategic Communications will disseminate emergency messages to the university community, including RISE families, via multiple sources (see list Page 1).
- If needed a Reunification Plan will be developed by the Incident Command. The Reunification Plan will be communicated with families by Strategic Communications via multiple sources (see list Page 1).
- RISE Leadership team will ensure RISE staff members are aware of the Reunification Plan established by the Incident Command.

**Resuming Activities:** Follow guidance provided by officials.

## **12. Building Flooding**

### **Actions:**

- Report building flooding to the Customer Service Center at 205-348-6001 or UAPD after hours at 205-348-5454.
- Employees, students, and visitors to campus should follow guidance communicated by Strategic Communications or officials.

**Resuming Activities:** Follow guidance provided by officials.

### 13. Emergency Illness or Injury

#### **Actions:**

- Persons who become aware of persons suffering from an emergency illness (stroke, fainting, heart attack, seizure, etc.) should immediately contact UAPD 205-348-5454 or 911.
- Persons who become aware of an accident should immediately contact UAPD at 205-348-5454 or 911.
  - Be prepared to provide as much detail as possible to the dispatcher:
    - Location of the ill/injured person (building, room number, etc.).
    - Type of injury or problem.
    - The individual's current condition.
    - The sequence of events leading to the emergency (if known).
    - Medical history of the victim (if known).
    - The phone number from which you are calling.

#### **RISE Reminders:**

- In the event of a medical emergency, remain calm, call the front desk at 348-7931 or use the classroom call button and ask them to page the SER Team (School Emergency Response Team). Be sure to state your location.
- Front desk staff will use the intercom and clearly state the following... "Attention, Attention SER Team report to *specific location*." Repeat this 2 times.
- RISE Students with documented medical issues that have the potential for a medical emergency will have a red folder located in each Lead Teacher's office on the back wall. The red folder contains a copy of all emergency action plans, physician orders, and a copy of the Emergency Information Form with student's demographics and medical history.
- All medications are in a lock box in the classroom kitchen. These are only accessible by the nurses who have a key on their person at all times.
- When calling UAPD 348-5454 in a medical emergency, always call from a landline.
- A member of the SER Team will notify or designate a staff member to notify the parent/guardian of the incident and location as soon as possible.
- Notify the front desk that advanced medical assistance is on the way.
- When possible, staff will move all other students to a different location while maintaining adequate teacher/student ratio.
- If the student is transported by ambulance before the parent/guardian arrives, a RISE staff member will go with them and stay with student until parent/guardian arrives.
- Gastrostomy tube emergency:

- If the gastrostomy button or tube becomes dislodged after this date\*, (12 weeks after initial insertion), the school nurse, who has received specialized training approved by the Alabama Board of Nursing, will reinsert the gastrostomy tube/button or appropriate sized Foley catheter, tape it into place and contact the parent. The nurse will **NOT** inflate the tube/button or Foley balloon and will **NOT** provide an enteral feeding following reinsertion.
  - If the gastrostomy button or tube becomes dislodged before this date\*, (within 12 weeks of initial insertion), the school nurse will **immediately** call the parent and prescriber. The nurse will **NOT** attempt to reinsert the button. If bleeding from the stoma change in status occurs, 911 will be called immediately.
- **Please see attached Seizure Management Policy for guidance on managing children with history of seizure disorder.**

**Communication with families:**

- RISE Families will be notified immediately of an illness or injury by RISE staff.
- An Unusual Occurrence Form will be completed within 24 hours for an injury and reviewed by the Lead Nurse. This form requires parent signatures.

### **Special Consideration: Persons with Special Needs**

Individuals with special needs may need assistance evacuating a building during an emergency. Areas of Refuge/Rescue Assistance are locations within some buildings that individuals with special needs may utilize for assistance. Building occupants should quickly provide emergency responders with information concerning these individuals (location, mobility issues, number, etc.).

Remember that elevators should not be used in certain emergencies. **If your building has an Area(s) of Refuge/Rescue Assistance, list the location in the building emergency plan.** (Code requirements establish the criteria for the designation. Buildings containing an Area(s) of Refuge/Rescue Assistance have signage marking the locations. See definition on page 13).



## **Definitions**

**Area of Refuge/Rescue Assistance**—an area, with direct access to an exit, where people who are unable to use stairs may remain temporarily in safety to await further instructions or assistance during emergency evacuation. These areas are marked with signage.

**Best Available Refuge Area (BARA)**—Term used to identify areas within buildings to likely offer the greatest safety for building occupants during a tornado. This term should not be confused with tornado safe room that is specifically built to FEMA 361 or ICC 500 standards.

**Building Emergency Plan (BEP)**—A building specific emergency operations plan that identifies unique building hazards and response procedures. It is a tertiary level plan that permits building specific preparation and response procedures.

**EHS**—UA Office of Environmental Health and Safety

**Emergency Management Policy Group (EMPG)**—Senior University administrators tasked with making policy decisions regarding campus emergencies.

**Incident Command**—A management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. UAPD serves as Incident Command for campus emergencies.

**TFRS** - Tuscaloosa Fire and Rescue Service

**UAPD** - University of Alabama Police Department

**SERT** - School Emergency Response Team

**Code Orange** - Intruder

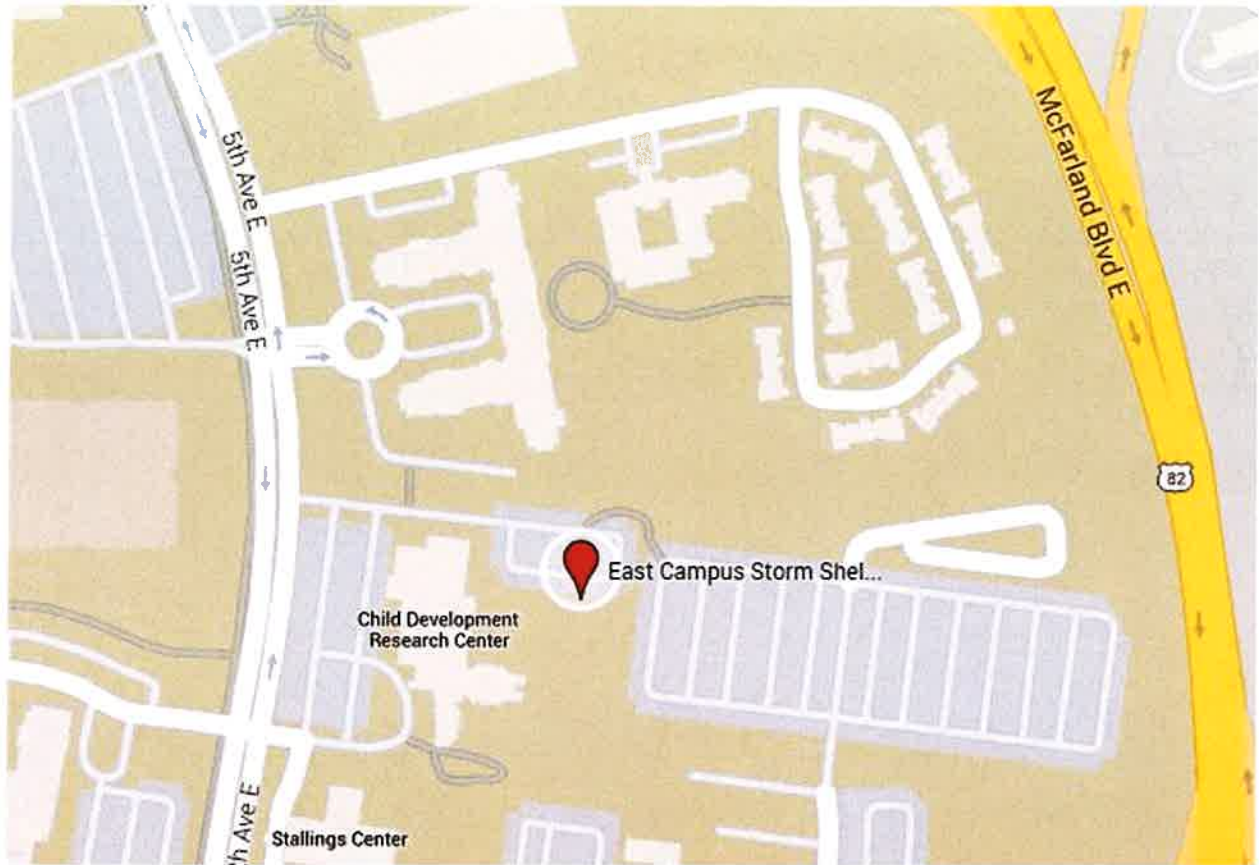
### **RISE Center Drill Schedule:**

- **Fire Drill** - Fall, Winter, Spring, Summer (4 times per year)
- **School Emergency Response Team** - Fall, Spring, Summer (3 times per year)
- **Intruder** - Fall, Spring, Summer (3 times per year)
- **Tornado** - Fall, Spring (2 times per year)



## East Campus Storm Shelter Location

The East Campus Storm Shelter is located behind the Child Development Research Center on The University of Alabama Campus







## Leadership Emergency Contact List

Andi Gillen, Director 205-914-6655

Bailey Chambers, Assistant Director 205-454-0155

Kim Burke, Lead Nurse 205-393-4932

Joylyn Boggs, Service Coordinator 205-493-2100





## Procedure for Child Drop off and Pick Up

RISE Center uses the BrightWheel Platform to document attendance in each individual classroom. Parents/Legal Guardians and other authorized individuals check in students using signature and check them out at the conclusion of each day. Each classroom has a device with the BrightWheel app that is used as a self-service kiosk for families. Each child at RISE Center must be checked in and out via the BrightWheel system every day that they attend the program.

Prior to the start of the school year in August, families submit an Authorization to Pick Up Form listing additional individuals that are permitted to pick up their children. These individuals are also entered in BrightWheel.

As a back up to this technology, Lead Teachers keep a folder with hard copy documentation at the self-serve kiosk. This **Emergency Contact Folder** of documentation includes a copy of the following forms for each child enrolled in the class.

1. Identification Form
2. Authorization to Pick Up Form
3. Medical Alert Information Form
4. Current Emergency Contact Numbers List for Families
5. Current Class Roll Sign In/Sign Out Form

An electronic copy of each child's class is available on UA Box. The folder is titled **Emergency Preparedness, RISE Center**. Within the **Emergency Preparedness** Folder on UA Box, each classroom has an Emergency Contact Folder. (Ex. Emergency Contact, one-year-old class). The contents of this folder matches the Hard Copy kept in the classrooms at RISE.

In the event that a Reunification Plan is established by Incident Command children will be released to individuals via one of the following steps to confirm identification:

1. Parents/ Guardians will use the Brightwheel App digital signature
2. Parents/Guardians and Authorized Pick Up Individuals will provide Driver's License as proof of identity and matched to Authorization Pick Up Form
3. Parents/Guardians and Authorized Pick Up Individuals will be asked to provide birthdate and or other characteristics of child as listed on Identification Form as proof of identity







## Seizure Management Plan

RISE Center is committed to the safety and health of all students. The purpose of this policy is to:

- Provide a safe and healthy learning environment for students with known seizure disorders;
- Ensure rapid and effective response in the case of a child experiencing seizure activity during school hours; and
- Protect the rights of students with seizures to participate in all school activities.

### Seizure Action Plan

Each child with a known seizure disorder will have an Individualized Healthcare Plan (IHP) developed by the lead nurse. Included in the IHP will be a Seizure Action Plan (SAP) which will be completed by the child's primary healthcare provider or neurologist. If an order for Diastat is included as part of the plan, a separate *School Medication Prescriber/Parent Authorization Form* must be completed and signed by the physician. The SAP will specify measures to be taken if the child experiences a seizure during the school day. If the child rides the bus to and/or from school, an emergency plan for seizure activity on the bus will also be developed and signed by the primary care provider or neurologist. This plan will be provided to and reviewed with the bus driver.

### General Seizure Management

#### **General Guidelines for managing children with a known history of seizures:**

- Remain calm.
- Call the front desk at 87931 or use the classroom call button and ask them to page the SERT Team (School Emergency Response Team). Be sure to state your location.
- Front desk staff will use the intercom and clearly state the following...  
Attention, Attention SERT Team report to specific location. This will be repeated 2 times.
- The nurse will follow emergency management instructions outlined on the child's SAP located in the child's emergency red folder.
- The child's parent/guardian will be notified each time the child experiences a seizure.
- The child does not always require immediate emergency medical attention (911) unless:
  - The child is in respiratory distress or not breathing.
  - Consciousness does not return after the seizure ends.
  - A second seizure begins shortly after the first one ends.
  - The seizure shows no signs of stopping after the provider specified duration noted on the SAP. If no time is specified, seek emergency medical attention after 5 minutes of seizure activity by calling UAPD at 348-5454.

- The child is injured during the seizure.
- The seizure happens in water.
- The child has a health condition like diabetes, or heart disease.
- If Diastat is administered. (see the following guidelines for administering Diastat)

**General Guidelines for managing children with a history of seizures WITH Diastat orders:**

- The nurse will follow emergency management instructions outlined on the child's SAP.
- Diastat should only be administered by the school nurse (RN or LPN) or other licensed healthcare provider. This is in accordance with regulations set forth by the Alabama Board of Nursing. If such personnel are not available, the child's parent/guardian will be contacted at the onset of the seizure. Unless otherwise instructed by the child's physician, advanced medical personnel will be contacted if Diastat is administered by calling UAPD 348-5454.
- Physician authorization and instructions for the use of Diastat will be provided on the child's SAP. The SAP will be updated at least on an annual basis. A copy of this plan is to be attached to the child's individualized healthcare plan (IHP) and included in the child's emergency red folder in the classroom.
- The child's parent/guardian will supply the Diastat. Expired medication will not be administered.
- Diastat is included in the daily controlled substance count.
- The child's parent/guardian will be notified every time the child experiences a seizure, regardless if Diastat administration is warranted.

**General Guidelines for managing a person WITHOUT a known history of seizures:**

A person who experiences a seizure and has no known history of seizures might have a medical condition that needs emergency treatment. ALWAYS seek emergency medical attention for someone experiencing a first time seizure by calling UAPD 348-5454 or 911 if not on UA campus.

- **FIRST AID for *generalized tonic-clonic (grand mal) seizures*:**  
In this type of seizure, the person may cry out, fall, shake or jerk, and become unaware of what's going on around them.
  - Remain calm
  - Ease the person to the floor.
  - Keep hard, sharp objects out of the way.
  - Turn the person gently onto one side to allow saliva to drain and to prevent choking in case of vomiting. This will also help with breathing.
  - DO NOT restrain or try to stop his or her movements.
  - Loosen any restrictive clothing or other objects including chair or wheelchair harness or chest straps.
  - You may place a thin, soft towel or item under the head.
  - DO NOT force anything between the person's teeth or place any object in the mouth. This can cause injury to the teeth and or jaw. A person having a seizure cannot swallow their tongue.
  - Remove eyeglasses
  - DO NOT give any liquids or food during or immediately after a seizure.
  - Time from the beginning to the end of the active seizure.

### Observe the person for the following:

- Injury
- Length of seizure (by using second hand or digital clock)
- Color of lips, face and skin
- Breathing and note the pattern
- Check the clock at the beginning of the seizure and at the end; note the length of the seizure. Never guess at the time.

### Administration of Diastat

#### Guidelines:

- **Purpose:**
  1. Provide first aid for seizure activity.
  2. Administer medication to bring seizure activity under control and provide follow-up monitoring
  
- **Procedure:**
  1. Wash hands if child's status permits.
  2. Assemble equipment.
  3. Reassure child during the procedure.
  4. Position the child on their side on the floor and loosen clothing.
  5. Prepare syringe for administration by pushing up with the thumb and pulling to remove cover.
  6. Put gloves on.
  7. Position the child on his/her side facing you. Bend the upper leg forward and separate the buttocks to expose the rectum.
  8. Administer the medication:
    - Gently insert the syringe into the rectum.
    - Slowly count to 3 while pushing the plunger in until it stops.
    - Slowly count to 3 before removing the syringe.
    - Slowly count to 3 while holding the buttocks together to prevent leakage.
  9. Note the time the Diastat is given.
  10. It may take several minutes for the Diastat to take effect. If Diastat is administered **Call UAPD at 348-5454 for advanced medical personnel.**
  11. Remain with the child during and after the seizure until the parent, or paramedics arrive and take over care.
  12. Keep the student in a side-lying position and continuously observe.
  13. Document on the child's seizure documentation log.
  14. If the seizure activity stops following the administration of Diastat, the child may not remain at school even if the parent/guardian refuses transport to hospital. The manufacturer states that the child must be observed 4 hours after medication administration.

[www.cdc.gov/epilepsy/about/first-aid](http://www.cdc.gov/epilepsy/about/first-aid) CDC Centers for Disease Control and Prevention

[www.epilepsy.com/learn/seizure-first-aid-and-safety/first-aid-seizures-stay-safe](http://www.epilepsy.com/learn/seizure-first-aid-and-safety/first-aid-seizures-stay-safe) Epilepsy Foundation

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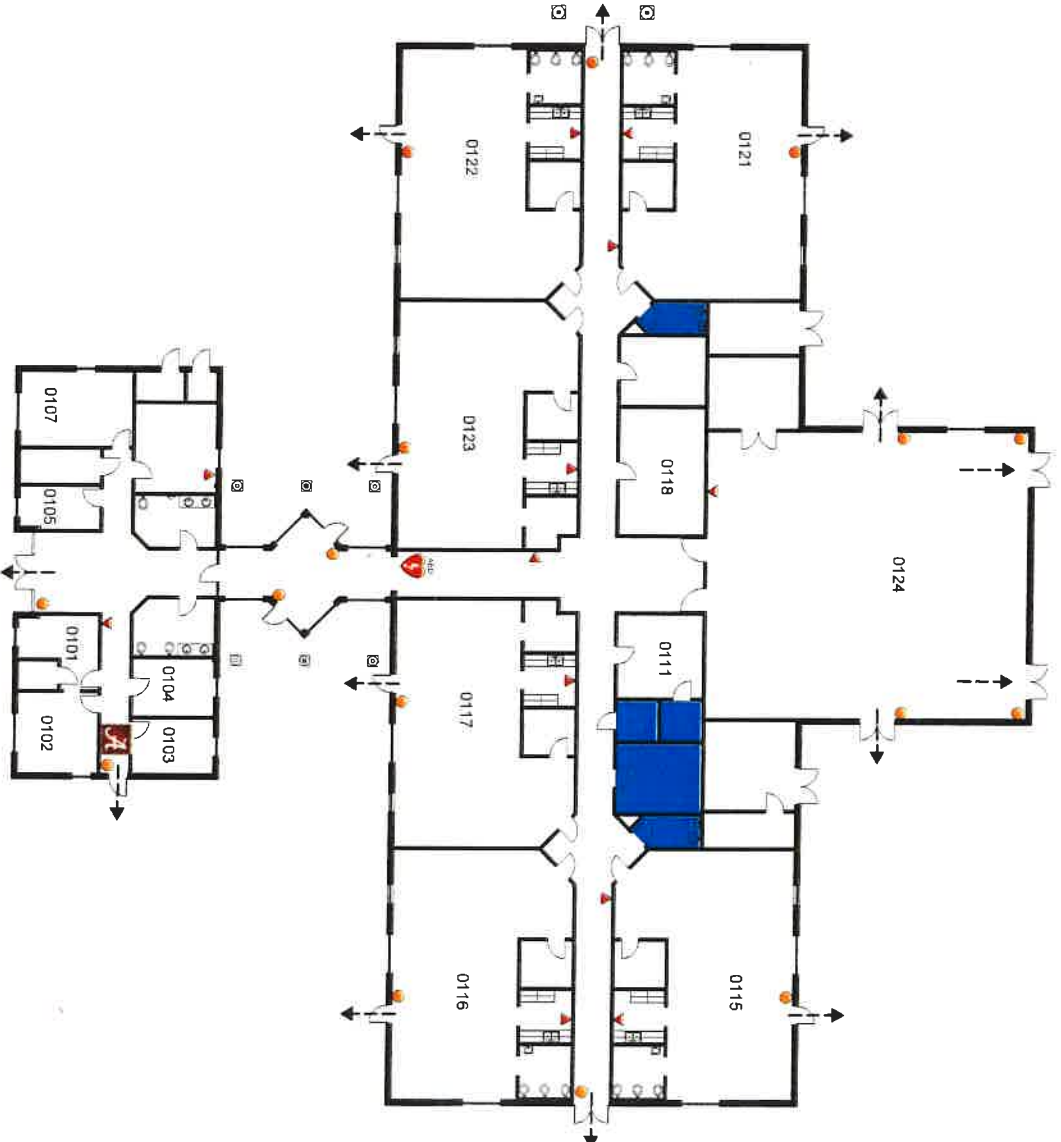
**NOTE: IN CASE OF FIRE  
DO NOT USE ELEVATORS;  
USE EXIT STAIR**

# BUILDING EMERGENCY PLAN

## Stallings Center

600 4th Street East

**IN CASE OF EMERGENCY  
CALL**  
UNIV. POLICE - 205-348-5454  
EMERGENCY - 911



- LEGEND**
- (AED) AUTOMATED EXTERNAL DEFIBRILLATOR
  - FIRE EXTINGUISHER
  - FIRE ALARM PULL BOX
  - FIRE EVACUATION ROUTE
  - EXIT STAIRWELL
  - BEST AVAILABLE REFUGE AREA
  - AREA OF RESCUE

**NOTE: FOR WEATHER ALERT PROCEED  
TO THE EAST CAMPUS SAFE SHELTER, E  
AREA  
(LOCATED ON THIS FLOOR)**

You are Here  
**1st Floor**

**INSPECTION SCHEDULE**  
FIRE EXTINGUISHER - MONTHLY  
FIRE ALARM SYSTEM - ANNUALLY  
EMERGENCY LIGHT - MONTHLY  
EXIT LIGHT - MONTHLY

Drawings provided by Building Information Services  
Contact: 348-5401 for information.

