



LOUISIANA COLLEGE

PREPARING GRADUATES ♦ TRANSFORMING LIVES

SAFETY AND SECURITY DEPARTMENT
Emergency Response Plan

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Emergency Response Plan: Purpose, Mission, Goals and Authority

Purpose

The purpose of the Emergency Response Plan (ERP) is to establish policies and procedures, as well as, an organizational hierarchy for response to emergencies occurring on campus. This campus-level ERP guides the response of Louisiana College personnel and resources during an emergency. It is the official ERP for Louisiana College and supersedes previous plans and precludes employee actions not in accord with the intent of this plan, or the emergency organization created by it.

Mission

The mission of Louisiana College is to prepare graduates and transform lives in a culture that is relational, rigorous and relevant. The College is a learning and living environment comprised of faculty, staff and students, brought together for study and work in a setting designed to fulfill our mission. Part of accomplishing that mission requires a healthy and safe campus. However, crisis situations can and do occur. The mission of this plan defines and describes actions to be taken by the campus community to effectively mitigate, prepare for, respond to and recover from various crises, emergency or disasters that may affect lives, property and the institution.

Goals

- To protect the health and safety of the campus population
- To protect campus assets
- To preserve the College's ability to operate
- To establish clear lines of authority and coordination applicable to a crisis response
- To centralize and define the procedures to be implemented in response to a crisis event
- To ensure a timely recovery from a crisis event

Authority

This plan is enacted under the authority of the President of Louisiana College. The day-to-day management and implementation of this plan is delegated to the Director of Safety and Security. When deemed appropriate the President of the College, based on the unfolding events of a crisis or potential crisis, will activate the Emergency Operations Center.

Emergency Operations Center

The *Emergency Operations Center* (EOC) is a term used not to define a specific location but a system of command and control. This system is the primary policy setting group during a major campus emergency and during emergencies outside the campus which have the possibility of affecting campus operations. The President of the College will appoint a committee as dictated by the nature of the campus emergency. The EOC will include the following personnel or their alternates:

1. *Vice President for Business Affairs*
2. *Vice President for Student Development*
3. *Vice President for Academic Affairs*
4. *Director of Information Systems*
5. *Dean of Students*
6. *Director of Facility Services*
7. *Director of Public Relations*
8. *Director of Safety and Security*
9. *Athletic Director*

Once the EOC is activated by the President of the College or by his designee, the Chairperson will notify and assemble the assigned personnel. Based on the nature of the crisis, the Chairperson can establish the EOC in a fixed location or means of communication, such as emails or conference calls, which are best suited for response to the emergency.

Examples of incidents that may warrant implementation of the Emergency Operations Center are:

Serious environmental threats to health and safety:

- Bioterrorism
- Bomb threat
- Hazardous materials
- Communicable disease
- Fire
- Severe weather

Incidents of actual or potential harm to individuals:

- Serious accident or injury

- Missing person
- Suicide
- Violent crime
- Active Shooter

Threat or actual disruption of critical college operations:

- Civil disturbance
- Power failure
- Telecommunications service failure
- Widespread data system disruption
- Water supply loss
- Weather-related threat

This list is not exhaustive. Any potential threat to individual safety or to College assets can quickly become a serious emergency if not reported, evaluated, and managed without delay. Each member of the campus community has a responsibility for maintaining awareness of their surroundings and to stay alert to the development of potential threats. Sound judgment must be used at all times to avoid the unnecessary disruption of College activities.

PLAN PRIORITIES

The following general objectives have been developed in order to help meet the goals of this plan. The objectives listed below may not apply to every possible situation, but are included here to provide a framework of global priorities to be considered at any incident.

Priority I: Ensure Health and Life Safety

Objectives:

- Attempt to identify the nature and severity of threat and all affected areas
- Establish emergency communications
- Assess personal injuries and track status of injured or missing individuals
- Evacuate and isolate affected locations pending additional assessment
- Identify and rescue persons trapped in damaged facilities
- Determine need for assistance from public safety agencies – request as needed
- Communicate critical information and instructions to students, faculty and staff, families, and public
- Establish medical support
- Provide emergency food and shelter as needed

Commented [BB1]: I suggest that, if we do not have one already, we develop a radio system with PPD. That way, in the case of an emergency we have a non-cell phone channel from which to communicate.

Priority II: Life Support & Assessment: Protect Buildings, Facilities, Systems of Record

Objectives:

- Assess facilities
- Reinforce, barricade, or secure damaged facilities that pose safety hazards
- Shutdown critical utility, data, and telecommunications systems
- Rescue critical records, backups and other data, where possible
- Determine need for outside assistance and/or expertise – request as needed
- Document damages

Priority III: Restore Normal Operations

Objectives:

- Initiate reactivation and restart of shutdown systems
- Establish temporary facilities for displaced activities
- Normalize delivery of supplies and equipment to campus
- Provide counseling and personal assistance to those affected by event
- Provide space, equipment, or materials to external agencies, as necessary

PLAN RESPONSES

There are three sections of Plan Responses: *Systems and Procedures for Dealing with Emergencies, Non-Weather Emergencies, and Weather Emergencies.* These are detailed below.

SYSTEMS AND PROCEDURES FOR DEALING WITH EMERGENCIES

Emergency Notification System

Louisiana College has implemented a campus-wide emergency notification system (**Wildcat Alert**) which can be activated to alert the campus community in the event of a serious emergency. Louisiana College requires all faculty, staff and coaches to be registered Wildcat Alert subscribers. Faculty, staff and student cell phones are to be operational at **all times** (vibrate mode) in the event of a campus wide emergency.

Commented [BB2]: Make sure that all the font and structure of the document is consistent. There a few formatting issues, but nothing major.

The Wildcat Alert Messaging System

Upon notification of an emergency that presents a potential threat to the campus population, designated users of the Wildcat Alert messaging system will activate the system and send a combination of text and email messages to the contact information entered into the College's emergency notification database. These messages will contain important information about the emergency and/or specific response instructions. Depending upon the nature of the emergency and the immediate threat presented, notifications may be sent to various individuals, specific groups, or all of the contact information in the database. Upon activation of the Wildcat Alert, all campus occupants should:

Commented [BB3]: Can you find out if there is a possibility that we could utilize something already on campus or perhaps purchase a esiren?

Commented [CR4]: Should I delete this section

- Immediately increase awareness of surroundings and be alert for any type of potential threat
- If notified by email, activate personal communication devices to prepare for receipt of emergency information messages (e.g. cell phones, etc)
- If outdoors, prepare to move to an area of shelter or safety using caution before automatically moving into any specific building until the exact nature of the emergency and/or the areas of campus involved are known
- If indoors, prepare to initiate evacuation, shelter-in-place, or emergency lockdown procedures

Commented [BB5]: We have the capability to section off groups within the Wildcat Alert system (just fact/staff or just students, etc.)

Emergency Lockdown

There are a number of emergency situations in which the immediate, mass evacuation of buildings and/or classrooms is not advisable (e.g. hostile intruder, hazardous material release, terrorist attack). In these cases, personnel will be advised to initiate an emergency lockdown.

General Emergency Lockdown Procedures

- Communication - An emergency lockdown will be announced campus-wide by communication via the campus emergency messaging system (Wildcat Alert) and through verbal, person-to-person communication
- If a situation that requires an emergency lockdown is discovered, the individual making the discovery shall immediately contact Campus Security at 318.308.6505 or 7233 from a campus phone and provide as much information as possible
- Persons in the immediate area should be notified of the emergency by passing information person-to-person
- Fire evacuation alarms are not to be sounded in non fire related emergencies
- In case of Lockdown, all official communication will flow through the Wildcat Alert system and supersedes any further alarms.
- If a fire alarm does go off during an Emergency Lockdown, do not evacuate unless you smell smoke or see fire in your area.
- Upon notification of such an emergency, the Director of Safety and Security or his/her designee will initiate the transmission of an Emergency Lockdown Message to affected campus groups

Commented [BB6]: Make all these references you official title here at LC.

Lockdown Procedures

- Those in hallways or other open areas are to immediately seek shelter in the nearest classroom, lockable space or a space that can be barricaded
- Immediately lock or barricade all doors
- Close windows, blinds and any window treatments present
- Turn off lights
- Remain concealed as much as possible by crouching down in areas not visible from doors and windows
- Do not congregate in one central area in the room
- Sit on floor and remain out of view, still, and quiet
- Once secured, do not open doors for anyone who cannot be clearly identified as a law enforcement officer or LC official
- Do not enter hallways or any open areas until a message has been received indicating that the emergency is over
- People in outdoor areas should immediately take cover, preferably in an area or space that can be locked or barricaded, if possible
- Activate communication devices and await further emergency communications

Building Evacuation

- All building evacuations will occur when an alarm sounds or upon notification by emergency personnel via the emergency response system (Wildcat Alert)
- If necessary, or if directed to do so *by a designated emergency official*, activate the building fire alarm
- Do not use elevators during an emergency evacuation (Emergency personnel may use an elevator for evacuation after review of the circumstances)
- When the building evacuation alarm is sounded or when told to leave by a designated emergency official, walk quickly to the nearest marked exit and ask others to do the same
- Once outside, move clear of the building allowing others to exit, and immediately report to the professor that was teaching your class or your RA. Ensure that your presence is accounted for to expedite emergency operations
- Do not return to an evacuated building until advised by emergency personnel
- Ensure that personal communication devices are activated and prepare to receive any Wildcat Alert messages that may be sent
- Be aware of people with disabilities in your area who might require assistance in an emergency evacuation. Be prepared to render assistance if necessary
- Note: It is suggested that people with disabilities prepare for emergencies by learning the locations of exit corridors and enclosed stairwells and by informing co-workers, professors and classmates of best methods of assistance during an emergency
- If you have a disability that may delay or prevent immediate evacuation, stay calm and take steps to protect yourself. If possible, call 318.308.6505 or 7233 from a campus phone or 911 and tell the emergency dispatcher where you are or the location where you will be moving. If you must move, the following action is recommended:
 - Move near to an enclosed stairwell
 - Request persons exiting to notify emergency responders of your location
 - As soon as practical, move into the stairway and await emergency personnel

Emergency Action

- When the alarm sounds, leave the building immediately
- Alert others to the emergency and ask if they will need help in evacuation
- Do not use elevators unless instructed to do so by emergency personnel

Shelter-In-Place

“*Shelter-In-Place*” simply means seeking immediate, temporary shelter inside a building or area. This course of action may need to be taken during an outdoor accidental release of toxic chemicals, weather emergencies, or other emergencies where normally available escape routes may not be safely secured. This action may be necessary for either individuals or large groups depending on the situation.

Notification of the need to shelter in place may come through several ways:

- Emergency Alert Siren
- Wildcat Alert message broadcast
- Direct observation or sense of dangerous situation
- Directly from campus staff or other emergency personnel

Additional Actions:

- Close all doors and windows to the outside
- Do not use elevators as they may pump air into or out of the building
- If possible, close and seal room vents, ducts, windows or other openings which may allow fumes or vapors to enter
- Activate communication devices and prepare to receive additional emergency information and instructions via Wildcat Alert

Emergency Action

- Stay calm
- Stay inside a building
- Seek inside shelter if outside
- Seal off openings to your room if possible
- Remain in place until you are told that it is safe to leave

NON-WEATHER EMERGENCIES:

Active Shooter

Definition: An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

If you see or hear an active shooter anywhere on campus follow these guidelines:

- **RUN**• Have an escape route and plan in mind • Leave your belongings behind • Keep your hands visible
- **HIDE**• Hide in an area out of the shooter's view • Initiate Emergency Lockdown Procedures • Block entry to your hiding place and lock the doors • Silence your cell phone and/or pager
- **FIGHT**• As a last resort and only when your life is in imminent danger • Attempt to incapacitate the shooter • Act with physical aggression and throw items at the active shooter
- **CALL** 911 when you are out of the shooter's site and range and provide the following information:

Location of the active shooter • Number of shooters • Physical description of shooters • Number and type of weapons held by shooters • Number of potential victims at the location

When Law Enforcement Arrives:

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

Bomb Threat

- Any person receiving a bomb threat will immediately notify campus security at 318.308.6505 or 7233 from a campus phone or 911 and report as many details of the situation as possible.
- **DO NOT HANG UP THE PHONE!** Keep the caller on the line as long as possible.
- Use another telephone line to have someone contact Campus Security or make the call yourself immediately after call ends.
- Record - write down as much information as possible.
 - What the caller says (every word, exactly as spoken, if possible)
 - Pay particular attention to any discernable background sounds and make notes of such
 - Try to identify voice characteristics (accent, slur, pronunciation, etc.
 - Try to get specifics on the bomb, i.e. locations, detonation time, etc.
 - Record the number the call was received on
 - Record the time, date and duration of the call
- Campus Security will dispatch unit/units to respond to the location(s) threatened. Follow instructions of the responding Campus Security Officers.

Emergency Action

- Keep the caller on the line as long as possible
- DO NOT HANG UP!
- Notify Campus Security using an alternate line

Elevator Failure

Commented [BB7]: Let's get Dr. Brewer's thoughts here.

Commented [CR8]: Should we change to just call 911, and then notify security

If you become trapped in an elevator, use the emergency telephone or activate the elevator emergency alarm within the elevator car. If you hear an elevator alarm, please notify Campus Security at 318.308.6505 or call 911.

Elevator Entrapment Procedures

Provide Security with the following information:

- Name of the building
- Location within the building
- Where the elevator car is stopped, if known
- If a medical emergency exists

Keep the occupants calm and wait for help to arrive. Do not attempt to exit the car unless directed to and assisted by emergency personnel.

Elevators have mechanical safety brakes that will operate in all situations, even during power failures.

DO NOT attempt to open the elevator car door or in any way "shake" or "jar" the elevator car to move.

Emergency Action

- Stay calm
- Use emergency telephone or alarm found inside elevator car to notify others
- If a bystander, Call 318.308.6505 or 7233 from a campus phone or 911 or use an Emergency Call Box and report incident
- Keep occupants calm

Fire Emergency

In the event of a Fire Alarm:

- Leave the building immediately using stairwells, not the elevators
- If you are a mobility-impaired person on an upper floor, proceed to the stairwell landing on your floor and instruct someone to notify emergency response personnel of your location
- Never presume a fire alarm is a false alarm. Take action immediately
- Upon reaching a place of safety, call Campus Security at 318.308.6505 or 7233 from a campus phone or 911 to confirm notification of the alarm and provide any information specific to the situation
- No personnel will be allowed to re-enter the building without permission of the Fire Department or Physical Plant
- If a fire alarm does go off during an Emergency Lockdown, do not evacuate unless you smell smoke or see fire in your area.

In the Event of a Fire:

- Assist any person in immediate danger to safety, if it can be accomplished without risk to yourself
- Assist people with disabilities to quickly exit buildings
- Immediately activate the building fire alarm system. This will activate the audible and visual warning system to evacuate the building and will automatically notify Campus Security and Fire Department
- If the fire is small enough, use a nearby fire extinguisher to control and extinguish the fire
- Don't fight the fire if these conditions exist:
 - The fire is too large or out-of-control
 - The atmosphere is toxic
- If the first attempt to put out the fire does not succeed, evacuate the building immediately
- Doors, and if possible windows, should be closed as the last person leaves a room or area
- Do not use elevators - use building stairwells
- Upon evacuating the building, residents should proceed at least 150 feet from the exit
- After reaching a place of safety, call the Campus Security at 318.308.6505 or 7233 from a campus phone or 911 to verify the alarm was received and to provide additional information, such as:
 - Name of the building
 - Location of the fire if known
 - Description of fire conditions if known.
- If you become trapped in a building during a fire:
 - Stay calm and take steps to protect yourself
 - If possible, move to a room with an outside window
 - If there is a telephone, call 911 and tell the Emergency Dispatcher where you are. Do this even if you can see Fire Department personnel from the window
 - Stay where rescuers can see you through window and wave a light-colored item to attract their attention
 - Stuff clothing, towels, or paper around cracks in the door to help keep smoke out of your refuge
 - If possible, open the window at the top and bottom. Be ready to shut the window quickly if smoke rushes in
 - Be patient. Rescue of occupants within large structures will take time
 - No occupants will be allowed to re-enter the building without permission of the Fire Department or Facility Services

Commented [BB9]: Should we outline steps for protection?

Resident Life Fire Alarm Procedures

In the event of a fire alarm, students and faculty should evacuate to the following areas:

- Cottingham – Quad
- Tudor – Outside of HO West
- EV – Hattie B Cafeteria Parking lot (Lot #16)
- WSA/CDA – WSA parking lot (Lot #17)
- New Church – Behind Cavanaugh Hall (Lot #6)
- Old Church – Behind Cavanaugh Hall (Lot #6)
- Cavanaugh Hall – Commuter Parking (Lot #5A)
- WFAB – Commuter Parking (Lot # 5A)
- MPAC – Commuter Parking (Lot #5C)
- Football Field House – Church Hall Parking Lot
- Student Center - Quad
- Alexandria Hall – Quad
- HO West – Tudor Parking Lot
- Cafeteria – Hattie B Parking (Lot #16)
- Pass Office - Quad

Emergency Action

- Activate and/or sound the alarm
- Call 911 or 318.308.6505 or 7233 from a campus phone in a safe location or use Emergency Call Box
- Evacuate the building

Commented [BB10]: Here at LC, we are so advanced that we have an actual alarm that "shouts" itself...now our wifi is so poor you probably could not tweet about it ;-) Suggest the word "sound"

Medical Emergency

To obtain prompt professional emergency medical treatment, you should immediately call 911. When requesting an ambulance, be prepared to provide the following information:

1. Your name and telephone number
2. Location of emergency
3. Extent of the incident, injury, or illness
4. Location where someone will meet the ambulance for directing personnel to the patient

The individual making the call should continue to stay on the phone with the dispatcher. Answer as many questions as possible regarding the condition of the injured person so that information can be forwarded to the responding emergency personnel.

First Aid - If you provide first aid, consider the following:

- Is immediate action needed in order to save a life? Will I place myself in harm or jeopardy?
- First aid is just that. Do not jeopardize your health or the health of the patient. Wait for professional help if you are not able to provide proper first aid safely.
- Emergency treatment for medical illness or injury may be obtained by calling Campus Security at **318.308.6505** or **7233** from a campus phone; the appropriate response will be initiated.

Emergency Action

- Call 911 or 318.308.6505 or 7233 from a campus phone to report incident
- Do not move the patient unless safety dictates
- If trained, use pressure to stop bleeding and provide basic life support as needed

Utility Failure

The Louisiana College campus utility system is complex and the possibility exists for a utility failure of some nature and magnitude.

If you discover a water leak, gas leak, or other major utility failure which presents some immediate threat to personnel, call Campus Security at 318.308.6505 or 7233 from a campus phone. Do not attempt to correct the problem on your own. Campus Security will notify the necessary response personnel. Please do not call Campus Security unless you have an emergency and need assistance.

- Electrical / Light Failure - It is recommended that you consider keeping a flashlight if emergency lighting does not provide sufficient illumination for your area. Many mobile phones have this capability.
- Plumbing Failure / Water Leak - Cease using all electrical equipment. Notify the Campus Security at 318.308.6505 and advise them of the situation.
- Natural Gas Leak - Cease all operations. Call the Campus Security at 318.308.6505 or 7233 from a campus phone or 911 if you can do so safely while exiting the area immediately. Do not turn on/off any lights or the fire alarm. Do not attempt to correct the problem yourself. Do not concern yourself with appliances or equipment. Evacuate to a safe outdoor area.

Emergency Action

- Remain Calm
- If you discover a water leak, gas leak, or know the source of a utility failure, call the Campus Security at 318.308.6505 or 7233 from a campus phone
- Call 911 or Campus Security at 318.308.6505 or 7233 from a campus phone if you or others are injured or require emergency assistance
- Stay away from any down or loose power lines

Hazardous materials Spill/Release

For spills, releases or incidents that require special training, procedures, equipment (PPE) beyond the abilities of present personnel, take the following steps:

- Immediately notify affected personnel and evacuate the spill area. Pull the building fire alarm if evacuation is required.
- Call 911 or 318.308.6505 or 7233 from a campus phone to report the incident to the Campus Security. Be prepared to provide the following information:
 - Your name, telephone, and location
 - Time and type of incident
 - Name and quantity of the material, if known
 - Extent of injuries or damage
- The key person on site should evacuate the affected area at once, and seal it off to prevent further contamination of others until the arrival of emergency personnel.
- Anyone who is contaminated by the spill should avoid contact with others as much as possible. Remain in the vicinity and give his/her name to the emergency personnel. Washing off contamination and any required first aid should be started immediately.
- No effort to contain or clean up spills and/or releases should be made unless you have been trained.
- If an evacuation alarm sounds, follow established building evacuation procedures.
- Ensure that personal communication devices are activated and prepare to receive any Wildcat Alert messages that may be sent.
- Do not re-enter the area until directed by emergency personnel.

Emergency Action:

- Call 911 or 318.308.6505 or 7233 from a campus phone to report incident
- Secure the area
- Assist the injured
- Evacuate if necessary

Violence

Types of violence:

- Physical assault and/or threat with or without weapons involved
- Stalking or continuous harassment that causes fear, worry or intimidation
- Actions aimed at disrupting or sabotaging operations
- Indirect threats, such as "I know where you live"

If you are a victim or witness consider the following:

- If the violence is life-threatening, call Campus Security at 318.308.6505 or 7233 from a campus phone or 911 and report your location, any weapons involved, injuries and a description of the person making threats
- If not life-threatening, advise Campus Security or a College Official of the incident as soon as possible
- Try to move to a safe area and avoid further contact with the person making threats

If you are confronted by a threatening person consider the following:

- *If possible, immediately leave the area or stay a safe distance away*
- *Dial 911 or 318.308.6505 or 7233 from a campus phone at first opportunity*
- If you are unable to speak to the dispatcher, maintain an open phone connection
- Don't panic. If you are unable to leave, stay calm and try to calm the other person
- Try to get the attention of a bystander who can call for help
- Listen to the person and let them do most of the talking
- Don't belittle, criticize, agitate or argue with the person
- Don't use body language or speech that challenges the person
- Don't make sudden movements
- Don't make false statements or promises
- Note: the first and best option is to leave the area

WEATHER EMERGENCIES

Campus Community Responsibilities

- Keep contact information up-to-date and monitor (your cell phone, voice mail, internet address, text address) for emergency messages sent to those locations.
- When appropriate, the Wildcat Alert will be utilized.
- Monitor local television and radio stations for announcements and updates.
- Continue to check the Louisiana College website throughout the event and for after-incident actions.

Hurricanes and Tropical Storms

Decisions to cancel classes, close the campus or evacuate the campus will be made by the EOC. These decisions will be made based on the complexity and severity of the event and will be made in as safe and timely a manner as possible.

Definitions:

A Hurricane WATCH, as defined by the National Oceanic and Atmospheric Administration's (NOAA) website means that "hurricane conditions (sustained winds of 74 mph or higher) are **possible** within the specified area. A hurricane watch is

issued 48 hours in advance of the anticipated onset of tropical-storm-force winds in an area."

A Hurricane WARNING, as defined by the National Oceanic and Atmospheric Administration's (NOAA) website means "that hurricane conditions (sustained winds of 74 mph or higher) are **expected** somewhere within the specified area. Because hurricane preparedness activities become difficult once winds reach tropical storm force (sustained winds of 39 to 73 mph), the hurricane warning is issued 36 hours in advance of the anticipated onset of tropical-storm-force winds to allow for important preparation.

When NOAA issues a hurricane warning, Louisiana College will consider at that time how to respond.

Hurricane Season: June 1 through November 30

Tropical Storm: A storm with sustained wind speeds of 34 – 73 mph

Hurricane: A storm in which sustained winds of 74 mph exist.

Categories of Hurricanes:

Category 1 – Minimal winds 74 - 95 mph

Category 2 – Moderate winds 96 - 110 mph

Category 3 – Extensive winds 111 - 130 mph

Category 4 – Extreme winds 131 - 155 mph

Category 5 – Catastrophic winds > 155 mph

When a tropical storm or hurricane is approaching:

- The Emergency Operations Center will activate to aid preparations and make key decisions
- Facility Services and other responsible units will work to secure the campus and be prepared for post-storm cleanup
- College relations will communicate information pertaining to the weather event to the campus community
- All campus units will implement strategies to enable continued functioning and to minimize downtime after a storm
- Student Development will implement evacuation or shelter-in-place for residential students

- Emergency Operations Center will determine whether there is a campus closure or an evacuation and when it will occur
- IT will educate campus personnel on securing computers and files, and will secure their own computers and data files
- All departments which will provide services during and/or after the storm (e.g. Facility Services, Security, Student Development, Dining Services) will insure preparedness
- Preparation is a shared effort for all members of the campus community. A person who completes their own tasks should assist others

In the absence of specific guidance or direction, use common sense and make the most sensible decision.

Plan for worst-case scenarios, since it is easier to scale back than to scale up in an emergency. Take into account:

- Possible physical damage (roof leak, blown-out window, storm surge, rising water)
- Personnel disruption (challenges to making contact afterward, inability to reach campus afterward, evacuation, disordered personal life, child care problems, etc.)
- Scheduling disruptions
- Power disruptions; telephone (especially cell phone) disruptions

Remind individuals that they must tend to their personal and family preparation in addition to what is expected at the College.

When a storm approaches:

Each person monitors the announcements, and prepares to take actions.

Department Supervisors obtain personal plans from direct reports and verify up-to-date telephone numbers for evacuation and/or emergency contacts.

Each Department and individual secures their computers, their data files, their office records, special supplies and equipment, physical facilities for which they are responsible.

Each person makes personal preparations in addition to securing the college.

Hurricane and Tropical Storm Timeline

The following timeline is meant to serve as a guide, but the timing of activities should be adjusted as appropriate, depending on the forecast for the storm and the tasks to be performed.

Day-to-Day Operations

Emergency Operations Center routinely monitors weather related media sources including but not limited to the National Weather Service, NOAA, FEMA, and SCEMD for severe weather reports, including hurricanes and tropical storms.

June 1st

Emergency Operations Center monitors all Gulf of Mexico tropical depressions and named storms for potential threat to Louisiana College. Official hurricane season is from June 1 until November 30. Emergency response for severe weather will include the following:

- Individual departments insure sufficient supplies will be available to secure all offices, laboratories, and other work areas within their purview
- Executive Officers of all departments will review campus storm procedures with key staff and all other employees in their division
- Emergency call lists are updated
- Dining Services maintains inventory of available supplies of food, water and fuel should shelter-in-place procedures be implemented
- Facility Services maintains inventory of fuel for vehicles, generators and other supplies (such as polyurethane, flashlights, batteries, plywood, nails, blue tarps, plastic bags, ropes). In addition, inventory of supplies needed for preparation and clean-up activities and personal protective equipment (PPE) (such as gloves, respirator masks)
- Residence Life maintains inventory of their similar supplies
- Facility Services ensures all emergency equipment assigned to them is in a state of operational readiness (e.g. generators, vehicles, chain saws)
- Responsible administrative departments review backup procedures and schedules for student records, library catalogs, alumni records, employment records and other essential data.
- Contracts with external agencies or businesses for services or supplies needed for a weather event are reviewed, updated and confirmed by responsible unit (e.g. Facility Services, Purchasing, Residence Life)

Commented [BB11]: What should our level of preparedness be?

Commented [BB12]: This is very important

- IT sends regular memo regarding backing up of computers and care of computer equipment as a reminder for the season

96 Hours to Estimated Time of the Storm *(May be done sooner or later depending on specific circumstances)*

- The Chair of the EOC notifies the College President that the committee is being convened
- All emergency call lists are verified to be correct
- Dining Services confirms inventory and ensures it can provide food and water for all students and staff remaining on campus for at least a 72-hour duration. Even if the campus is evacuated, there must be arrangements for all of the recovery crew
- Facility Services ceases routine non-emergency activities to focus on storm preparations
- Emergency Operations Center sends out reminder and advice on personal preparation

72 Hours Prior to Storm Arrival *(May be done sooner or later depending on specific circumstances)*

- Emergency Operations Center meets
- Essential departments verify inventory and condition of emergency equipment
- All departments verify their emergency call list distributing both electronic *and* print copies to appropriate personnel. Supervisors obtain personal plans from direct reports and verify up-to-date landline telephone numbers for evacuation and/or emergency contacts
- Facility Services and others insure that all equipment, trash and recycling receptacles, benches and all other loose items that may become projectiles are appropriately secured. Responsibility falls to the entire College staff to take care of their own work area and equipment
- IT sends routine memo regarding care of computer equipment and backing up of files
- Facility Services insures that any contractors working on campus secure all equipment and materials from their site that may become projectiles in high winds

- Individual departments report updated status of storm preparations to supervisor at next level. The information gathered is summarized into one report by that supervisor and provided to the EOC
- Shelter-in-Place - The EOC, based on the circumstances and best data at hand, will select an appropriate location to Shelter-in-Place any students who could not evacuate from campus
- Residence Life reminds all students that they must have their own flashlight and batteries and also that no candles may be used because of fire hazard
- **Emergency** Operations Center provides documentation of employment (in addition to employee I.D.) and verification of responsibilities to those employees who may need to return to campus before the city is open to the public

Commented [MD13]: Hargis asked "Is this really done?"

48 Hours Prior to Storm Arrival *(May be done sooner or later depending on specific circumstances)*

- Emergency Operations Center meets
- Departments verify location for securing College-owned vehicles during storm
- Essential departments verify sleeping quarters for personnel for post-storm use (e.g. EOC, Physical Plant, Campus Security, etc.)
- College Relations notifies appropriate media of College's hurricane preparedness plan and status, if deemed appropriate by the President through the EOC
- Individual departments report updated status of their storm preparations to supervisor at next level
- The information gathered is summarized into one report by that supervisor and provided to the Emergency Operations Center
- Each individual prints useful information (e.g. contact list, hurricane plan) in anticipation of electronic records being unavailable for a significant period of time during and after the storm
- President and EOC make decision to close the College, cancel classes and/or evacuate or initiate Shelter-in-Place if there is sufficient information to do so at this time

24 Hours Prior to Storm Arrival *(May be done sooner or later depending on specific circumstances)*

- Emergency Operations Center assumes control of the school's operational responses during the remainder of the emergency
- President and Emergency Operations Center make decision to close the College, cancel classes and/or evacuate or initiate Shelter-in-Place if there is sufficient information to do so at this time
- Essential personnel may not utilize vacation, personal or administrative leave during EOC activation
- Responsible departments insure campus vehicles are filled with gasoline and moved to safe area. Essential personnel may move their vehicles to that location if they will be remaining on campus
- Individual departments report status of their storm preparations to supervisor at next level. The information gathered is summarized into one report and provided to the Emergency Operations Center
- Dining Services provides "care packages" for those who will be on campus during the storm

12 Hours Prior to the Storm *(May be done sooner or later depending on specific circumstances)*

- Emergency Operations Center Chair briefs President
- President and EOC make decision to close the College, cancel classes and/or evacuate or initiate shelter-in-place if not done previously
- Campus Security secures all unoccupied campus facilities
- All departments complete back up of all computers
- Individual departments report updated status of storm preparations to supervisor at next level. The information gathered is summarized into one report by that supervisor and provided to the EOC
- Emergency Operations Center gives final instructions to members regarding anticipated response following storm

During the Storm

(Shelter-in-Place)

- If we use Shelter-in-place, all persons are directed to stay indoors throughout the entire storm. For maximum protection, persons remain in the hallways and do not attempt to open windows or doors to see what is happening outside

- All persons on campus should follow the instructions of College officials, including Campus Security, Residence Life and Physical Plant
- All persons avoid use of elevators to travel between floors, due to the possibility of a power failure
- All individuals restrict telephone calls to emergencies only, since non-emergency calls can overload the phone systems

After Storm

- As soon as practical, Campus Security, Physical Plant personnel will assess damage to the campus and report conditions to the Emergency Operations Center. Damages are documented and photographed
- Campus Security or Facility Services informs utility companies of damage or outages
- Emergency Operations Center will recall essential personnel to campus if not already present
- Emergency Operations Center will notify all remaining personnel when to report back to campus for normal duties
- Facility Services mobilizes cleaning crews, removes plywood, installs tarps and coverings until permanent repair, clears standing water, replaces broken glass and checks and turns on elevators
- Campus Security patrols all areas of campus to maintain maximum presence
- Campus Security posts officers for security of severely damaged buildings
- All employees check the College's webpage for updates and status of campus. (If necessary, all employees will be requested to report to campus to assist with clean-up activities)
- The President, with the assistance of the Emergency Operations Center, makes the determination regarding students returning to campus housing and resumption of classes
- Emergency Operations Center remains operational until campus activity has been restored to a sufficient level that it is no longer necessary. The Chairperson will set a date and time to conduct an after action review and policy adjustment if needed

Tornado

A tornado is defined as a violent rotating column of air extending from a thunderstorm to the ground. The most violent tornadoes are capable of tremendous destruction with wind speeds of 250 mph or more. Damage paths can be in excess of one mile wide and 50 miles long. Tornadoes may occur with little or no advance warning.

Before the Storm

Stay informed through local media sources on days when severe weather is expected.

A Tornado Watch indicates that conditions are favorable for tornadoes to form.

A Tornado Warning indicates that a tornado has been sighted in the area.

Tornadoes generally occur near the trailing edge of a storm. Possible indicators of a tornado include, for example:

- Dark, often greenish sky
- Large hail
- Loud roar, similar to a train
- Cloud of debris
- Wind becomes calm and still frequent lightning

Action Plan

- Preplan a location to be used for refuge - this action is a key to your safety!
- Seek refuge in a basement area or an interior, windowless room on the first floor
- Interior corridors/hallways are an acceptable second choice if no windowless rooms are available
- DO NOT seek refuge in the following areas: Gymnasium, auditoriums, dining halls, workshops, laboratories, classrooms, exterior rooms with windows, elevators, non-masonry buildings, utility areas, mobile units, and vehicles
- Do not be outside unless there is no other choice. If necessary, lie flat in a ditch, culvert, or other low area
- Keep a good reliable flashlight in or nearby your office/work area since power outages can be expected during severe weather

During the Storm

The Campus Security office is manned 24/7. On-duty personnel monitor local broadcast media and emergency communications networks for severe weather alerts. Upon receipt of a severe weather notification, Campus Security will activate the Wildcat Alert system.

Note: *Storms can travel quickly. Alert messages may not arrive before an immediate threat. When in doubt, take action!*

Action Plan

- When a Severe Weather or Tornado Warning is issued for the immediate area, go immediately to a safe area of refuge!
- If dark rolling clouds, unusual lightning, hail, driving rain, a sudden increase in wind (and possibly funnel clouds) are observed, seek safe shelter immediately. Note: These effects may also include a “buzzing” or “roaring” sound
- Once inside or protected, remain low or on the floor. If a tornado strikes your area, stay on the floor, curl yourself up into a ball, and cover the back of your head with your hands for protection
- Once the threat passes, stay alert. Leave your area of refuge with caution. Multiple tornados can occur in one storm
- Ensure that personal communication devices are activated and prepare to receive any Wildcat Alert messages that may be sent

Emergency Action:

- Avoid automobiles and open areas
- Move to a basement, first floor, or corridor
- Stay away from windows
- Do not call 911 unless you require emergency assistance

Earthquake

Unlike other emergencies, the procedures to deal with an earthquake are much less specific. Since earthquake magnitude cannot be predetermined, everyone must initiate emergency precautions within a few seconds after the initial tremor is felt, assuming the worst possible case.

The best earthquake instruction is to take precaution before the earthquake (e.g., secure or remove objects above you that could fall during an earthquake).

During the Earthquake

- Remain calm and act
- If indoors, seek refuge under a desk or table or in a doorway and hold on. Stay away from windows, shelves, and heavy equipment
- If outdoors, move quickly away from buildings, utility poles, overhead wires, and other structures. CAUTION: Avoid downed power or utility lines as they may be energized. Do not attempt to enter buildings until you are advised to do so by the proper authorities
- If in an automobile, stop in the safest place available, preferably an open area away from power lines and trees. Stop as quickly as safety permits and stay in the vehicle for the shelter it provides

After the Initial Shock

- Be prepared for aftershocks. Aftershocks are usually less intense than the main quake, but can cause further structural damage
- Protect yourself at all times
- Evaluate the situation and call 911 for emergency assistance, if necessary
- Do not use lanterns, torches, lighted cigarettes or open flames since gas leaks could be present
- Open windows, etc., to ventilate the building. Watch out for broken glass
- If a fire is caused by the earthquake, implement fire procedures
- Ensure that personal communication devices are activated and prepare to receive any Wildcat Alert messages that may be sent

Emergency Action:

- Take cover
- Call 911 or 318.308.6505 or 7233 from a campus phone or use Emergency Call Box if emergency assistance is necessary
- Evacuate if alarm sounds or if told to do so by emergency personnel

Lightning

In the event that the National Weather Service or local news station Doppler radars report severe weather conditions that include dangerous lightning within close proximity to the Louisiana College campus, Campus Security will activate the Wildcat Alert warning message.

The warning message template should include the statement:

“WARNING - dangerous lightning conditions have been reported within (xx) miles of The LC campus. Seek safe shelter immediately. This warning is in effect until (xx:xx) hrs.”

Note: Storms can travel quickly. Alert messages may not arrive before the immediate threat. When in doubt, take action!

During the Storm

- When a Severe Weather or Lightning Warning is issued for the immediate area, go immediately to safe shelter
- Ensure that personal communication devices are activated and prepare to receive any Wildcat Alert messages that may be sent

- Once the threat passes, stay alert. Leave your area of refuge with caution. Multiple cells can occur in one storm

Emergency Action

- Move to safe shelter
- Stay Alert
- Do not call 911 unless you require emergency assistance

Winter Weather Storms, Snow and Ice

Louisiana College coordinates responses to severe winter weather incidents such as snow and ice storms, because these incidents pose genuine risks to the health, safety and well-being of the school's community. Depending on incident complexity and severity, every reasonable effort will be made for decisions to cancel classes, close the campus or evacuate the campus by the Emergency Operations Center in a timely and safe manner.

Definitions:

Winter Storm Watch is issued when there is the potential for significant and hazardous winter weather within 48 hours. It does not mean that significant and hazardous winter weather will occur...it only means it is *possible*.

Winter Storm Warning is issued when a significant combination of hazardous winter weather is occurring or imminent.

Significant and hazardous winter weather is defined as a combination of:

- Five inches or more of snow/sleet within a 12 hour period or 7 inches or more of snow/sleet within a 24 hour period

AND/OR

- Enough ice accumulation to cause damage to trees or powerlines

AND/OR

- A life threatening or damaging combination of snow and/or ice accumulation with wind

Ice Storm Warning is issued when ¼ inch or more of ice accumulation is likely.

When a Winter Storm is Approaching:

- The Emergency Operations Center will meet to aid preparations and make key decisions
- Facility Services will arrange for the acquisition and deployment of temporary generator support for designated campus facilities. The Physical Plant and other responsible units will work to secure the campus and be prepared for post-storm cleanup
- College relations will communicate information pertaining to the weather event to the campus community
- All campus units will implement strategies to enable continued functioning and to minimize their downtime after a storm
- Student Development will implement evacuation or shelter-in-place plans for residential students
- Emergency Operations Center will determine whether there is a campus closure or an evacuation and when it will occur
- IT will educate campus personnel due to the potential power loss issues on securing computers and files, and will secure their own computers and data files
- All departments which will provide services during and/or after the storm (e.g. Physical Plant, Security, Student Life, Dining Services) will insure preparedness
- Preparation is a shared effort for all members of the campus community. A person who completes their own tasks should assist others
- In the absence of specific guidance or direction, use common sense and make the most sensible decision
- Plan for worst-case scenarios, since it is easier to scale back than to scale up in an emergency. Take into account:
 - Possible physical damage (downed power lines, downed trees, branches and debris)
 - Personnel disruption (challenges to making contact afterward, inability to reach campus afterward, evacuation, disordered personal life, child care problems, etc.)
 - Scheduling disruptions
 - Power disruptions; loss of campus power infrastructure, telephone (especially cell phone) disruptions
 - Remind individuals that they must tend to their personal and family preparation in addition to what is expected at the College

When a Winter Storm Approaches:

- Each person monitors the announcements, and prepares to take actions
- Department Supervisors obtain personal plans from direct reports and verify up-to-date telephone numbers for evacuation and/or emergency contacts
- Each Department and individual secures their computers, their data files, their office records, special supplies and equipment, physical facilities for which they are responsible
- Each person makes personal preparations in addition to securing the College

During the Storm:

- If we use Shelter-in-place, all persons are directed to stay indoors throughout the entire storm. In the event of a power failure students will be directed to a pre-determined on-campus facility supplied by generator power
- All persons on campus should follow the instructions of College officials, including Campus Security, Residence Life and Physical Plant
- All individuals restrict telephone calls to emergencies only, since non-emergency calls can overload the phone systems

After Storm

- Campus Security, Physical Plant personnel will assess damage to the campus and report conditions to the Emergency Operations Center. Damages are documented and photographed
- Emergency Operations Center informs utility companies of damage or outages
- Emergency Operations Center will recall essential personnel to campus if not already present
- Emergency Operations Center will notify all remaining personnel when to report back to campus for normal duties
- Physical Plant mobilizes cleaning crews and makes any necessary repairs
- Campus Security patrols all areas of campus to maintain maximum presence
- All employees check the College's webpage for updates and status of campus
- The President, with the assistance of the Emergency Operations Center, makes the determination regarding students returning to campus housing and resumption of classes

- Emergency Operations Center remains operational until campus activity has been restored to a sufficient level that it is no longer necessary. The Chairperson will set a date and time to conduct an after-action review and policy adjustment if needed.

Updated September 2018

Commented [BB14]: I think that this is doable. We need to correct all the formatting issues. Melinda could help with that.