



Policy # 58009

EMERGENCY OPERATIONS PLAN

Effective: JANUARY 1, 2013

Revision: JUNE 1, 2024

Responsible Office: Emergency Operations and Recovery

Division: Operations

I. PURPOSE/OBJECTIVE

This emergency procedures guide has been designed to provide a manual for administrators, faculty, and staff for campus emergencies. While the guide does not cover every conceivable situation, it provides the basic guideline to cope with most conventional emergencies.

The University policies and procedures herein are expected to be followed by all whose responsibilities and authority cover the operational procedures found in the guide. Campus emergency operations will be conducted within these guidelines. Any exception to the crisis management procedures will be conducted by, or with the approval of, the University administrators directing the emergency operations efforts.

All requests for procedural changes, suggestions, or recommendations will be sent in writing to the Chief Operating Officer or appointed designee.

Louisiana Homeland Security and Emergency Assistance and Disaster Act (Louisiana Disaster Act)

The Louisiana Homeland Security and Emergency Assistance and Disaster Act (Louisiana Disaster Act) – Louisiana Revised Statute (LRS) Title 29:721 - 739 – provides structure and empowers State and local governments when preparing for, preventing, responding to, or recovering from natural and manmade disasters. It defines roles for State, Parish, local governments, and nongovernmental agencies and organizations (NGOs). It also provides guidance with regard to shelters, evacuations and curfews, financing, assistance identification, interstate and intrastate cooperation, liability limitations, and immunity of personnel responding to disasters.

Specific sections of the **Louisiana Disaster Act** include:

724 – Identifies the powers of the Governor for meeting the dangers to the State and people presented by emergencies or disasters, including declaring a state of emergency by executive order or proclamation. Some of the powers include, but are not limited to: issue, amend or rescind executive orders, proclamations and regulations that have the force and effect of law; activate the State's emergency response plan and compel evacuations. (The Robert T. Stafford Disaster Relief and Emergency Assistance Act [Stafford Act] empowers the Governor to request an emergency or major declaration which allows Federal assistance in advance of or in response to a natural or man-made disaster.)

725 – Creates GOHSEP and describes the powers of its director.

725.3, 725.4, 725.5 – Allows for a Deputy Director of Interoperability and defines his or her duties and responsibilities. Those include working in conjunction with the State Unified Command Group (UCG) and Interoperability Subcommittee to develop, implement and maintain a secure interagency communication across jurisdictional and geographic boundaries.

725.6 – Establishes the State UCG, which is the strategic decision-making body for emergencies in Louisiana with the Governor serving as the unified commander. The UCG is composed of members established by executive order of the Governor. Defines the intent, role, authority and duties of the group, as well as how the group will be organized and meet. This section creates the Regional Parish Office of Homeland Security and Emergency Preparedness (OHSEP) Parish Directors Subcommittee, First Responders Subcommittee and Interoperability Subcommittee.

726 – Details authority and responsibilities of GOHSEP. Under the authority of the Governor, GOHSEP is responsible for homeland security and emergency preparedness. The office develops and maintains a current State of Louisiana Emergency Operations Plan (EOP) that provides for response, assistance to local officials, coordination and organization of response activities and coordination of any Federal response. The agency plays an integral part in the development of local and interjurisdictional emergency plans by providing expertise where needed and incorporating the advice and assistance of local governments, business, labor, agriculture, civic and volunteer organizations and community leaders. These local plans include everything from establishment of shelters to evacuation procedures to hazard mitigation to communications plans.

726.1 – Defines the role of nongovernmental participation in disaster response, including coordination of delivery of human services, development of a services registry and aid to displaced residents.

726.2 – Provides guidelines for identifying and creating public evacuations shelters under the direction of the Parish OHSEP.

726.3 – Describes critical incident planning and mapping system for all public buildings to assist first responders.

727, 728 – Outlines responsibilities and duties of Parish Presidents and provides guidelines for the establishment, staffing and operation of OHSEPs. These sections also outline disaster declaration powers and procedures during an emergency response. Section 727 allows for the suspension of local sales of alcohol, firearms, explosives or combustibles by Parish Presidents, and establishes penalties for violations.

727: I. (1) requires the formation of a Parish Emergency Management Advisory Committee (PEMAC).

729 – Provides authorities and responsibilities of Parish OHSEP. Requires the preparation and maintenance of a Parish all-hazards emergency operations plan that includes response measures, hazard identification, assistance catalogs, chains-of-command and intergovernmental coordination. This section outlines what the Parish OHSEP will provide in case of emergency, including resources, human services, shelters and pet services.

730, 730.1 – Outlines the establishment of interjurisdictional agreements to share plans, programs, equipment, operations and costs. It includes compensation guidelines and responsibilities.

730.2 – Requires municipalities within a Parish to respond with personnel and services when available in the event of an emergency.

730.3 – Establishes guidelines for Parish Presidents to declare evacuation orders and impose curfews.

731.2 – Provides requirements for those receiving disaster assistance to produce identification.

732 – Establishes rules and penalties for price gouging.

733 – Establishes guidelines for creating an interstate emergency preparedness and disaster compact and creates 15 Articles to which the contracting State agrees to adhere.

733.1 – Establishes limitations on liability for owners or operators of property used for shelters.

734 – Provides for jurisdiction when a district court is not operational in order to address violations of LRS 29:732 (which prohibits price gouging).

735, 735.1, 735.2, 735.3, 735.3.1, 735.5 – Provides immunity from liability during a disaster response for emergency personnel, healthcare providers and volunteers and addresses licensing issues.

737 – Outlines the authority of chief executive officers of municipalities to take emergency response measures and request aid from the Parish OHSEP (or GOHSEP) when a disaster or emergency is beyond the capabilities of the local government.

738 – Reinforces that emergency powers do not extend to seizure of lawfully possessed firearms.

739 – Establishes rules for Intrastate Mutual Aid Compact (IMAC) and creates the Intrastate Mutual Aid Subcommittee.

Table of Contents

Louisiana Homeland Security and Emergency Assistance and Disaster Act (Louisiana Disaster Act)..... 2
MAJOR EMERGENCY GUIDELINES 4
TYPES OF EMERGENCIES..... 4
DEFINITIONS OF AN EMERGENCY 6
ASSUMPTIONS 7
DECLARATION OF UNIVERSITY (CAMPUS) STATE OF EMERGENCY 7
DIRECTION AND COORDINATION FOR EMERGENCY RESPONSE 8
RESPONSIBILITIES 12
EMERGENCY DISASTER RESPONSE TEAM (EDRT) 14
UNIVERSITY NOTIFICATION SYSTEM..... 14
GSUPD / UNIVERSITY POLICE DEPARTMENT..... 14
ON/OFF CAMPUS SOURCES OF ASSISTANCE DURING EMERGENCIES 15
EMERGENCY PROCEDURES GUIDE 17
REPORTING EMERGENCIES 18
EVACUATION PROCEDURES 19
STRATEGIC COMMUNICATIONS AND MARKETING 20
DISASTER PREPAREDNESS FOR PEOPLE WITH DISABILITIES 21
BOMB THREATS 22
Bomb Threat Call Checklist 23
Chemical or Radiation Spill 24
CIVIL DISTURBANCES OR DEMONSTRATIONS..... 26
Attachment A 28
Attachment B 29
EARTHQUAKES 30
EXPLOSION, AIRCRAFT CRASH ON CAMPUS 32
FIRE 33
FLOODS AND FLASH FLOODS 35
MEDICAL AND FIRST AID 36
EPIDEMIC POISONING..... 36
PSYCHOLOGICAL OR EMOTIONAL DISTRESS 38
THUNDERSTORMS AND LIGHTNING 39
TORNADO 41
UTILITY FAILURE (POWER OUTAGE, SEWERAGE, WATER MAIN ETC.)..... 43
SERIOUS GAS LEAK 44
VIOLENT OR CRIMINAL BEHAVIOR..... 45
WINTER STORMS 47
Dress warmly 47
Stretch before you go out..... 47
Cover your mouth 47
Avoid overexertion 47
Keep dry 47
Wind Chill 47
Frostbite and Hypothermia 47
TRAIN DERAILMENT/MVA ON I-20 OR U.S. HIGHWAY 80/ACCIDENT WITH HAZMAT RELEASE 49
Campus Evacuation..... 49
COO'S BRIEFING LOG 50

MAJOR EMERGENCY GUIDELINES

PURPOSE

The basic emergency procedures outlined in this guide are to enhance the protection of lives and property through the effective use of Grambling State University and the Grambling community resources. Whenever an emergency affecting the campus reaches proportions **that cannot be handled by routine measures**, the President, or appointed designee will declare a state of emergency, and these contingency guidelines will be implemented. There are two general types of contingencies that may result in the implementation of this plan. These are:

- Large-scale natural disaster, and
- Large-scale human-caused disaster

Since an emergency may be sudden and without warning, these procedures are designed to be flexible to accommodate contingencies of several types of magnitudes.

SCOPE

These procedures apply to all personnel, buildings, and grounds, owned, and used by Grambling State University to include peripheral areas adjoining to the University.

TYPES OF EMERGENCIES

Types of emergencies covered by this manual are:

- a. Bomb Threat
- b. Chemical or Radiation spill
- c. Civil Disturbances or Demonstrations
- d. Earthquakes
- e. Explosion, Plane Crash on Campus
- f. Extreme Heat
- g. Fire
- h. Floods and Flash Floods
- i. Medical and First Aid (Epidemic Poisoning)
- j. Psychological Arises
- k. Thunderstorms and Lighting
- l. Tornado
- m. Utility Failure (power outage, sewerage, water main etc.)
- n. Violent or Criminal Behavior
- o. Winter Storms

TYPES OF EMERGENCIES	EXAMPLES
<p><u>LEVEL 1: Minor Emergency:</u> Any incident, potential, or actual which will not seriously affect the overall functional capability of the University. Report immediately to GSUPD at (318) 274-2222 & to the COO at (318) 274-2486.</p>	<ul style="list-style-type: none"> • Psychological Crisis/Crises • Thunderstorms and lightning • Isolated locations/buildings
<p><u>LEVEL 2: Major Emergency:</u> Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operations of the University. Outside emergency services will probably be required as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the University's Administration during times of crisis. Report to GSUPD at (318) 274-2222 & to the COO at (318) 274-2486.</p>	<ul style="list-style-type: none"> • Chemical or Radiation Spill • Utility/Elevator Failure • Winter Storm • Hurricane Conditions • Extreme Heat
<p><u>LEVEL 3: Disaster/Imminent Danger:</u> Any event or occurrence which has taken place and has seriously impaired or halted the operations of the University. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Control Center will be activated, and the appropriate support and operational plans will be executed. Report to GSUPD at (318) 274-2222 & to the COO at (318) 274-2486.</p>	<ul style="list-style-type: none"> • Bomb Threat • Active Shooter • Civil Disturbances • Earthquakes • Explosion • Fire • Floods and Flash Floods • Tornado • Violent or Criminal Behavior

In addition, there are sections on how to report all emergencies, building evacuations, and first aid instructions.

DEFINITIONS OF AN EMERGENCY

The President has appointed the Chief Operating Officer as the designee to oversee the overall coordination of operations during any major emergency, disaster or crisis management. The following definitions of an emergency are provided as guidelines to aid the university community:

- **MINOR EMERGENCY**: Any incident, potential, or actual, which will not seriously affect the overall functional capability of the University. Report at once to GSUPD at (318) 274-2222.
- **MAJOR EMERGENCY**: Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operations of the University. Outside emergency services and major efforts from campus support services will likely be needed. Major policy considerations and decisions will usually be needed from the University's Administration during times of crises. Report at once to GSUPD at (318) 274-2222.
- **DISASTER**: Any event or occurrence which has taken place and has seriously impaired or halted the operations of the University. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is needed to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Control Center will be activated, and the proper support and operational plans will be executed.
- **EMERGENCY PREPAREDNESS TEAM**: A group of proper administrators who meet periodically to review, assess, and change the documents designed to guide University Personnel during an emergency. The designated university officials shall include, but not be limited to, members of the President's Cabinet and/or members of the University's Campus Safety & Security Committee.
- **ESSENTIAL PERSONNEL – LEVEL 1**: Those employees responsible for essential university operations including but not limited to maintaining, safety, security, the facilities and grounds of the campus. Level 1 employees are expected to report to work at the physical campus during Post-Emergency Response. GSUPD will coordinate access for Level 1 employees during periods of restricted access depending on the type of emergency.
- **ESSENTIAL PERSONNEL – LEVEL 2**: These employees are part of the University's management team and are involved in high level decision-making throughout an emergency. GSUPD will coordinate campus access for Level 2 employees during periods of restricted access. Level 2 employees are expected to be available virtually pre-emergency for planning meetings 24/7 and/or via cell phone 24/7 throughout an emergency. During an extended emergency, Level 2 employees should expect to report to a temporary location and/or be available for virtual meetings.

- **SHELTER-IN-PLACE:** Remaining secured in current location when an incident is a potentially threatening situation on campus that may involve disasters such as an active shooter on campus, an approaching tornado, or outdoor-airborne hazardous materials release. A text message and email will be sent to all Everbridge and G-Safe system subscribers.

In addition, any incident, which has the potential for adverse publicity concerning University resources, and/or instrumentation of the University, should be promptly reported to the Director of Strategic Marketing and Communications (318) 274-7883 and GSUPD (318) 274-2222.

ASSUMPTIONS

The University Emergency Contingency Plan is predicated on a realistic approach to the problems likely to be met on a campus during a major emergency or disaster. Hence, the following are general assumptions:

- a. An emergency or a disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.
- b. The succession of events in an emergency are not predictable, hence, published support and operational plans will serve only as a guide and checklist, and may require field modification to meet the requirements of the emergency.
- c. Disasters may affect residents in the geographical location of the University: therefore, city, parish and federal emergency services may not be available. A delay in off campus emergency services may be expected up to 72 hours (about 3 days).
- d. A major emergency may be declared if information shows that such a condition is developing or is probable.

DECLARATION OF UNIVERSITY (CAMPUS) STATE OF EMERGENCY

The authority to declare a campus state of emergency rests with the University President or appointed designee as follows:

- a. Considering different factors associated with any major campus emergency, the following positions shall immediately contact the COO to activate the proper procedures necessary to meet the emergency, safeguard persons and property, and maintain educational facilities regarding the possible need for a state of emergency:
 - Chief of Police
 - Director of Facilities Management
 - Director of Safety & Risk Management
 - Emergency Management Advisor
- b. During a university state of emergency a curfew may also be mandated. When a curfew is mandated or other restrictions authorized, only registered students, faculty, staff, and affiliates (i.e., person required by employment) may be present on campus. Those who cannot present proper identification (registration or employee identification card, or other proper

I.D.) showing

legitimate business on campus will be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest in accordance with the current state and/or federal laws.

- c. In addition, only those faculty and staff members who have been assigned essential emergency duties or issued authorization by GSUPD will be allowed on campus or a declared emergency area.

DIRECTION AND COORDINATION FOR EMERGENCY RESPONSE

The President or appointed designee shall direct all emergency operation as listed below:

EMERGENCY COORDINATORS:

The Chief Operating Officer shall coordinate all emergency operations and oversee crisis management for the university. The Chief Operating Officer may delegate and/or assign duties depending on the nature of the specific emergency.

In the absence of the President or the Chief Operating Officer, the Chief of Police shall assume operational control of the emergency until relieved. The following positions shall serve as primary lead advisors during an emergency:

Director of Safety & Risk Management
Director of Facilities Management
Emergency Operations Advisor

EMERGENCY COMMAND POST:

When a major emergency occurs, or is eminent, it shall be the responsibility of the Chief Operating Officer and/or designee to establish and staff an Emergency Operations Center as directed. GSUPD's headquarters, Information Technology Center and/or Lon building shall also always be kept fully operational.

FIELD EMERGENCY COMMAND POST:

If the emergency involves only one building or a small part of the campus, a University Police vehicle is to be placed as near the emergency scene as is reasonably possible. At least one uniformed police officer is to always staff the command post or until the emergency ends. A small office with a desk, chair, and telephone may also be needed near the scene. Field Emergency Command Post Equipment, at a minimum, should include:

- Barricades and barrier tape, and signs for the scene
- Two portable hand radios
- Bullhorn (portable public address system)
- First aid kit
- Campus telephone directory and local telephone

directory **GENERAL EMERGENCY COMMAND POST:**

If the emergency involves a large part of the campus, the Command Post is to be set up in the University Police Building. If this site is unavailable, the Emergency Coordinators are to select an alternate location. At least one uniformed officer shall always staff the Command Post until the emergency ends. A marshalling area for outside and local agency aid shall be set up by the University Police and the Chief Operating Officer or appointed designee of the combined on-site emergency resource team. A conference room with facilities for emergency teams or media crew, and which is designed to accommodate multiple telephone and/or electrical appliances, is desirable.

CAMPUS EMERGENCY RESOURCE TEAM:

In addition to establishing an Emergency Command Post, as necessary, notification shall begin by contacting the following personnel:

- Damage Control: Director of Facilities Management
- Public Information: Director of Strategic Management & Communications
- Environmental Health and Compliance: Director of Safety and Risk Management
- Executive Cabinet

President of Grambling State University or appointed designee

Has direct oversight of Grambling State University and reports directly to the UL System President regarding all emergencies.

Declares and ends, when appropriate, the campus state of emergency as deemed appropriate.

Serves as the official spokesperson for the University with governmental agencies, Emergency Resource Team and other authorities, as necessary.

EMERGENCY COORDINATORS:

Chief Operating Officer or appointed designee

Responsible for the overall coordination of any emergency or crisis management response.

Determines the type and magnitude of the emergency and establishes the appropriate emergency command post.

Initiates immediate contact with the President and the University's Administration and begins assessment of the University's condition.

Notifies and utilizes police, safety officer and, if necessary, student aides to maintain safety and order.

Notifies the Emergency Resource Team members and advises them of the emergency.

Notifies and conducts liaison activities with an appropriate outside organization such as fire, police, etc.

Ensures that appropriate notification is made to off-campus staff when necessary.

Performs other related duties as may be directed by virtue of the campus emergency.

Assures the appropriate Division prepares and submits a report to the President with an outcome of the emergency.

DAMAGE CONTROL:

Director of Facilities Management or appointed designee

Notifies President and/or COO of major emergencies.

Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection.

Provides vehicles, equipment, and operators for movement of personnel and supplies, and assigns vehicles as required to the Emergency operations.

Obtains the assistance of utility companies as required for emergency operations.

Furnishes emergency power and lighting systems as required.

Surveys habitable space and relocates essential services and functions.

Provides facilities for emergency generator fuel during actual emergency or disaster periods.

Provides for storage of vital records at an alternate site, coordinates with building and area coordinators for liaison and necessary support.

CAMPUS PUBLIC SAFETY: The Chief of University Police and Assistant Chief of University Police

Maintains Campus Safety.

Maintains a state of constant readiness.

Notifies President and/or COO of major emergencies.

Takes immediate and appropriate action to protect.

Obtains assistance from the city, parish, and state federal government as applicable.

Provides traffic control, access control, perimeter and internal security patrols and fire prevention services as needed.

Maintains liaison with the Information Technology Center Manager (Chief Information Officer) for telecommunications support, as necessary.

Implement building evacuation plan as directed.

PUBLIC INFORMATION: Director of Strategic Communications and Marketing

Establishes liaison with the news media for dissemination of information as requested by the President.

Establishes liaison with local radio and television services for public announcements.

Prepares new releases for approval and releases to media concerning the emergency.

ENVIRONMENTAL HEALTH AND COMPLIANCE: Director of Safety and Risk Management

Assist outside emergency personnel, as directed.
Ensure personnel under Campus Police supervision are fully briefed to take proper action in any emergency.

Work with Chief Operating Officer to establish an alternate communication system during emergencies.

Coordinate, as necessary, with Building Coordinators, a campus operation plan and support as it pertains to their areas.

Maintain communication with the Emergency Command Post.

EMERGENCY MANAGEMENT AND OPERATIONS ADVISOR

Advise University leadership during critical events, crises, and disasters.

Assist with oversight and coordination of emergency service activities.

Assist with the coordination of efforts by outside organizations including local, state, and federal fire suppression organizations, the state office of emergency services, parish sheriff's department, red cross, and utility companies.

Assist with the activation of the University emergency operations center.

RESPONSIBILITIES

ADMINISTRATORS, DEANS AND DEPARTMENT HEADS

- a. Every Vice President, dean and department head may appoint a specific person as Building/Facility Coordinator for every activity under their control, and has the following general responsibilities prior to and during any emergency:
 - (1) Emergency Preparedness
 - (a) Building evacuation information shall be distributed to all employees with follow-up discussions, on the job training

or explanation as required. Contact Director of Safety & Risk Management for assistance.

- (b) Time shall be allowed for training employees in emergency techniques including fire extinguisher usage, first aid, CPR, and building evacuation procedures.
- (2) Emergency Situations
 - (a) Inform all employees under their direction of the emergency.
 - (b) Evaluate the impact the emergency has on their activity and take appropriate action. This may include ceasing operations and initiating building evacuation.
 - (c) Maintain emergency telephone communications with officials from their own activity (or from an alternate site if necessary).
 - (d) The following units or departments will have a unit or departmental plan dealing with any of the listed major emergencies which may affect their area:

- Academic Affairs
- Arts & Sciences
- Consumer & Family Sciences
- Counseling Center
- Fiscal Affairs
- Food Service
- Industrial & Engineering Technology
- Information Technology Center
- Intercollegiate Athletics
- Kinesiology
- Residential Life
- Safety & Risk Management
- Student Affairs
- Student Health Center
- University Police

The departmental plans should be a guide that people within the department can follow to respond to a reported emergency. It will include the basics of how the department will respond to an emergency, individual responsibilities (if appropriate), and details on who is to be notified. All plans should be sent to the Director of Safety & Risk Management for review and approval.

FACULTY AND SUPERVISOR:

Each faculty and staff supervisor has the responsibility to:

- a) Educate their students and/or employees concerning University emergency procedures as well as evacuation procedures for their building and /or activity.
- b) Inform their students and/or staff of an emergency and initiate emergency procedures as outlined in this guide.
- c) Evacuate, survey, and estimate their assigned building facility or activity to determine the impact a fire or earthquake could have on their facility. Report all safety hazards to the University Safety Officer on extension 3174. Work orders to reduce hazards and to minimize accidents should be promptly submitted to Facilities Management.

IMPORTANT: Inform all students, staff, and faculty to conform to building evacuation guidelines during any emergency and report to a designated campus assembly outside the building where a head count can be taken.

EMERGENCY DISASTER RESPONSE TEAM (EDRT)

The EDRT will assemble following each crisis to evaluate how the situation was responded to and make recommendations to better respond to similar situations in the future. The EDRT will also assemble at least once per year to review the overall campus plan, individual department plans, and evaluate training and emergency notification literature.

UNIVERSITY NOTIFICATION SYSTEM

It is intended for the immediate transmission of specific information regarding an emergency to be released to all affected areas of the campus. The University Everbridge and G-Safe platforms will notify all subscribers which will provide email and text messages to subscribers.

GSUPD / UNIVERSITY POLICE DEPARTMENT

The officer on duty will notify his chain of command of any campus emergency as necessary and will initiate the notification system by contacting the following University administrators as appropriate:

1. President
2. Chief Operating Officer
3. University Vice Presidents
4. Director of Strategic Communications & Marketing
5. Extended Presidential Cabinet

IMPORTANT: during an emergency, campus phones must be restricted to university official notification only. In the absence of phone services, the Information Technology will provide support for emergency communications and server support.

ON/OFF CAMPUS SOURCES OF ASSISTANCE DURING EMERGENCIES

ON CAMPUS ASSISTANCE

- a. University Police
When dialing from **on-campus** telephone extension 2222 or 2219.
- b. GSUPD are on duty twenty (24) hours per day. Additionally, police help is readily available for the City of Grambling Police Department, telephone (318) 247-3771, Ruston Police Department, (318) 255-4141 and the Lincoln Parish Sheriff's Department, telephone (318) 252-5111.
- c. Facilities Management/Maintenance: Normal Business Hours (318) 274-6162; Trouble/Service after 5:00p.m. contact University Police at 2222.

Skilled workers are always available from Facilities Planning & Management during normal working hours and on short notice at other times.

They can provide the following emergency services:

UTILITIES: Repairs to water, gas, electric and sewage systems.

STRUCTURES: Repairs to structures and mechanical equipment therein, including heating and cooling systems.

EQUIPMENT: Portable pumps, generators, floodlights, welders, air compressors, tractors, backhoes, forklifts, etc.

TRANSPORTATION: Sedans, light trucks, dump trucks, and tractors

Note: Transportation repairs are based on the availability of resources to perform.

- d. Purchasing Department: Emergency procurement of materials and services can be arranged in direct support of any contingency.

OFF CAMPUS ASSISTANCE

- a. Local Law Enforcement Agencies:

-
- | | |
|---|----------------|
| Grambling Police Department: | 318) 247-3771 |
| Ruston Police Department: [000] | 318) 255-4141 |
| Lincoln Parish Sheriff: | 318) 251-5111 |
|
 | |
| b. <u>Local Fire Departments and Paramedic Units:</u> | |
| Grambling Fire Department: | 318) 247-6410 |
| Ruston Fire Department: | 318) 255-2121 |
|
 | |
| c. <u>State Law Enforcement Agencies:</u> | |
| Louisiana State Police: | 318) 345-0000 |
|
 | |
| d. <u>Local Ambulance Service:</u> | |
| Pafford EMS: | 318) 247-3911 |
|
 | |
| e. <u>Lincoln Parish Health Dept.</u> | 318) 251-4120 |
| Local Hospitals: | |
| Lincoln General Hospital, Ruston, LA | 318) 254-2100 |
| Bienville General Hospital, Arcadia, LA | 318) 263-2044 |
|
 | |
| f. <u>Lincoln Parish Police Jury:</u> | 318) 252-5150 |
|
 | |
| g. <u>State Highway Department:</u> | 318) 251-4118 |
|
 | |
| h. <u>Lincoln Parish Highway Department:</u> | (318) 255-5159 |
|
 | |
| i. <u>National Weather Service:</u> | 318) 636-7345 |
|
 | |
| j. <u>State National Guard:</u> | 318) 255-2327 |
|
 | |
| k. <u>North Louisiana Red Cross (Monroe)</u> | 318-323-5141 |
|
 | |
| l. <u>North Louisiana Red Cross (Shreveport)</u> | 318-865-9545 |

NOTE: Emergency 911 cannot be accessed from the university's telephone system, use 9-911 or call 2222 or 2219.

EMERGENCY PROCEDURES GUIDE

1. CAMPUS EMERGENCY GUIDELINES

2. SPECIFIC EMERGENCY PROCEDURES

Reporting Emergencies Building
Evacuation Media Relations Disaster
Preparedness for People with Disabilities
Bomb Threats Chemical or Radiation Spill
Civil Disturbance or Demonstrations Earthquake
Elevators (see Utility Failure)
Explosion, Aircraft Down (crash) on Campus
Extreme Heat
Fire
Floods and Flash Floods
Medical and First Aid
Psychological Crises
Thunderstorms and Lightning
Tornados
Violent or Criminal Behavior
Utility Failure (water main, sewerage, etc.)
Winter Storm

REPORTING EMERGENCIES

CAMPUS EMERGENCY SERVICE-DIAL 2222 or 2219

1. IN AN EMERGENCY IN WHICH CAMPUS UNIVERSITY POLICE AND SAFETY CANNOT BE REACHED, DIAL 9-911, 247-3771 OR 255-4141.
2. When calling, remain calm and carefully explain the problem and location to the public safety dispatcher. DO NOT HANG UP UNTIL TOLD TO DO SO.

KEEP CALM

KEEP OTHERS CALM

Senior Building Emergency Coordinator: _____

Location: _____

Telephone: _____

Building Emergency Team Members: _____

IMPORTANT: After any evacuation report to your designated assembly point. Stay there until an accurate HEADCOUNT is taken: The Building Coordinator will take attendance and assist in accounting for all building occupants.

EVACUATION PROCEDURES

IN AN EMERGENCY – POLICE/FIRE/AMBULANCE – DIAL 2222

In an emergency and University Police CANNOT be reached; dial 9-911, 247-3172, 247-3771, or 255-4141.

1. Building Evacuation
 - a. All building evacuations will occur when an alarm sounds and/or upon notification by University Police or Building Coordinator.
 - b. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
 - c. ASSIST THE DISABLED ON EXITING THE BUILDING! Remember that the elevators are reserved for handicapped persons. DO NOT USE THE ELEVATOR IN CASE OF FIRE, EARTHQUAKE AND/OR TORNADOES.
 - d. Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas and sidewalks clear for emergency vehicles and personnel. Know your area assembly points.
 - e. DO NOT return to an evacuated building unless told to do so by University Police.

IMPORTANT: After any evacuation report to your designated area assembly point. Stay there until an accurate headcount is taken. The Senior Building Emergency Coordinator will take attendance and assist in accounting for all building occupants.

2. Campus Evacuation
 - a. Evacuation of all or parts of the campus grounds will be announced by University Police as described.
 - b. All persons (students and staff) are to immediately vacate the area in question and relocate to another part of the campus grounds as directed.

STRATEGIC COMMUNICATIONS AND MARKETING

In An Emergency Situation

1. University Police should contact the Director of Strategic Communications and Marketing in the event of an emergency at (318) 243-5012 (Director's work cell) or 6117 (President's Office)
2. The Director of Strategic Communications and Marketing or a designee shall act as the spokesperson for the University. Only the official spokesperson will meet or talk with the media.
3. The Director of Strategic Communications and Marketing or designee should disseminate no information to the media except as is deemed appropriate. Any call from the media should be directed to the Office of Strategic Communications and Marketing (318) 243-5012 [primary] or (318) 274-2468.

As Spokesperson, the Director of Strategic Communications and Marketing will:

1. Contact the University Police to obtain an accurate assessment of the situation.
2. Confer with the President and other chief administrators to determine the information to be released.
3. Using the most appropriate methods, distribute emergency messaging to all campus constituents, establish contact with radio, television, and print media to provide them with accurate and appropriate information regarding emergencies.
4. Maintain open lines of communication to keep campus constituents and external media updated on the emergency.
5. Provide the media with all hot-line numbers that may be established office and home telephone numbers of subject matter expert(s) and/or designee(s).

DISASTER PREPAREDNESS FOR PEOPLE WITH DISABILITIES

Being prepared for emergencies can reduce the fear, panic, and inconvenience surrounding a disaster.

Have a plan for exiting your building (ask friends for assistance, if necessary). Be sure that the Building Coordinator in your building where you are is aware of your disability and special needs during a disaster. Maintain a list of the following important items and store it with the emergency supplies:

- Special equipment and supplies, e.g., hearing aid batteries.
- Current prescriptions names and dosages
- Names, addresses, and telephone numbers of doctors and pharmacists
- Detailed information about the specifications of your medication regime.

Create a self-help network of friends or co-workers to assist in an emergency. If you think you may need assistance in a disaster, discuss your disability with friends and co-workers and ask for their help.

Wearing a medical alert tag or bracelet to identify your disability may help in case of an emergency.

Know the location and availability of more than one facility if you are dependent on a dialysis machine or other life-sustaining equipment or treatment.

If you have a severe speech, language, or hearing disability:

- When you dial 9-1-1, tap space bar to indicate TDD.
- Store a writing pad and pencils to communicate with others.
- Keep a flashlight handy to signal your whereabouts to other people and for illumination to aid in communication.
- Remind friends that you may not completely hear warnings or emergency instructions. Ask them to be your source of emergency information as it comes over their radio.
- If you have a service animal, be aware that the animal may become confused or disoriented in an emergency.

If you need a wheelchair:

Show friends how to operate your wheelchair so they can move you if necessary. Make sure your friends know the size of your wheelchair in case it must be transported.

BOMB THREATS

1. If you observe a suspicious object or potential bomb on DO NOT HANDLE THE OBJECT! Clear the area and immediately call University Police on extension 2222/2219.
2. Any person receiving a phone call bomb threat should ask the caller:
 - When is the bomb going to explode?
 - Where is the bomb located?
 - What kind of bomb is it?
 - What does it look like?
 - Why did you place the bomb?
3. Keep talking to the caller as long as possible and record the following:
 - Time of call.
 - Age and sex of caller
 - Speech pattern, accent, possible nationality, etc.
 - Emotional state of the caller.
 - Background noise.
4. Immediately notify University Police, extension 2222/2219. Report the incident.
5. University Police will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects and report the location to the University Police. DO NOT TOUCH THE OBJECT! Do not open drawers, cabinets, or turn lights on or off.
6. If an emergency exists, activate the building alarm. CAUTION; THE BUILDING/FIRE ALARM RINGS ONLY IN SOME BUILDINGS, you must also report the incident by phone.
7. When the building evacuation alarm is sounded or an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.
8. ASSIST THE DISABLED IN EXITING THE BUILDING! DO NOT USE ELEVATORS. DO NOT PANIC.
9. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
10. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by University Police.

IMPORTANT: After any evacuation report to your designated area assembly point. Stay there until an accurate headcount is taken. The Building Coordinator will take attendance and assist in accounting for all buildings.

Bomb Threat Call Checklist

Date received: [OBJ] Time Received _____

Person receiving call: [OBJ]

Address: [OBJ]

Telephone: [OBJ]

How reported: [OBJ]

Exact words of caller: _____

Questions to ask:

Answer: (if any)

- | | | |
|----|------------------------------------|----------|
| 1. | When is the bomb going to explode? | A. _____ |
| 2. | Where is the bomb right now? | A. _____ |
| 3. | What kind of bomb is it? | A. _____ |
| 4. | What does it look like? | A. _____ |
| 5. | Why did you place the bomb? | A. _____ |
| 6. | Where are you calling? | A. _____ |
| 7. | What is your name? | A. _____ |
| 8. | What is your address? | A. _____ |

Description of caller's voice: _____

Male _____ Female _____ Young _____ Old _____
Accent _____ Race _____ Estimated age _____

Speech (check applicable boxes)

- | | | | |
|---------------------------------|----------------------------------|------------------------------------|----------------------------------|
| <input type="checkbox"/> Slow | <input type="checkbox"/> Excited | <input type="checkbox"/> Disguised | <input type="checkbox"/> Angry |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Loud | <input type="checkbox"/> Broken | <input type="checkbox"/> Crying |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Lisp | <input type="checkbox"/> Sincere | <input type="checkbox"/> Slurred |
- Familiar (if voice is familiar, whom did it sound like? _____)

Background sounds (check applicable boxes)

- | | | |
|--|---|---------------------------------|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> House noises | <input type="checkbox"/> Voices |
| <input type="checkbox"/> Clear | <input type="checkbox"/> Static | <input type="checkbox"/> Local |
| <input type="checkbox"/> Music | <input type="checkbox"/> Office machinery | |
| <input type="checkbox"/> Factory machinery | <input type="checkbox"/> Other | |

Time caller hung up: _____

Chemical or Radiation Spill

1. Any spillage of a hazardous chemical or radioactive material should be reported immediately to the Director of Safety and Risk Management and University Police, 2222/2219.
2. When reporting, be specific about the nature of the material involved and exact location. University Police will contact the necessary specialized authorities and medical personnel.
3. The key person on site should vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of University Police. Do not walk into or touch any of the spilled substance. Try not to inhale gases, fumes and smoke. If possible, cover your mouth with a cloth while leaving the area.
4. Stay away from accident victims until the hazardous material has been identified.
5. Try to stay upstream, uphill, and upwind of the accident.
6. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give their names to University Police.
7. If an emergency exists, activate the building alarm. CAUTION; THE BUILDING/FIRE ALARM RINGS ONLY IN SOME BUILDINGS, you must also report the incident by phone.
8. When the building evacuation alarm is sounded or an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.
9. ASSIST THE DISABLED IN EXITING THE BUILDING! DO NOT USE ELEVATORS. DO NOT PANIC.
10. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
11. A campus Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.
12. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by University Police.
13. IF ASKED TO STAY INDOORS (“IN-PLACE SHELTERING”)
Seal room so contaminants cannot enter.
 - Close and lock windows and doors.
 - Seal gaps under doorways and windows with wet towels and duct tape.
 - Seal gaps around window and air conditioning units, bathroom and kitchen exhaust fans, stove and dryer vents with duct tape and plastic sheeting, wax paper, or aluminum wrap.
 - If you think gas or vapor could have entered the building, take shallow breaths through a cloth or a towel.
 - Avoid eating or drinking any food or water that you think may be contaminated.
 - Monitor the emergency Broadcast System station for further updates and remain indoors until authorities indicate it is safe to come out.

14. Emergency Shutdown Procedures

In the event of a natural disaster in which major structural damage is sustained, it is advisable to turn off all utilities: electricity and natural gas are of primary concern. The gas-chlorine system at the pool should not be overlooked, but any emergency activity in the area (pool house) should be approached with utmost caution. Leaking gas-chlorine will form a hazy cloud which may drift from one area to another or be dispersed into the atmosphere. This cloud should be avoided, and work done in its vicinity should be with safety and an approved air-pac. Broken gas-chlorine tanks will exhaust themselves and the chemical will eventually disperse and become relatively non-toxic. The important aspects of dealing with leaking chlorine gas is to evacuate the immediate area and/or buildings.

IMPORTANT: After any evacuation report to your designated area assembly point. Stay there until an accurate headcount is taken. The Building Coordinator will take attendance and assist in accounting for all buildings.

CIVIL DISTURBANCES OR DEMONSTRATIONS

Most campus demonstrations such as marches, meetings, picketing, and rallies are generally peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exist because of the demonstration:

- ❑ Interference with the normal operations of the University.
- ❑ Prevention of access to offices, buildings, or other University facilities.
- ❑ Threat of physical harm to persons or damage to university facilities.

If any of these conditions exist, University Police should be notified and will be responsible for contacting and informing the President and Vice Presidents. Depending on the nature of the demonstration, the appropriate procedures listed should be followed:

Peaceful, Non-Obstructive Demonstrations

Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked, and efforts should be made to conduct University business as normally as possible.

If demonstrators are asked to leave by the Vice President of Student Affairs or a designee but they refuse to leave by the regular facility closing time:

- a. Arrangements will be made by the Chief of Police to monitor the situation during non-business hours or
- b. A determination will be made to treat the violations of regular closing hours as a disruptive demonstration. (See Section 2.)

NON-VIOLENT, DISRUPTIVE DEMONSTRATIONS

If a demonstration blocks access to university facilities or interferes with the operations of the University:

1. Demonstrators will be asked to terminate the disruptive activity by the Vice President for Student Affairs or designee.
2. The Vice President for Student Affairs will consider having a photographer available.
3. Key University personnel and/or student leaders will be asked by the Vice President for Student Affairs to go to the area and persuade the demonstrators to desist.
4. The Vice President for Student Affairs or a designee will go to the area and ask the demonstrators to leave or to discontinue the disruptive activity.

5. If the demonstrators persist in the disruptive activity, the Vice President for Student Affairs or a designee will apprise them that failure to discontinue the specified action within a determined length of time may result in disciplinary actions including suspension or expulsion or possible intervention by civil authorities (see Attachment A). Except in extreme emergencies, the president will be consulted before such disciplinary actions are taken.
6. Efforts should be made to secure positive identification of demonstrators in violations to facilitate later testimony, including photographs, if deemed visible.
7. After consultation with the President and Director of Police and by the Vice President for Student Affairs, the need for an injunction and intervention of civil authorities will be determined.
8. If determination is made to seek the intervention of civil authorities, the demonstrators should be so informed. Upon arrival of the Police department the remaining demonstrators will be warned of the intention to arrest (see Attachment B).

Violent, Disruptive Demonstrations

If a violent demonstration in which injury to persons or property occurs or appears eminent, the President and the Vice President for Student Affairs will be notified:

1. During Business Hours
 - a. In coordination with the Vice President for Student Affairs or designee, University Police will contact the Grambling Police Department, the Lincoln Parish Sheriff Department and/or Louisiana State Police.
 - b. The president in consultation with the Vice President for Student Affairs and the Chief of Police, will determine the possible need for an injunction.
 - c. University Police will provide an office with a radio for communication between the University and the Grambling Police, Lincoln Parish Sheriff's Department and/or Louisiana State Police as needed.
2. After Business Hours
 - a. University Police should be immediately notified of the disturbance.
 - b. University Police will investigate the disruption, report and notify the Chief of Police and the Vice President for Student Affairs.
 - c. The Vice President for Student Affairs will:
 - a. Report the circumstances to the President.
 - b. Notify key administrators and, if appropriate, the administrator responsible for the building area.
 - d. Chief of Police or designee will:
 1. Notify the University Public Relations Director
 2. If necessary, call the Grambling Police Department and Lincoln Parish Sheriff Department and Louisiana State Police for assistance.

Attachment A

Directive to Immediately Terminate Demonstration

(Identify Self) The President, COO or Chief of Police.

This assembly and the conduct of each participant is seriously disrupting the operations of the University and is in clear violations of the rules of the University. You have previously been called upon to disperse and terminate this demonstration. (You have been given opportunity to discuss your grievances in the manner appropriate to the University) (In no event will the Administration of the University give in to demands backed by force.) Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes, I will, under the authority of the University of Louisiana System Board of Supervisors, take whatever measures are necessary to restore order including calling for police assistance. Any student who continues to participate in this demonstration is subject to possible arrest and suspension.

Attachment B

Directive to Immediately Terminate Demonstration with the Assistance of Police

(Identify Self) the President, COO or Chief of Police.

You have previously been directed to terminate this demonstration and you have been put on notice as to the consequences of your failure to do so. Since you have chosen to remain in violation of the rules and regulations of the University, each of you is hereby suspended, subject to later review. The police will now be called to assist in dispersing this assembly. Those who fail to leave immediately will also be subject to arrest.

EARTHQUAKES

During an earthquake, remain calm and quickly follow the steps outlined below.

1. If indoors:

- ❑ Take cover under a piece of heavy furniture or against an inside wall and hold on.
- ❑ Stay inside.
- ❑ The most dangerous thing to do during the shaking of any earthquake is to try to leave the building because objects can fall on you.

2. If outdoors

- ❑ Move into the open, away from buildings, streetlights, and utility wires.
- ❑ Once in the open, remain there until the shaking stops.

3. If in a moving vehicle:

- ❑ Move to a clear area away from buildings, trees, overpasses, or utility wires.
- ❑ Stop quickly and remain in the vehicle.
- ❑ Once the shaking has stopped, proceed with caution. Avoid bridges or ramps that might have been damaged by the quake.

4. After the initial shock, evaluate the situation, and if emergency help is necessary, call University Police on campus. Always protect yourself.

5. After an earthquake be prepared for aftershocks.

- ❑ Although smaller than the main shock, aftershocks cause additional damage and may bring weakened structures down. Aftershocks can occur in the first hours, days, weeks, or even months after the quake.
- ❑ Help injured or trapped persons.
- ❑ Give first aid where appropriate. Do not move seriously injured persons unless they are in immediate danger of further injury. Call for University Police to help.
- ❑ Listen to a battery-operated radio or television for the latest emergency information.

Stay out of damaged buildings. Return only when University Police say it is safe.

- ❑ Use the telephone only for emergency calls.
- ❑ Clean up spilled medicines, bleaching, gasoline, or other flammable liquids immediately. Leave the area if you smell gas or fumes from other chemicals.
- ❑ Open closet doors cautiously.
- ❑ Gas leaks- if you smell gas or hear blowing or hissing noises, open a window if possible and quickly leave the building. Call the university police.

-
- Look for electrical system damage- if you see sparks, broken or frayed wires, or if you smell hot insulation, turn off electricity at the main fuse box or circuit breaker if possible.
6. Damaged facilities should be reported to the University Police. NOTE: Gas Leaks and power failures create special hazards.
 1. Please refer to section on Utility Failure.
 7. If an emergency exists activate the building alarms. CAUTION: THE FIRE/BUILDING ALARM ONLY RINGS IN SOME BUILDINGS- YOU MUST ALSO REPORT THE EMERGENCY BY PHONE.
 8. When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.
 9. Assist the Handicapped in Exiting the Building! Do not Panic.
 10. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
 11. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
 12. Do not return to an Evacuated Building unless told to do so by University Police.

IMPORTANT: After any evacuation report to your designated area assembly point. Stay there until an accurate headcount is taken. The Building Coordinator will take attendance and assist in accounting for all buildings.

EXPLOSION, AIRCRAFT CRASH ON CAMPUS

In the event that a mishap occurs such as explosion or a down aircraft(crash) on campus, take the following action:

1. Immediately take cover under tables, desks, and other objects, which will give protection against falling glass or debris.
2. As soon as possible, notify the University Police Department. Give your name and describe the location and nature of the emergency.
3. If an emergency exists activate the building alarms. **CAUTION: THE FIRE/BUILDING ALARM ONLY RINGS IN SOME BUILDINGS- YOU MUST ALSO REPORT THE EMERGENCY BY PHONE.**
4. When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.
5. Assist the Handicapped in Exiting the Building! Do not Panic.
6. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
7. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
8. Do not return to an Evacuated Building unless told to do so by University Police.

IMPORTANT: After any evacuation report to your designated area assembly point. Stay there until an accurate headcount is taken. The Building Coordinator will take attendance and assist in accounting for all buildings.

FIRE

IN ALL CASES OF FIRE, THE GRAMBLING VOLUNTEER FIRE DEPARTMENT WILL BE NOTIFIED BY UNIVERSITY POLICE AT 247-6410

NOTE: Emergency 911 cannot be accessed from the University's telephone system. Therefore, call 2222.

1. Know the location of fire extinguishers, fire exits and alarm systems in your area and know how to use them. Training and information are available through University Safety on extension 2630.
2. Minor Fires
 - ❑ If a minor fire appears controllable, contact the University Police at once. Then promptly direct the discharge of the fire extinguisher toward the base of the flame.
 - ❑ If an emergency exists, activate the building alarm. CAUTION: THE FIRE/BUILDING ALARM ONLY RINGS IN SOME BUILDINGS- YOU MUST ALSO REPORT THE EMERGENCY BY PHONE.
3. Large Fires
 - ❑ If the fire is large, very smoky, or rapidly spreading, IMMEDIATELY notify the University Police and fire department.
 - ❑ Evacuate all rooms, closing all doors to confine the fire and reduce oxygen- Do NOT LOCK DOORS.
 - ❑ Inform others in the buildings who may not have responded to the alarm to evacuate immediately.
 - ❑ If the alarm stops, continue to evacuate. Warn others who may enter the building after the alarm stops.
 - ❑ Walk, do not run, to the nearest stairway exit. DO NOT USE THE ELEVATORS DURING THE FIRE. Smoke is the greatest danger in a fire, so stay near the floor where the air is less toxic.
 - ❑ ASSIST THE HANDICAPPED IN EXITING THE BUILDING. If you are mobility impaired, request assistance from those nearest you. In the event no one renders assistance, proceed to the nearest stairway landing and smoke tower, shout for help and wait there to help arrive.
 - ❑ Once outside, move to a clear area at least 500 feet away from the affected buildings. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
 - ❑ DO NOT RETURN TO THE EVACUTATED BUILDING unless told to do so by University Police.

NOTE: IF you become trapped in a building during a fire and a window is available, place an article of clothing (Shirt, Coat, etc.) outside the window as a marker for rescuer crews. IF there is no window stay near the floor where the air

will be less toxic. Shout at regular intervals to alert emergency personnel of your location. DO NOT PANIC.

IMPORTANT: After any evacuation report to your designated area assembly point. Stay there until an accurate headcount is taken. The Building Coordinator will take attendance and assist in accounting for all buildings.

FLOODS AND FLASH FLOODS

If flood conditions occur, dial University Police at 2222 or 2219. Please provide enough information on the building, floor, room, degree of flooding, or potential damage.

DURING A FLOOD WATCH:

- Listen to a battery-operated radio for the latest storm information.
- Be prepared for evacuate.

DURING A FLOOD

If indoors:

- Turn on battery operated radio to get the latest emergency information.
- If told to leave, do so immediately.

If outdoors:

- Climb on high ground and stay there.
- Avoid walking through any floodwaters. If it is moving swiftly, even water 6 inches deep can sweep you off your feet.

If in a car:

- If you come to a flooded area, turn around and go another way.
 - If your car stalls, abandon it immediately and climb to higher ground.
- Many deaths have resulted from attempts to move stalled vehicles.

DURING AN EVACUATION:

- If advised to evacuate, do so immediately.
- Evacuation is much simpler and safer before floodwaters become too deep for ordinary vehicles to drive through.

IMPORTANT: After any evacuation report to your designated area assembly point. Stay there until an accurate headcount is taken. The Building Coordinator will take attendance and assist in accounting for all buildings.

MEDICAL AND FIRST AID

CALL UNIVERSITY POLICE IF YOU NEED ASSISTANCE.

Emergency On Campus Telephone Number – 2222 or 2219
Off Campus Emergencies Dial 911

1. If severe injury or illness occurs on campus immediately dial 2222 or 2219. Give your name, describe the nature and severity of the medical problem and the campus location of the victim.
2. In case of minor injury or illness, first aid care is knowledgeable. *
3. In case of severe injury or illness, Red Cross and/ or American Heart Association trained personal should quickly perform the following steps: *
 - a. Keep the victim still and comfortable. **DO NOT MOVE THE VICTIM.**
 - b. Ask victim, “Are you okay?” and “What is wrong?”
 - c. Check breathing and give artificial respiration if necessary.
 - d. Control serious bleeding by direct pressure on the wound.
 - e. Continue to assist the victim until help arrives.
 - f. Look for emergency medical I.D., question witness(es) and give all information to the paramedics.
4. All building emergency team members should be trained in first aid and **CPR**. Training is available through the local American Red Cross and the Grambling State University Department of Physical Education and Recreation. Every office should have a person trained in first aid and CPR.
 - Only Red Cross and American Heart Association personnel should provide first aid treatment (i.e., first aid, CPR).

EPIDEMIC POISONING

Call 2222 or 2219

1. If poison is air borne:

Evacuate immediately to a designated assembly point.

Assist victims in leaving the affected area.

2. If poison is other than airborne:

Evacuate area to a designated assembly point.

Wash your hands with soap and water.

IMPORTANT: With any evacuation, report to your designated campus assembly point. Stay there until an accurate **HEADCOUNT** is taken. The Emergency Coordinator will take attendance and assist in the accounting for all occupants.

PSYCHOLOGICAL OR EMOTIONAL DISTRESS

A student or employee may exhibit a psychological or emotional crisis when he/ she has experienced trauma, a stressful life event, or drug induced reaction whereby he/ she is unable to handle or cope with a problem or situation. Some of the “special” problems which may cause an individual emotional and/ or psychological distress may be related to drugs, alcohol, separation from family, sexual assault, serious illness, death of loved one, loss of a relationship, HIV/ AIDS, etc. The individual may threaten harm to self or to others or may exhibit signs which indicate that he/ she is out of touch with reality due to the stressful life event, drug behaviors: hallucinations, disintegration of speech or thought patterns, uncontrollable behavior(s), echolalia (i.e., repetitious sounds or phrases); babbling unintelligible jargon and/ or other aberrant/ abnormal behaviors.

If a psychological or emotional crisis occurs:

1. Never try to intervene or handle a situation on your own which you feel is potentially dangerous.
2. Have someone Notify the University Police at 2222 or 2219 and the Counseling Center 3277/ 3338. Watch the individual closely until assistance arrives:
 1. Clearly state that you need immediate assistance.
 2. Give your name, the location, and the nature of the crisis (*i.e., suicide attempt, individual threatening harm to self or others, etc.*)
 3. Watch the individual closely until assistance arrives.
3. In extreme emergencies, contact the Lincoln Parish Coroner’s Office at 255-7474.

THUNDERSTORMS AND LIGHTNING

CALL UNIVERSITY POLICE AT 2222 OR 2219

Severe Thunderstorm Watches and Warnings

A *severe thunderstorm watch* is issued by the National Weather Service when the weather conditions are such that a severe thunderstorm (***damaging winds 58 miles per hour or more, or hail three-fourths of an inch in diameter or greater***) is likely to develop.

A *severe thunderstorm warning* is issued when a severe thunderstorm has been sighted or indicated by weather radar. At this point, the danger is serious, and everyone should go to a safe place, turn on the battery-operated radio or television, and wait for the “all clear” by the authorities.

Thunderstorm Precautions If Indoors:

Listen to a battery- operated radio or television for the latest storm information.

Do not handle any electrical equipment or telephones because lightning could follow the wire. Television sets are particularly dangerous now.

Avoid bathtubs, water faucets, and sinks because metal pipes can transmit electricity.

If Outdoors:

- Attempt to get into a building or car.
- If no structure is available, get to an open space and squat low to the ground as quickly as possible. (If in the woods, find an area protected by a low clump of trees-never stand underneath a single large tree in the open.) Be aware of the potential for flooding in low-lying areas.
- Crouch with hands on knees.
- Avoid tall structures such as towers, tall trees, fences, telephone lines, or power lines.
- Stay away from natural lightning rods such as golf clubs, tractors, fishing rods, bicycles, or camping equipment.
- If you are isolated in a level field or prairie and you feel your hair stand on end (which indicates that lightning is about to strike), bend forward, putting your hands

on your knees. A position with feet together and crouching while removing all metal objects is recommended. Do not lie flat on the ground.

If in a Car:

- Pull safely onto the shoulder of the road away from any trees that could fall on the vehicle.
- Stay in the car and turn on the emergency flashers until the heavy rains subside.
- Avoid flooded roadways.

TORNADO

Call University Police at 2222 or 2219.

There are two (2) types of tornado alerts given by the U.S. Weather Service. A tornado watch indicates that weather conditions are right for a tornado to develop. The University family is advised to listen to radios for news of a storm's possible path and to prepare to go to shelter.

A tornado warning is issued when one has been spotted or shows up on radar. The probable path can usually be predicted, and everyone in a certain area is warned to take shelter immediately.

In the event a tornado is reported or sighted, all persons within the University's environment should move to a safe area. Action should be taken to prevent personal injury from falling objects or flying debris. Building basements, inner hallways, enclosed stairwells or lobbies (without glass) are suggested areas of safety.

TORNADO PRECAUTIONS IN THE UNIVERSITY ENVIRONMENT

- Go to an inside hallway at the lowest level.
- Avoid places with wide-span roofs such as auditoriums, cafeterias, and large hallways.
- Get away from windows.
- Get under a piece of sturdy furniture such as a workbench or heavy table or desk and hold on to it.

TORNADO PRECAUTIONS IF OUTDOORS IN THE UNIVERSITY ENVIRONMENT

- If possible, go inside a building.
- If shelter is not available or there is no time to get indoors, lie in a ditch or low-lying area or crouch near a strong building.
- Be aware of the potential for flooding.
- Use your arms to protect your head and neck.

TORNADO PRECAUTIONS WHILE IN A CAR IN THE UNIVERSITY ENVIRONMENT

- Never try to out drive a tornado in a car or truck. Tornadoes can change direction quickly and can lift a car or truck and toss it through the air.
- Get out of the car immediately and take shelter in a nearby building.
- If there is not time to get indoors, get out of the car and lie in a ditch or low-lying area away from the vehicle. Be aware of the potential for flooding.

LOCAL RADIO STATIONS

- Grambling KGRM (91.5 on FM Band)
- Ruston Nation Public Radio (90.3 on FM Band)
- Ruston KPCH (97.7 on FM Band)
- Ruston KXKZ (107.5 on FM Band)
- Ruston KRUS (1490 on AM Band)
- Monroe KYEA (98.3 on FM Band)

IMPORTANT: After the tornado, if possible, report to your designated campus area assembly point. Stay there until an accurate **HEADCOUNT** is taken. The Building Coordinator will take attendance and assist with the accounting for all occupants.

UTILITY FAILURE

(Power Outage, Sewerage, Water Main etc.)

DIAL 2222 OR 2219

1. If the Building Coordinator determines that an emergency exists, activate the building alarm. **CAUTION: THE FIRE/BUILDING ALARM RINGS ONLY IN SOME BUILDINGS**, you must also report the emergency by phone to extension 2222.
2. All building evacuations will occur when an alarm sounds continuously and/or when an emergency exists.
3. **ASSIST INDIVIDUALS WHO MAY BE ACCESS-CHALLENGED TO EXIT THE BUILDING! DO NOT USE ELEVATORS.**
4. Once outside, move to a clear area at least 500 feet away from the affected building (s). Keep the walkways, fire lanes and hydrants clear for emergency crews.
5. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.
6. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so, by the University Police.

ADDITIONAL INFORMATION AND PROCEDURES

- In the event of major utility failure occurring during regular working hours (8:00 a.m. through 5:00 p.m. Monday through Friday), immediately notify Facilities Management at 6162 or 2364.
- If there is potential danger to building occupants, or if the utility failure occurs after hours, weekends, or holidays, notify University Police at extension 2222 or 2219.

ELECTRICAL/LIGHT FAILURE:

At present, campus building lighting may not provide sufficient illuminations in corridors and stairs for safe exiting. It is therefore advisable to have a flashlight and portable radios available for emergencies.

ELEVATOR FAILURE:

If you are trapped in the elevator, use the emergency phone to notify University Police. If the elevator does not have an emergency phone, turn on the emergency alarm (located on the front panel), which will signal a person passing by to immediately call University Police at extension 2222 or 2219.

PLUMBING FAILURE/FLOODING:

Cease using all electrical equipment. Notify University Police at extension 2222 or 2219. If necessary, vacate the area.

SERIOUS GAS LEAK:

Cease all operations. EVACUATE. DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT, as these actions can trigger an explosion! DO NOT USE YOUR CELL PHONE in the impacted area. Notify University Police at extension 2222 or 2219.

STEAM LINE FAILURE:

Immediately notify University Police at extension 2222 or 2219, and if necessary, vacate the area.

VENTILATION PROBLEM:

If smoke odors come from the ventilation system, immediately notify University Police at extension 2222 or 2219, and if necessary, cease all operations and vacate the building.

VIOLENT OR CRIMINAL BEHAVIOR

The University Police Department is located at 531 RWE Jones Drive. The Police Department provides 24-hour help and protection, seven days a week, throughout the entire year. This service is provided seven (7) days a week on a year-round basis.

On-Campus Emergencies, Dial 2222/2219

Off-Campus Emergencies, Dial 247-3771-Grambling, LA

251-5111-Ruston, LA (Sheriff's Office)

251-4141-Ruston, LA

(To dial off-campus emergency on a campus phone, dial 9-247-3771 or 247-3772.)

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.

If you are a victim or a witness to any on-campus offense, **AVOID RISK!**

Promptly notify University Police at extension 2222/2219 as soon as possible and report the incident, including the following:

- a. Nature of the incident
- b. Location of the incident
- c. Description of person(s) involved.
- d. Description of property involved.
- e. Name of caller

If you observe a criminal act or a suspicious person on campus, immediately notify University Police and report the incident.

Assist the officers when they arrive by supplying them with all additional information and asking others to cooperate.

If you hear what you believe may be gunfire, take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary.

WHAT TO DO IF TAKEN HOSTAGE:

- a. Be patient. Time is on your side. Avoid drastic action.
- b. The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive. The captor is emotionally imbalanced. Do not make mistakes, which could hazard your well-being.
- c. Do not speak unless spoken to and then only when necessary. Do not talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with captor at all times, if possible, but do not stare. Treat the captor like royalty.

- d. Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
- e. Be observant. You may be released or escape. The personal safety of others may depend on your memory.
- f. Be prepared to answer the police on the phone. Be patient, wait. Attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, say so. The captors, in all probability, do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

IMPORTANT: After an evacuation, report to your designated campus area assembly point. Stay there until an accurate **HEADCOUNT** is taken. The Building Coordinator will take attendance and assist the accounting for all occupants

WINTER STORMS

DURING

If Indoors:

Stay indoors and dress warmly.

Listen to the radio or television to get the latest information

If Outdoors:

Dress warmly.

Wear loose-fitting, layered, lightweight clothing. Layers can be removed to prevent perspiration and chill. Outer garments should be tightly woven and water repellent. Mittens are warmer than gloves because fingers generate warmth when they touch each other.

Stretch before you go out.

If you go out to shovel snow, do a few stretching exercises to warm up your body. Also take frequent breaks.

Cover your mouth.

Protect your lungs from extremely frigid air by covering your mouth when outdoors. Try not to speak unless necessary.

Avoid overexertion.

Freezing weather puts an added strain on the heart. Unaccustomed exercise such as shoveling snow or pushing a car can bring on a heart attack or make other medical conditions worse. Be aware of symptoms of hypothermia.

Keep dry.

Change wet clothing frequently to prevent a loss of body heat. Wet clothing loses all its insulating value and transmits heat rapidly.

Wind Chill

Wind chill temperature is a measure of the combined cooling effect of wind and temperature. As wind increases, heat is carried away from the body at a faster rate, driving down both the skin temperature (which can cause frostbite) and eventually the internal body temperature (which can kill).

Frostbite and Hypothermia

Frostbite is a severe reaction to cold exposure that can permanently damage its victims. A loss of feeling and a white or pale appearance in fingers, toes, or nose and ear lobes are symptoms of frostbite.

Hypothermia is a condition brought on when the body temperature drops to less than 90-degree Fahrenheit. Symptoms of hypothermia include uncontrollable shivering, slow speech, memory lapses, frequent stumbling, drowsiness, and exhaustion.

If frostbite or hypothermia is suspected, begin warming the person slowly and seek immediate medical assistance. Warm the person's trunk first. Use your own body heat to help. Arms and legs should be warmed last because stimulation of the limbs can drive cold blood toward the heart and lead to heart failure. Put the person in dry clothing and wrap their entire body in a blanket.

Never give a frostbite or hypothermia victim something with caffeine in it (like coffee or tea) or alcohol. Caffeine, a stimulant, can cause the heart to beat faster and hasten the effects the cold has on the body. Alcohol, a depressant, can slow the heart and hasten the ill effects of cold body temperatures.

**TRAIN DERAILMENT/MVA ON I-20 OR U.S. HIGHWAY 80/ACCIDENT
WITH HAZMAT RELEASE**

In a train derailment/accident with a subsequent hazardous materials release into the atmosphere, call the University Police at 2222 or 2219.

- Level One- Minor derailment with no, or small, release of non-hazardous material. No or minor to GSU campus- no campus evacuation necessary.
- Level Two- A derailment which causes a major explosion, fire or chemical release affecting the GSU campus and surrounding community. HVAC systems in all building will be shut down, students and staff/faculty will shelter in place, and campus evacuation will be initiated if advised to do so by local HAZMAT authority.

Campus Evacuation:

Since train tracks are closest to the North side of campus, as is Interstate I-20, evacuate to the South as quickly as possible unless advised otherwise by University Police.

If the M.V.A and release of chemicals has occurred on U.S. 80, the evacuation route should move north toward Interstate I-20 unless advised otherwise by University Police.

- All individuals (faculty, students, staff, and visitors) are to evacuate campus immediately and move away from the threat by moving upwind. Try not to inhale gases, fumes, or smoke.
- Move away from campus quickly and as far away as you can. Be aware of the wind's direction and try to move in the direction of the wind, if possible.
- Vehicles should close windows and turn off car heater/air conditioner fan that could allow hazardous fumes to vent into the vehicle.
- Vehicles should take as many passengers (staff, students, visitors) with them as possible to avoid potential traffic jams.
- Evacuees "on foot" should exit campus by using the shortest route. Evacuees (in vehicle or "on foot") should move far away from campus before stopping to determine ways of getting to a safe location.
- Once in a safe location, evacuees should contact family and friends to let them know they are safe. DO NOT call Campus Safety unless you have essential information to relay.
- Only essential personnel will be allowed to remain on campus. Facilities Services will determine which buildings can be occupied based on ventilation controls.

COO'S BRIEFING LOG

Sample outline of reporting during an emergency. Briefing must be scheduled within 1 hour of notification of an emergency and every 4 hours or as determined by President or COO. (Meetings scheduled/coordinated by President's Chief of Staff and/or COO's Office Manager.)

- Description / Nature of Emergency:
- Affected Areas: (Buildings and/or campus-wide)
- Property Damage:
- Medical:
- Other Agencies involved: (identify)
- Briefings (order varies based on emergency):
 - President and/or Chief Operating Officer
 - Chief of Police
 - Director of Facilities Management
 - Director of Safety & Risk Management
 - Information Technology
 - Director of Campus Living & Housing
 - Vice President of Academic Affairs/Provost
 - Vice President of Student Affairs
 - Athletics
 - Human Resources
 - Finance
 - Director of Strategic Communications & Marketing
 - Executive Cabinet
- Recap
- Schedule Follow-up Briefing