

GRAMBLING  
STATE UNIVERSITY



EMERGENCY OPERATIONS PLAN

  
**GRAMBLING**  
STATE UNIVERSITY  
WHERE EVERYBODY IS SOMEBODY

**EOP**

**LETTER OF PROMULATION**

In the event of a natural or technological disaster, or intentional/terrorist act affecting Grambling State University, we must be prepared to implement plans and procedures to protect lives and property.

The purpose of this plan is to provide direction and guidance to Grambling State University and its supporting agencies. It constitutes a directive for this organization to prepare for and execute assigned emergency tasks to ensure maximum survival of the population and property in the event of a disaster or other overwhelming event.

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.

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 the framework of these guidelines. Any exception to the crisis management procedures will be conducted by, or with the approval of the University administrators directing and/or coordinating the emergency operations.

All requests for procedural changes, suggestions, or recommendations will be submitted in writing to the Director of Safety.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grambling State University, President

\_\_\_\_\_  
Grambling State University, Legal Counsel

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## **GENERAL EMERGENCY GUIDELINES**

### **PURPOSE**

Grambling State University's Emergency Operations Plan was developed to provide to students, faculty, staff, vendors and visitors information about emergency procedures to be employed in the event of a disaster—either natural or human-caused.

It is essential that personnel familiarize themselves with the various types of emergency situations. GSU's Emergency Operations Plan describes procedures for how best to respond to emergencies that can be catastrophic and/or disruptive to University operations.

The plan also describes roles and responsibilities of department personnel and individuals should an emergency occur. These procedures are designed to protect lives and property through effective development of University resources.

Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various magnitudes of disasters.

The University will respond to an emergency situation in a safe, effective and timely manner.

University personnel and equipment will be utilized to accomplish the following priority order:

- Priority 1: Life Safety
- Priority 2: Property Conservation
- Priority 3: Incident Stabilization

### **ASSUMPTIONS**

The Grambling State University Emergency Contingency Plan is predicated on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster. The key to a successful recovery is planning ahead and taking the necessary steps to prevent and minimize risk.

The following assumptions are made and should be used as general guidelines in such an event:

1. An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.

2. 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 in order to meet the requirements of the emergency.
3. 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 48 to 72 hours).
4. A major emergency may be declared if information indicates that such a condition is developing or is probable.

**TYPES OF EMERGENCY**

The following definitions of an emergency are provided as guidelines to assist students, faculty and staff in determining the appropriate response:

TYPES OF EMERGENCIES	EXAMPLES
<p><b>LEVEL 1: Minor Emergency:</b> Any incident, potential, or actual which will not seriously affect the overall functional capability of the University. Report immediately to GSUPD at extension 274-(318) 274-2222.</p>	<ul style="list-style-type: none"> <li>• Psychological Crisis</li> <li>• Thunderstorms and lightning</li> </ul>
<p><b>LEVEL 2: Major Emergency:</b> 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 the Chief of GSUPD at extension 274-(318) 274-2222.</p>	<ul style="list-style-type: none"> <li>• Chemical or Radiation Spill</li> <li>• Utility/Elevator Failure</li> <li>• Winter Storm</li> <li>• Hurricane Conditions</li> <li>• Extreme Heat</li> </ul>
<p><b>LEVEL 3: Disaster/Imminent Danger:</b> 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.</p>	<ul style="list-style-type: none"> <li>• Bomb Threat</li> <li>• Active Shooter</li> <li>• Civil Disturbances</li> <li>• Earthquakes</li> <li>• Explosion</li> <li>• Fire</li> <li>• Floods and Flash Floods</li> <li>• Tornado</li> <li>• Violent or Criminal Behavior</li> </ul>

## **COMPONENTS OF EMERGENCY OPERATIONS PLAN (EOP)**

### **FACULTY, STAFF AND STUDENTS**

1. In case of any emergency, all affected personnel should immediately contact GSUPD at 318) 274-2222.
2. Educate their students and/or employees concerning University emergency procedures as well as evacuation procedures for their building and/or activity.
3. Inform/train their students and/or staff of an emergency and initiate emergency procedures as outlined in this guide.
4. Evacuate, survey, and estimate their assigned building facility or activity in order to determine the impact a fire or earthquake could have on their facility. Report all safety hazards to the Director of Safety & Risk Management at extension (318) 274-3174. Work orders to reduce hazards and to minimize accidents should be promptly submitted to Facilities Management.
5. All students, staff and faculty to conform to building evacuation guidelines during any emergency and report to a designated campus assembly area outside the building where a head count can be taken.
6. Faculty members are encouraged to take cell phones to class in order to receive warning notifications from the university.

### **UNIVERSITY PRESIDENT:**

1. Issue an official state of emergency for the university.
2. Assign an Incident Commander for the particular emergency declared.
3. Declares and ends, when appropriate, the campus state of emergency.
4. Notifies and conducts liaison activities with the University's Administration, ULS, BOR and any other governmental agencies.

### **INCIDENT COMMANDER (IC):**

1. Depending on the type of emergency the President will assign an Incident Commander to be the primary person in charge of the Emergency Operations Team (EOT) throughout the event.
2. Coordination and giving approval for all essential function of the EOT.
3. Keeping members of the EOT updated on emergency status.
4. Request for support services.
5. Determines the type and magnitude of the emergency and establishes the appropriate emergency command post.



6. Initiates immediate contact with the President and the University's Administration and begins assessment of the University's condition.
7. Notifies and utilizes police, safety officer and, if necessary, student aides in order to maintain safety and order.
8. Prepares and submits a report to the President apprising him/her of the final outcome of the emergency.

#### **THE EMERGENCY OPERATION TEAM (EOT):**

The Emergency Operation Team (EOT) consists of the President of the University and senior management (Vice Presidents and the Executive Assistant to the President). It also includes members who have been designated to serve as an EOT member. These members include but not limited to:

##### ***A. Campus Police Chief:***

- Dispatching patrol and securing areas on campus.
- Performing lockdown of strategic areas and coordination outside police agencies if IC requests.
- Notifies the members of the Emergency Operations Team, advises them of the nature of the emergency.
- Notifies and conducts liaison activities with an appropriate outside organization such as fire, local police, etc.
- Provides traffic control, access control, perimeter and internal security patrols and fire prevention services as needed.
- Maintains liaison with the Information Resource Center Manager (Telecommunications Manager) for telecommunications support as necessary.
- Implement building evacuation plan as directed.

##### ***B. Director of Safety & Risk Management:***

- Ensure any plans developed are in compliance with all local, state and federal regulations regarding emergency preparedness.
- Obtains the assistance of utility companies as required for emergency operations.
- Assist outside emergency personnel, as directed.
- Ensure personnel under Campus Police supervision are fully briefed to take proper action in any emergency.

- Work with the Director of Facilities Management and GSUPD Chief to coordinate two-way radio usage in the event the telephone system is disabled.
- Coordinates, as necessary, with Building Coordinators, Chief of GSUPD, and the Director of Facilities Management, for implementation or coordination of campus operation plan and support as it pertains to their areas.

**C. Director of Public Relations:**

- Coordinate both internal and external communication to outside agencies and press releases including updates as approved by EOT.
- Ensures that appropriate notification is made to off-campus staff when necessary.
- Notifies campus constituents of major emergencies.
- Monitors campus emergency warning and evacuation systems.
- Takes immediate and appropriate action to protect.
- Obtains assistance from the city, parish and federal government for radiological monitoring and first aid as required
- 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.
- Arranges for photographic and audio-visual services.
- Prepares news release for approval and releases to media concerning the emergency.

**D. Director of Facilities Management:**

- Assist the Police Chief with search and rescue, coordinate University transportation, and assist food services, housing and health with setting up temporary location.
- Provide manpower to Police Chief during emergency.
- 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.
- Furnishes emergency power and lighting systems as required.
- Surveys habitable space and relocates essential services and functions.
- Provides facilities for emergency regenerator 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.

**E. *Associate Vice President of Finance & Administration:***

- Assist with the coordination of Facilities Management and food service.

**F. *Director of Residential Life:***

- Support securing student housing and communicating basic living needs during an emergency.

## **BUILDING COORDINATORS**

Because of the number of University buildings and their uniqueness in structure, Building Coordinators are assigned to each building. Building Coordinators are considered the direct person of contact for each building. Building Coordinators are responsible for alerting building occupants during an emergency or evacuation. They are also responsible for conducting a personnel role call once evacuation or shelter-in-place assembly has taken place. This procedure is done to assist the Emergency Operations Team in accounting for all building occupants.

## **NOTIFICATION OF UNIVERSITY (CAMPUS) STATE OF EMERGENCY**

The primary responsibility for monitoring emergency threats and events resides with the GSUPD Department. It operates on a continuous 24 hour basis and is always available to receive emergency communications from variety of official and public sources. In any type of emergency, the Shift Supervisor (supervisor in charge) should follow standard operating procedures. If the emergency warrants, he/she should communicate immediately with the police chief and follow the chain of command.

### **LEVEL 2**

**Based on information obtained from appropriate entities, the University President will declare the level of the emergency and may activate portions or the entire Emergency Operations Plan to the extent necessary to control the situation.**

Upon activation, appropriate Emergency Operations Team members will be notified and should report to the designated meeting area. In a major event (typically Level 2 or 3) the assigned Incident Commander will summon the Emergency Operations Team (EOT) members to a specific location as directed. The University Incident Commander shall review the circumstances of the emergency with the Emergency Operations Team and determine the appropriate response.

Should it be deemed necessary to warn the University community of an impending threat or emergency situation, the EOT will designate the appropriate personnel (e.g. Director of Public Relations). Based on the initial report, and information obtained from other appropriate entities, the University President will declare the level of the emergency and assign an Incident Commander.

### **IMMINENT DANGER**

*IN THE CASE OF IMMINENT DANGER (e.g. Active Shooter, Tornado Warning)*

- 1) The Chief of Police or designee is automatically selected as the Incident Commander.
- 2) The Chief of Police or designee will instruct the Campus Police Dispatch Officer to notify the following offices of the imminent threat(in order of calls):
  - **President's Office**
  - **Director of Media Relations**
    - The dispatch office will work in conjunction with the Director of Public Relations to send warning notifications via FIRST CALL SYSTEM.

- In the event the Director of Public Relations cannot be reached, the dispatch office will contact the Vice President of Finance or Vice President of Student Affairs of directly to initiate the warning via FIRST CALL SYSTEM.

- **Vice President of Finance**
- **Vice President of Student Affairs**
- **Vice President of Academic Affairs**
- **Director of Safety & Risk Management**

- 3) Each Vice President will be responsible for taking shelter, evacuating, or lockdown of their area. Each Vice President should also attempt to contact all his/her directors or deans to inform them of the threat.
- 4) Depending on the type of threat, all personnel will follow the instructions outlined in *APPENDIX B: LEVEL 3 IMMINENT DANGER EMERGENCIES* of this manual.

*AFTER THE THREAT IS ELIMINATED,*

- 5) The Chief of GSUPD or designee will instruct the dispatch/communications officer to notify offices it is safe to return to normal operation.
- 6) The Chief of GSUPD will immediately contact the President’s Office to report the events involving the threat.
- 7) At the President’s discretion, the EOT will be contacted to meet at a designated location to discuss the events involving the threat.

	<b>University Activities</b>	<b>Faculty, Staff, Students</b>	<b>Media</b>	<b>Emergency Operations Team (EOT)</b>	<b>Emergency Disaster Team (EDT)</b>	<b>Notification System</b>
<b>LEVEL 1</b>	Minimal and localized. Most university activities not impacted.	Site-specific. Minor injuries possible.	None	Limited or none. Handle by departments (e.g. Facilities, Campus Police, etc.)	None	Building Coordinators will contact affected personnel
<b>LEVEL 2</b>	Significant. University activities localized shutdown	Site-specific with possible disruptions. Injuries possible	Campus and local coverage. Public Relations must be contacted.	Conditionally involved. Convened in designated location.	None.	Text and email systems will be used to update faculty, staff and students.
<b>LEVEL 3</b>	All university activities shutdown.	Take shelter, evacuate, or lockdown the area	Campus, local or national coverage. Public Relations must be contacted.	Actively Involved.	Actively involved	Media, text and email systems will be used to update faculty, staff and students

## **INCLEMENT WEATHER**

The President or designee has the authority to close the University or portions of the University, cancel classes, or alter employee's work schedules due to an incident or unsafe weather conditions.

## **UNIVERSITY NOTIFICATION SYSTEM**

The **FIRST CALL SYSTEM** is the primary means of emergency notification at Grambling State University. It is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus through e-mail, text message, and telephone message.

**IMPORTANT:** During an emergency, campus phones must be restricted to University official notification only. In the absence of phone services, the GSUPD and Facilities Management may provide personnel to serve as notifiers for emergency notification (contingent on available personnel).

## **SOURCES OF ASSISTANCE DURING EMERGENCIES**

### **ON CAMPUS ASSISTANCE**

**GSUPD:** WHEN DIALING FROM ON-CAMPUS TELEPHONE, DIAL (318) 274-2222.

### **OFF-CAMPUS ASSISTANCE**

1. **CITY OF GRAMBLING POLICE DEPARTMENT** (318) 247-3771
2. **RUSTON POLICE DEPARTMENT** (318) 255-4141
3. **LINCOLN PARISH SHERIFF'S DEPARTMENT** (318) 251-5111
4. **STATE POLICE** (318) 345-0000
5. **GRAMBLING FIRE DEPARTMENT** (318) 247-6410
6. **RUSTON FIRE DEPARTMENT** (318) 251-1245  
(318) 251-8628
7. **LOCAL AMBULANCE SERVICE, PAFFORD** (318) 247-3911
8. **LOCAL HOSPITALS:**
  - Northern Louisiana Medical Center, Ruston, LA (318) 254-2100.
  - Bienville General Hospital, Arcadia, LA (318) 263-2044
9. **LINCOLN PARISH POLICE JURY:** (318) 252-5150
10. **STATE AND PARISH HIGHWAY DEPARTMENTS:** (318) 251-4118
11. **NATIONAL WEATHER SERVICE:** (318) 636-7345
12. **STATE NATIONAL GUARD:** (318) 255-2327

**NOTE:** Emergency 911 cannot be accessed from the University's telephone system, use 9-911 or call (318) 274-(318) 274-2222.

**REPORTING EMERGENCIES**

- 1. **CAMPUS EMERGENCY SERVICE- DIAL (318) 274-2222**
- 2. **IN AN EMERGENCY IN WHICH CAMPUS GSUPD AND SAFETY CANNOT BE REACHED, DIAL 9-911, (318) 247-3771 OR (318) 255-4141.**
- 3. **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

Building 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 (318) 274-2222

IN AN EMERGENCY IN WHICH CAMPUS GSUPD AND SAFETY CANNOT BE REACHED, DIAL 9-911, (318) 247-3771 OR (318) 255-4141.

### **BUILDING EVACUATION**

1. All building evacuations will occur when an alarm sounds and/or upon notification by GSUPD or Building Coordinator.
2. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
3. 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.
4. Once outside, proceed to a clear area that is at least (500) feet away from affected building. Keep streets, fire lanes, hydrant area and sidewalks clear for emergency vehicles and personnel. **Know your area assembly points.**
5. DO NOT return to an evacuated building unless told to do so by GSUPD.

**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 building occupants.

### **CAMPUS EVACUATION**

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

## **PUBLIC RELATIONS**

### **In An Emergency Situation**

1. GSUPD should contact the Director of Public Relations in the event of an emergency at (318) 274-2591 or (318) 274-6117 (President's Office)
2. The Director of Public Relations 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 Public Relations or designee should disseminate no information to the media until after it has been approved by the president, his/her designee, or incident commander. Any call from the media should be directed to the Office of the Public Relations (318) 274-7883 or (318) 274-6117.

### **As Spokesperson, the Public Relations Officer will:**

1. Make contact with the Command Post (GSUPD) 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, establish contact with radio, television and print media to provide them with accurate and appropriate information regarding the emergency.
4. Maintain open lines of communication to keep media updated on the emergency situation.
5. Provide media with all hot-line numbers that may be established, as well as the mobile, office and home telephone numbers of media spokesperson and/or designee.

## DISASTER PREPAREDNESS FOR PEOPLE WITH DISABILITIES

1. Being prepared for emergencies can reduce the fear, panic and inconvenience surrounding a disaster.
2. GSUPD- Dial (318) 274-2222
3. Be ready to evacuate.
4. Have a plan for exiting your building (ask coworkers or classmates for assistance, if necessary). Be sure that the Building Coordinator in your building is aware of your disability and special needs before a disaster.
5. 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 specifications of your medicine regime
6. 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.
7. Wearing a medical alert tag or bracelet to identify your disability may help in case of an emergency.
8. Know the location and availability of more than one facility if you are dependent on a dialysis machine or other life-sustaining equipment treatment.
9. If you have a severe speech, language, or hearing disability:
  - ✓ When you dial 911, tap space bar to indicate TDD
  - ✓ Store a writing pad and pencil 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 cannot completely hear warnings or emergency instruction. Ask them to be your source of emergency information as it comes over their radio.
  - ✓ If you have a hearing-ear dog, be aware that the dog may become confused or disoriented in an emergency.
10. 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 has to be transported.

# APPENDIX A: LEVEL 2 MAJOR EMERGENCIES

## **CIVIL DISTURBANCE OR DEMONSTRATION**

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 as a result 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.

### **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 and they refuse to leave by the regular facility closing time:

- ✓ Arrangements will be made by the Chief of the GSUPD to monitor the situation.
- ✓ Determination will be made to treat the violations of regular closing hours as a disruptive demonstration

### **NON-VIOLENT DISRUPTIVE DEMONSTRATIONS**

In the event that 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 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 fail to discontinue the specified action within a determined length of time and may result in disciplinary actions including suspension or expulsion or possible intervention by civil authorities (See Attachment A).
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 Chief of GSUPD and 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**

In the event that 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.

#### ***During Business Hours***

1. In coordination with the Vice President for Student Affairs or designee, GSUPD will contact the Grambling Police Department, the Lincoln Parish Sheriff Department and/or Louisiana State Police.
2. The President in consultation with the Vice President for Student Affairs and the Chief of GSUPD will determine the possible need for an injunction.
3. GSUPD will provide an office with a radio for communication between the University and the Grambling Police, Lincoln Parish Sheriff Department and/or Louisiana State Police.

#### ***After Business Hours***

1. GSUPD should be immediately notified of the disturbances.
2. GSUPD will investigate the disruption, report and notify the Chief of GSUPD and the Vice President for Student Affairs.
3. The Vice President for Student Affairs will:
  - ✓ Report the circumstances to the President and key administrators and, if appropriate, the administrator responsible for the building area.
  - ✓ Notify the University Public Relations Director.
  - ✓ If necessary, call Grambling Police Department and/or Lincoln Parish Sheriff Department and/or Louisiana State Police.

## UTILITY FAILURE

### **DIAL (318) 274-2222**

1. If the Building Coordinator determines that an emergency exists, he/she will activate the building alarm. **CAUTION: THE FIRE/BUILDING ALARM RINGS ONLY IN SOME BUILDINGS.** You must also report the emergency by phone to extension (318) 274-2222.
2. All building evacuations will occur when an alarm sounds continuously and/or when an emergency exists.
3. ASSIST THE DISABLED IN EXITING THE BUILDING! DO NOT USE ELEVATORS.
4. Once outside, move to a clear area at least 500 feet away from the affected building(s).
5. Keep the walkways, fire lanes and hydrants clear for emergency crews.
6. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.
7. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by GSUPD.

### **ADDITIONAL INFORMATION AND PROCEDURES**

- In the event of major utility failure notify GSUPD at extension (318) 274-2222.

#### ***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 flashlights and portable radios available for emergencies.

#### ***ELEVATOR FAILURE***

If you are trapped in the elevator, use the emergency phone to notify GSUPD. 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 GSUPD at extension (318) 274-2222.

#### ***PLUMBING FAILURE/FLOODING***

Cease using all electrical equipment. Notify GSUPD at extension (318) 274-2222. If necessary, vacate the area.

#### ***SERIOUS GAS LEAK***

Cease all operations. **EVACUATE. DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT.** This can trigger an explosion. Notify GSUPD at extension (318) 274-2222.

#### ***STEAM LINE FAILURE***

Immediately notify GSUPD at extension (318) 274-2222, and if necessary, vacate the area.

#### ***VENTILATION PROBLEM***

If smoke odors come from the ventilation system, immediately notify GSUPD at extension (318) 274-2222, and if necessary, cease all operations and vacate the building.

## MEDICAL EMERGENCY & FIRST AID

CALL GSUPD IF YOU NEED ASSISTANCE.

Emergency on Campus Telephone Number - (318) 274-2222

Off Campus Emergencies, Dial 911

1. If serious injury or illness occurs on campus immediately dial (318) 274-2222. Give your name; describe the nature and severity of the medical problem and the campus location.
2. In case of minor injury or illness, provide first aid care if knowledgeable.
3. In case of serious injury or illness, Red Cross and/or American Heart Association trained personnel should quickly perform the following steps;
  - ✓ Keep the victim still and comfortable. **DO NOT MOVE THE VICTM.**
  - ✓ Ask victim, "Are you okay?" and "What is wrong?"
  - ✓ Check breathing and give artificial respiration if necessary.
  - ✓ Control serious bleeding by direct pressure on the wound.
  - ✓ Continue to assist the victim until help arrives
  - ✓ Look for emergency medical T.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 Grambling State University Department of Physical Education and Recreation. Every office should have a person trained in first aid and CPR.

**IMPORTANT:** Only Red Cross and American Heart Association personnel should provide first aid treatment (i.e. first aid, CPR).



## **EPIDEMIC POISONING**

**Call (318) 274-2222.**

1. If poison is air borne:
  - ✓ Evacuate immediately to a designated assembly point.
  - ✓ Assist victim in leaving the affected area.
  
2. If poison is other than air borne:
  - ✓ Evacuate area to a designated assembly point.
  - ✓ Wash 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 Building Coordinator will take the attendance and assist in the accounting for all occupants.

## PSYCHOLOGICAL OR EMOTIONAL CRISIS

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 particular situation. Some of the "special" problems which may cause an individual emotional and/or psychological distress are: death of a loved one, loss of a relationship, HIV/AIDS, etc. The individual may threaten harm to self or 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 behaviors (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 GSUPD at (318) 274-2222 and the Counseling Center at (318) 274-3338. Watch the individual closely until assistance arrives:
  - ✓ Clearly state that you need immediate assistance.
  - ✓ Give your name, the location and the nature of the crisis (**i.e., suicide attempt, individual threatening harm to self or others, etc**).
  - ✓ Watch the individual closely until assistance arrives.
3. In extreme emergencies, contact the Lincoln Parish Coroner's Office at 255-7474.

# **APPENDIX B: LEVEL 3 IMMINENT DANGER EMERGENCIES**

## BOMB THREAT

1. If you observe a suspicious object or potential bomb, DO NOT HANDLE THE OBJECT! Clear the area and immediately call GSUPD at extension (318) 274-2222.
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 GSUPD, EXTENSION (318) 274-2222. REPORT THE INCIDENT.**
5. GSUPD 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 GSUPD. DO NOT TOUCH THE OBJECT! Do not open drawers, cabinets, or turn lights on or off.
6. If an emergency exists, the GSUPD will activate the building alarm.
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.
9. 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. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by GSUPD.

**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: \_\_\_\_\_ Time Received: \_\_\_\_\_

Person Receiving Call: \_\_\_\_\_

Address: \_\_\_\_\_

How Reported: \_\_\_\_\_

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 from?        | 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"/> Focited | <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"/> Sp      | <input type="checkbox"/> Sincere   | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Familiar (if voice is familiar), whom did it sound like? _____ |                                  |                                    |                                  |

Background sounds (check applicable boxes)

- |  |   |                                 |
|--|---|---------------------------------|
| <input type="checkbox"/> Street noises     | <input type="checkbox"/> Household noises | <input type="checkbox"/> Voices |
| <input type="checkbox"/> Clear             | <input type="checkbox"/> Stationary       | <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 GSUPD, (318) 274-2222.**
2. When reporting be specific about the nature of the involved material and exact location. GSUPD 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 GSUPD. 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 affected 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 GSUPD.
7. If an emergency exists, the GSUPD will activate the building alarm.
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. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by GSUPD.
12. **IF ASKED TO STAY INDOORS ("IN-PLACE SHELTERING")**
  - ✓ Seal room so contamination 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, and stove and dryer vents with duct tape and plastic sheeting, wax paper or aluminum wrap.
  - ✓ If you think gas or vapors could have entered the building, take shallow breaths through a cloth or 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

**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.

## VIOLENT OR CRIMINAL BEHAVIOR

- **ON- CAMPUS EMERGENCIES, DIAL (318) 274-2222**
- **OFF-CAMPUS EMERGENCIES, DIAL**
  - GRAMBLING POLICE: (318) 247-3771
  - LINCOLN PARISH SHERIFF: (318) 251-5111
  - RUSTON POLICE: (318) 251-4141
- GSUPD is located in the GSUPD Building and provides you with 24 hour help and protection. This service is provided seven (7) days a week on a year-round basis.
- To dial off-campus emergency on a campus phone, dial 9-247-3771.
- 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, please report immediately but **DO NOT PLACE YOURSELF IN HARM'S WAY.**
- Promptly notify GSUPD at extension (318) 274-2222 as soon as possible and report the incident, including the following:
  - ✓ Nature of the incident
  - ✓ Location of the incident
  - ✓ Description of person(s) involved
  - ✓ Description of property involved
  - ✓ Name of caller
- If you observe a criminal act or a suspicious person on campus, immediately notify GSUPD and report the incident.
- Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.
- You should take cover immediately, using all available concealment. After the disturbance, seek emergency first aid if necessary.

### ***WHAT TO DO IF TAKEN HOSTAGE:***

1. Be patient. Time is on your side. Avoid drastic action.

2. 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.
3. Do not speak unless spoken to and then only when necessary. Do not talk down to 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.
4. Try to rest. Avoid speculating. Comply with instructions as best as you can. Avoid arguments. Expect the unexpected.
5. Be observant. You may be released or escape. The personal safety of others depends on your memory.
6. 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 captor(s), 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 assembly point. Stay there until an accurate HEADCOUNT is taken. The Building Coordinator will take the attendance and assist in the accounting for all occupants.*



## **ACTIVE SHOOTER POLICY**

**IN THE EVENT OF A SHOOTING, IF ON CAMPUS, DIAL GSUPD AT (318) 274-2222 FROM A CAMPUS PHONE, DIAL 911 FROM A CELL PHONE OR DIAL THE LINCOLN PARISH SHERIFF'S OFFICE AT 251-5111.**

### **CONTACTING AUTHORITIES:**

Use Emergency 911

Be aware that the 911 System will likely be overwhelmed.

### **SECURE IMMEDIATE AREA:**

- If able, lock and barricade doors.
- Turn off all lights.
- Close blinds.
- Block windows.
- Turn off radios and computer monitors.
- Keep occupants calm, quiet, and out of sight.
- Keep yourself out of sight and take adequate cover/protection (i.e. concrete walls, thick desks, filing cabinets).
- Silence cell phones (DO NOT TURN OFF).
- Place signs in **exterior** windows to identify the location of injured persons.

### **UN-SECURING AN AREA:**

- Consider risks before un-securing rooms; the shooter may be trying to enter the room.
- The shooter will not stop until he/she is engaged by an outside force.
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.
- Consider the safety of those secured in the room versus those outside the room.
- If doubt exists for the safety of the individuals inside the room, the area should remain secured.

### **WHAT TO REPORT:**

- Your specific location- building name and office/room number.
- Number of people at your specific location.
- Injuries- number injured and types of injuries.
- Assailant(s)- location of suspects, race, gender, description of clothing, physical features, type of weapons (long gun or hand gun), backpack, shooter's identity if known, separate explosions from gunfire.

If you hear gunfire, the first course of action is to take cover. Your best chance to avoid injury is for you to remove yourself from sight. This can be done in several ways:

- If you are confronted while sitting or standing, immediately fall to the floor.
- If walking down a hallway, move around a corner and look for an open door in which to hide.
- When outdoors, get behind a tree and don't leave it until police tell you it is OK.
- If in a parking lot, get down behind the engine area of a car near the front wheel.
- Close, lock and barricade (if possible) all doors leading to where you are hiding.
- If a classroom is equipped with blackout curtains or shades, close them and turn off all lights.
- Use a telephone or cell phone to contact the GSUPD at (318) 274- 2222. Be prepared to provide five points of information:
  1. Your name
  2. Location
  3. Description of the shooter's clothing if seen (i.e. hair, hat, shirt pants, and shoes)
  4. Location of the shooter and the direction he/she may be headed
  5. Injuries to yourself or others around you

If you are wounded, stay calm and apply pressure to slow down the bleeding. Call out for help when you hear the police searching your area.

The Grambling State GSUPD Department has adopted a Parish Wide Protocol that deals with response to such situations and will send its own specialized Active Shooter Response Team to the scene. GSUPD are prepared to directly intervene with the actions of the shooter to mitigate the situation while conducting simultaneous rescue operations.

## EXPLOSION ON CAMPUS

In the event if a mishap occurs, such as explosion or a downed 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 GSUPD 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 GSUPD.

**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

**DIAL (318) 274-2222 (GSUPD WILL CONTACT THE CITY OF GRAMBLING FIRE DEPARTMENT AT (318) 247-6410.**

**NOTE:** Emergency 911 cannot be assessed from the University's telephone system.

**IMPORTANT:** Know the location of fire extinguishers, fire exits and alarm systems in your area and know how to use them. Training and information is available through University Safety at 3174.

### MINOR FIRES

1. If a minor fire appears controllable, immediately contact GSUPD. Then promptly direct the discharge of the fire extinguisher toward the base of the flame.
2. 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.

### LARGE FIRES

1. If the fire is large, very smoky, or rapidly spreading, immediately notify the GSUPD and fire department.
2. Evacuate all rooms, closing all doors to confine the fire and reduce oxygen. Do not lock doors.
3. Inform others in the buildings who may not have responded to the alarm to evacuate immediately.
4. If the alarm stops, continue to evacuate. Warn others who may enter the building after the alarm stops.
5. 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.
6. Assist the handicapped in exiting the building. If you have mobility impairment, request assistance from those nearest you. In the event no one renders assistance, proceed to the nearest stairway landing and tower, shout for help and wait there until help arrives.
7. 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.
8. Do not return to evacuated buildings unless told to do so by GSUPD.

**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 rescue workers. If there is not a 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.

# **APPENDIX C: WEATHER RELATED EMERGENCIES (LEVEL 2 & 3)**

## **EARTHQUAKES**

### **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.

### **OUTDOORS:**

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

### **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.
1. After the initial shock, evaluate the situation, and if emergency help is necessary, call GSUPD if on campus. Protect yourself at all times.
  2. **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 dangers of further injury. Call for GSUPD to help.
    - Listen to a battery operated radio or television for the latest emergency information.
  3. **Stay out of damaged buildings. Return only when GSUPD say it is safe.**
    - Use the telephone only for emergency calls.
    - Clean up spilled medicines, bleaches, 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 GSUPD.

- Look for electrical system damage. If you see sparks or broken or frayed wires, or if you smell hot insulation, turn off the electricity at the main fuse box or circuit breaker if possible.
- 4. Damaged facilities should be reported to GSUPD. **NOTE:** Gas leaks and power failures create special hazards. **Please refer to section on Utility Failure.**
- 5. 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.
- 6. When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.
- 7. ASSIST THE HANDICAPPED IN EXITING THE BUILDING! DO NOT PANIC.
- 8. 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.
- 9. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
- 10. Do not return to an Evacuated Building unless told to do so by GSUPD.

**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.

## WINTER STORMS

### INDOORS

- ✓ Stay indoors and dress warmly.
- ✓ Listen to the radio or television to get the latest information.

### OUTDOORS

- ✓ **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 cold air by covering your mouth when outdoors. Try not to speak unless absolutely necessary.
- ✓ **Avoid overexertion.**  
Cold 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 of its insulating value and transmits heat rapidly.



## **WIND CHILL**

"Wind Chill" is a calculation of how cold it feels outside when the effects of temperature and wind speed are combined. A strong wind combined with a temperature of just below freezing can have the same effect as a still air temperature about 35 degrees colder.

### **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 degrees 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 also hasten the ill effects of cold body temperatures.

## **FLOODS AND FLASH FLOODS**

**IF FLOOD CONDITIONS OCCUR, DIAL GSUPD AT (318) 274-2222.** Please provide sufficient information as to building, floor, and room, degree of flooding or potential damages due to flooding.

### **DURING A FLOOD WATCH:**

- Access the latest emergency information via radio, internet or cell phone.
- Be prepared to evacuate.

### **DURING A FLOOD:**

#### **If indoors:**

- Access the latest emergency information via radio, internet or cell phone.
- 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 an 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 buildings.

## THUNDERSTORMS AND LIGHTNING

**CALL (318) 274-2222**

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 very 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

#### INDOORS:

- Access the latest emergency information via radio.
- Do not handle any electrical equipment or telephone because lightning could follow the wire. Television sets are particularly dangerous at this time.
- Avoid bathtubs, water faucets, and sinks because metal pipes can transmit electricity.

#### OUTDOORS:

- Attempt to get into a building or car
- If no structure is available, get to an open space and squat 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.
- 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 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.

#### 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 GSUPD AT (318) 274-2222**

There are two (2) types of tornado warnings 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 a tornado has actually 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**

- 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 workbench or heavy table or desk and hold on to it.

### **TORNADO PRECAUTIONS IF OUTDOORS**

- If possible, get 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 arms to protect head and neck.

### **TORNADO PRECAUTIONS WHILE IN A CAR**

- Never try to out drive a tornado in a car or truck. Tornadoes can change direction quickly and can lift up 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 the accounting for all occupants.