



Incident Response and Emergency Preparedness Plan

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INCIDENT RESPONSE & EMERGENCY PREPAREDNESS PLAN

Purpose

The purpose of this plan is to establish policies and procedures regarding LSUA's response to natural and human-made disasters and other emergencies and continuity of operations and recovery. This emergency plan shall in all cases place primary emphasis on the protection of human life and all reasonable efforts shall be made to protect and preserve LSUA property. Recognizing the different types of emergencies that occur with little or no prior warning, it is the intent of this policy to provide flexibility in determining and implementing emergency responses that are both effective and appropriate. The plan elements were derived after reviewing a variety of plans from other institutions of higher education and the FEMA, CDC, NIMS, and GOHSEP guidelines. The plan must be reviewed annually. The plan will be updated as changes in staff, occupy, or building configurations occur.

Examples of different types of emergencies:

1. Natural disasters (floods, hurricanes, tornadoes, ice storms)
2. Human-made crises (fire, explosion, train or vehicle accident involving hazardous materials, terrorism, active shooters, bomb threats, and any other proximity threats)

Emergency Operations/Response Plan

The **Incident Command System** defines responsibilities for carrying out specific actions at projected times and places in an emergency, crisis, or disaster.

An **Incident Command Post** will become the base of operations for the Command Staff.

On campus:

- Primary Incident Command Post – Chancellor's Conference Room
- Secondary Incident Command Post – University Police Department

Off campus:

- Primary Incident Command Post – Alexandria Museum of Art, 2nd Floor

Responsibilities

A. Chancellor

- a. The Chancellor or his representative will evaluate the threat and order any or all of the following:
 - i. Establish the Command Staff at its designated location.
 - ii. Call 911 and report the threat. (Provide only the basic information needed to generate a response from fire/law enforcement agencies; you do not want to inadvertently release sensitive information on the radio that can be heard on scanners throughout Central Louisiana.)
 - iii. Order evaluation or lock down of the campus or one or more campus buildings.

B. Command Staff

- a. The primary functions of the Command Staff will be:
 - i. To determine immediately the nature and severity of the emergency.
 - ii. To develop a plan of action with regard to safety of individuals and procedures necessary to correct the problem.
 - iii. To issue appropriate orders to execute the plan.
 - iv. To issue appropriate information to people on campus and to the media.
- b. Upon notification of an emergency/threat, the Command Staff will immediately meet in the Incident Command Post, or other location if necessary, to evaluate the situation and decide on a course of action.
- c. The Chancellor or his representative will determine all actions to be taken during the emergency. Other members of the Command Staff, including civil law enforcement agencies and fire departments, will serve to provide advice and assistance.
 - i. If circumstances deem that the university needs to be immediately evacuated and closed, notification will be made by the Chancellor's Office or designee.
 - ii. If total evacuation of the campus is necessary, faculty, staff, and students will, upon notification, immediately evacuate to the designated areas. The building supervisors at each location will be responsible for relaying all future communications from the Command Staff.
 - iii. If evacuation of only a portion of the campus is needed, that area will be immediately cordoned off to prevent unauthorized entry.
 - iv. If the decision to lock down a building or the entire campus is made, all occupants should shelter in place immediately, which would include locking doors and staying clear of windows.
- d. A written log will be kept of all Command Staff actions.

C. Personnel/Building Supervisors

- a. When notified, building supervisors are responsible for the total evacuation or lockdown of their respective buildings to their designated areas. The building

supervisors should be familiar with their building, maintain a copy of the building floor plan, location of the crash bar key, and a copy of this plan, and keep the material updated as needed. In addition, the building supervisor should keep the Campus Safety Officer aware of any changes in order to keep this plan current.

- b. After evacuation, building supervisors should request building occupants stay together.
- c. Each evacuation site will have multiple building supervisors present. Some individuals may also be asked to leave to communicate with the Incident Command Post. One building supervisor must remain at the evacuation site.
- d. During any incident, any faculty member in class at the time of the evacuation will assist the building supervisors by being responsible for keeping members of that class together and not letting any student leave the area. During lock down, the faculty member in a class at that time must immediately lock the door and advise students to stay away from all windows.
- e. Building supervisors, assisted by any faculty members present, will assist in any relocation necessary and directed by the Incident Command Post. They may also, when called upon, assist in the search of their respective buildings.
- f. When evacuated, all doors should be left unlocked, and all mission critical and personal possessions (purses, books, etc.) should be taken from the building.
- g. Campus buildings, the individuals responsible (Building Supervisors, in order), and the areas to be checked are listed at the end of this plan. On campus assigned evacuation areas are listed also. A campus map with locations marked is attached.

D. Facility Services

- a. Upon notification of an emergency, Facility Services personnel will take the following actions:
 - i. All custodians on campus will be notified to report to the Facility Services Building and await directions from the command staff.
 - ii. Plant personnel and maintenance repair personnel will be on standby at designated key points for campus gas, electric, and water systems. This includes, but may not be limited to, the central plant, the water well house, and the main gas valve.

E. University Police

- a. Upon activation of this plan, University Police will report to the Command Staff for specific instructions. Generally, however, University Police will:
 - i. Meet arriving police/fire personnel and direct the senior individual of each separate agency to the Command Staff.
 - ii. Briefly outline for response teams any special instructions initially decided by the Command Staff.
 - iii. Act as liaison between response agencies and Command Staff.

Types of Events

Active Shooter

Quickly determine the most reasonable way to protect your own life. Call 9-1-1 when possible to do so safely.

Run

1. If possible, getting away from the shooter is the top priority. If you are inside the building and you are confident you know the shooter's location and have a clear path to an exit, evacuate immediately.
2. Leave your belongings behind and get away.
3. Help others escape, if possible.

Hide

1. Get out of the shooter's view and stay very quiet. This includes silencing electronic devices.
2. Lock and block doors and windows, close blinds, and turn off lights.
3. Don't hide in groups. Spread out along walls.
4. If possible, quietly communicate with law enforcement, including your location, as well as a description of the shooter, including type of weapon, last location observed, and direction of travel.
5. Stay in place until law enforcement gives the all clear.
6. Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.

Fight

1. Fight is an absolute last resort.
2. Commit to your actions and act as aggressively as possible against the shooter.
3. Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, etc.
4. Throw items and improvise weapons to distract and disarm the shooter.

Bomb Threats/Terrorism

1. Anyone answering a call that turns out to be a chemical, biological, bomb, or other threat should pay close attention to the caller. Make accurate notes of what was said. Inform the caller that calls of this nature must be taken at the Chancellor's Office (318-473-6444). Either transfer the call to that number or ask the caller to call back at that number. Once the caller hangs up, the person answering the call should immediately notify the Office of the Chancellor. After notifying the Office of the Chancellor, complete the attached form and provide it to that Office.
2. **The individual who answered the call should speak to no one concerning the call before and after reporting to the Office of the Chancellor.**

Fire

1. Fire Department notification is the responsibility of the Chancellor or his designee. The Operating Engineer on duty will shut down natural gas and electricity to the affected areas. The Office of the Chancellor (ext. 6444), the Physical Plant (ext. 6475), and the Safety & Risk Manager (ext. 6489) should be notified of the location and severity of any fire.
2. Any person can report a fire that is a danger to life or property. If an individual personally reports a fire to the Fire Department, the Office of the Chancellor must be notified immediately of actions taken.
3. Know evacuation areas. They are appended to this plan.
4. Prepare yourself and students to evacuate the building if necessary.
5. Fire drills are conducted at least once per year in academic buildings and once a month in all residential buildings. These drills are held unannounced to staff, faculty, or students. Information of each building evacuation is recorded on LSUA's Fire Drill Report and kept by the Campus Safety Officer.
6. Fire extinguishers are inspected and certified by an outside contractor once a year.
7. **Elevator Fire Service Keys** are the responsibility of the University Police. These keys are located at Facility Services and are available in case of an emergency by calling the University Police (318-473-6427).

Natural Gas Leak

1. Anyone discovering a gas leak on campus should immediately contact Facility Services. The Director of the Utility Plant will determine concentrations of gas and the source of the leak. If necessary, certain areas and buildings will be evacuated immediately using the emergency evacuation plan.
2. Director of the Utility Plant or his/her designee will shut off building gas valve or shit off a certain affected area of campus.
3. NO ONE is to operate any electrical switches or other sources of ignitions. It may be necessary to cut power to the buildings affected.
4. Director of the Utility Plant will arrange for repair of the leaks and notify the appropriate gas supplier of the situation.
5. Facility Services personnel will ventilate the building if necessary. Evacuated personnel will be allowed to return to work after the leak has been addressed and the building ventilated.
6. Director of Utility Plant will maintain a report of what occurred and the steps taken to correct the problem.

Tornadoes, Hurricanes, Floods, and Other Natural Disasters

Before

1. Test the emergency messaging system once a semester.
2. Daily/weekly weather briefings for emergency personnel.
3. Make plans for NWS to speak on campus once a year.
4. Be aware of the threat to your residence and work area and the route in between.
5. Know evacuation routes. They are appended to this plan.

During

1. Monitor local radio/TV broadcasts and emergency notification applications for weather watches and warnings.
2. Adhere to travel warnings.
3. If warnings are issued, disseminate appropriately through mass information system.
4. Prepare yourself and students to evacuate the building if necessary.
5. Follow advice presented in University announcements.
6. If a tornado warning is issued, take shelter immediately. Building Supervisors will be asked to lockdown buildings until the weather has passed.
7. In the event that a lock down or “shelter-in-place” is called, immediately lock all doors and turn off all lights and remain there until further notice is given.
8. Report critical weather information to Rapides EM and NWS.
9. Any pertinent weather observations should be reported to NWS by the Campus Safety Officer or any on-duty Police Officer by calling 337-477-5285.
10. Remain calm.

After

1. If damage is found, report to NWS with a guess as to the initial cause.
2. Only enter disaster areas if it is essential.
3. Do not bring lanterns, torches, or lighted cigarettes into buildings that have been flooded or damaged because of the possibility of leaking gas lines or flammable materials.
4. Do not attempt to turn on lights in a building that may have a leaking gas line, as the spark may ignite the gas.
5. Do not touch fallen or damaged electric wires.
6. Immediately leave the area upon discovering a leaking gas line.

Proximity Threats

These occur near location and cause damage to life and property. May require need for evacuation. Examples include:

Railroad, interstate, and water vessel disasters

1. Obtain emergency response procedures from local municipality.
2. Once notified, determine if voluntary or mandatory evacuation is required.

3. Use applicable emergency response procedures as per local municipality.

Local chemical or plant disasters

1. Contact local municipal government.
2. Once notified, determine if voluntary or mandatory evacuation is required.
3. Vertical, upwind, or downwind evacuation should be determined by type of incident.
4. Shut down heating, ventilation, and air conditioning (HVAC) system if sheltering in place and the situation allows.
5. Follow emergency action plan.
6. In the event that a lock down or “shelter-in-place” is called, immediately lock all doors and turn off all lights and remain there until further notification is given.

Aircraft disasters

1. Federal, state, and local authorities will assist once notification is received.
2. Follow emergency action plan.

Civil Disturbances

Civil disturbances are generally riots and demonstrations, marches, and groups that have become riotous or a threatening individual.

1. Restrict both employee and visitor movement in your area.
2. Prepare for evacuation, relocation, or lock down.
3. Secure your area (lock doors, safes, files, vital records, etc.).
4. Notify your local law enforcement immediately and then the Office of the Chancellor or your supervisor.
5. In the event that a lock down or “shelter-in-place” is called, immediately lock all doors and turn off all lights and remain in place until further notice is given.

Organizational Structure

The **Command Staff** sets objectives and priorities and has overall responsibility for the outcome of incident or event. The Incident Commander has the ultimate authority assisted by the vice chancellors, Campus Safety Officer, law enforcement, Information Officer, and liaison as needed.

Command Staff

- Incident Commander: Chancellor
- Vice Chancellor for Academic Affairs
- Vice Chancellor for Finance & Administration
- Vice Chancellor for Enrollment and Student Engagement
- Safety Officer: Safety & Risk Manager
- Law Enforcement: University Police Chief
- Information Officer: Director of Media Relations
- Liaison Officer: Senior Executive Assistant to the Chancellor

At the discretion of the incident commander or the command staff, the inclusion of **additional members** of the campus community may be necessary to develop strategy, plan to accomplish objectives, and provide resources and services to meet the needs of the incident. These members might include:

- LSU Ag Central Regional Director
- Registrar
- Director of Residential Life
- Director of Procurement Services
- Director of Financial Aid
- Executive Director of Facility Services
- Director of Auxiliary Services
- Director of IET
- Academic Deans and Department Heads
- Building Supervisors

Provisions for **Unified Command** will follow National Incident Management System (N.I.M.S.) criteria where incidents involve jurisdictions from off campus.

Critical Communications Plan

The Director of Media Relations at the direction of the Incident Commander and LSUA Chancellor shall be responsible for all communications during the crisis. These include campus communications as well as public announcements. A “Press Desk” shall be established in the Incident Command Post (ICP) to facilitate press briefings.

Evacuation/Lock Down Communication:

If a decision is made by the Command Staff to evacuate or lock down a campus or building, communication to this effect will occur:

1. Telephone calls to building supervisors; voice mail alerts.
2. RAVE text messages
3. Campus-wide emails
4. LSUA website banner notification
5. 9-1-1 center
6. Radio notification to custodians, plant personnel
7. LSUE notification (students, staff, faculty)
8. University Country Day Academy
9. AMOA notification
10. Allied Health Center notification
11. Change voice mail on main line

Internal Communications Systems:

Current capabilities

- Immediate message posting on LSUA website
- Voice messages to all LSUA phone voice mailboxes
- Email notification to all LSUA email accounts
- PA system (external)
- Posting on course management system (Moodle) homepage
- Satellite communications system
- Text messaging to registered cell phones

External Communications Systems:

- Public television
- Public radio
- Cable television
- Newspapers

Responsibilities

- Overall Responsibility	Adam Lord
- Campus-Wide Email	Chad Gauthier/Deron Thaxton
- Emergency Text Message	Jason Normand/Chad Gauthier/ Deron Thaxton
- Website / Moodle	Ashley Robinson/Jason Normand
- PA System	Police officer on duty
- Police Unit PA System	Police Chief/officer on duty
- Campus-Wide Voice Mails	Jason Normand/Josh Ducote
- Notify Rapides Parish 911	Police Chief/officer on duty

Key Staff

Command Staff:

• Incident Commander: Chancellor	Dr. Paul Coreil
• Safety Officer: Safety & Risk Manager	Chad Gauthier
• Law Enforcement: University Police Chief	Donald Collins
• Information Officer: Strategic Communications	Adam Lord
• Liaison Officer: Assistant to Chancellor	Laura Fowler

Planning Section:

• Vice Chancellor for Academic Affairs/Provost	Dr. Elizabeth Beard
• Vice Chancellor for Finance and Administration	Deron Thaxton
• Vice Chancellor for Student Engagement	Dr. Abbey Bain
• Registrar	Bobbie Delaney

Operations Section:

• Procurement Services & Property Management	Brooks Davis
• Financial Aid	Jeff Massey
• Facility Services	Chad Gauthier
• IET Services	Jason Normand
• Academic Deans	Dr. Jeff Langston
• Building Supervisors	Dr. Randall Dupont Dr. Beth Whittington Dr. Nathan Ponder Dr. Brenda Ellington (as needed)

Logistics Section:

• Food Service	Marlene Cease
• Oaks Housing	Hannah Boyett
• Facility Services Supervisors	Donnie Jeansonne
• Library	James Mitchell
• Accounting/Bursar	Sid Lemoine
• Budget	Lillian Purdy
• Additional Faculty & Staff	Zach McLendon Lisa Smith (as needed)

Specific Building Information

See evacuation map appended to this document

1. Coughlin Hall

Kimberly King	Ext. 6459
Sarita James	Ext. 6451
Cathy Cormier	Ext. 4464
Rhonda Gaspard	Ext. 6463

First Floor

Nursing Suite
Auditorium
Faculty Offices
Faculty Lounge
Lobby
Restrooms
Conference Room
First Aid Room

Evacuation Area E1

Second Floor

Nursing Labs
Computer Labs
Classrooms
Offices
Restrooms
Lobby
Stairwells (3)

2. Science Building

Nathan Sammons	Ext. 6416
Jamie Holmes	Ext. 6431
Christof Stumpf	Ext. 6434

First Floor

Science Office
Faculty Offices
Auditorium
Classroom
Labs
Restrooms
Patio Area

Evacuation Area E3

Second Floor

Faculty Offices
Classrooms
Labs
Chemical Storage
Stairwells (3)

3. Abrams Hall

Deron Thaxton	Ext. 6409
Zach McLendon	Ext. 6491

Chancellor's Suite
Student Aid and Scholarships
Enrollment & Admissions
Registrar's Office

Evacuation Area E2

Accounting Services
Finance & Administrative Services
Procurement Services
Restrooms

4. Oakland Hall**Evacuation Area E1**

Terry Guillory Ext. 0132

First Floor

Office Suite
Classrooms
Faculty Offices
Restrooms
Breezeway

Second Floor

Classrooms
Faculty Offices
Restrooms
Stairwells (2)

5. Chambers Hall**Evacuation Area E1**

Rafael Romero Ext. 6544
Randall Dupont Ext. 4489

Business Administration Office
Classrooms
Faculty Offices
Break Room

Student Study Room
Computer Labs
LSUE Offices
Restrooms

6. Fitness Center (The FORT)**Evacuation Area E4**

Tyler Unsicker Ext. 6571

First Floor

Locker Rooms
Faculty Offices
Break Room
Training Room
Outpost Area
Gym

Second Floor

Weight Room
Cardio Room
Classrooms
Restrooms
Stairwells (2)

7. Bolton Library**Evacuation Area E3**

Lillian Purdy Ext. 6437
Rusty Gaspard Ext. 6443

First Floor

Library Office
Circulation
Restrooms
Faculty/Staff Offices
Rare Books Room

Second Floor

Archives
Stairwells
Faculty/Staff Offices
Study Rooms
Restrooms

8. Student Center**Evacuation Area E2**

Advising Office Ext. 2604
Testing Center Ext. 4492

First Floor (West)

Computer Lab
Bookstore
Art Gallery
Bookstore Warehouse

Second Floor (West)

Student Engagement
Testing Center
Staff Offices
Conference Room
Restroom

Cafe: Marlene Cease Ext. 0115

First Floor (Main)

Food Service Area
Cafeteria
Brumfield-Caffey Annex
Sentry Room
Lobby
Mailroom
Middleton Room
Live Oaks Room
Restrooms
Kitchen
Student Government Offices

Second Floor (Main)

Bayou Robert Room
Game Room
Restrooms
Stairwells
Offices

9. Avoyelles Hall/Golf Course**Evacuation Area E3**

Julie Gill Ext. 4456
Melissa Parks Ext. 6454

Offices
Classrooms
Clubhouse
Restrooms

Cart Shed
Restrooms
Restaurant

10. Facility Services**Evacuation Area E5**

Chad Gauthier Ext. 6489
Candy Davis Ext. 6475

Administrative Offices
Shop
Restrooms

Breakroom
Warehouses
Storage Buildings

11. Foundation & Alumni House		Evacuation Area E5
Lynn Eddlemon	Ext. 2917	
Offices		Restroom
12. Children's Center		Evacuation Area E2
Danette Cormier	318-473-6482	
Classrooms		Playgrounds
Offices		Kitchen
Restrooms		
13. Weldon "Bo" Nipper (Technology Center)		Evacuation Area E2
Ethan Lipsey	Ext. 2973	
Jason Normand	Ext. 4442	
Heather Gauthier	Ext. 6574	
Computer Labs		Offices
Restrooms		Server Room
Kitchen		Lounge
14. Baptist Collegiate Ministries		Evacuation Area E2
Austin McCurry	318-548-1669	
Kitchen		Office
Main Room		Restrooms
15. Catholic Student Organization		Evacuation Area E2
Amelia Bordelon	Ext. 6496	
Kitchen		Office
Main Room		Chapel
Restrooms		
16. Utility Plant		Evacuation Area E3
Donnie Jeanssone	318-359-4897	
<u>First Floor</u>		<u>Second Floor</u>
Offices		Storage Room
Plant Area		Stairwell

17. The Oaks

Hannah Boyett Ext. 2616
RA on Duty Ext. 2614

First Floor
Offices
Lobby

First, Second & Third Floors for Residence Halls

Common Areas Bathrooms

Evacuation Area E5

Game Rooms
Storage Room
Laundry

Common Areas **Bedrooms**
Bathrooms **Breezeways**

18. Alexandria Museum of Art

Per Downtown Plan

Catherine Pears 318-443-3459
Front Desk 318-443-3458

19. Allied Health Education Center

Per Downtown Plan

20. Mulder Hall

Evacuation Area E4

- First Floor
- Black Box Area
- Classrooms
- Stairwells (2)
- Back Hallway
- Concession/Ticket Rooms

Second Floor
Classrooms
Restrooms
Conference Room

Third Floor

Paint Room
Kiln Room
Offices
Ceramics Room
Font Hallway

Stairwells (2)
Black Box 2nd Floor
Computer Lab

AEH Suite Education Suite Faculty Offices

Restrooms Stairwells (2)

21. Soccer House & Soccer Facilities **Evacuation Area E5**

Soccer Coaches Ext. 6599

Locker Rooms Soccer Field
Concession Stands

22. University Police Department **Evacuation Area E5**

Donald Collins Ext. 6427

Offices
Common Areas

23. Epps House **Evacuation Area E5**

Staff Ext. 2971

Common Areas
Front Porch

24. Baseball, Softball, & Tennis Athletic Facilities **Evacuation Area E3**

Coaches Ext. 6486, 5805

Baseball Field Tennis Courts
Softball Fields Concession Stands

25. Martin Student Success Center **Evacuation Area E2**

Front Desk Personnel Ext. 0000

Advising Financial Aid
Admissions First Year Experience
Restrooms Conference Rooms

Evacuation Map

