



## 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, 2<sup>nd</sup> 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 shut 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
- Safety Officer: Safety & Risk Manager
- Law Enforcement: University Police Chief
- Information Officer: Strategic Communications
- Liaison Officer: Assistant to Chancellor

Dr. Paul Coreil  
Chad Gauthier  
Donald Collins  
Adam Lord  
Laura Fowler

### **Planning Section:**

- Vice Chancellor for Academic Affairs/Provost
- Vice Chancellor for Finance and Administration
- Vice Chancellor for Student Engagement
- Registrar

Dr. Elizabeth Beard  
Deron Thaxton  
Dr. Abbey Bain  
Vacant

### **Operations Section:**

- Procurement Services & Property Management
  - Financial Aid
  - Facility Services
  - IET Services
  - Academic Deans
- 
- Building Supervisors

Mary Lemoine  
Jeff Massey  
Chad Gauthier  
Jason Normand  
Dr. Jeff Langston  
Dr. Randall Dupont  
Dr. Beth Whittington  
Dr. Nathan Ponder  
Dr. Brenda Ellington  
(as needed)

### **Logistics Section:**

- Food Service
  - Oaks Housing
  - Facility Services Supervisors
- 
- Library
  - Accounting/Bursar
  - Budget
  - Additional Faculty & Staff

Mike Chapoy  
Hannah Waters  
Donnie Jeansonne  
James Mitchell  
Sid Lemoine  
Lillian Purdy  
Zach McLendon  
Lisa Smith  
(as needed)

## **Specific Building Information**

*See evacuation map appended to this document*

### **1. Coughlin Hall**

#### First Floor

Kimberly King            Ext. 6459  
Sarita James             Ext. 6451  
Cathy Cormier            Ext. 4464

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

### **Evacuation Area E1**

#### Second Floor

Rhonda Gaspard         Ext. 6463  
Sandra Gremillion       Ext. 6466  
Liz Simons                Ext. 4453

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**

Mary Lemoine            Ext. 6537  
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

Joel Stevenson            Ext. 0132

First Floor  
Office Suite  
Classrooms  
Faculty Offices  
Restrooms  
Breezeway

#### Evacuation Area E1

Second Floor  
Classrooms  
Faculty Offices  
Restrooms  
Stairwells (2)

#### 5. Chambers Hall

Ashley Nelson            Ext. 6414  
Rafael Romero           Ext. 6544  
Randall Dupont           Ext. 4489

Business Administration Office  
Classrooms  
Faculty Offices  
Break Room

#### Evacuation Area E1

Student Study Room  
Computer Labs  
LSUE Offices  
Restrooms

#### 6. Fitness Center

Tyler Unsicker            Ext. 6571  
Clare Duda                Ext. 6408

First Floor  
Locker Rooms  
Faculty Offices  
Break Room  
Training Room  
Outpost Area  
Gym

#### Evacuation Area E3

Second Floor  
Weight Room  
Cardio Room  
Classrooms  
Restrooms  
Stairwells (2)

#### 7. Bolton Library

Lillian Purdy             Ext. 6437  
Rusty Gaspard            Ext. 6443

First Floor  
Library Office  
Circulation  
Restrooms  
Faculty/Staff Offices  
Rare Books Room

#### Evacuation Area E3

Second Floor  
Archives  
Stairwells  
Faculty/Staff Offices  
Study Rooms  
Restrooms

## 8. Student Center

Advising Office            Ext. 2604  
Testing Center            Ext. 4492

### First Floor (West)

Computer Lab  
Bookstore  
Art Gallery  
Bookstore Warehouse

Mike Chapoy            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

## 9. Avoyelles Hall/Golf Course

Julie Gill                Ext. 4456  
Melissa Parks            Ext. 6454

Offices  
Classrooms  
Clubhouse  
Restrooms

## 10. Facility Services

Chad Gauthier            Ext. 6489  
Candy Davis            Ext. 6475

Administrative Offices  
Shop  
Restrooms

## Evacuation Area E2

### Second Floor (West)

Student Engagement  
Testing Center  
Staff Offices  
Conference Room  
Restroom

### Second Floor (Main)

Bayou Robert Room  
Game Room  
Restrooms  
Stairwells  
Offices

## Evacuation Area E3

Cart Shed  
Restrooms  
Restaurant

## Evacuation Area E5

Breakroom  
Warehouses  
Storage Buildings

**11. Foundation & Alumni House**

Lynn Eddlemon            Ext. 2917

Offices

**Evacuation Area E5**

Restroom

**12. Children’s Center**

Danette Cormier            318-473-6482

Classrooms  
Offices  
Restrooms

**Evacuation Area E2**

Playgrounds  
Kitchen

**13. Weldon “Bo” Nipper (Technology Center)**

Ethan Lipsey            Ext. 2973  
Jason Normand            Ext. 4442  
Heather Gauthier            Ext. 6574

Computer Labs  
Restrooms  
Kitchen

**Evacuation Area E2**

Offices  
Server Room  
Lounge

**14. Baptist Collegiate Ministries**

Austin McCurry            318-548-1669

Kitchen  
Main Room

**Evacuation Area E2**

Office  
Restrooms

**15. Catholic Student Organization**

Amelia Bordelon            Ext. 6496

Kitchen  
Main Room  
Restrooms

**Evacuation Area E2**

Office  
Chapel

**16. Utility Plant**

Donnie Jeansonne            318-359-4897

First Floor  
Offices  
Plant Area

**Evacuation Area E3**

Second Floor  
Storage Room  
Stairwell



**17. The Oaks**

Hannah Waters            Ext. 2616  
RA on Duty                 Ext. 2614

First Floor

Offices  
Lobby

First, Second & Third Floors for Residence Halls

Common Areas  
Bathrooms

**Evacuation Area E2**

Game Rooms  
Storage Room  
Laundry

Bedrooms  
Breezeways

**18. Alexandria Museum of Art**

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

**Per Downtown Plan**

**19. Allied Health Education Center**

Allied Health Staff        Ext. 6495  
   Ext. 4441

**Per Downtown Plan**

**20. Mulder Hall**

First Floor

Mona Wallace            Ext. 6446  
Eamon Halpin            Ext. 2603  
Elizabeth Beard         Ext. 6446

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

**Evacuation Area E4**

Paint Room  
Kiln Room  
Offices  
Ceramics Room  
Font Hallway

Second Floor

Purujit Gurjar            Ext. 2969  
Jessica Ringo             Ext. 6517

Classrooms  
Restrooms  
Conference Room

Stairwells (2)  
Black Box 2<sup>nd</sup> Floor  
Computer Lab

Third Floor

Eric Alai                      Ext. 4469  
Melissa LaBorde            Ext. 6536  
Holly Wilson                Ext. 6581

MAPS Suite  
HIPS Suite  
Conference Room  
Restrooms

AEH Suite  
Education Suite  
Faculty Offices  
Stairwells (2)

**21. Soccer House & Soccer Facilities**

**Evacuation Area E5**

Soccer Coaches            Ext. 6599

Locker Rooms  
Concession Stands

Soccer Field

**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

**23. Baseball, Softball, & Tennis Athletic Facilities**

**Evacuation Area E3**

Baseball Field  
Softball Fields

Tennis Courts  
Concession Stands

# Evacuation Map

