Campus Incident Response and Emergency Preparedness Plan

LSU Alexandria

Date of update: January 2014

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Purpose

The purpose of this plan is to establish policies and procedures regarding LSUA’s response to natural and manmade 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, occupancy or building configurations occur.

Examples of different types of emergencies are:

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

Emergency Operations/Response Plan

The Incident Command System (ICS) 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 – Emergency Operations Center, Chambers 154
- Secondary Incident Command Post – Plant Utilities Building, 2nd Floor

Off campus/ Downtown locations:
- Primary Incident Command Post – Alexandria Museum of Art, 2nd Floor
Secondary Incident Command Post – Business Education Center

Procedures for activation of applicable parts or all of plan:

A. Upon notification of an emergency/threat, the Command Staff will immediately meet in the Emergency Operations Center, or the secondary Emergency Operations Center to evaluate the situation and decide on a course of action. The Continuity of Operations Plan will be implemented to ensure continued campus operations.
   1. If circumstances deem that the university be immediately evacuated and closed, notification will be made by the Chancellor's Office.
   2. If total evacuation of the campus buildings is necessary, faculty, staff and students will, upon notification, immediately evacuate to the area designated on the attached maps. The building supervisors at each location will be responsible for relaying all future communications from the Command Staff.
   3. If evacuation of only a portion of the campus is needed, that area will be immediately cordoned off to prevent unauthorized entry.

B. The Incident Commander will determine all actions to be taken during the emergency. Other members of the Command Staff, including civil law enforcement and fire departments will serve as part of that group to provide advice and assistance.

C. A written log will be kept of all Command Staff actions.

Responsibilities

A. Chancellor

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

B. Command Staff

1. The primary functions of the Command Staff will be:
• To determine immediately the nature and severity of the emergency.
• To develop a plan of action with regard to safety of individuals and procedures necessary to correct the problem.
• To issue appropriate orders to execute the plan.
• To issue appropriate information to people on campus and to news media.

2. Upon notification an emergency/threat, the Command Staff will immediately meet in the Emergency Operations Center, or other location if necessary, to evaluate the situation and decide on a course of action.

   a. If circumstances deem that the university needs to be immediately evacuated and closed, notification will be made by the Chancellor’s Office or designee.
   b. 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.
   c. If evacuation of only a portion of the campus is needed, that area will be immediately cordoned off to prevent unauthorized entry.
   d. 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.

3. 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 and fire departments will serve as part of that group to provide advice and assistance.

4. A written log will be kept of all Command Staff actions.

C. Personnel / Building Supervisors

1. 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. During evacuations, building supervisors should direct occupants to take all personal belongings and mission critical items with them, and that they move to the proper designated location.

2. After evacuation, building supervisors should request building occupants stay together.

3. Each evacuation site will have multiple building supervisors present. Some individuals may also be asked to leave to communicate with the Emergency Operations Center. One building supervisor must remain at the evacuation site.
4. 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 if possible and advise students to stay away from all windows.

5. Building supervisors, assisted by any faculty members present, will assist in any relocation necessary and directed by the Emergency Operations Center. They may also, when called upon, assist in the search of their respective buildings.

6. When evacuated, all doors will be left unlocked, and all mission critical and personal possessions (purses, books, etc.) should be taken from the building.

7. 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

1. Upon notification of an emergency, the Facility Services personnel will take the following actions:
   a. All custodians on campus will be notified to report to the Facility Services Building and await directions from the Command Staff.
   b. 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. Police

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

**Bomb Threats / Terrorism**

Receiving the Call
(See Copy of Form Attached.)

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 (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 (Abrams 101-D Extension 6444). After notifying the Office of the Chancellor, complete the attached form.

The individual receiving the call should report immediately to the Chancellor (or his representative) and provide the completed form. If required, the individual should remain at that location to speak to the law enforcement officers.

**The individual should speak to no one concerning the call before and after reporting to the Chancellor's Office.**

**Fire**

1. Fire department notification is the responsibility of the Chancellor or his representative. The Operating Engineer on duty will shut down natural gas and electricity to the affected areas. The Chancellor’s Office, the Physical Plant, and the Campus Safety Officer 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 Chancellor’s Office must be notified immediately of actions taken.

**EMERGENCY NUMBER**

| Alexandria Fire Department | 911 |
| Alexandria City Police     | 911 |
| Chancellor’s Office        | Ext. 6444 |
| Vice-Chancellor for Finance and Admin. Services | Ext. 6408 |
| Executive Director of Facility Services | Ext. 6475 |
| Campus Safety Officer      | Ext. 6497 |

3. Know evacuation areas. They are posted as an appendix to this plan.

4. Prepare yourself and students to evacuate the building if necessary.
Fire Drills are conducted at least once per year, which includes spaces that are leased, 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. Fire Extinguishers are inspected and certified by an outside contractor once a year. Elevator Fire Service Keys are the responsibility of the Utility Plant Superintendent. These keys are available in case of an emergency by calling the utility plant at 473-6475. The responding Fire Dept. also has a copy of these keys. If these keys are needed after hours, you can contact the LSUA Police Department at 473-6427 or 5555 from a campus phone.

Tornadoes, Hurricanes, Floods and Other Natural Disasters

The following instructions must be followed in the event of a potential weather threat.

Before:

1. Once a semester test emergency messaging system for campus
2. Daily/Weekly Weather Briefings for Emergency Personnel
3. Once a year make plans for NWS to speak on campus (SkyWarn training/Severe weather talk etc)
4. Be aware of the threat to your residence and work area and the route in between.
5. Know evacuation routes. They are posted as an appendix to this plan.

During:

1. Monitor local radio/TV broadcasts for weather watches and warnings.
2. Adhere to travel warnings.
3. If Warnings 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 “Lockdown” or “Shelter-in Place” is called, immediately lock all doors and turn off all lights and remain there until the “All Clear” is given.

8. Have emergency personnel communicate severe weather reports to EOC.

9. Report critical weather information to Rapides EM and NWS.

10. Remain calm.

After:

The following are also some suggested procedures for handling natural disasters such as hurricanes, floods, or tornadoes:

1. If damage is found, report to NWS with guess as to 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 touch fallen or damaged electric wires.

5. Immediately leave the area upon discovering a leaking gas line.

**Any pertinent weather observations should be reported to the NWS via 337-477-5285 by the Safety Director or any on duty Police Officer. These should include:**

1. Tornado / Funnel Cloud
2. Wind Gust >50 mph
3. Hail greater than penny size
4. Flooding of roads/ditches that typically do not flood during regular storms
5. Damage due to weather (trees blown over/trunks snapped, etc.)

*A Tornado Warning indicates that a tornado has been sighted in the area. Protect yourself from falling objects and flying debris. The best protection is an underground shelter or ditch or a steel-framed or reinforced concrete building. If no shelter is available, go to the basement or inner hallway of the lowest floor of the building.*
Proximity Threats

These occur near location and can 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 nuclear plant disasters

1. Contact local municipal government.
2. Once notified, determine if voluntary or mandatory evacuation is required.
3. Vertical, upwind, or downwind evacuation 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 “Lockdown” or “Shelter-in Place” is called, immediately lock all doors and turn off all lights and remain there until the “All Clear” 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 riot 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, mission critical items, etc.)
4. Notify your local law enforcement immediately and then the Chancellor’s Office or your supervisor.
5. In the event that a “Lockdown” or “Shelter-in Place” is called, immediately lock all doors and turn off all lights and remain until the “All Clear” is given.
The Oaks Evacuation & Relocation Plan

Louisiana State University at Alexandria recognizes the need to safely relocate residents of The Oaks Residence Hall in the event of a natural disaster. In the event that all or a portion of The Oaks is rendered uninhabitable due to any tornado, hurricane, hazardous situation, fire or smoke damage, flooding, malfunction of heating, electrical or plumbing systems, or any other calamity, and where such resulting deficiencies cannot be remedied within a reasonable period of time, the following actions may be initiated:

1. All existing vacancies (i.e., single and vacant rooms) will be used to relocate those persons who are displaced.
2. All overflow rooms (lounges converted to living space equipped with standard room furnishings) will be used to house displaced residents.
3. For those residents of The Oaks who cannot be relocated by other means, the LSUA Student Center Brumfield Caffey Annex and/or Fitness Center will be used as a primary site for temporary relocation.

Organizational Structure

The Command Staff sets objectives and priorities and has overall responsibility for the outcome of incident of event. The Incident Commander has the ultimate authority assisted by the Safety Officer, Law Enforcement, Information Officer, and Liaison Officer as needed.

Command Staff:
- Incident Commander: Chancellor
- Safety Officer: Director of Occupational Health and Safety
- Law Enforcement: University Police Director
- Information Officer: Director of Media Relations
- Liaison Officer: Assistant to Chancellor
- Others deemed as necessary

The Planning Section of the campus community will develop strategy and plan to accomplish objectives. This will be the Executive Staff of LSUA. The Planning Section will monitor the situation, evaluate information and maintain status of resources.

Planning Section:
- Vice Chancellor for Academic Affairs/Provost
- Vice Chancellor for Finance and Administrative Services
- Registrar
- Risk Manager

The Operations Section conducts tactical operations to carry out the various plans. This section will consist primarily of academic department heads and unit directors. The Operations Section will develop tactical objectives, develop organization, and direct all resources.

Operations Section:
• Director of Procurement Services & Property Management
• Director of Financial Aid
• Executive Director of Facility Services
• Director of Auxiliary Services
• Director of IET Services – Chief Information Officer
• All Academic Department Heads
• Building Supervisors

The **Logistics Section** of the campus community will provide resources and services to meet the needs of the incident.

**Logistics Section:**
- Dining Services Manager
- Oaks Housing Manager
- Facility Services Supervisors
- Unit Secretaries
- Faculty
- Staff

The **Finance and Administration Section** monitors costs, provide accounting, procurement, time recording, and analyses for the incident.

**Finance & Administration:**
- Director of Accounting/Bursar
- Assistant Director of Accounting Services
- Purchasing staff
- Facility Services secretary
- Director of Budget

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

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**Communications**

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. External and internal public address (P.A.) announcements
3. Campus wide emails
4. Digital sign notification
5. Text messages to appropriate groups (must be registered to receive text messages)
6. 9-1-1 center
7. Radio notification to custodians, plant personnel
8. LSUA Website notification
9. A-Trans notification
10. LSUE notification (students, staff, faculty)
11. LCRP notification
12. AMOA notification
13. Allied Health Center notification
14. Business Education Center notification
15. Change voice mail on main line

A DECISION REGARDING THE USE OF RADIOS/TELEPHONES/SATELLITE TELEPHONES WILL BE MADE BY THE COMMAND STAFF AS SOON AS POSSIBLE.

Internal Communications Systems:

Two wallet sized cards will be distributed to command staff: one with key academic contacts and one with key finance & administration contacts. These will be updated annually or as needed.

Current capabilities
- Immediate message posting on main LSUA webpage.
- Voice message to all LSUA phone voice mailboxes.
- Email notification to all LSUA email accounts.
- PA System (external)
- Posting on course management system (Desire2Learn) homepage.
- Satellite communications system
- Text messaging to registered cell phones. All students, faculty and staff are requested to update and keep their contact information current.

External Communication System
- Public television
- Public radio
- Cable television
- Newspaper
**Critical Communications Plan**

<table>
<thead>
<tr>
<th>Communication Method</th>
<th>Responsible Parties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Wide E-Mail</td>
<td>Chad Gauthier / Deron Thaxton</td>
</tr>
<tr>
<td>Text Message</td>
<td>Belinda Aaron / Chad Gauthier / Deron Thaxton</td>
</tr>
<tr>
<td>Outdoor sign</td>
<td>Daniel Williams / Deron Thaxton</td>
</tr>
<tr>
<td>Website</td>
<td>Deron Thaxton / Daniel Williams</td>
</tr>
<tr>
<td><strong>PA systems</strong></td>
<td></td>
</tr>
<tr>
<td>Chambers</td>
<td>Chad Gauthier / Police Officer on Duty</td>
</tr>
<tr>
<td>Library</td>
<td>Rachael Hunter / Esther Blood</td>
</tr>
<tr>
<td>Utility Plant</td>
<td>Ray Edwards / On-duty Operator</td>
</tr>
<tr>
<td>Technology Center</td>
<td>Jason Normand / Daniel Williams</td>
</tr>
<tr>
<td>Police Unit PA system</td>
<td>Police Chief / Officer on Duty</td>
</tr>
<tr>
<td>Campus wide Voice Mails</td>
<td>Jason Normand / Deron Thaxton</td>
</tr>
<tr>
<td>Calls to Building Supervisors and PA Announcers</td>
<td>Mary Lemoine / Candy Davis</td>
</tr>
<tr>
<td>Notify Rapides Parish 911</td>
<td>Police Chief / Officer on Duty</td>
</tr>
<tr>
<td>Notify Satellite Campuses</td>
<td>Larry Williams / Richard Emberly</td>
</tr>
</tbody>
</table>
Specific Building Information

1. Coughlin Hall

First Floor
Lamona James Ext. 6459
Elizabeth Battalora Ext. 6461
Mary McCampbell Ext. 2917

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

Second Floor
Haywood Joiner Ext. 6594
Sandra Gremillion Ext. 6466
Rhonda Gaspard Ext. 6463

Nursing Labs
Computer Labs
Classrooms
Offices (5)
Restrooms
Lobby
Stairwells (3)

Evacuation Area E1

2. Science Building

First Floor
Carol Corbat Ext. 6496
Zeleke Negatu Ext. 4479
Christof Stumpf Ext. 6434

Science Office
Facility Offices
Auditorium
Classrooms
Labs
Restrooms
Patio Area

Second Floor
Faculty Offices
Classrooms
Labs
Chemical Storage
Stairwells (3)

Evacuation Area E3

3. Abrams Hall

First Floor
Mary Lemoine Ext. 6537
Heather Poole Ext. 6578
Pat Manual Ext. 6491

Chancellor's Suite
Veterans Affairs
Student Aid and Scholarships
Enrollment Services
Admissions and Records
Institutional Research

Second Floor
Switchboard
Accounting Services
Finance & Administrative Services
Procurement Services
Restrooms

Evacuation Area E2
4. **Oakland Hall**

   Evacuation Area E1

   Heather Bandy  
   Ext. 6412  
   Jeanette Williams  
   Ext. 6424  

   **First Floor**  
   Office Suite  
   Classrooms  
   Faculty Offices  
   Restrooms  
   Breezeway  

   **Second Floor**  
   Classrooms  
   Faculty Offices  
   Restrooms  
   Stairwells (2)

5. **Chambers Hall**

   Evacuation Area E1

   Robert Bush  
   Ext. 6415  
   Carla Reed  
   Ext. 6414  
   Chad Gauthier (Police Department)  
   Ext. 6497  

   **PA Announcer**

   Business Administration Office  
   Student Study Room  
   Classrooms and labs  
   Faculty Offices  
   Break Room  
   Restrooms  
   University Police Offices / EOC  
   LSU Eunice Hall  

   **PA Announcer**

6. **Fitness Center**

   Evacuation Area E3

   Charlie Zeilman  
   Ext. 6571  
   Julie Gill  
   Ext. 4456  

   **First Floor**  
   Locker Rooms  
   Faculty Offices  
   Break Room  
   Training Room  
   Pool Area  
   Gym  

   **Second Floor**  
   Weight Room  
   Cardio Room  
   Classrooms  
   Restrooms  
   Stairwells (2)
7. Bolton Library

Rusty Gaspard
Rachael Hunter
Esther Blood
Bonnie Hines

Michelle Riggs (2nd floor)

First Floor
Library office
Circulation
Back Staff offices
Faculty/Staff Offices
Study Rooms
Rare Books Room
Restrooms

Evacuation Area E3

Ext. 6442
Ext. 6438 PA Announcer
Ext. 6441
Ext. 3975
Ext. 2960

Second Floor
Archives
Stairwells
Faculty/Staff Offices
Study Rooms
Restrooms

8. Student Center

Eamon Halpin (West)
Katie Cooley (West)

First Floor (West)
Copy and Duplicating
Bookstore
Art Gallery
Bookstore Warehouse

Shawnta Morrison (Main)
Judy Lacombe

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

Evacuation Area E2

Ext. 4468
Ext. 4492

Second Floor (West)
Student Services
Testing Center
Advising Center
TLC Lab
Conference Room
Restrooms
Staff Offices

Ext. 6579
Ext. 6430

Second Floor (Main)
Auxiliary Services
Bayou Robert Room
Game Room
Restrooms
Stairwells
9. **Avoyelles Hall/Golf Course/Subway**
   - Evacuation Area E3
   - Jamie Trotter, Ext. 6507
   - Sherry Bovey, Ext. 6564
   - Offices
   - Classrooms
   - Clubhouse
   - Restaurant
   - Cart Shed
   - Restrooms
   - Golf Course Storage Shed
   - Restrooms

10. **Facility Services**
    - Evacuation Area E2
    - Robert Karam, Ext. 6552
    - Candy Davis, Ext. 6475
    - F.S. Administrative offices
    - Breakroom
    - Shop
    - Warehouses
    - Restrooms

11. **Human Resource Management**
    - Evacuation Area E2
    - Lynette Burlew, Ext. 6481
    - Nikki Tam, Ext. 6401
    - Offices
    - Restrooms

12. **Children’s Center**
    - Evacuation Area E2
    - Susan Richerson, Ext. 4417
    - Classrooms
    - Offices
    - Kitchen
    - Restrooms
    - Playgrounds (3)

13. **Weldon ‘Bo’ Nipper (Technology Center)**
    - Evacuation Area E2
    - Daniel Williams, Ext. 4443
    - Shannon Dauzat, Ext. 4449
    - Jason Normand, Ext. 4442
    - PA Announcer
    - Computer Lab
    - Offices
    - Restrooms
<table>
<thead>
<tr>
<th></th>
<th><strong>14. Baptist Collegiate Ministries</strong></th>
<th>Evacuation Area E2</th>
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<tbody>
<tr>
<td></td>
<td>Chad McClurg</td>
<td>Ext. 6510</td>
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<tr>
<td></td>
<td>Kitchen</td>
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<td></td>
<td>Office</td>
<td></td>
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<tr>
<td></td>
<td>Main Room</td>
<td></td>
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<td></td>
<td>Restrooms</td>
<td></td>
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<td></td>
<td><strong>15. Catholic Student Organization</strong></td>
<td>Evacuation Area E2</td>
</tr>
<tr>
<td></td>
<td>Lynn Ray</td>
<td>Ext. 6494</td>
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<tr>
<td></td>
<td>Kitchen, Office</td>
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<td></td>
<td>Main Room</td>
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<tr>
<td></td>
<td>Chapel</td>
<td></td>
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<td></td>
<td>Restrooms</td>
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<td><strong>16. Utility Plant</strong></td>
<td>Evacuation Area E3</td>
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<tr>
<td></td>
<td>Ray Edwards</td>
<td>Ext. 6476</td>
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<td></td>
<td>First Floor</td>
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<td></td>
<td>Offices</td>
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<td></td>
<td>Plant Area</td>
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<td><strong>17. The Oaks – Student Housing</strong></td>
<td>Evacuation Area E2</td>
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<tr>
<td></td>
<td>Angela Rollins</td>
<td>Ext. 2616</td>
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<td>Thomas Jester</td>
<td>Ext. 6526</td>
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<td>RA on Duty</td>
<td>Ext. 2614</td>
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<td><strong>18. Alexandria Museum of Art</strong></td>
<td>Per Downtown Plan</td>
</tr>
<tr>
<td></td>
<td>Catherine Pears</td>
<td>443-3459</td>
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<td></td>
<td>Natalie Walker</td>
<td>443-3473</td>
</tr>
<tr>
<td></td>
<td>Front Desk</td>
<td>443-3458</td>
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<td><strong>19. Allied Health Education Center</strong></td>
<td>Per Downtown Plan</td>
</tr>
<tr>
<td></td>
<td>Stuart Spurlin</td>
<td>487-5622</td>
</tr>
<tr>
<td></td>
<td>Sheena Hutchinson</td>
<td>487-5620</td>
</tr>
<tr>
<td></td>
<td>Front Desk / Haywood Joiner</td>
<td>487-5504</td>
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<tr>
<td></td>
<td><strong>20. Business Education Center</strong></td>
<td>Main Parking Lot</td>
</tr>
<tr>
<td></td>
<td>Ingrid Bush</td>
<td>561-2299</td>
</tr>
<tr>
<td></td>
<td>Shere’ Thaxton</td>
<td>473-6512</td>
</tr>
</tbody>
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21. **Multipurpose Academic Center (MPAC)** Evacuation Area E4

**FIRST FLOOR**
- Jeremy Simmons  Ext. 4478
- Arthur Rankin  Ext. 6583
- Lisa Mayeux  Ext. 6581
- AEH Suite  Paint Room
- Black box Area  Kiln Room
- Classrooms  Offices
- Stairwells (2)  Back Hallway
- Ceramics Room  Concession / Ticket Rooms
- Front Hallway  Restrooms

**SECOND FLOOR**
- Tanya Lueder  Ext. 4411
- Nathan Ponder  Ext. 6593
- Renee West  Ext. 6591

- Classrooms
- Restrooms  Stairwells (2)
- Conference Room  Black box 2nd Floor
- Computer Lab

**THIRD FLOOR**
- Judy Rundell  Ext. 6422
- Jennifer Smith  Ext. 6470
- BSS Suite  Education Suite
- MAPS Suite  Conference Room
- Faculty Offices  Stairwells (2)
- Restrooms

22. **Learning Center for Rapides Parish (LCRP)** Parking Lot

- Leigh Flynn  484-2184
- Greg Stanford  484-2184

**FIRST FLOOR**
- Lobby  Bathrooms
- Classrooms  Regents Room
- Stairwells  Offices
- Hallway

**SECOND FLOOR**
Classrooms      Offices
Stairwells       Hallway

Key Staff

Command Staff:
- Incident Commander: Chancellor                     Dr. Paul Coreil
- Safety Officer: Director of Occupational Health & Safety  Chad Gauthier
- Law Enforcement: University Police Chief           Matt Issman
- Information Officer: Director of Media Relations    Sarah Black
- Liaison Officer: Assistant to Chancellor             Laurie Tanner

Planning Section:
- Vice Chancellor for Academic Affairs/Provost        Dr. Barbara Hatfield
- Vice Chancellor for Finance and Administrative Services  David Wesse
- Registrar                                           Stephanie Cage
- Risk Manager                                        Belinda Aaron

Operations Section:
- Director of Procurement Services & Property Management  Larry Williams
- Director of Financial Aid                           vacant
- Executive Director of Facility Services              Robert Karam
- Executive Director of IET Services                   Deron Thaxton
- All Academic Department Heads                       Dr. Jerry Sanson
- Dr. Bob Bush
- Dr. Haywood Joiner
- Dr. Elizabeth Battalora
- Dr. Judy Rundell
- Dr. Arthur Rankin
- Dr. Carol Corbat
- Dr. Nathan Ponder
- Dr. Bonnie Hines

- Building Supervisors

Logistics Section:
- Food Service Manager                                Judy LaCombe
- Oaks Housing Manager                                 Angela Rollins
- Facility Services Supervisors                        Ray Edwards
- Kevin Sampson
- Jennifer Smith
- Bridgett McAlister
- Sandra Gremillion
- Lamona James
- Carla Reed
- Lisa Mayeux
- Debra Bynog
Renee West
Rachel Hunter

- Faculty & Staff (as needed)
- Library Archivist Michelle Riggs

**Finance & Administration:**
- Director of Accounting/Bursar Pat Hoyt
- Assistant Director of Accounting Services Lisa Smith
- Purchasing staff Mary Lemoine
- Facility Services Administrative Assistant Candy Davis
- Director of Budget Belinda Aaron