

**Campus Incident Response and Emergency Preparedness Plan
LSU of Alexandria**

Date of Update: May 2020

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LOUISIANA STATE UNIVERSITY OF ALEXANDRIA

Campus Incident Response and Emergency Preparedness Plan

GUIDELINES FOR EMERGENCIES

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 – EVAC Center

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. During evacuations, building supervisors should direct occupants to take all

personal belongings and mission critical items with them and to move to the proper designated location.

- 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 Campus Safety Officer (ext. 0137) 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 available in case of an emergency by calling the University Police (318-473-6427). The responding Fire Department also has a copy of these keys.

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 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 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
- Campus Safety Officer: Coordinator of Title IX, Disability Services, and Safety and Risk Management
- 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 AgCenter 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 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.

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. 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. AMOA notification
9. Allied Health Center notification
10. Change voice mail on main line

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 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

Critical Communications Plan

Campus-Wide Email	Daniel Manuel/Deron Thaxton
Text Message	Jason Normand/Daniel Manuel/Elizabeth Jonson/Deron Thanxon
Website	Takeyra Wagner/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

Specific Building Information

See evacuation map appended to this document.

1. Coughlin Hall

First Floor

Kimberly King Ext. 6459
Martha McMillan Ext. 4462
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 (5)
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
Pat Manuel 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

Institutional Research

4. Oakland Hall

DeEtte Loyd 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

Adam Jonson Ext. 6571
Bob Austin Ext. 6467
Kolby Carter Ext. 6408

First Floor

Locker Rooms
Faculty Offices
Break Room
Training Room
Pool Area
Gym

Evacuation Area E3

Second Floor

Weight Room
Cardio Room
Classrooms
Restrooms
Stairwells (2)

7. Bolton Library

Rusty Gaspard Ext. 6443
Michael Waller Ext. 0102
Michelle Riggs Ext. 2960

First Floor

Evacuation Area E3

Second Floor

Library Office
Circulation
Back Staff Offices
Faculty/Staff Offices
Rare Books Room
Restrooms

Archives
Stairwells
Faculty/Staff Offices
Study Rooms
Restrooms

8. Student Center

Evacuation Area E2

Catherine Kent Ext. 2604
Katie Cooley Ext. 4492

First Floor (West)

Computer Lab
Bookstore
Art Gallery
Bookstore Warehouse

Second Floor (West)

Student Engagement
Testing Center
Staff Offices
Conference Room
Restroom

Charles Casrill Ext. 0115
Judy Lacombe Ext. 6430

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

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

Kevin Vercher Ext. 6429
Candy Davis Ext. 6475

F.S. Administrative Offices
Shop
Restrooms

Evacuation Area E2

Breakroom
Warehouses

11. Human Resource Management

Lynette Burlew Ext. 6401

Offices

Evacuation Area E2

Restroom

12. Children’s Center

Danette Cormier 318-473-6482

Classrooms
Offices
Restrooms

Evacuation Area E2

Playgrounds (3)
Kitchen

13. Weldon “Bo” Nipper (Technology Center)

Ethan Lipsey Ext. 2973
Jason Normand Ext. 4442
Takeyra Wagner Ext. 4446

Computer Labs
Restrooms
Kitchen

Evacuation Area E2

Offices
Server Room
Lounge

14. Baptist Collegiate Ministries

Jamey Gilliland 318-226-6950

Kitchen
Main Room

Evacuation Area E2

Office
Restrooms

15. Catholic Student Organization

Lynn Ray Ext. 6496

Evacuation Area E2

Kitchen
Main Room
Restrooms

Office
Chapel

16. Utility Plant

Evacuation Area E3

Greg Bonnette 337-831-3646

First Floor
Offices
Plant Area

Second Floor
Offices
Stairwell

17. The Oaks

Evacuation Area E2

Michael Courson Ext. 2616
RA on Duty Ext. 2614

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

LaKeshia Williams Ext. 6495
Hayley Edwards Ext. 4441

20. Mulder Hall

Evacuation Area E4

First Floor
Mona Wallace Ext. 6446
Eamon Halpin Ext. 2603
John Rowan Ext. 6446

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

Paint Room
Kiln Room
Offices
Ceramics Room
Font Hallway

Second Floor

Gerard Dumancas Ext. 4436
Purujit Gurjar Ext. 2969
Jessica Ringo Ext. 6517

Classrooms
Restrooms
Conference Room

Stairwells (2)
Black Box 2nd 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)

APPENDIX A: EVACUATION MAP

