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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
<table>
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<tr>
<th>Critical Communications Plan</th>
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</thead>
<tbody>
<tr>
<td><strong>Campus-Wide Email</strong></td>
</tr>
<tr>
<td>Daniel Manuel/Deron Thaxton</td>
</tr>
<tr>
<td><strong>Text Message</strong></td>
</tr>
<tr>
<td>Jason Normand/Daniel</td>
</tr>
<tr>
<td>Manuel/Elizabeth Jonson/Deron Thaxson</td>
</tr>
<tr>
<td><strong>Website</strong></td>
</tr>
<tr>
<td>Takeyra Wagner/Jason Normand</td>
</tr>
<tr>
<td><strong>PA System</strong></td>
</tr>
<tr>
<td>police officer on duty</td>
</tr>
<tr>
<td><strong>Police Unit PA System</strong></td>
</tr>
<tr>
<td>police chief/officer on duty</td>
</tr>
<tr>
<td><strong>Campus-Wide Voice Mails</strong></td>
</tr>
<tr>
<td>Jason Normand/Josh Ducote</td>
</tr>
<tr>
<td><strong>Notify Rapides Parish 911</strong></td>
</tr>
<tr>
<td>police chief/officer on duty</td>
</tr>
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</table>
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

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

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

2. Science Building

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

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

Science Office
Faculty Offices
Auditorium
Classroom
Labs
Restrooms
Patio Area

3. Abrams Hall

First Floor
Mary Lemoine Ext. 6537
Deron Thaxton Ext. 6409
Pat Manuel Ext. 6491

Second Floor
Accounting Services
Finance & Administrative Services
Procurement Services
Restrooms

Chancellor’s Suite
Student Aid and Scholarships
Enrollment & Admissions
Registrar’s Office
4. Oakland Hall

DeEtte Loyd  Ext. 0132

First Floor
Office Suite
Classrooms
Faculty Offices
Restrooms
Breezeway

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

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

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

Second Floor
8. **Student Center**

Catherine Kent  Ext. 2604  
Katie Cooley  Ext. 4492

*First Floor (West)*
- Computer Lab
- Bookstore
- Art Gallery
- Bookstore Warehouse

Charles Casrill  Ext. 0115
Judy Lacombe  Ext. 6430

*Second Floor (West)*
- Student Engagement
- Testing Center
- Staff Offices
- Conference Room
- Restroom

8. **Evacuation Area E2**

9. **Avoyelles Hall/Golf Course**

Julie Gill  Ext. 4456
Melissa Parks  Ext. 6454

*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. **Evacuation Area E3**

*Offices*
*Classrooms*
*Clubhouse*
*Restrooms*
<table>
<thead>
<tr>
<th>10. Facility Services</th>
<th>Evacuation Area E2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kevin Vercher</td>
<td>Ext. 6429</td>
</tr>
<tr>
<td>Candy Davis</td>
<td>Ext. 6475</td>
</tr>
<tr>
<td>F.S. Administrative Offices</td>
<td></td>
</tr>
<tr>
<td>Shop</td>
<td></td>
</tr>
<tr>
<td>Restrooms</td>
<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>11. Human Resource Management</th>
<th>Evacuation Area E2</th>
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</thead>
<tbody>
<tr>
<td>Lynette Burlew</td>
<td>Ext. 6401</td>
</tr>
<tr>
<td>Offices</td>
<td></td>
</tr>
<tr>
<td>Restroom</td>
<td></td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>12. Children’s Center</th>
<th>Evacuation Area E2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danette Cormier</td>
<td>318-473-6482</td>
</tr>
<tr>
<td>Classrooms</td>
<td></td>
</tr>
<tr>
<td>Offices</td>
<td></td>
</tr>
<tr>
<td>Restrooms</td>
<td></td>
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<tr>
<td>Playgrounds (3)</td>
<td></td>
</tr>
<tr>
<td>Kitchen</td>
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<thead>
<tr>
<th>13. Weldon “Bo” Nipper (Technology Center)</th>
<th>Evacuation Area E2</th>
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</thead>
<tbody>
<tr>
<td>Ethan Lipsey</td>
<td>Ext. 2973</td>
</tr>
<tr>
<td>Jason Normand</td>
<td>Ext. 4442</td>
</tr>
<tr>
<td>Takeyra Wagner</td>
<td>Ext. 4446</td>
</tr>
<tr>
<td>Computer Labs</td>
<td></td>
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<tr>
<td>Restrooms</td>
<td></td>
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<tr>
<td>Kitchen</td>
<td></td>
</tr>
<tr>
<td>Offices</td>
<td></td>
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<tr>
<td>Server Room</td>
<td></td>
</tr>
<tr>
<td>Lounge</td>
<td></td>
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<thead>
<tr>
<th>14. Baptist Collegiate Ministries</th>
<th>Evacuation Area E2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jamey Gilliland</td>
<td>318-226-6950</td>
</tr>
<tr>
<td>Kitchen</td>
<td></td>
</tr>
<tr>
<td>Main Room</td>
<td></td>
</tr>
<tr>
<td>Office</td>
<td></td>
</tr>
<tr>
<td>Restrooms</td>
<td></td>
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<table>
<thead>
<tr>
<th>15. Catholic Student Organization</th>
<th>Evacuation Area E2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lynn Ray</td>
<td>Ext. 6496</td>
</tr>
</tbody>
</table>
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  
Second Floor  
Paint Room  
Kiln Room  
Offices  
Ceramics Room  
Font Hallway
Gerard Dumancas  Ext. 4436
Purujit Gurjar  Ext. 2969
Jessica Ringo  Ext. 6517

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

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

MAPS Suite  AEH Suite
HIPS Suite  Education Suite
Conference Room  Faculty Offices
Restrooms  Stairwells (2)