SOUTHERN UNIVERSITY LAW CENTER

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Memorandum

To: All Law Center Personnel and Students

From: Alvin Washington
Building Emergency Coordinator

Re: **Contingency Plan (Evacuation Procedures)**

Date: July 1, 2007

This communication is to inform you that I have been designated as the **Building Emergency Coordinator** for A. A. Lenoir Hall. A building emergency coordinator has the following responsibilities:

- **Whenever there is an emergency situation such as a hazardous substance release, fire, explosion, bomb threat, hurricane, tornado, flooding, armed intruder / assailant or terrorist attack; the Building Emergency Coordinator needs to identify the character, exact source, amount or extent of the emergency. This may be done by observation, review of facility records, and/or if necessary, by chemical analysis.**
- Determine the need for outside resources and off-site notifications and make, or have someone make, the necessary calls.
- Advise building occupants of the nature and location of the emergency, what action is required and where to assemble.
- Notify the Campus Emergency Coordinator (CEC) as to who is in the building.
- If evacuation is required, see that all occupants have safely left the building.

- Turn off, or direct someone to turn off, the building HVAC System and close all doors and windows in case an external gas leak is involved.
- Direct and control personnel in Emergency Assembly Area.
- Coordinate with the CEC to obtain a head count of all personnel.
- Coordinate all on-the-scene emergency response activities and work with the off-site response personnel to control or contain the emergency.
- Remain on the scene until relieved by a senior member of the Emergency Response Team.

Along with the above responsibilities, I will coordinate scheduled and unscheduled fire drills. Please refer to **SECTION XIII. EVACUATION PROCEDURES** and **SECTION XIV. PROCEDURES FOR SPECIFIC TYPES OF EMERGENCIES** of the ***SUBR EMERGENCY RESPONSE PLAN*** *and the* ***EVACUATION PLAN FOR A. A. LENOIR HALL***. After reading the information provided, if there are any questions concerning evacuation procedures, please contact my office.

Please note the **designated** ***emergency assembly area*** for the Law Center in **APPENDIX D, Item 4.** It is strongly suggested that you read **all** referenced information at your earliest convenience.

ARW/kb

xc: Chancellor Freddie Pitcher, Jr.

SECTION XIII
EVACUATION PROCEDURES

Notice to evacuate any building will be received via an audible or visual alarm or telephonic message. In an emergency situation, the public address system may also be activated to provide oral instructions. If the alarm systems and public address system are disabled, University Police officials will provide the notice to evacuate by verbal commands.

When an Evacuation Notice is given, occupants of the building must evacuate observing the procedures listed below:

A. EMERGENCY EVACUATION OF A CAMPUS BUILDING

1. Evacuate whenever a fire alarm sounds, the Building Emergency Coordinator or senior staff member on site will inform you to evacuate. Personnel should ensure other building occupants are aware of the evacuation request and help all building occupants to leave.
2. Stop what you are doing and walk, **do not run**, to the nearest stairwell and proceed down the stairwell to the first floor, and from the first floor to the designated safe area for your group. If you are working in an area away from your regular work station, follow the instructions of the coordinator for the area in which you are working when you learn of the emergency. **Do not attempt to return to your regular work area if an emergency is announced.**
3. **Do not use elevators in any emergency situation**.
4. Take personal belongings, such as purse, coat, and car keys if they are within easy reach and can be collected quickly.
5. Office doors should be closed but not locked when personnel exit.
6. Listen to instructions from work area leaders and area coordinators or those provided via the public address system. Follow these instructions.
7. Regroup with your co-workers or classmates in the designated safe area for accountability. Because of the possibility of flammables, do not smoke in designated safe areas until the "All Clear" notice is received.
8. **Do not re-enter the building until the "All Clear" signal is announced by University Police officials**.
9. Return to your work area via stairwells.

B. CAMPUS WIDE EVACUATION PLAN:

1. Evacuate your building through the nearest fire exit and go to the Campus Emergency Evacuation Assembly Areas.

2. Bring any available first aid kit, keys, needed personal items, medication, eyeglasses, etc. with you to the Evacuation Assembly Areas.
3. Once at the Evacuation Assembly Areas the Building Emergency Coordinator with assistance of faculty members will account for all personnel.
4. Do not attempt to leave the campus immediately until directed to do so. Trying to drive and/or walk long distances after a major disaster may prove to be dangerous given debris and other hazards.

C. EVACUATION OF PERSONS WITH DISABILITIES

If a disabled occupant is unable to exit a building unassisted, building personnel should assist the individual(s) to the nearest fire exit landing. Transporting of disabled individuals should be avoided until emergency personnel arrive unless imminent life-threatening conditions exist in close proximity.
Faculty members are expected to provide and/or delegate assistance to students and others on campus with disabilities in the event of an emergency in accordance with the following procedures.

D. PROCEDURES FOR NON-AMBULATORY PERSONS (IN WHEELCHAIRS)

Most ambulatory persons will be able to exit from the ground floor safely without assistance. However, assistance may be necessary in the event that elevators have stopped working from upper and lower floors or in the case of fires, when elevators should never be used.

If assistance is needed and not life threatening to the carriers, allow the person to instruct the carrier(s) as to the safest method of lifting and/or carrying the person. This may include removing the person from the chair or carrying the person in the chair. (Battery operated chairs are extremely heavy.)

As conditions allow, ask the person's preference with regard to:

- Method(s) of being removed from the chair.
- The number of persons necessary for assistance (in the event the person must be carried more than three flights of stairs, a relay team concept may be necessary.)
- Whether it is necessary to bring along a seat cushion or pad for the person to rest upon.
- Whether the person should be carried forward or backward.
- Whether after care is necessary if the person is removed from the chair, and whether a stretcher, chair with cushion or pad, car seat, or medical/ambulance assistance is necessary.

- Some persons have no upper body strength. If a seat belt is available on the wheelchair, secure the person in the chair.

E. EVACUATION ROUTES

Maps showing evacuation routes have been posted in all University buildings, classrooms and laboratories. Faculty members will provide specific directions to students regarding evacuation routes and assembly areas and will lead the students to the designated assembly areas.

The University Police will determine the evacuation route for all individuals using personally owned vehicles. Instructions will be given over public address systems relative to the emergency.

Individuals without personal vehicles will be provided for through organized transportation. Instructions will be given to gather at a particular location for an immediate and orderly pickup and evacuation from the campus.

Evacuation routes for departing the campus will most likely be as follows:

Primary Route is Harding Boulevard. It is the widest street and it offers access to Scenic (North and South) Highway, Interstate 110 (total access to the city and other highways, Plank Road (North and South), and all other streets and communities to the East. The Harding Boulevard Bridge prevents any potential delays by the railroad because it passes above the railroad tracks.

Secondary Route is Swan Street. It is one block North of Harding Boulevard. Swan Street has an East and West direction, but it is limited to only one block off the campus before it stops at Scenic Highway. A right turn on Scenic will connect with Harding Boulevard. A left turn at Scenic Highway will connect with Interstate 110 or follow Scenic Highway, North to a less industrialized area including Baker, Zachary, Port Hudson or St. Francisville.

Alternate Route is Mills Avenue which represents the only street on the North side of the campus for evacuation. It also has an East and West direction. It is accessible from the campus on B. A. Little Drive (East side of T. T. Allain). A right turn on Mills Avenue from B. A. Little Drive will place you one minute from Interstate 110. Mills Avenue connects to Scenic Highway. A left turn at Scenic Highway will provide quick access to 1-110.

F. EMERGENCY ASSEMBLY AREAS

Emergency assembly areas have been established for all University buildings, as identified in **APPENDIX D, EVACUATION ASSEMBLY AREAS.** Faculty will

conduct roll calls at each of these assembly areas. It will be the responsibility of individual faculty members to assemble their students in a specific portion of the designated assembly area. This will be especially important in those areas, such as the Smith Brown Memorial Union, where students from many classes will be assembling. All students must stay within these designated areas until roll calls have been completed. Roll call information plays an essential role in resolving the chaos during and after an emergency. Information collected will be used to determine those who need assistance and reassure families that community members are safe and accounted for.

Staff and faculty who are not in class during the time of an emergency should also assemble in specific areas, in accordance with their departmental affiliation. Through discussions with each other, it should be determined if anyone is unaccounted for and may need assistance. Roll calls and other evacuation results or questions should be presented to the Building Emergency Coordinator for each building or department. Building Emergency Coordinators will provide status reports and updates from their assembly area to the Campus Emergency Coordinator.

Separate assembly areas have been established for each residence hall. Residential Life Coordinators should play lead roles in determining if all students who were known to be in the buildings have been accounted for. Missing and accounted for students should be reported to the Building Emergency Coordinator or the Campus Emergency Coordinator.

SECTION XIV
PROCEDURES FOR SPECIFIC TYPES OF EMERGENCIES

This section provides more specific information regarding what to do in case of different types of emergencies. The evacuation and assembly procedures described previously should be used for all types of emergencies when the evacuation of buildings is necessary. Faculty and members of the Emergency Operations Team and Emergency Response Team should also consult Section II and III for descriptions of their specific responsibilities.

A. FIRE OR EXPLOSION

Deans, Chairs, department heads and/or Fire Safety Coordinators will conduct an annual review of fire emergency plans. An evacuation diagram, including pre-designated outside assembly area, should be prepared, posted, and reviewed with staff. The location of fire alarm pull stations should also be reviewed.

In preparation for such a disaster as a fire, the following measures should be taken:

- Maintain all fire extinguishers in a fully charged condition and have them inspected annually.
- Update evacuation diagram and post it; include an outside assembly area for faculty and staff.
- Maintain back-up computer data and copies of difficult-to-replace information in fireproof safe or other secure location.
- Maintain employee phone and address list.
- Conduct a supervised fire drill as appropriate.
- Discuss any special arrangements for handicapped evacuation.

1. Fire Emergency Activities

a. Protect the safety of students, faculty and staff. Make sure handicapped individuals are assisted out of the building.

b. Notify Fire Department with pertinent information or activate fire alarm pull station.

c. Notify immediate supervisor.

d. Attempt to contain or extinguish fire if fire is small.

e. Evacuate building if fire is not immediately extinguished.

DO NOT USE ELEVATOR DURING A FIRE EMERGENCY.

f. Do not allow reentry into the building until cleared by authorities at the scene.

g. If possible, safely secure all valuable records.

h. Keep all doors and windows surrounding the fire area closed in order to contain the fire.

i. If conditions permit, move equipment or furnishings out of fire vicinity to minimize damage.

j. Execute notification plan after emergency is under control or as time permits.

2. Salvage and Restoration

a. Secure building and/or property from further damage or loss. Arrange for temporary protection such as boarding up windows, rigging tarpaulin, and so forth.

b. Arrange security if needed to prevent looting or vandalism.

c. Risk Management must be notified of every fire, regardless of size, even if it is already extinguished.

d. Do not throw away any damaged material until you are authorized to do so by Risk Management or until after they have seen them. This does not prohibit you from removing burned or damaged material to the outside of the building. Place this material in a "hold area" until adjuster has seen it.

B. SEVERE WEATHER / STORMS

Although tornadoes are not frequent in the Baton Rouge area, severe thunderstorms which can create conditions susceptible for the formation of tornadoes are common. The following precautions should be taken in such an event. Generally there will be a brief warning period, which is insufficient to take major emergency protection measures for the facility, but hopefully sufficient time for last minute survival efforts.

1. Thunderstorms / Tornadoes

Severe Thunderstorm Warning means a thunderstorm producing lightning and damaging winds may be moving toward the immediate vicinity.

a. If you receive notification of a Severe Thunderstorm Warning stay away from windows and areas with a large expanse of glass.

b. Notification may be received via local media, public address system, or weather alert radio.

TORNADO WATCH means atmospheric conditions favor the development of storm in which a tornado may develop. Keep your radio, TV or NOAA weather radio tuned to a local station for information and advice from Weather Service.

Be prepared to take emergency action if situation changes to a **TORNADO WARNING**. Tornado Warning means a tornado has been spotted in East Baton Rouge Parish or the immediate area.

c. If you receive notification of a tornado warning or sight a tornado, move to the lowest level in the interior hallway of the building as quickly as possible. Notification may be received via East Baton Rouge Warning Siren, public address system, or weather alert radio.

d. Stay away from windows and areas with a large expanse of glass.

e. Avoid auditoriums, gymnasiums, and other large rooms with free-span roofs.

f. DO NOT USE ELEVATORS. DO NOT PANIC.

g. If disabled cannot safely move to the lowest level, direct or assist them to an interior hallway away from windows and areas with a large expanse of glass.

h. Protect your head and face. If possible, get under a sturdy table or other structure.

i. After the tornado, stay alert! Take extreme care when moving about in an area damaged by a tornado. Watch for downed power lines, shattered glass, splintered wood, or other sharp protruding objects.

2. Tropical Storms and Hurricanes

Hurricane season is from June 1 through November 30. The Campus Emergency Coordinator will track tropical storm development by monitoring the local radio station, NOAA website and other external information sources. The Command Team and Emergency Operations Team shall be immediately notified if there is any indication of a storm tracking toward the Baton Rouge area. As a Level III (major emergency) under this Plan, all personnel will be instructed to evacuate the campus except those assigned duties in this plan and resident students who intend to remain in the dormitories during the emergency. The activation of the Emergency Operations Center and those assigned responsibilities will be carried out in accordance with this Plan for major emergencies.

When a hurricane or other disaster occurs, time for preparation may not be available. Therefore, each unit of the University should do advance preparation,

with periodic backup of data and contingencies for destruction by fire, flood or other cause.

PRE-HURRICANE / STORM

Deans and Department Heads are required to take appropriate measures to ensure the preservation of University property and safety of personnel. Below is a list of those actions, which include but are not limited to the following:

a. Review Department Emergency Response Plans, updating as necessary any of the following: Names, addresses, and telephone numbers of all personnel.

b. Distribute Department Emergency Response Plans to all personnel (especially new hires) and review it to ensure that the staff is familiar with its contents.

c. Make arrangements for appropriate remote storage of critical computer disks, back-up files, and archival records.

d. Identify and inspect all areas and equipment which may cause or be subject to a disaster. e.g. wiring systems, electrical appliances, lab equipment, etc.

e. Designate essential personnel who shall remain on campus during a disaster and/or to report back as soon as possible after a disaster.

f. Ensure that the "Emergency Contact Telephone Number(s) for the University" are known by all employees and who to contact once a disaster is over so their status can be communicated to University administration and any special needs of employees can be determined.

PRIOR TO A HURRICANE STRIKING and EVACUATION --

g. Turn off (preferably disconnect) all electrical equipment including typewriters, computers, lights, window air conditioners, microwaves, etc. Refrigerators should be left on at the coldest setting and covered with a blanket, if available.

h. If practical, move desks, file cabinets and equipment away from windows and off the floor; store as much equipment as possible in closets or in windowless rooms away from external walls.

i. Clear desk tops completely of paper and other articles. Protect books and equipment by covering with plastic sheeting and using masking tape to secure.

j. Remove any food and perishable supplies from the office area.

k. In locations where flooding is a possibility, to the extent practical, relocate critical equipment from the ground floor to a higher floor or a higher off-site location.

l. Lock all file cabinets and desk drawers. Lock and secure all doors and windows.

m. Remove all loose items (garbage receptacles, chairs, tables, plants, etc.) from outside of buildings. Remove all items from window ledges.

n. **EVACUATE!**

NO UNIVERSITY BUILDING IS DESIGNATED AS AN OFFICIAL HURRICANE SHELTER. Non-essential employees are discouraged from seeking shelter in University facilities. They should remain at home, stay with friends, or go to a public shelter. Essential employees are likely to be expected to stay in a University facility.

DURING HURRICANE / TROPICAL STORM

The **Emergency Operations Center** will be in operation and will remain in communication with the East Baton Rouge Parish EOC and other critical staffed areas on campus and will coordinate appropriate support as feasible. Priority will be placed on the protection of students in the dormitories and other persons on campus and the safeguarding of property.

The Campus Emergency Coordinator will fully activate the Emergency Operations Center and will immediately implement the following:

o. Continue communication with the East Baton Rouge Emergency Operations Center.

p. Establish an emergency communications network

q. Maintain contact with the Chancellor, members of the Emergency Operations Team and other personnel assigned duties in this plan.

r. Notify all deans and directors of the closing of the University and the release of employees.

s. Instruct Building Emergency Coordinators to evacuate and lock each building, except for those dormitories occupied by resident students who are remaining on campus during the hurricane, buildings with critical operations, and other exceptions designated by the Command Team. Building Emergency

Coordinators are advised to check each room within evacuated buildings to verify that there is no one remaining before locking the building.

The **Physical Plant** will be responsible for coordination of pre-season preparations. This includes procuring emergency supplies, boards, tools, batteries and other provisions needed, before, during, and after a hurricane disaster. The Director of Physical Plant shall coordinate appropriate personnel to implement the following:

t. Ensure functioning of emergency generator power source to the Emergency Operations Center and other areas based upon pre-established priority list.

u. Provide appropriate stand-by personnel for emergency work in each Physical Plan department.

v. Provide personnel and equipment necessary to keep access to the University roads and driveways clear by removing limbs, fallen trees, and debris.

w. Secure all Physical Plant Division material and equipment subject to damage or potential hazard.

x. Maintain contact with Emergency Operations Center.

y. Secure refuse containers and other objects on campus grounds that would be potential hazards.

z. Every effort will be made by the Physical Plant Division to maintain campus utilities, and respond to the need for emergency repairs as they occur.

POST HURRICANE / TROPICAL STORM

As soon as it is safe to do so, the Building Emergency Coordinators should return to their assigned buildings, make a damage survey and report the conditions of their buildings to the Emergency Operations Center or appropriate work management center as directed.

The Director of Physical Plant will be responsible for post-hurricane clean-up operations and will provide maximum support with available resources. Physical Plant Division will provide interim repairs to facilities, boarding of damaged doors and windows to reduce subsequent damage and erecting barricades to provide protection from hazards.

The Office of Media Relations will continue providing coordination and dissemination of information regarding the event and recovery through appropriate means.

The University will coordinate, as appropriate, with representatives of FEMA, state and local authorities.

Classes and other normal operations will resume as the situation permits.

3. Damage Assessment Forms

The timely collection of storm related damage is critical to the ability to recover eligible funds from insurances and where insurance coverage does not exist, under FEMA. A photographic record of the damage is an important part of the process. One should always place a location indicator within the field of the photograph such as building and room number written on a pad placed in the photo. The following forms provide a vehicle for collecting the required information.

See **APPENDIX E & F, DAMAGE ASSESSMENT FORMS.**

C. FLOODING

Flooding in the University area will typically be the result of torrential rains or mechanical problems. Water damage will probably be confined to ground floor area; and for short periods of time. Accomplishment of shutdown procedures of the areas that may be affected by flooding is of primary consideration to prevent fire, explosion and electrical hazards.

Concurrently, pumping will begin as soon as water levels threaten. Any area flooded or evacuated will be sealed off by barricades to prevent injury to students and employees; and to prevent pilferage and interference with emergency operations.

Once the dangerous conditions to students and employees have been reduced, immediate attention will be turned to minimizing the damage or loss to property and equipment by water. Sand bags will be used where feasible to protect against flood waters. Teams will be organized to remove student records and other SULC vital documents to safety. Damage assessment will be continually reported to the Campus Emergency Coordinator or the Emergency Operations Center.

1. Flooding caused by pipe break, sink overflow, or other plumbing problem:

a. Try to identify the source of the water and turn it off if this can be done safely.

b. If flooding is caused by pipe break, sink overflow, or other plumbing problem notify Facilities Operations. <u>Do not leave a voice mail message, make sure you talk with Facilities Operations staff</u>.

c. After hours notify University Police.

d. Provide sufficient information (building, floor, room, degree of flooding, or potential damage due to the flooding).

2. Flooding caused by heavy rain:

a. If the flooding is caused by heavy rains, notify Facilities Operations**. Do not leave a voice mail message; make sure you talk with Facilities Operations staff.**

b. After business hours notify University Police.

c. Attempt to close doors and windows to prevent water from entering, if possible and safe to do so.

d. Focus resources on minimizing the spread of water into other areas of the building.

e. Do not enter a flooded area until staff electricians have deactivated all electrical circuits.

3. Protect property and equipment:

a. Protect property and records by removing items from floors and / or covering with water resistant coverings.

b. Unplug electrical equipment such as computers and printers, etc.

c. After business hours, the department head or responsible individual(s) for the area affected should be notified.

d. The department head or other responsible party should make necessary arrangements to salvage damaged movable equipment, supplies and other materials.

4. Evacuate personnel and report additional problems:

a. Evacuate personnel as needed. Notify University Police or utilize the fire alarm system if an immediate evacuation is required.

b. Post a staff member at the entrance to the flooded area to keep out unauthorized personnel.

c. Complete Damage Assessment Forms as required.

D. BOMB THREATS

Most bomb threats are hoaxes and are primarily made to disrupt business operations. However, the possibility that a threat may be authentic requires action on the part of the University for the safety of personnel and property. In the event a threat is received during normal business hours, NOTIFY UNIVERSITY POLICE IMMEDIATELY and evacuate immediately. If a threat is received during non-business hours NOTIFY UNIVERSITY POLICE IMMEDIATELY, but it will be the responsibility of the dean, department head or senior supervisor to notify employees that evacuation is necessary. What to do:

General Threat: This type of caller will generally only indicate there is a bomb, but will not give any other information.

Specific Threats: This caller will generally indicate a specific location, time, and often the reason for making the call.

1. Individual Actions

Get as much information as you can, asking them to repeat what they have said, and remembering all details of the conversation. Record this information on the **BOMB THREAT CHECKLIST / TELEPHONE PROCEDURES** located at **APPENDIX G** Listen for background noises, foreign accents, speech impediments, gender, etc., that may help identify the caller. Immediately report the incident to your supervisor.

If a bomb is discovered prior to local authorities arriving, evacuate all remaining individuals immediately. Do not touch, move or cover the object. Make note of its description and exact location. Do not use walkie-talkie devices or cell phones in the area. Restrict all access to the building(s) to authorized personnel only. Following an evacuation, do not let anyone re-enter building(s) until authorized.

The Director of Physical Plant or his designee will determine if gas or fuel lines should be shut off.

2. Supervisor Actions

Immediately report the incident to University Police. They will contact other units (i.e., bomb squad, emergency services, etc.). Start building evacuation, and be sure each person is out of building. Arrange to have members of staff or qualified personnel available to accompany emergency services on inspection.

3. Conducting the Search

The search for and dismantling of a bomb or explosive device should be conducted by a trained professional. However, university personnel may be required to assist in the search. If a suspicious object is found, **DO NOT TOUCH IT**. Report it to emergency services and clear the area.

E. ARMED INTRUDER / ASSAILANT

Recently, armed intruders have resulted in an alarming number of injuries and deaths on college, university and high school campuses. Usually an intruder is an angry student or employee or someone from off-campus who is extremely upset with a specific student, faculty or staff member. However, armed intruders can also include several individuals, such as members of a gang or persons who are bound together by a common cause or grudge.

Although the motive of the intruder(s) might be to kill or injure a single individual, events involving armed intruders often escalate to include large numbers of people, including the taking of hostages.

The University Police will notify the Chancellor or the highest ranking person available in the Chancellor's Office in any cases involving known or suspected armed intruders. Depending on the circumstances and time of the event, it may be determined by the Chancellor or his representative to be necessary and feasible to convene the Emergency Operations Team to assist with response activities, including making a decision to initiate lock-down procedures. Under circumstances where a delay in seeking direction from the Chancellor or the EOT would result in significant risks to the lives of the University community, lock-down procedures will be initiated immediately by the University Police. However, in any cases involving the need to initiate lock-down procedures, the Chancellor's Office will be notified immediately and the EOT will be asked to convene in the Emergency Operations Center to provide further direction with regards to University response activities.

Lock down procedures will include: calling tree notification of Building Emergency Coordinators to begin the lock down process, physical securing of campus buildings by the BEC's and campus security and posting signs indicating that a lock-down is in place.

If armed intruders are present on campus, the Baton Rouge Police Department and other local and state law enforcement agencies will be contacted immediately by the University Police (or through a 911 call from an individual). The University Police will serve as the liaison with off campus law enforcement officials and assist with the coordination with other University units and the EOT.

1. **What to do if you suspect an event involving an armed intruder may possibly occur on campus:**

   a. Notify the University Police if you are aware of any threats or have other information that makes you suspect an event involving an armed intruder might be possible. If you are a resident student, also notify your Residence Life Coordinator.

   b. Trust your instincts. Better to be wrong than to ignore warning signs of possible tragic events.

2. **What to do if you know or suspect an armed intruder is present on campus:**

   a. Call University Police and/or 911 and provide the information requested. Stay on the line until being told that it is okay to disconnect.

   b. If indoors, remain in your room, behind a locked door (if possible) and away from windows. If you suspect an armed intruder is in close proximity, try to find a safe hiding place.

   c. If outdoors, find refuge in a nearby building.

   d. Remain calm and quiet.

   e. Wait for police to arrive.

   f. If instructed by authorities to evacuate a building or the campus grounds, follow directions exactly.

   g. If you should witness any injuries or deaths, identify yourself to authorities as soon as it is safe to do so.

3. **What not to do if you know or suspect an armed intruder is on campus:**

   a. Do not leave your room to try to “see what’s happening”.

   b. Do not confront or try to apprehend the intruder.

   c. Do not assume that someone else has called the University Police and/or 911.

   d. Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempted to exit.

4. **What to do after an armed intruder has been apprehended:**

   a. Contact the Office of University Police if you have any information to share about the incident.

b. Contact your friends and families to let them know you are okay.

c. Check the SULC homepage for information and announcements regarding possible changes to safety and security provisions.

d. Contact the SULC Office of Academic Support if you are in the need of counseling.

After an immediate crisis involving an armed intruder, the Emergency Operations Team will meet to discuss the event and determine if anything needs to be done to improve campus safety and security. The Office of Media Relations will meet to determine how news of the event and related issues involving campus safety and security should be communicated to the University community, media, parents of students, alumni, donors and other external groups.

F. HAZARDOUS MATERIAL INCIDENT

The Baton Rouge metropolitan area is highly industrialized where multiple risks of hazardous material exist. The University is bordered on by the Mississippi River on the west, a major petrochemical plant on the south, a major highway which serves as a main thoroughfare for the transportation of chemical and petroleum products, and two (2) major railroad routes on the east. More petrochemicals plants, a municipal landfill, a hazardous waste disposal company and a nuclear power plant are located further north of the campus.

1. Off-Campus Release

A major off-campus release could require sheltering or evacuation of all or part of the campus. The implementation of this protective action on the campus will be closely coordinated with the Parish EOC to ensure the timely integration of the traffic flow from the University campus into the routing designated by the Parish.

2. On-Campus Incident

If you create or discover a spill or release and are unable to control or clean up the spill, someone is injured or ill, or there is fire or an explosion this is an emergency and you should:

a. Close off area to prevent further contamination, and restrict access to the area.

b. Activate fire alarm.

c. Evacuate building or area.

d. Follow Building Evacuation Procedures.

e. Immediately report any spill or release of a hazardous chemical, from a safe location using the Hazardous Material Release/Spill Report.

f. Call University Police and provide:

- ☑ Your name
- ☑ Name of material spilled, if known
- ☑ Estimated amount
- ☑ Exact location of spill
- ☑ Report injuries
- ☑ Actions you have taken

g. Once outside, move to an area that is at least 300 feet away from the affected building, and not downwind. Keep streets and walkways clear for emergency vehicles and crews.

DO NOT RETURN TO AN EVACUATED BUILDING unless authorized by responding emergency personnel.

If the release or spill of hazardous material is "minor" and capable of being cleaned up without the assistance of emergency personnel, the following steps should be taken:

h. Wear respiratory protection and other appropriate personal protective equipment. Check the Material Safety Data Sheet for specific instructions.

i. If a flammable material, eliminate all sources of ignition in the area. This may involve shutting off electrical power and vehicular or motorized equipment in the area.

j. Clean spill area with appropriate cleaning solution. (Check MSDS).

k. Should decontamination be required for employees or other personnel exposed to hazardous materials, contact the University Chemical and Hazardous Material safety Officer for assistance.

3. Radioactive Spill Response

If a spill of radioactive material cannot be controlled or cleaned up with available resources, results in a person being injured and/or there is a fire or explosion, the Emergency Response Plan should be activated:

Immediate Actions

- ☑ Close off the area
- ☑ Pull fire alarm and evacuate building

☑ Call University Police or 9-911 (from a Campus phone) or 911

4. Response to Minor Radioactive Spills

Minor spills are those spills of a few micro-curies of activity where the radionuclide does not become airborne and emergencies where there is no personal injury. Lab personnel can utilize a spill response kit to handle most minor spills.

a. Prevent Spread of Contamination

(1) Immediately notify all persons in room or area about the spill.

(2) Limit access to the area of the spill to those persons needed for cleanup purposes. Do not let other persons into the area until spill is decontaminated.

(3) Confine spill and prevent spread of contamination, (i.e., cover the spill with absorbent materials). If a liquid spilled from an intact container, return container to the upright using gloves or a lever.

(4) If volatile (dusts, fumes, gases) materials are involved, turn off all fans and shut off room ventilation system, but keep fume hood on to keep the room under negative pressure.

(5) Limit the movement of persons involved who may be contaminated, and do not them leave area until they are surveyed for contamination.

(6) Survey potentially contaminated personnel. If the spill is on clothing, remove / cut contaminated clothing, and package it separately as radioactive. If skin is contaminated, immediately wash it with water and soap.

(7) Survey the entire area and mark contaminated areas using magic markers.

b. Pre-Decontamination Procedures

(1) Wear protective attire (heavy-duty rubber gloves, lab coat, safety glasses, footwear).

(2) Re-evaluate (i.e., monitor) the extent of the contamination, survey the entire lab/area. Make sure all contaminated areas are identified and marked.

(3) Make a decontamination plan. What to clean first, how many people need to be involved, who should remain in clean area to bring supplies... etc.

c. Decontamination

(1) Clean wet spills or wet contamination using absorbent paper/towels by wiping it. Start at the outside edge of the spill and work inward. After the liquid is cleaned, treat the residue as dry contamination (see next item).

(2) For dry contamination, dampen absorbent paper towel and/or the contaminated surface. (Generally, water may be used, except where a chemical reaction with the water could generate an air contaminant or a chemical or physical hazard. Mineral oil or another predetermined organic solvent should then be used.)

(3) Wipe down area starting at the outside edge of the contaminated area and working inward.

(4) Powder or resin bead spills, do not dry mop it. If dusts are possible, wear appropriate respiratory protection, and decontaminate using a high efficiency HEPA filter vacuum. If HEPA-filtered vacuum is not available, carefully dampen the contaminated area making sure the solution used (e.g., water, vinegar, etc.) does not react with the spill.

(5) Once moistened, clean using the procedures for a wet spill.

(6) Dispose of the absorbent paper into yellow plastic radioactive waste bags after each use; mark the waste with "Caution Radioactive Material" tape. Decontamination solutions must not be allowed to drip onto other surfaces.

d. Decontamination Supplies

(1) Yellow plastic bags, "Caution Radioactive Material" tape, absorbent materials (e.g., absorbent paper, "floor dry"), decontamination detergents (e.g., mild soap, lava, vinegar), and rope or tape, bucket of water, decontamination solutions, scrubbers, brushes, mops....etc.

(2) Protective clothing, heavy duty plastic gloves or a box of disposable gloves, lab coat, footwear, and safety glasses.

(3) Portable radiation survey meter, swipes and alcohol (to moisten wipes).

G. TERRORIST ATTACK

Terrorism is “the unlawful act of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives” [28CFR0.85(l)]. What makes terrorist acts so dangerous is that they are systematic, unpredictable and indiscriminate criminal acts intended to cause damage, to inflict harm, and to kill. The purpose is to achieve maximum disruption of normal activity and to create extreme anxiety and paralyze the target population. Its success depends upon the fear it creates.

The nature of hazards resulting from terrorist attacks or other off-campus disasters range from chemical, biological, nuclear/radiological and/or explosive. The initial detection of a terrorist attack will likely occur through responses to 911 calls where unusual multiple injuries and deaths have occurred or unusual symptoms have been noticed. In the case of chemical attacks, general indicators of a terrorist attack include unexplained casualties and an unusual liquid, spay or vapor. In the case of a biological attack, hospitals and health centers may notice an unusual illness and a definite pattern inconsistent with natural disease. If the Student Health Center notices any such illnesses and inconsistent patterns they will report them immediately to local health authorities.

It is important to recognize that terrorism is a criminal act and effort should be made to coordinate with law enforcement agencies to preserve physical evidence where feasible without compromising medical care to the victims.

1. Preparation

Given the open environment of academic institutions it would be easy for a terrorist to access most of these facilities. Obvious targets include public gathering points (stadium, auditorium, etc.), laboratories, and food service. Although the probability of a terrorist event is very low, the consequences are high. It is not possible to plan for every contingency; however, the following are considered reasonable steps to reduce the opportunities for a terrorist.

a. Enhance awareness of daily environments, i.e., normal activities, mail, packages, persons, vehicles, etc. Anything unusual or “out of the ordinary” should be considered in the context of a potential terrorist event and promptly reported to the University Police.

b. Monitor activities and groups that might indicate a potential terrorist event. Examples include:

   ☑ Groups fostering anti-University, anti-government, or anti-U.S. agitation, intimidation, etc.

- ☑ Meetings, rallies, and demonstrations being organized; inflammatory speeches and charges; provocation of authorities to intervene or overreact.
- ☑ Dissent for political, social, or ethnic reasons.
- ☑ New spokespersons for animal, or environmental causes emerging or out-of-town organizers arriving.

c. Control access to laboratories and other areas that could pose likely targets. Lock doors when laboratory personnel are not present.

d. Perform background checks of employees and students working with materials or in areas that might pose targets.

e. Monitor and report any unusual cases of upper respiratory disease, rash, or other unusual symptoms.

f. Design new facilities and workspaces with focus on safety and security.

2. Response Activities

If a terrorist event or other off-campus disaster that would have direct or significant indirect impacts on the campus should occur, the **Emergency Operations Team** will assemble immediately at the **Emergency Operations Center** to determine what role the University should play in the response activities. It is likely that major assistance from Federal, State and City agencies will be necessary to respond to a major event. However, using the same basic procedures and leadership structure that has been identified for responding to other types of emergencies will help to assure that the safety and health of the University community is given a high priority. The EOT will play an important role in making certain that the University's needs are well understood by those agencies and organizations involved with emergency response activities. In the case of a major event that does not directly impact the University, the Chancellor will decide if the EOT should be assembled to help to determine if any special University actions are necessary.

In some types of terrorist attacks there could be a significant number of casualties and/or damage to university buildings or infrastructure. This could lead to the need to consider the temporary closure of the University or major changes in University operations. If such circumstances should occur, the Chancellor will convene an emergency meeting with the System President and the Board of Supervisors to receive their advice and direction regarding University operations and facilities.

What individuals should do in case of a known or potential terrorist attack:

a. Notify the Office of Security and Safety if you notice any suspicious activities that might indicate a potential terrorist attack. These could include a rental truck parked in an unusual location where many students congregate, an unusual object or package that you suspect could be a bomb, unusual odors or powders, or even sticky substances that appear to have been applied to doorknobs or computer keyboards.

b. Notify the Health Center if you are ill, especially if you notice that others have similar symptoms. Remember that illness such as smallpox and anthrax initially result in flu-like symptoms that you might typically ignore. Cures are likely if treated early, but many deaths could occur if symptoms are ignored. Don't try to self-medicate with antibiotics that you or your friends might have available. The National Center for Disease Control can provide vaccines and antibiotics for most types of biological agents within only a few hours, once they are notified of a problem by local health and disease control agencies.

c. Keep yourself informed of opportunities to receive inoculations to protect yourself from bacteria and viruses that could be spread by terrorists. If in doubt, contact the Health Center or your family physician.

d. Obey all instructions if quarantine is determined by University or local health officials to be necessary. You may feel fine, but if you leave the campus while infected, your disease can easily be spread to others who have not previously been exposed, including members of your family.

e. Be wary of mail sent to you by an unknown person, especially if the envelope or package appears to contain any sort of powder, stain or unusual odor. If you do open mail that contains an unusual substance, leave your room immediately, tell others in or near your room to evacuate the building, and contact the University Police. Do not return to your room until you have been notified that it is safe to do so. Seek medical help immediately for evaluation to determine if you have been exposed to an infectious disease or chemical agent.

f. Check your e-mails and the University webpage for accurate information regarding the nature of any known or potential terrorist attack. Unless the University computer information system is affected, accurate information and advice regarding emergency procedures will be provided via emails and the University webpage.

4. Suspicious Packages/Envelopes

Although a package could contain a biological, chemical or explosive agent, the likelihood is remote. Experience demonstrates that most are a hoax. We must use common sense. The fact that you receive a package without a return

address is no reason in itself to be alarmed, particularly if you are accustomed to getting those types of package from a known sender. However, it is our responsibility to remain vigilant and treat packages that you find suspicious as if there is a real threat.

Staff responsible for incoming mail should be especially vigilant.

5. What is a suspicious package?

A good rule of thumb to use when evaluating a package would be “Is it unusual, considering normal incoming mail and packages?” The following are some indicators that may help you in this evaluation:

- ☑ Grease stains or discoloration on paper
- ☑ Strange odors
- ☑ Lopsided or uneven envelope
- ☑ Protruding wires or tinfoil
- ☑ Excessive securing material, such as masking tape, string, etc.
- ☑ Excessive weight
- ☑ Wrapped in brown paper with twine
- ☑ No return address
- ☑ Insufficient or excessive postage
- ☑ Return address and postmark are not from same area
- ☑ Foreign mail
- ☑ Restrictive markings such as Confidential, Personal, or Hand Deliver
- ☑ Hand-written or poorly typed addresses
- ☑ Incorrect titles
- ☑ Titles but no names
- ☑ Misspellings of common words
- ☑ Is addressee familiar with name and address of sender?
- ☑ Is addressee expecting package/letter?

6. Opened Package

If you have opened a package containing a threat, powder, or unknown substance or have handled an unopened package with a substance spilling out of or bleeding through:

a. Place it down gently at the location where you opened or touched it. Try to keep the substance from becoming airborne. Do not shake or empty the contents of the package.
b. You may place the package and contents in a zip-lock style plastic bag if available.
c. Do not move the package from its current location.
d. Leave the room and close the windows and doors behind you. Move to an area that will minimize you exposing others.
e. If possible, wash your hands with soap and water to prevent spreading any powder to your face.
f. Immediately contact University Police.
g. Do not allow others to enter the area.
h. University Police will notify the appropriate agencies and University departments, depending on the situation.
i. List the names and telephone numbers of all the people present in the room or area when this suspicious letter or package was opened. Give this list to the law enforcement officers when they arrive.
j. Remain calm. Exposure does not mean that you will become sick.
k. Depending on your situation, responding emergency personnel may ask you to shower and change clothes. It is important to place contaminated clothing in a sealable plastic bag for analysis and evidence.
l. Testing of individual exposed to an unknown substance for an infectious agent by use of nasal swabs or blood tests is usually not appropriate until Health Department test results are available.

7. Unopened Package

If the suspicious package is unopened with no leakage, spillage or bleeding:

a. You may place the package and contents in a zip-lock style sealable plastic bag if one is available.
b. Immediately contact University Police.
c. University Police will notify the appropriate agencies and University departments, depending on the situation.

d. Individuals that may have been exposed will be contacted as soon as any test results are known.

H. COMMUNICABLE DISEASES

A communicable disease is an infectious disease that is spread from person-to-person through casual contact or respiratory droplet, to include, but not exclusively, the following: Tuberculosis (TB), measles (Rubella), German measles (Rubella), hepatitis, and meningitis. Additionally, the University community and the Student Health Center should pay particular attention to the many different subtypes of Type A influenza viruses. Included in this category is the avian influenza or bird flu which continues to spread worldwide. This type of disease can have a devastating impact on the health and welfare of the students, employees, and the surrounding community.

Communicable Diseases which can potentially threaten the health of the campus community as an epidemic include:

- measles (Rubella)
- German measles (Rubella)
- Tuberculosis (TB)
- hepatitis
- meningitis

The Director of the Student Health Services shall be notified about all known acute and suspected cases of any of the above diseases involving any member of the University community (students, faculty, or staff).

1. Procedures

After receiving this information, the Director of the Student Health Services will convey only the necessary information to the Campus Emergency Coordinator and/or the Chancellor.

The Director of Student Health Services will also contact the East Baton Rouge Public Health Department to obtain the latest recommendations about the management and prevention of the spread of the specific strain of communicable microbe, requesting appropriate vaccines and/or medications, as well as requesting additional professional and clerical assistance, if deemed necessary. The Public Health professionals will be asked to assist the Student Health Clinic staff with surveillance and outbreak containment measures, including administration of appropriate vaccines and medications.

All available health professionals will monitor the index cases, look for linked cases, and provide appropriate diagnostic, prophylactic, and therapeutic measures to the affected individual(s). Although the route of transmission and degree of infection varies depending on the specific infectious disease, individuals with the following relationships to the index case will be educated about the disease in question to the extent possible respecting confidentiality.

Students, faculty, and staff will be told to report any signs and symptoms of the illness to their private physician or to the professionals at the Student Health Center, where they can be seen, to receive a confidential medical consultation, appropriate treatment, and/or referral to community health organizations, as medically indicated.

2. Media Relations

The Director of Student Health Services will work with the Office of Media Relations to provide medical information concerning the communicable disease to the media, students, staff, and family members. When appropriate, such as in cases involving meningococcal meningitis, the Director will prepare a letter to the University community and parents of students to inform them of the following: signs and symptoms, clues to early recognition, who is at risk, preventive measures including vaccination when appropriate, treatment procedures, and local sources for referral (Student Health Center, public health clinics, hospital emergency rooms, private offices, etc.).

3. General Infection Control Measures

a. Visual Alerts

(1) When warranted and as instructed by the Director of Student Health Services, post visual alerts (in appropriate languages) prominently at the entrances to all locations where individuals congregate.

(2) Place informational literature in easily visible and accessible locations

b. Respiratory hygiene/cough etiquette

To contain respiratory secretions, all persons with signs and symptoms of a respiratory infection, regardless of presumed cause, should:

(1) Cover the nose/mouth when coughing or sneezing.

(2) Use tissues to contain respiratory secretions.

(3) Dispose of tissues in the nearest waste receptacle after use.

(4) Perform hand hygiene after contact with respiratory secretions and contaminated objects/materials.

c. Masking and separation of persons with symptoms of respiratory infection

(1) During periods of increased respiratory infection in the community, offer masks to persons who are coughing. (Respirator masks are not necessary.)

(2) Encourage coughing persons, however, to sit at least 3 feet away from others in common areas.

d. Physical safeguards

(1) Ensure the availability of waste receptacles.

(2) Ensure the availability of soap and disposable towels for hand washing where sinks are available.

e. General hand washing

In addition to respiratory hygiene, always wash your hands after:

☑ Going to the bathroom.

☑ Before and after eating.

☑ After contact with or being near someone who is ill.

☑ Before and after handling and preparing food.

☑ After touching animals.

IMPORTANT: Become informed about the signs and symptoms of acute respiratory illnesses that might pose a public health threat. Visit the web site of the Centers for Disease Control and Prevention at www.cdc.gov for detailed information on many illnesses. If you are ill, stay home to avoid infecting others. See a health care professional for evaluation if you are concerned.

TABLE OF APPENDIXES

A SULC COMMAND TEAM

B SULC OPERATIONAL TEAM

C SULC ESSENTIAL EMPLOYEES

D SUBR / SULC EVACUATION ASSEMBLY AREAS

E SUBR / SULC DAMAGE- ROOM ASSESSMENT FORM

F SUBR / SULC DAMAGE- BUILDING ASSESSMENT FORM

G SUBR / SULC BOMB THREAT CHECKLIST & TELEPHONE NUMBERS

H SULC - A. A. LENOIR HALL FIRE WARDENS

I SULC MEDICAL STAFF

J SUBR COMMAND TEAM

K SUBR OPERATIONAL TEAM

L SUBR EMERGENCY OPERATIONS CENTER RESOURCES

M SUBR CATEGORIES OF TERRORIST

APPENDIX A COMMAND TEAM			
CONTACT	**SOUTHERN UNIVERSITY LAW CENTER TITLE / POSITION**	**SULC TELEPHONE NUMBER**	**HOME TELEPHONE**
FREDDIE PITCHER, JR.	CHANCELLOR	771-2552	225-928-1663
JOHN PIERRE	VICE CHANCELLOR	771-2552	225-925-2393
RUTH BAILY WESTLY	EXECUTIVE ASSISTANT TO CHANCELLOR	771-2552	225-766-0629
ALVIN WASHINGTON	BUILDING EMERGENCY COORDIANTOR &MEDIATION CLINIC PROFESSOR	771-3776	225-755-1877
ROEDERICK WHITE	ASSOCIATE VICE CHANCELLOR STUDENTS	771-2552	225-936-9779
BERTELL DIXON	ASSOCIATE VICE CHANCELLOR FINANCE	771-2506	225-638-3881

APPENDIX B OPERATIONAL TEAM			
CONTACT	**SOUTHERN UNIVERSITY LAW CENTER TITLE / POSITION**	**SULC TELEPHONE NUMBER**	**HOME TELEPHONE**
ALVIN WASHINGTON	BUILDING EMERGENCY COORDIANTOR & MEDIATION CLINIC PROFESSOR	771-3776	225-755-1877
WILLIAM LOCKHART	LIBRARY SPECIALIST II	771-2146	225-355-3029
FELTON DEROUEN	FACILITIES COORDINATOR	771-5825	225-357-1825
TRAMELLE WILLIAMS	IT SPECIALIST	771-4987	225-357-6261 / 225-772-3236

APPENDIX C

ESSENTIAL EMPLOYEES

CONTACT	SOUTHERN UNIVERSITY LAW CENTER TITLE / POSITION	SULC TELEPHONE NUMBER	HOME TELEPHONE
FREDDIE PITCHER, JR.	CHANCELLOR	771-2552	225-928-1663
JOHN PIERRE	VICE CHANCELLOR	771-2552	225-925-2393
RUTH BAILY WESTLY	EXECUTIVE ASSISTANT TO CHANCELLOR	771-2552	225-766-0629
ALVIN WASHINGTON	BUILDING EMERGENCY COORDIANTOR & MEDIATION CLINIC PROFESSOR	771-3776	225-755-1877
WILLIAM LOCKHART	LIBRARY II	771-2146	225-355-3029
FELTON DEROUEN	FACILITIES COORDINATOR	771-5825	225-357-1825
TRAMELLE WILLIAMS	IT SPECIALIST	771-4987	225-357-6261 / 225-772-3236

APPENDIX D
EVACUATION ASSEMBLY AREAS

DESIGNATED ASSEMBLY AREAS		
NUMBER	**BUILDING**	**LOCATION**
181	Agricultural Research and Extension Center	Lawn area near adjacent to Hunt Street
002	Archives Building	Across street on west side of Mayberry Dining Hall on lawn
020 & 029	AROTC and Offices	South to gravel parking lot
056	**A.A. Lenoir Law Center**	**Lawn East of Law Center between Blanks & Thrift Halls**
	A.W. Mumford Stadium	Parking lots surrounding stadium
039	Auditorium / Gymnasium	West of building near river bank
179	Augustus Blanks Hall	Open area north of building
138	Benjamin Kraft Bldg.	Parking lot near Hunt Street
120	Building 120	Across Swan Street to parking stadium lot
171	Central Stores	Lawn area near Hunt Street
054	Dairy Cottage	Dairy Creamery parking lot
136	Dairy Creamery	Dairy Creamery parking lot
091	Debose Hall	Open area north of building
158C	Dunn Hall Cafeteria	Intramural field east of cafeteria
127	Engineering West	Across Harrison Drive to Moore Hall parking lot
128	Engineering East	Across Smith Boulevard in parking lot
163	F.G. Clark Activity Center	West to grassy area beyond parking lot
090	Fisher Hall	Lawn area south of building
176	Headhouse/Greenhouse	Lawn area east of Headhouse/Greenhouse
154	Hayden Hall	Open area northeast of building
153A	Health Research Center	Lawn area south of building
042	Hill Bldg. (old infirmary)	Across street on west side near river bank
	Honor's College	Gravel parking lot east of Pinchback building
091B	Isaac Greggs Band Bldg.	Lawn area south of bldg. at Stone Ave. and Harrison Drive
167	J.B. Cade Library	Front lawn area near Steptoe Ave.
161	J.B. Moore Hall	South to east side lawn of Pinkie Thrift Hall
040	J.S. Clark Annex	Southwest of bldg. near the grave site

166	J.S. Clark Admin. Bldg.	Southwest of bldg. near the grave site
129	Laboratory School	Parking lot surrounding Mumford Stadium
153	Lee Hall	Lawn area south of building
032	Martin L. Harvey Chapel	Across street on west side of Mayberry Dining Hall on lawn
165	Mayberry Dining Hall	West side of building on lawn
018	McNair Hall	South to the gravel parking lot
169	Meat Processing Plant	Parking lot near Little Drive
172	Motor Pool	Lawn area near Hunt Street
180	National Plant Data Center	Lawn area east of Headhouse/Greenhouse
021	NROTC Supply	South to gravel parking lot
126	Netterville Hall	Across Stone Ave. on grassy area northeast of Thrift Hall
182	P.B.S. Pinchback Eng. Bldg.	Gravel parking lot east of building
091A	Performing Arts Theater	Open area north of building
125	Pinkie Thrift Hall	Open space at southeast corner of building
169	President's Residence	Across street on west side of Mayberry Dining Hall on lawn
017	Riverside Hall	South to gravel parking lot
178	Rodney Higgins Hall	Across Avenue on grass northeast of Thrift Hall
174	Ruffin Paul, Sr. Central Plant	Lab School football practice field east of building
170	School of Nursing	Across Swan Street to Mumford Stadium
039	Seymour Hall	Parking lot
135	Smith-Brown Memorial Union	Open area east of food court
173	Swine Farm	Open area north of building near Hunt Street
139	T.H. Harris Hall	Across Harrison Drive to open grassy area
156	T.T. Allain	Across Harrison Drive to open grassy area
164	University Bookstore	Lawn area east of building at Stone Avenue and Harrison Drive
160	W.W. Stewart Hall	Open area at Stone Avenue and Harrison Drive
	William James Hall	Across Harrison Drive in Moor Hall parking lot
066	William Pass Station	Open grassy area south of building at Stone Avenue and Little Drive

RESIDENTIAL HOUSING ASSEMBLY AREAS/PICK-UP POINTS

NUMBER	BUILDING	LOCATION
144	Alice Thomas Hall	Across Harrison Drive in open area south of dormitory
143	Bernice Lange Hall	Across Harrison Drive in large open area north of dormitory
124	Bethune Hall	East side of dormitory in parking lot
158 C	Boley Hall	Intramural Field east of dormitory
43	Bradford Hall	J.S. Clark Administration parking lot
81	Building 81	Closed
119	Building 119	Closed
048	Grandison Hall	Parking lot in rear of Seymour Hall
44	Lottie Anthony Hall	J. S. Clark Administration parking lot
46	Jessie Owens Hall	Parking lit in rear of Seymour Hall
158 A	Jones Hall	Jones Hall parking lot behind basketball goals
145	Magnolia Triangle Lounge	Across Harrison Drive in open area south of Triangle
146	Mary Booker-Baranco Hall	Across Harrison Drive in open area south of dormitory
141	Mildred M. Satterwhite Hall	Across Harrison Drive in parking lot north of dormitory
142	Morris H. Carroll Hall	Intramural Field, north of dormitory
131 A	Octavia Head Clark Hall	Across Harrison Drive and southeast of Cottage 4
140	Ollie B. Moore Hall	Across Harrison Drive in large open area south of dormitory
100	Reed Hall	Parking lot on west side of Mumford Stadium
98	Washington Hall	North side of dormitory in Union parking lot
143	Totty Hall	Intramural Field, north of dormitory
144	Shade Hall	Intramural Field, north of dormitory
099	White Hall	Parking lot on west side of Mumford Stadium

APPENDIX E

DAMAGE: ROOM ASSESSMENT FORM		
Storm/Event:	Assessment Date:	Room Number:
Building Name:	Building Number:	Mark if update to previous form: _____
Name of Assessor:	Control Number:	

CAUSE OF DAMAGE: (Check One)	
IMPACT (Wind or Debris)	WIND (hit by tree or limb)
Water Damage (Rain or Leak)	Power Surge or Lightning
Water Damage (Flooding)	Other (describe)

DAMAGE DETAIL:

Contents/Items	Description of Damages
Carpet/Flooring	
Walls	
Ceiling Tile	
Windows	
Furniture	
Built-in Furniture	
Lighting	
HVAC	
(Additional Items)	

Emergency Repairs or Preventive Actions (leave blank if no actions taken)		
Action Taken:		
Name of Person:	Date of Repair:	Labor Time (hrs.):
Photograph: (Please attach)		

Take digital photograph(s) of damages. Include building name and room number on a piece of paper or dry erase board that is visible in photograph.

DAMAGE: BUILDING ASSESSMENT FORM		
Storm/Event:	Assessment Date:	Room Number:
Building Name:	Building Number:	Mark if update to previous form:
Name of Assessor:	Control Number:	

CAUSE OF DAMAGE: (Check One)		
IMPACT (Wind or Debris)	WIND (hit by tree or limb)	
Name of Person Submitting:		Date:
Water Damage (Rain or Leak)	Power Surge or Lightning	
Water Damage (Flooding)	Other (describe)	

DAMAGE DETAIL:	
Contents/Items	**Description of Damages**
Roof	
Gutters	
Entry	
Stairs	
Landscaping	
Walls	
Contact Information:	
Power	
Elevators	
Windows	
(Additional Items)	

Emergency Repairs or Preventive Actions (leave blank if no actions taken)		
Action Taken:		
Name of Person:	Date of Repair:	Labor Time (hrs.):
Photograph: (Please attach)		

APPENDIX F

Take digital photograph(s) of damages. Include building name and room number on a piece of paper or dry erase board that is visible in photograph.	
Name of Person Submitting: _____ Contact Information:	Date:

APPENDIX G
BOMB THREAT
TELEPHONE PROCEDURES

Upon receipt of a bomb threat remember to:

1. Remain Calm
2. Listen – do not interrupt the caller
3. Gather as much information as possible
4. Notify supervision by prearranged signal when caller is on the line to contact the police.
5. Inform the caller that detonation could cause injury or death

NAME OF PERSON RECEIVING THE CALL:

_____

DEPARTMENT: _____ PHONE: _____

CALLER'S IDENTITY: SEX: Male _____ Female_____

Juvenile_____ Approximate Age _____

ORIGIN OF CALL:

Local _____ Long Distance_____ Booth _____

Internal (from within campus?) _____ Internal Calls (note the extension) _____ _____

BOMB FACTS

PRETEND DIFFICULTY WITH HEARING –KEEP CALLER TALKING;
IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour _____

Time Remaining_____

Where is it located? Building_____

What kind of bomb? _____

Where are you now? _____

How do you know so much about the bomb? _____

_____

What is your name and address? _____

_____

If building is occupied, inform caller that detonation could cause injury or death.

BOMB THREAT

ACTION TO TAKE IMMEDIATELY AFTER CALL

Did Caller appear familiar with campus or building by his description of the bomb location?_____

Notify supervision as instructed. Talk to no one other than instructed by supervision.

Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

VOICE CHARACTERISTICS

_____Loud
_____High Pitch
_____Raspy
_____Intoxicated
_____Soft
_____Deep
_____Pleasant
_____Other

LANGUAGE

_____Excellent
_____Fair
_____Foul
_____Good
_____Poor
_____Other

BACKGROUND NOISES

_____Factory Machines
_____Bedlam
_____Music
_____Office Machines
_____Mixed
_____Street Traffic
_____Trains
_____Animals
_____Quiet
_____Voices
_____Airplanes
_____Party Atmosphere

SPEECH

_____Fast
_____Distinct
_____Stutter
_____Slurred
_____Slow
_____Distorted
_____Nasal
_____Lisp

MANNER

_____Calm
_____Rational
_____Coherent
_____Deliberate
_____Righteous
_____Angry
_____Irrational
_____Incoherent

_____Other

_____Emotional

_____Laughing

APPENDIX H

FIRE WARDENS

ZONE	CONTACT	SOUTHERN UNIVERSITY LAW CENTER TITLE / POSITION	SULC TELEPHONE NUMBER
1	JEROME HARRIS	DIRECTOR OF FINANCIAL AID	771-2141
	CAROL SEPTS	LAW REVIEW SECRETARY	771-2223
2	ALBERT ANDERSON	GUARD	771-2146
	KIMALA POOLER	STACK MAINTENANCE COORDINATOR	771-2146
	CLAUDETTE SMITH-BROWN	SECRETARY TO THE DIRECTOR LIBRARY SERVICES	771-2315
3	FACULTY MEMBER AT LOCATION	XX	XX
4	OLLIE LEWIS	LIBRARY SPECIALIST SUPERVISOR	771-2146
	WILLIAM LOCKHART, JR.	LIBRARY SPECIALIST II	771-2146
5	JEAN ALLEN	ACQUISITIONS LIBRARIAN	771-2189
6	WANDA LEE	LIBRARY SPECIALIST II	771-4973
	MARIE LOUIS	CHIEF CATALOGER	771-2196
7	HAROLD ISADORE	ASSOCIATE LAW LIBRARIAN	771-2669
	ADRIENNE SHIELDS	EVENING / WEEKEND REFERENCE LIBRARIAN	771-2316
8	SYLVIA BETTS	INFORMATION TECHNOLOGY EQUIPMENT OPERATOR I	771-2194
	ROSE HERBERT	LIBRARY SPECIALIST III	771-2194
9	FELTON DEROUEN	FACILITIES COORDINATOR	771-5825
	STAFF MEMBER PRESENT IN THE	XX	XX

	LOUNGE		
10	FACULTY MEMBER AT LOCATION	XX	XX

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ZONE	CONTACT	SOUTHERN UNIVERSITY LAW CENTER TITLE / POSITION	SULC TELEPHONE NUMBER
11	CYNTHIA REED	CONTINUING LEGAL EDUCATION & ALUMNI DIRECTOR	771-2155
	RAY HELEN JONES	RECORDS COORDINATOR	771-5340
12	LATA JOHNSON	DIRECTOR OF INFORMATION TECHNOLOGY	771-4912
	LENA JOHNSON	ADMINISTRATIVE ASSISTANT III	771-6297
13	BERTEL DIXON	ASSOCIATE VICE CHANCELLOR FINANCE	771-2506
	DOROTHY LEWIS	ADMINISTRATIVE ASSISTANT IV	771-2552
14	TINA WASHINGTON	ADMINISTRATIVE ASSISTANT II	771-4900
	ARIANNE ALEXANDER	ADMINISTRATIVE ASSISTANT II	771-4900
15	ERRICA WILLIAMS	ADMINISTRATIVE ASSISTANT III	771-4900
	JUANITA RICHARD	ADMINISTRATIVE ASSISTANT III	771-4900

APPENDIX I
SUBR / SULC MEDICAL STAFF

EMERGENCY OPERATIONAL TEAM

NAME	TITLE	OFFICE PHONE
Dr. Peter Dawson, M.D.	DIRECTOR OF STUDENT HEALTH SERVICES	771-4770
Wanda Warner, RN	NURSE MANAGER	771-4770
Muriel Miller	RN II	771-4770
Helen Carter	RN I	771-4770
Rhonda Diggs	LPN II	771-4770
Barbara Pierce	LPN II	771-4770
Georgia Hardesty	LPN II	771-4770
Cherlyn Martin	ADMINISTRATIVE COORDINATOR	771-4770
Carol Burls	STUDENT INSURANCE COORDINATOR	771-4770
Gwendolyn Young	BILLING	771-4770
Adonnie Singleton	MEDICAL ASSISTANT	771-4770

APPENDIX J
SUBR COMMMAND TEAM

NAME	TITLE	OFFICE PHONE
Margaret Ambrose	Interim Chancellor	771-5020
Margaret Ambrose	Executive Vice Chancellor	771-5020
Flandus McClinton	Vice Chancellor for Finance and Administration	771-5021
Johnny Tolliver	Vice Chancellor for Academic Affairs	771-2360
Lynn Dickerson	Interim Vice Chancellor for Student Affairs	771-3922
Dana Carpenter	Vice Chancellor for Enrollment Management	771-5766
Roberta Kramer	Director, Office of Planning, Assessment, and Institutional Research	771-4150
Mildred Smalley	Vice Chancellor for Research and Strategic Initiatives	771-3890
Huey Lawson	Director of Technology and Network Services	771-3935 ext. 200
Ed Pratt	Assistant to the Chancellor for Media Relations	771-4545
Greg LaFleur	Athletics Director	771-2712
Mayo Brew	Corporate Scholarship Coordinator	771-2060
Preston DeJean	Special Assistant to the Chancellor	771-0299
Mary Wells	Facilities Planner	771-3671

APPENDIX K
SUBR EMERGENCY OPERATIONS TEAM

NAME	TITLE	OFFICE PHONE
Kevin Johnson	Deputy Administrator / Campus Emergency Coordinator	771-2770
Tony Moudgil	Associate Vice Chancellor for Facilities Operations	771-4585
Eli Guillory	Executive Director for Facilities Services	771-4740
Henry Thurman III	Assistant Director for Facility Services	771-4740
Cordell Veal	Director of Landscaping Services	771-4743
Harold Brown	Director of Risk Management	771-5151
John Bibbins	Office of Facility Services / Fire Safety	771-2481
Graylin Quinn	Facility Manager / Fire and Safety	771-2650
Robert Nissen	Chemical and Hazardous Materials Safety Officer	771-3101
Welton Bowie	Custodian Manager (Activity Center)	771-3821
	Assistant Vice Chancellor for Student Affairs	771-3922
Marilyn Hill	Director of Residential Housing	771-3590
Robert J. Bennett	Director of Student Life	771-5280
Deloris Brown	Director of Campus Dining (Food Contracting / Catering)	771-2363
Wanda Warner	Student Health Services – Nurse Manager	771-4770
Mercedes Mackey	Office of Academic Affairs	771-2360
Sandra Scarborough	Financial Aid Counselor	771-2790 ext. 215
Gwendolyn Bennett	Associate Vice Chancellor for Financial Operations	771-2704
Wilbert Jones	Assistant Director (Contracts) Purchasing	771-4580
Linda Antoine	Director Purchasing	771-4580
Lucretia Jenkins	ITSPC Supervisor Information Systems Division	771-4410
Rachel Carriere	TNS Web Services Coordinator	771-3935
Terrence Cyriaque	Technology and Network Services	771-3935
Nekayla Reed	SUTV75	771-3590
Darrell Roberson	SUTV75	771-5790
LaTonya Green-Jones	Director of Auxiliary Services	771-4856
Lester Pourciau	Director of Human Resources	771-2680
	CONTINUED NEXT PAGE	

David Hawkins	Associate Director / Business Manager Department of Athletics	771-2737
Alvin Washington	Mediation Clinic Professor (SULC)	771-2315
Derrick Morgan	Director Laboratory School	771-3490
James Mahomes	SU Agricultural Center	771-2242
Louis Hightower	Director, Health, Physical Education and Recreation	771-2954
Anner J. Young	Centrex Office	771-4500

APPENDIX L
SUBR EMERGENCY OPERATIONS CENTER RESOURCES

The Emergency Operations Center will contain the following:

- 5 copies of the Emergency Response Plan
- 5 telephones and 5 cellular phones
- 6 computer terminals with printers and Internet and University network connections
- Large campus map
- Building plans
- 2 flipcharts
- Fax machine
- 3 mobile radio units
- 5 University phone directories, 3 Baton Rouge white pages phone directories and 3 Baton Rouge yellow pages phone directories
- List of evacuation assembly locations
- List of media contacts
- Multiple copies of forms that would be used during an emergency
- Emergency food and water rations, if required.
- First aid kits

APPENDIX M
SUBR CATEGORIES OF TERRORISTS INCIDENTS

There are five categories of terrorist incidents: biological, nuclear, incendiary, chemical, and explosive.

1. **Biological agents** pose serious threats considering their fairly accessible nature and the potential for their rapid spread. These agents can be disseminated in the following ways: aerosols, oral (contaminating food or water), dermal (direct skin contact), or injection. Inhalation or ingestion is the most likely.

   The Centers for Disease Control list approximately 20 biological agents (bacterial agents, viral agents and biological toxins) which are considered as possibilities for terrorist use. Following is a list of those considered most likely to be used.

   - **Anthrax** (Bacillus anthracis) infection is a disease acquired following contact with infected animals or contaminated animal products or following the intentional release of anthrax spores as a biological weapon. Exposure to an aerosol of anthrax spores could cause symptoms as soon as 2 days or as late as 6-8 weeks after exposure. Further, the early presentation of anthrax disease would resemble a fever or cough and would therefore be exceedingly difficult to diagnose without a high degree of suspicion. Once symptoms begin, death follows 1-3 days later for most people. If appropriate antibiotics are not started before development of symptoms, the mortality rate is estimated to be 90%.

   - Bacillus anthracis **toxin** (produced by Clostridia botulinum) is the single most poisonous substance known, and poses a major bio-weapons threat because of its extreme potency and lethality; its ease of production, transport and misuse; and the potential need for prolonged intensive care in affected persons. Natural cases of botulism typically result from food contamination (food not or incompletely heated) with absorption of the toxin from the gut or a wound. The incubation period for food-borne botulism can be from 2 hours to 8 days after ingestion. Patients with botulism typically present with difficulty speaking, seeing and/or swallowing and may initially present with gastrointestinal distress, nausea, and vomiting preceding neurological symptoms.

   - **Plague** (Yersinia pestis) is an infectious disease of animals and humans found in rodents and their fleas. Pneumonic plague occurs with infection of the lungs. The incubation period is 1 to 6 days and the first signs of illness are fever, headache, weakness, and cough productive of bloody or watery sputum. The pneumonia progresses over 2 to 4 days and may cause septic shock and, without early treatment, death. Person-to-person transmission of pneumonic plague occurs through respiratory droplets, which can only infect those who have face-to-face

contact with the ill patient. Early treatment of pneumonic plague with antibiotics is essential.

- **Smallpox** (variola major) has an incubation period of 7 to 17 days following exposure. Initial symptoms include high fever, fatigue, and head and back aches. A characteristic rash, most prominent on the face, arms, and legs, follows in 2-3 days. Smallpox is spread from one person to another by infected saliva droplets that expose a susceptible person having face-to-face contact with the ill person.

- **Tularemia** (Francisella tularensis) is one of the most infectious pathogenic bacteria known, requiring inoculation or inhalation of as few as 10 organisms to cause disease. It is a zoonosis, with natural reservoirs in small mammals such as voles, mice, water rats, squirrels, rabbits and hares. Naturally acquired human infection occurs through a variety of mechanisms such as: bites of infected arthropods; handling infectious animal tissues or fluids; direct contact or ingestion of contaminated water, food, or soil; and inhalation of infective aerosols. Human to human transmission has not been documented. Aerosol dissemination by a terrorist would be expected to result in the abrupt onset of acute, non-specific febrile illness beginning 3 to 5 days later (incubation range, 1-14 days). Treatment is with antibiotics.

2. **Nuclear incidents** are expected to take one of two forms: threatened or actual detonation of a nuclear bomb or threatened or actual detonation of a conventional explosive incorporating nuclear materials. It is unlikely that a terrorist could acquire or build a functional nuclear weapon. Dispersal of nuclear materials with a conventional explosive would contaminate the bombsite and raise environmental decontamination and long-term health issues.

   Nuclear indicators, short of actual detonation or obvious involvement of radiological materials, include observation for a Department of Transportation placard or decal, and radiation detection devices.

3. **Incendiary incidents** could be any mechanical, electrical, or chemical device used to cause a fire. Indicators of incendiary devices include multiple fires, remains of incendiary device components, odors of accelerants (e.g., gasoline), and unusually heavy burning or fire volume.

4. **Chemical agents** fall into five classes: nerve (disrupt nerve impulse transmission); blister (severe burns to eyes; skin; respiratory tract; blood (interfere with oxygen transport), choking; and irritating (designed to incapacitate).

   - Nerve agents are similar to organophosphate pesticides, but with higher toxicity. Early symptoms include uncontrolled salivation, lacrimation (secretion of tears,

especially in excess), urination, and defecation. These agents may resemble water or light oil and possess no odor, and are best dispersed as an aerosol. Many dead animals at the scene may indicate a nerve agent.

- Blister agents are also referred to as mustard agents due to their characteristic smell. They can be absorbed through the skin, and clinical symptoms may not appear for hours or days. These agents are heavy, oily liquids, dispersed by aerosol or vaporization.

- Blood agents interfere with oxygen transport by the blood, resulting in asphyxiation. Clinical symptoms include respiratory distress, vomiting and diarrhea, and vertigo and headaches. These agents are gasses, although precursor chemicals are typically cyanide salts and acids. All have the aroma of bitter almonds or peach blossoms.

- Choking agents stress the respiratory tract by causing edema (fluid in the lungs) which can result in asphyxiation. Clinical symptoms include severe eye irritation and respiratory distress. Most people recognize the odor of chlorine; phosgene has the odor of newly cut hay. Both are gases and must be stored and transported in cylinders.

- Irritating agents, also known as riot control agents or tear gas are designed to incapacitate. Generally, they are non-lethal; however, they can result in asphyxiation. Clinical symptoms include eye and throat irritation, respiratory distress, and nausea and vomiting.

5. E<u>xplosive agents</u>, i.e., bombs, can be 1) readily made from commonly available materials (e.g., ammonium nitrate fertilizer and diesel fuel), 2) obtained from commercial sources (e.g., blasting agents and explosives), or 3) obtained from the military. These devices account for 70 percent of terrorist attacks.

Southern University Law Center Evacuation Plan

For A. A. Lenoir Hall

SOUTHERN UNIVERSITY LAW CENTER

Post Office Box 9294
Baton Rouge, Louisiana 70813-9294

(225) 771-2315 (225) 771-6254

Memorandum

To: All Law Center Personnel and Students

From: Alvin Washington
Mediation Clinic Professor / Building Emergency Coordinator

Re: **EVACUATION PLAN AND PROCEDURES REVISION**

Date: July 1, 2007

The purpose of this communication is to inform all personnel and students of various evacuation routes from the Southern University Law Center facility.

The facility is divided into fifteen (15) zones. Each zone has a primary and secondary exit route and some zones include an additional alternate route. There are fire wardens assigned to each zone to direct traffic flow and to make sure everyone is evacuated in case of an emergency. Please follow the instructions of your designated fire warden.

It is important that you become familiar with the *entire* evacuation plan since you can not be sure just where you will be located in the event of an emergency. You should become especially familiar with the evacuation route for your particular zone.

The following are evacuation routes from each zone of the Southern University Law Center facility:

PLEASE NOTE: **The designated assembly area is east of the Law Center in open lawn across the street from Higgins Hall.**

NEVER use elevators in the case of an emergency!

ZONE 1

Location: Rooms 100 – 125

Offices:

Clinical Education	Placement
Financial Aid	Student Bar Association
Law Review	Student Lounge
Learning Lab	

Primary Exit: Exit your office and proceed west down main corridor. Exit building via west exit door. Proceed to designated assembly area.

Secondary Exit: Exit office and proceed down main corridor to east exit through double doors. Exit lobby via south exit door. Proceed to designated assembly area.

Fire Wardens: Mr. Jerome Harris and Ms. Carol Septs

ZONE 2

Location: Lobby

Primary Exit: Exit building via south or west lobby exit. Proceed to designated assembly area.

Secondary Exit: Exit building via east exit door in rear of lobby leading to paved parking lot. Proceed to designated assembly area.

Fire Wardens: Mr. Albert Anderson, Ms. Kimala Pooler & Ms. Claudette Smith-Brown

ZONE 3

Location: Classrooms 129 & 130

Primary Exit: Use rear exit from respective classrooms. Proceed to designated assembly area.

Secondary Exit: Exit double doors in front of respective classrooms and proceed to east lobby exit leading to paved parking lot. Proceed to designated assembly area.

Fire Wardens: Faculty Member at Location

ZONE 4

Location: Library: Rooms 139A – 147

Offices:

Checkpoint Desk	Librarians Office
Civil Rights Reading Room	Reserve
Circulation Desk	West Stacks (First and Second Level)

Primary Exit: Exit double door leading to lobby. Exit building via south or west lobby exit. Proceed to designated assembly area.

Secondary Exit: Proceed down main corridor to Acquisitions department and exit building via emergency exit door. Proceed to designated assembly area.

Fire Wardens: Mrs. Ollie Lewis & Mr. William M. Lockhart Jr.

ZONE 5

Location: Library: Rooms 148 & 149

Offices: Acquisitions Department

Primary Exit: Exit department via emergency exit door. Proceed to designated assembly area.

Secondary Exit: Exit Acquisitions Department, turn right and exit double doors leading to lobby. Exit building via south or west lobby exit. Proceed to designated assembly area.

Fire Warden: Ms. Jean Allen

ZONE 6

Location: Library: Rooms 134 -136 & 150

Offices:

Cataloging	Looseleaf
East Stacks (Levels1 – 4)	Westlaw Room

Primary Exit: Proceed down main corridor to Acquisitions department. Exit building via emergency exit door. Proceed to designated assembly area.

Secondary Exit: Proceed to Reference room and exit building via emergency exit door nearest Higgins Hall. Proceed to designated assembly area.

Fire Wardens: Ms. Wanda Lee & Mrs. Marie Louis

ZONE 7

Location: Library: Rooms 158 - 164

Offices:

Group Study Rooms	Reference Office
Louisiana Reading Room	Reference Room

Primary Exit: Exit building via emergency exit door on east side of Reference room nearest Higgins Hall. Proceed to designated assembly area.

Secondary Exit: Proceed to rear of Reference room and exit building via emergency exit door leading to paved parking lot. Proceed to designated assembly area.

Fire Wardens: Mr. Harold Isadore & Ms. Adrienne Shields

ZONE 8

Location: Library: Rooms 168 & 169

Offices: Computer Lab

Government Documents

Media

Primary Exit: Exit building via emergency exit door in rear of Reference room leading to paved parking lot. Proceed to designated assembly area.

Secondary Exit: Proceed to front of Reference room and exit building via emergency exit door nearest Higgins Hall. Proceed to designated assembly area.

Fire Wardens: Mrs. Sylvia Betts & Mrs. Rose Herbert

ZONE 9

Location: Rooms 200 – 221

Offices:

Academic Counselor's Office	Judges Chambers
Classrooms 207 & 216	Moot Court Room
Clinical Education	Seminar Rooms 210 & 214
Facilities Coordinator's Office	Staff Lounge

Primary Exit: Proceed west down main corridor, down stairs and exit building via west exit door. Proceed to designated assembly area.

Secondary Exit: Proceed east down main corridor to stairwell nearest Registrar's office, down stairs and exit to lobby. Exit building via south or west lobby exit. Proceed to designated assembly area.

Fire Warden: Mr. Felton DeRouen & staff member in lounge

ZONE 10

Location: Classrooms 225 & 227

Primary Exit: Exit respective classroom and proceed down east stairwell past mechanical room. Exit building via northeast exit door. Proceed to designated assembly area.

Secondary Exit: Exit respective classroom and proceed down west stairwell. Exit to lobby and exit building via east or west lobby exit. Proceed to designated assembly area.

Fire Warden: Faculty member at location

ZONE 11

Location: **Rooms 231 – 244 & 258 [rear]**

Offices:

Budget Office	Janitorial Closet
Continuing Legal Education	Publications
Faculty Library	

Primary Exit: Proceed to stairwell nearest Registrar's office. Exit stairwell to lobby. Exit building via south lobby doors. Proceed to designated assembly area.

Secondary Exit: Proceed down main corridor to west stairwell nearest Moot Courtroom, down stairs and exit building via west exit door. Proceed to designated assembly area.

Fire Wardens: Ms. Cynthia Reed & Ms. Ray Helen Jones

ZONE 12

Location: Rooms 234 – 239 & 258 (front) – 259

Offices:

Admissions	Faculty Library
Computer Services	Recruitment
Copy/Mail Room	

Primary Exit: Proceed down main corridor to faculty area. Exit building via emergency exit door by secretarial area nearest Higgins Hall. Proceed to designated assembly area.

Secondary Exit: Proceed down main corridor. Turn right through double doors at end of corridor. Proceed down stairwell to Reference room (Library) and exit building via east exit door nearest Higgins Hall. Proceed to designated assembly area.

Fire Wardens: Mrs. Lata Johnson & Ms. Lena Johnson

ZONE 13

Location: Rooms 245 – 252, 261 – 264 & 275

Offices:

Administrative Assistant to the Chancellor	Executive Assistant to the to Chancellor
Chancellor's Conference Room	Director of Fiscal Affairs
Chancellor's Office	Registrar's Office
Chancellors Reception Area	Vice Chancellor's Office

Primary Exit: Exit Chancellor's suite and proceed down main corridor to faculty area. Exit building via emergency exit door by secretarial area nearest Higgins Hall. Proceed to designated assembly area.

Secondary Exit: Exit Chancellor's suite and proceed down main corridor. Turn right through double doors at end of corridor. Proceed down stairwell to Reference room (Library) and exit building via east exit door nearest Higgins Hall. Proceed to designated assembly area.

Fire Wardens: Mr. Bertell Dixon & Ms. Dorothy Lewis

ZONE 14

Location: Rooms 277 – 291

Offices: Faculty Offices

Primary Exit: Proceed down main corridor and exit building via southeast stairwell nearest Higgins Hall. Proceed to designated assembly area.

Secondary Exit: Proceed down main corridor to rear (north) exit door. Exit building via northeast stairwell leading to paved parking lot. Proceed to designated assembly area.

Alternate Exit: Proceed out front door of faculty area to double doors. Descend stairwell to Reference room (Library). Exit building via east emergency exit doors nearest Higgins Hall or north emergency exit door leading to paved parking lot. Proceed to designated assembly area.

Fire Wardens: Mrs. Tina Washington & Arianne Alexander

ZONE 15

Location: Rooms 292 – 302

Offices: Faculty Offices

Primary Exit: Proceed down main corridor to rear (north) exit door. Exit building via northeast stairwell leading to paved parking lot. Proceed to designated assembly area.

Secondary Exit: Proceed down main corridor and exit building via southeast stairwell nearest Higgins Hall. Proceed to designated assembly area.

Alternate Exit: Proceed out front door of faculty area to double doors. Descend stairwell to Reference room (Library). Exit building via east emergency exit door nearest Higgins Hall or north emergency exit door leading to paved parking lot. Proceed to designated assembly area.

Fire Wardens: Ms. Errica Williams & Mrs. Juanita Richard

In addition to the above instructions, **I would like to restate that elevators should never be used in the event of an emergency**. Also, be reminded that the designated assembly area is east of the Law Center in the open lawn across the street from Higgins Hall.

Special provisions will be made for all persons with *any* handicap that would impede their speedy evacuation from the building.

All individuals with handicaps should register with the Building Emergency Coordinator in Room 109 G on the west wing of the Law Center. An activity grid will be made for each individual and distributed to all fire wardens.

If there are any questions, comments or suggestions for improvement of this evacuation plan please feel free to contact the **Building Emergency Coordinator** in **Room 109**.

Become familiar with this plan. A speedy evacuation saves lives!