



# Southern University Law Center Emergency Response Plan

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## **SECTION I. GENERAL**

### **A. Introduction**

This Emergency Response Plan is a basic guide for providing a response system, by Southern University Baton Rouge Landmass, specifically, the Southern University Law Center Campus, to major crises or emergencies occurring on the campus. All personnel designated to carry out specific responsibilities are expected to know and understand the policies and procedures outlined in this plan. Please be advised that even though this plan is specific to the Southern University Law Center, many procedures of this plan follow that of the SUBR Emergency Response Plan as the Law Center is a building within the SUBR Landmass.

### **B. Purpose**

This Emergency Response Plan is designed to effectively coordinate the use of the Law Center's resources to protect life and property during and immediately following a major crisis or emergency on the SULC campus. It is placed into operation whenever an emergency affecting the campus cannot be controlled through routine, daily and normal channels, and procedures.

At Southern University Law Center, planning for a major crisis or emergency is part of our normal business planning and campus life. All members of the Law Center community share responsibility for preparedness. An emergency can strike anytime, anywhere and can have a devastating impact on life and property.

Major objectives of this plan are:

- To protect the lives and well-being of the students, faculty, staff and visitors on the Southern University Law Center campus and civilians in the surrounding community.
- To minimize damage to equipment, property, and campus facilities, as well as that of our neighbors.
- To minimize economic loss and disruption to campus activities by expediting the safe resumption of operations.
- To effectively coordinate all actions with external agencies providing regulatory and emergency assistance in the event of a crisis or emergency.

### **C. Authority**



Emergency events do not always require the same level of response and are dictated by the severity of the event and its effect on the health and safety of students, faculty, staff, and visitors. Events will be evaluated by the Emergency Response Team in consultation with one or more members of the Chancellor's Command Team, as appropriate. Only the Chancellor or his designee has the authority to declare a campus emergency and activate this Emergency Response Plan.

#### **D. Levels of Emergency**

To aid in determining the level of response and actions to be taken by the administration, emergencies have been generally classified into three levels.

**LEVEL I (Minor Emergency)** -- A localized, contained incident that is quickly resolved with internal resources or limited help and does not affect the overall functioning capacity of the Law Center.

Examples of a level I minor emergency include, but are not limited to:

- Small fire
- Small hazardous material incident
- Limited power outage
- National terrorist incident

**LEVEL II (Major Emergency – Depending on Circumstances)** -- A serious emergency that completely disrupts one or more operations of the Law Center and may affect mission-critical functions or life safety. Outside emergency services, as well as major efforts from campus support services, would be required. Major policy considerations and decisions are usually required.

Examples of a level II major emergency include, but are not limited to:

- Civil disturbance
- Widespread power outage
- Laboratory explosion
- Suicide
- Death of a student, faculty, or staff member (depending on circumstances)
- Rape (depending on circumstances)
- Shooting or Stabbing

**LEVEL III (Disaster)** A community-wide emergency that seriously impairs or halts the operation of the Law Center. Outside emergency services would be needed. Major policy

considerations and decisions would always be required.

Examples of a level III emergency include, but are not limited to:

- Mass casualties
- Natural disaster such as a hurricane or tornado
- Large-scale hazardous material spill
- Health epidemics
- Major weather emergency
- Bomb threat
- Active Shooter
- Hostage
- Major Fire
- Flooding

## **SECTION II: ORGANIZATION AND RESPONSIBILITIES**

The organization and the specific responsibilities for preparing for an emergency are described below. However, it is the responsibility of all faculty and staff to become familiar with the Emergency Response Plan and to be prepared for emergencies. Vice Chancellors, Associate Vice Chancellors, and Directors of each department have a special responsibility to ensure that the faculty and staff within their departments are prepared to respond appropriately during an emergency. In addition, students must be made aware of the procedures that they will be expected to follow during an emergency, including building evacuation plans.

### **A. Incident Command System Structure**

During an emergency, the Southern University Law Center will set up an Incident Command System (ICS) to control and manage operations. A nationally recognized system, the Incident Command System creates an integrated organizational structure designed to meet the complexity and demands of whatever crisis or emergency occurs.

Clearly defining key leadership roles is essential to being prepared to respond effectively. During an emergency, there will be little or no time to establish a leadership plan that defines the Southern University Law Center's response, communications, and core services responsibilities. Accordingly, an Incident Command System Structure has been developed to assure that appropriate University leadership will be available to respond to emergencies.

**Incident Commander:** The incident Commander has the overall responsibility for the management of all emergency activities, including development, implementation, and

review of strategic decisions, as well as the post event assessment. Command Staff and General Staff report directly to the Incident Commander. These positions are established to assign responsibility for key activities. The Incident Commander and Command Staff operate out of one Emergency Operations Center (EOC).

**Public Information Officer:** The Public Information Officer communicates up-to-date and accurate information on the status of the situation to the campus community, media, general public, and key agencies.

**Liaison Officer(s):** The liaison officer(s) are the point(s) of contact for government representatives, nongovernment, and private entities.

**Safety Officer:** The safety officer monitors and evaluates all incident operations for hazards and unsafe conditions, including the health and safety of emergency responder personnel.

**Additional Incident Command Staff:** Based on the nature of the emergency, other university personnel may be called to operate out of the Emergency Operations Center (EOC) and report to the incident Commander.

The Incident Command System Structure consists of the following teams:  
See figures 2-1a and 2-1b.

## **B. Command Team**

The Command Team is comprised of members of Southern University Law Center's administration. This team is the decision-making and policy-setting body during an emergency. The Chancellor will serve as the executive in charge of the Command Team, in his absence, the VC of Academic Affairs will serve as the Chief Command Officer. In the event the VC of Academic Affairs is not available, the Vice Chancellor of Student Affairs shall perform the duties of the CCO. The CCO shall appoint members of its staff or from within the Law Center, as needed, to effectively perform the required functions of the Command Team. The primary responsibility of the CCO is to provide leadership and guidance to subordinate teams and to authorize emergency actions, closures and communications as recommended by the Emergency Operations Team (EOT). The CCO will be located at the Emergency Operations Center (EOC) or when necessary, at any other location on the university campus that requires his or her assistance. **Note: The Chancellor serves as the Chief Command Officer, with all decisions and options being presented for vetting prior to execution.**

The Contact List for the Command Team can be found in **Appendix A**.

## C. INCIDENT COMMAND STRUCTURE CHART

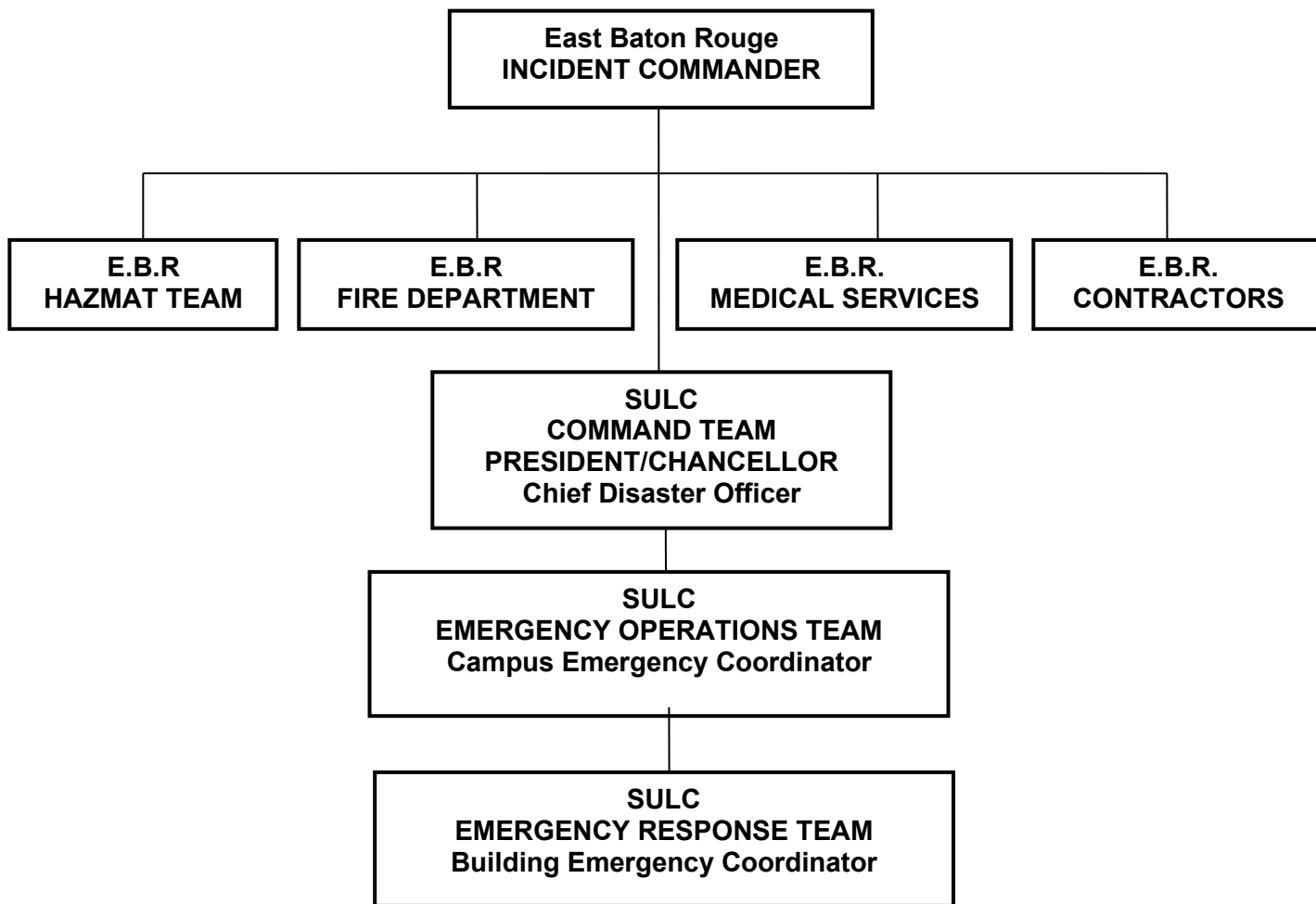


Figure 21-a

## D. SULC INCIDENT COMMAND SYSTEM FUNCTIONS

### ***FUNCTIONS***

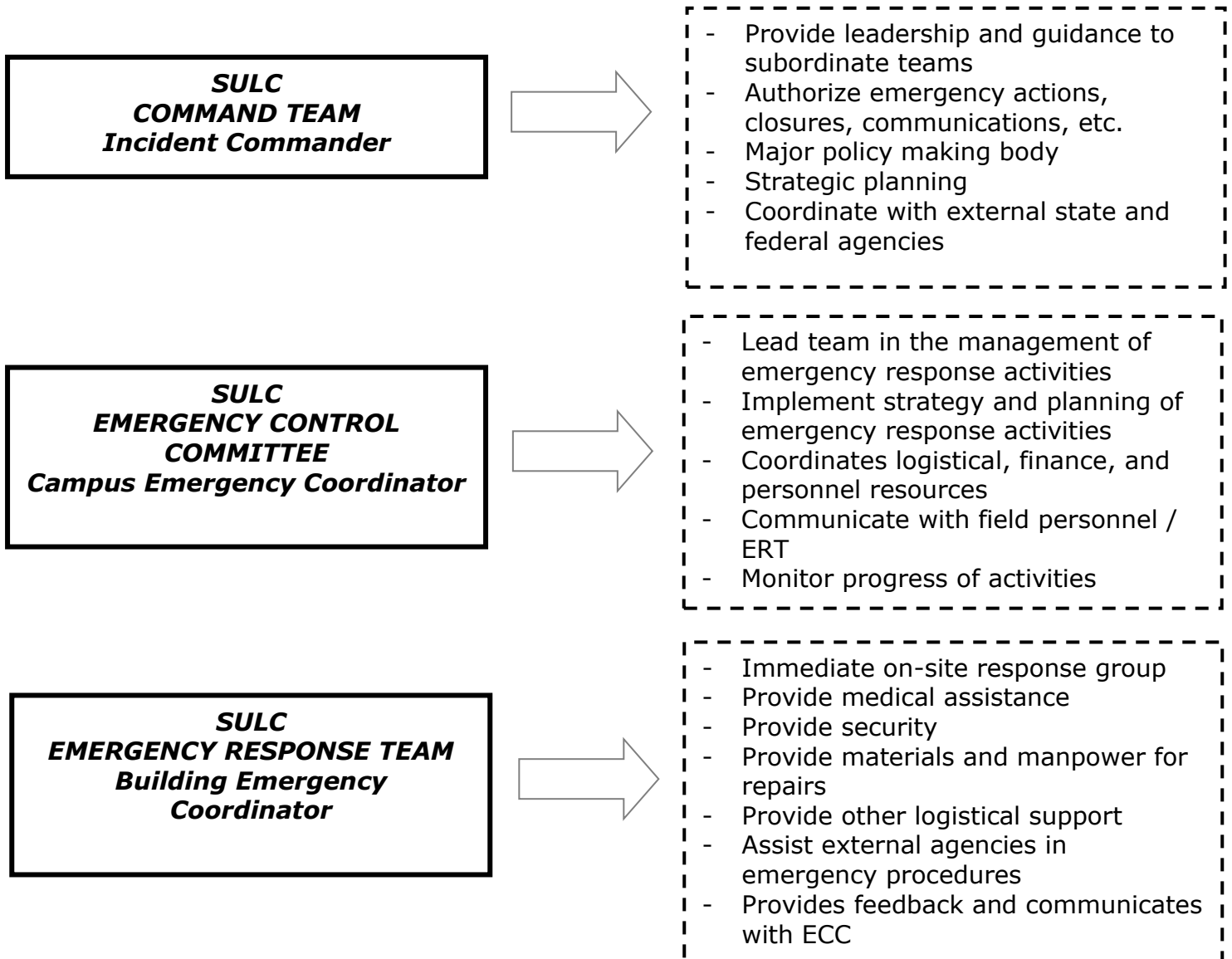


Figure 2-1b

## **E. Emergency Control Committee (ECC)**

The Emergency Control Committee (ECC) will serve as the lead team for the Law Center in the management of emergency response activities, in consultation with, and under the direction of Chancellor Pierre, or designee. The ECC is responsible for coordinating the Law Center's Emergency Response Plan. The ECC members' duties and responsibilities relate closely to their normal authority and functions. In the event of an emergency, however, coordination and organization of all operations at the University shall be directed by the ECC. The ECC members implement the strategy and planning of the response. They communicate with field personnel, issue instructions to units, and monitor progress in carrying out the instructions.

The Campus Emergency Coordinator (CEC) shall serve as the facilitator of the ECC. In his/her absence, the Vice Chancellor for Academic Affairs shall serve as the CEC. In the event the Vice Chancellor for Academic Affairs is not available; the Vice Chancellor for Student Affairs shall perform the duties of the CEC. The ECC is the supervising team and when all teams meet, the CEC of the ECC leads the joint meeting. In addition to other response actions the ECC will determine whether the Emergency Response Team(s) needs to convene for further response action. The ECC in its initial response to an emergency may elect to call other staff and faculty to join the team if it is deemed appropriate and useful to respond to the specific emergency. It is anticipated, but not required, that these additionally called individuals will most likely come from the Emergency Response Team as described below. Likewise, members of the ECC can serve on the Emergency Response Team if their expertise or skills are required.

Members of the Emergency Response Team are responsible for ensuring that the Law Center is prepared and in the best possible position to respond to an emergency when it occurs. The responsibilities of the Emergency Control Committee include, but are not limited to:

1. Develops plans for emergency situations.
2. Control of emergencies such as fire, explosions, or toxic chemical releases requiring the coordination of the following:
  - a. Disaster communication
  - b. Facility breakdown
  - c. Employee evacuation or shelter in place
  - d. Utility control
  - e. First aid and rescue

- f. Damage control
- g. Notification of police and fire departments and hospitals

Assessing the severity and level of the emergency and communication immediately with the College Chancellor's Office and others as appropriate.

3. Identifying the emergency and determining its impact. Decide the necessary level of response required to manage the emergency.
4. Coordinating the actions of the Emergency Response Team as needed.
5. Activating the Emergency Operations Center, as required.
6. The departments for which they are responsible have developed departmental plans to respond to various emergencies. Department plans will be general in nature and include the assignment of general duties and responsibilities to employees, perceived to be required for each type of emergency.
7. Ensuring that staff are familiar with the overall Emergency Response Plan and the specific requirements of departmental plans.
8. Maintaining adequate emergency resources and equipment to departmental plan requirements.
9. Maintaining a call list of departmental employees designated as "essential personnel." This Call list will be updated as needed and a copy (including updates) forwarded to the Campus Emergency Coordinator.
10. Ensuring the preservation of essential records, or other materials deemed essential.
11. Request emergency response support from outside agencies or any other University department as necessary.

The Emergency Response Team (ERT) will meet at least annually to review the Emergency Response Plan and provide recommendations for improvements. Members of the ERT also have an ongoing responsibility to assist with emergency preparedness activities related to their individual areas of administrative responsibility and expertise. The members of the Emergency Control Committee (ECC) along with contact information can be found in **Appendix B**.



## F. Emergency Response Team (ERT)

The Emergency Response Team (ERT) is the immediate response group for all on-site crises or emergencies. In the event of an emergency the ERT will provide information and recommendations to the EOT as needed and deemed necessary and appropriate to the situation. The Emergency Response Team is under the direction of the Building Emergency Coordinator for the affected building or area. See paragraph below for role and function of the Building Emergency Coordinator. The ERT may elect, in consult with the EOT and the Command Team, to call other staff and faculty to join the team if it is deemed appropriate and useful in response to the specific emergency.

Members of the Emergency Response Team (ERT) **MAY** include:

### 1. Director (ERT) Building Emergency Coordinators

#### Role/Responsibilities:

- Receive direction the overall emergency response operations and coordinate mutual aid requests.
- Advise building occupants of the nature and location of the emergency, what action is required.
- Direct and control personnel in Assembly Areas and obtain a head count.
- Coordinate with the EOT by providing situational reports.

### 2. University Police Chief of University Police (SUPD)

#### Role/Responsibilities:

- Provide a vehicle and officer to support the actions of the Building Emergency Coordinator. The officer's vehicle will serve as a Field Command Post. The Officer will serve as the Field Communications Officer.
- Direct access and security control and coordinate for fire/rescue with external supporting agencies.
- Provide traffic control points and direct flow of traffic.

### 3. Site Communications University Police Dispatcher

#### Role/Responsibilities:

- Receive all incoming calls related to the emergency and forward inquiries and messages to appropriate emergency response personnel.

- At the direction of the Campus Emergency Preparedness Coordinator or Building Emergency Coordinator, notify external law enforcement and regulatory agencies for assistance.
- Maintain log of all incoming and outgoing calls.

#### **4. Site Safety                                      Coordinator of Security**

**Role/Responsibilities:**

- Assess and direct efforts to contain and control hazardous materials.
- Serve as the Decontamination Officer and oversee procedures for decontaminating personnel and equipment in the event of exposure to hazardous material.
- In a major emergency, coordinate with East Baton Rouge HAZMAT unit for assistance.
- Coordinate with University Health Services for medical assistance.

#### **5. Facilities                                      Director of Facilities**

**Role/Responsibilities:**

- Assess building safety with Building Emergency Coordinator.
- Shutdown utilities if unsafe conditions exist and restore services when appropriate.
- Procure materials and/or equipment needed to support emergency response operations.
- Forward damage report to the Emergency Operations Team.

#### **6. Custodial Services                      Custodial Supervisor**

**Role/Responsibilities:**

- Provide equipment and staff as necessary to support emergency response efforts.

#### **7. Human Resources                      Liaison of Human Resources**

**Role/Responsibilities:**

- Arrange for expedited services of temporary employees if required.
- Coordinate with other departments for cost recording.
- Notification of affected employees and families.

#### **8. Financial Services                      Vice Chancellor for Finance**

**Role/Responsibilities:**

- Initiate a record-keeping system for all expenditures associated with emergency operations.

- Coordinate with Purchasing on procedures for handling emergency expenditures.

9. Purchasing	Director of Purchasing
---------------	------------------------

### Role/Responsibilities:

- Initiate/process emergency purchases.
- In coordination with the Director of Property Management, coordinate distribution of supplies.
- Initiate the record-keeping system and coordinate with Financial Services regarding cost recording.

10. Finance and Disbursement	AVC of Finance
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### Role /Responsibilities:

- Issuance of LaCarte purchasing card along with policies and procedures

<b>11. Technology and Network Services</b>	<b>Director of IT and Deputy Chief Information Officer</b>
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### Role/Responsibilities:

- Provide phone service and computers for Emergency Operations Center.
- Repair and restore network services and re-establish affected networks.
- Implement technology network emergency procedures and recovery plans as needed.
- Secure critical data and information resources.
- Maintain and update the University website.

12. Food Services	Coordinator Food Services
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### Role/Responsibilities:

- Follow the direction of the SUBR Campus.
- Direct/arrange for emergency meals.
- Request necessary emergency food supplies.
- Coordinate with Vice Chancellor for Student Affairs regarding meal procedures.

13. Housing	Director of Residential Housing
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### Role/Responsibilities:

- Follow the direction of the SUBR Campus.

- Operating and maintaining University housing facilities and emergency shelters.
- Coordinate with the Red Cross if necessary.

**14. Medical Services                      Director of Health Services**

**Role/Responsibilities:**

- Provide medical assistance in collaboration and coordination with local and regional health providers and public health officials.
- Advise residents on water and food safety precautions.
- Maintain records on assistance provided.

**15. Mental Health/Well-Being                      Mental Health Counselor**

**Role/Responsibilities:**

- Organize and implement appropriate mental health intervention in crisis situations.
- Facilitate mental health debriefing with Command Team and EOT after the emergency.
- Advise university officials regarding mental health referral list to secure appropriate community support in crisis or emergency situations.

**16. Academic Planning                      Vice Chancellor for Academic Affairs**

**Role/Responsibilities:**

- Responsible for all academic issues that surface during an emergency.
- Arrange for temporary classrooms or workspace if the need arises.

**17. Administrative Services                      Vice Chancellor for Administration**

**Role/Responsibilities:**

- Ensure preservation and safekeeping of all records.
- Arrange for temporary workspace and relocate essential services.

**G. Role of Building Emergency Coordinators**

In the event of emergencies, the Building Emergency Coordinators will play a key role in the implementation of emergency procedures. They will serve as essential contacts for each building or area in the event that emergency information must be distributed quickly. They may be called upon to take emergency actions within their buildings to lock doors or make emergency equipment available. A list of Building Emergency Coordinators will be

maintained by the Campus Emergency Coordinator at the Emergency Operations Center. Building Emergency Coordinators may also function as a calling tree in the event that it is necessary to quickly disseminate emergency information. It is preferable that individuals assigned the role of Building Emergency Coordinators have completed Community Emergency Response Team (CERT) training provided by the East Baton Rouge Parish Office of Homeland Security and Emergency Preparedness.

In the event of building evacuations Building Emergency Coordinators will organize assembly and accountability of evacuees at the designated evacuation locations described by this plan. After initially accounting for evacuees, Building Emergency Coordinators will report to the EOC. Due to the unpredictability of telephone services in emergencies, it may be necessary to communicate this information by messenger, portable radio or other available means. Each BEC will be equipped with a kit containing the Emergency Response Plan, along with relevant forms, signs and special procedures needed to complete their responsibility. The Campus Emergency Coordinator shall update and maintain a list of the designated Building Emergency Coordinators.

### **SECTION III: RESPONSIBILITIES OF FACULTY, STAFF, & STUDENTS**

#### **A. Responsibilities of Faculty Members**

Faculty members have a special responsibility for their students during emergencies that take place while classes are in session. Each faculty member should print and review a copy of the Emergency Response Plan which is made available on the University website. Faculty members are responsible for providing classroom evacuating instructions to students once during each academic term (e.g., semester) either as a separate handout or as part of the course syllabi. Vice Chancellors, Department Supervisors, and Building Emergency Coordinators should also routinely provide reminders to faculty of their responsibilities during an emergency.

The following are a list of specific procedures for faculty involvement during an emergency:

1. Direct students to a prearranged assembly area in accordance with warning signals, written notification and/or verbal orders.
2. Conduct a roll call at the assembly area to determine if there are students who are unaccounted for.
3. Report any missing students to the Emergency Operations Center via the Building Emergency Coordinator or via telephone or messenger. The EOC will collect roll call information.
4. Remain with your assigned students until relieved by authority of the Chief Disaster Officer or a representative from the Emergency Operations Center.
5. Send ambulatory students in need of first aid to the designated First Aid Station. Injured personnel who are not ambulatory should not be moved until cleared by authorized personnel, unless required to protect them from further injury.
6. Faculty members with specialized training, such as nursing and physical education instructors, may be requested to assist in providing first aid and identifying students with specialized training for a given area.
7. Faculty members are expected to provide and/or delegate assistance to students with disabilities in the event of an emergency.
8. If class is not in session at the time of an emergency, the faculty member should report at once to the designated assembly area for the building in which their office is located.
9. Contact the Emergency Operations Center to determine if your help is needed on Emergency Response Teams. Keep the Emergency Operations Center informed of your whereabouts during any emergency.

## **B. Responsibilities of Staff Members**

Many staff members will be expected to assist with emergency responses related to their departmental responsibilities, as determined in advance by their supervisors. Support staff may be asked to participate in various emergency response operations, including search and rescue activities, record keeping, and building monitoring. Although not every staff member will be actively involved with emergency response activities, all staff have the responsibility for emergency preparedness for their own work area by inspecting for potential hazards and becoming familiar with the procedures to be followed during an emergency. Every staff member should review the Emergency Response Plan and contact their supervisor if there are any questions regarding the Plan and their role in emergency preparedness and response activities. Staff members who have not been contacted for an assignment but are willing and able to assist with emergency response activities should make their availability and whereabouts known to the Emergency Operations Center, either directly or through their supervisors.

## **C. Responsibilities of Students**

Students have a responsibility to clearly follow the directions of faculty and staff in charge during an emergency, including the procedures for the orderly evacuation of buildings and assembly at the emergency assembly areas. No students should leave the assembly areas until permission has been granted. Buildings, including residence halls, should not be reentered until official notification has been provided that it is safe to do so.

Students should render assistance to disabled students in their class or elsewhere during building evacuations. Those students with specific skills that might be useful during an emergency response should identify themselves to a faculty or response team member immediately following the roll calls at the assembly areas.

## **SECTION IV: EMERGENCY NOTIFICATION PROCEDURES**

### **A. Notification of Campus Leadership**

In the event of a major crisis or emergency, the Emergency Response Plan will be implemented in the following ways:

1. If telephone services are operational...
  - a. Upon obtaining information that constitutes an emergency, the Chancellor in collaboration with the Campus Emergency Coordinator will activate the Emergency Response Plan. The Chancellor will define the initial meeting location for the Emergency Operations Team. The Chancellor will immediately notify the System President of the emergency.
  - b. The Campus Emergency Coordinator will immediately begin calling the members of the Emergency Operations Team and advising them of the initial meeting location or to proceed to the Emergency Operations Center, if required.
  - c. Depending on the level and type of response required, the Campus Emergency Coordinator, with the assistance of members of the EOT, will immediately contact the Emergency Response Team(s).
  - d. The Emergency Response Teams will proceed to the affected site and commence emergency response activities. The Emergency Response Team Leader shall provide situational updates to the EOC to determine if follow-on or additional actions are necessary.
2. If telephone services are **NOT** operational...
  - a. Designated members of the Command Team, including the Chancellor and the Emergency Operations Team will activate the Emergency Response Plan as soon as they are aware that a major crisis or emergency affecting the University campus may have occurred.
  - b. If the designated members of the Emergency Operations Team or the Emergency Response Team(s) do not respond in a reasonable amount of time, messengers may be dispatched.

### **B. Non-Working Hours**

There is the likelihood that an emergency or disaster, such as one envisioned by this plan, may occur before or after regular office hours, on a holiday or a weekend when the organizational set-up of many departments is somehow out of the ordinary. While the structure of this plan remains precisely the same, its implementation may vary necessarily depending on, e.g. available resources and personnel until proper officials can be notified.



Until that time, however, the individuals assuming the most responsibility will necessarily be those officials/individuals of highest rank who are available at the time. These individuals should seek to follow as nearly as possible the guidelines discussed in this plan, while simultaneously making an effort to notify superior officials of the situation so as to obtain verification or advice on their actions.

### **C. Notification of Campus Community**

In case of an emergency, initial notification and widespread dissemination of information may be communicated to the campus community in the following ways:

1. Jag Safe App (SUBR): A 24-hour emergency campus notification system that will alert members of the University community in the event of a campus emergency. To enroll in the system, download either the Apple or Android version of the App via the individual's carrier's App Store. All faculty, staff and students are encouraged to enroll. Currently, SUBR is the only campus with the Jag Safe App, all other colleges in the Southern University System will utilize First Call, the campus emergency notification system to alert campus users to an emergency.
2. Emergency E-Mail and Internet Notification System: If electric power and communications systems are operable during an emergency, faculty, staff, and students should check their SULC e-mail accounts and/or visit the SULC website for information.
3. Text Notification System: Faculty, Staff, and Students can receive emergency notifications via text messages from the Jag Safe App.
4. Public Address Systems: Portable megaphones are available from the University Police and the Physical Plant. In addition, all University patrol vehicles have loudspeaker capability. Patrol vehicles can be used to announce messages on campus at various locations to alert the campus to the emergency and what steps should be taken.
5. Broadcast Communications: Emergency communications to the campus community will be made via broadcast communications.
6. Campus Emergency Information Hotline: Each College in the Southern University System should utilize their Campus Emergency Hotline to disseminate information as it relates to campus emergencies.

## **SECTION V: EMERGENCY OPERATIONS CENTER (EOC)**

In the case of a general widespread emergency (Level II or III), the Emergency Operations Team under the direction of the Campus Emergency Coordinator will activate an

Emergency Operations Center (EOC). The Emergency Operations Center will serve as the command-and-control center during an emergency. It may operate from a few hours to a few days, weeks or months, depending upon the severity of the emergency. Each member of the Command Team should have identified at least one support staff member who is aware that he or she should report to the EOC immediately during an emergency. Their primary duties shall include assisting in setting up the EOC, acting as messengers, and collecting roll call information from each of the emergency assembly areas.

The designated primary Emergency Operations Center is Room 218 in **J.B. Moore Hall**. In the event this facility is not operational, the designated secondary Emergency Operations Center site is the **William Lee Pass Station, University Police**.

**See Appendix C for Emergency Operations Center Resources**

## **SECTION VI: EMERGENCY COMMUNICATIONS**

Timely and accurate communication with the campus population during an emergency is very important. During a level III emergency, or when the nature of the emergency suggests there will be an influx of telephone inquiries concerning the well-being of faculty, staff, and students, a special incoming number will be established and distributed through the SULC Website. To minimize calls made to the Law Center checking on the status of specific individuals, faculty, staff and students are encouraged to individually e-mail or phone family members to provide them with information about their whereabouts and condition during an emergency.

All efforts will be made to maintain or restore phone communications. However, in the event of a power outage the Southern University Systems (SULC) telephone system will not operate. Three independent phones are installed to facilitate communications with the university administration and external agencies.

These phones are at the following locations:

- Physical Plant, (one phone)
- University Police at William Lee Pass Station, (two phones)

In the event phone (including cell phone) communication is not possible, handheld radios will be used to communicate between the Emergency Operations Center and personnel in the field. All radios will be signed out through the University Police Dispatcher. In some cases, it may be necessary to use messengers to deliver information.

**Note:** Recent major events have demonstrated that failure of cellular service is possible, the use of text messaging has proven to be an alternative form of communication.

## **SECTION VII: COMMUNICATIONS/MEDIA RELATIONS PRINCIPLES**

In a crisis or emergency, the Southern University Law Center must respond immediately and be open and candid in disseminating accurate and complete information to the public. The communications portion of the Emergency Response Plan presumes that it is in the Law Center's best interest to take a pre-emptive approach to public relations in an emergency and our preferred strategy will be one of forthcoming disclosure of as much confirmed information as possible. The goal is to minimize speculation, inaccurate reporting, and negative publicity. By acting in this manner, the institution has more influence on what the media reports.

The Chancellor or Director of External Affairs (or designee) will serve by default as the Law Center's official spokesperson to whom media questions will be referred. The Office of External Affairs will assist in developing strategy and appropriate messages, in preparing "talking points" and fact sheets, and in providing text for fliers/posters, e-mail distributions, and postings to the SULC website. It shall also prepare and distribute all news releases to on-campus and off-campus media. All release shall be vetted by the system president prior to release.

Where major incidents are concerned, or where especially sensitive issues are involved, an appropriately informed high-level administrator (Chancellor, Vice Chancellor, Associate Vice Chancellor, e.g.) will be designated as official spokesperson throughout the emergency-reporting period. This individual must be always available and accessible to the media relations office and/or news media during the emergency. Responsibilities to the media may include participating in press conferences and being interviewed in person or by telephone.

## **SECTION VIII: HEALTH SERVICES AND COUNELING**

### **A. Medical/First Aid**

A primary First Aid Station to be identified and utilized at each college in the System. The primary First Aid Station for SULC is the same station set for the SUS landmass located

in the Baranco-Hill Student Health Center. If, for some reason, this station is not available, or if additional space should be required to treat injuries, a temporary station will be established as determined by the Emergency Operations Team.

The names and phone numbers of all Law Center faculty and staff who could assist with first aid and patient care during an emergency should be kept on a roster at the primary First Aid Station. Those individuals should be made aware by the Campus Emergency Coordinator and the Health Center Nurse Manager that they would be expected to report to the designated First Aid Station during an emergency to determine if they are needed to assist with the treatment of injuries. It is the joint responsibility of the Campus Emergency Coordinator and Health Center Nurse Manager to keep the list of individuals current and to identify other Law Center personnel who might assist with first aid during an emergency. During an emergency, the Health Center Nurse Manager or her designee will determine how everyone should assist in the administration of first aid.

Students should be aware that Health Center appointments for routine health care that is not of a life-threatening nature might have to be cancelled and rescheduled during an emergency.

The Nurse Manager of the University Health Center and her staff will assist in triage of the injured and other health related activities as needed. In the absence of a physician, the Nurse Manager will direct all personnel assisting in providing emergency first aid.

The responsibilities of the Nurse Manager and staff during an emergency include:

- Coordinating all emergency first-aid activities.
- Establishing first aid station(s).
- Establishing a triage area(s) to administer first aid as needed.
- Assisting in the evacuation of injured or disabled faculty, staff, students, and visitors.
- Supervising continuing first aid treatment until outside medical assistance arrives.

Medical activities to be performed by the Nurse Manager and her staff at the time of a disaster include:

- Setting up first aid station(s) and gathering appropriate supplies.
- Posting large sign(s) designating the site as a first aid station.
- Identifying persons who require skilled medical care. Administer first aid to the injured, helping the critically injured first.
- Verifying, if possible, the conditions and needs of those with serious medical needs.
- Assessing physical and psychological needs of those arriving and provide appropriate treatment.

## **B. Counseling**

SULC will provide counseling services during and after emergencies. Counselors can be contacted via email or office phone. Counselors' information can be found on the SULC website. Counselors should be prepared to work with both large and small groups, as well as individuals. However, prior to an emergency, it is important that those who will be involved with counseling give some thought to their roles and responsibilities.

## **SECTION IX: MAINTAINING COMPUTER INFORMATION SYSTEMS**

Prior to an emergency, it is important that essential Southern University Law Center records be safeguarded. Since most records are now computerized, this will require the Director of Information Systems and Deputy CIO to work in collaboration with the Vice Chancellor for Finance and Administration. A detailed Computer and Information Systems Contingency Plan will be developed by each office maintaining vital computer databases and included in their department's emergency response plans. The plan shall include the following provisions:

- Incorporate procedures for the regular back up of all computerized SULC records.
- The data will be removed from the SULC and stored in a secure location in case of an event that would prohibit the recovery of records and computer data.
- Duplicate and retain off-site all critical business records and other documents, as determined by the Command Team. A listing of these documents will be maintained by respective offices and reviewed with the Vice Chancellor for Finance and Administration and Associate Vice Chancellor and Deputy CIO.
- With approval of the Vice Chancellor for Finance and Administration, obtain a back-up computer system, compatible with the SULC's computers to establish an off premises "hot site" as an alternate operating location in the event of a catastrophe that renders the SULC's computer systems inoperable.
- Advise all appropriate SULC administrators of the location of an alternate operations site.

## **SECTION X: EMERGENCY TOOLS, EQUIPMENT, AND SUPPLIES**

### Fire Suppression Equipment:

Fire protection shall be incorporated into the building design to achieve maximum effectiveness. Special processes presenting unique fire protection problems should be

handled individually by fire protection engineers, SULC Campus Safety, and SUS Office of Risk Management.

Water Supply:

Water is the most effective extinguishing agent for most fires. A reliable water supply is essential and should be sufficient to fulfill the demand of the automatic protection system for at least four hours. Water for firefighting should be stored separately from process and domestic water.

Distribution Systems:

Pumping equipment may be required to produce the water pressure demanded by the firefighting operations.

Monthly Fire Extinguisher Equipment Inspection and Maintenance:

The Agency's maintenance Department representative shall be responsible for inspecting, testing, and maintaining all fire protection equipment such as pumps, hydrants, hose lines, automatic equipment, and portable extinguishers. Equipment testing also provides training opportunities for employees. Extinguishers shall also be inspected and certified by an outside contractor once a year.

Tools and other equipment that might be required during an emergency may be found at the following SUS Landmass sites:

- Motor Pool Garage
- Facility Operations Center
- Grounds Maintenance Yard

The emergency response truck is also equipped with first aid supplies. Each SULC vehicle should be equipped with a small first aid kit. Some tools and other equipment that might be needed during an emergency are also available in the emergency response truck.

A designated person from each department should be issued a LaCarte Purchasing Card which can be used for emergency purchases. Refer to the SUS Policies and Procedures for restrictions on purchases.

**SECTION XI: EVACUATION PROCEDURES**

Notice to evacuate any building will be received via an audible or visual alarm, telephonic/text message, or email. 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 Plan 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 workstation, 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 the building through the nearest fire exit and go to the Campus Emergency Evacuation Assembly Areas.
2. Bring any available first aid kit, keys, 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 Person 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 will be posted in all SULC 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 I-110.

## **F. Emergency Assembly Areas**

Emergency assembly areas have been established for all University buildings, as identified in **Appendix D**. 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. 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.

Missing and accounted for students should be reported to the Building Emergency Coordinator or the Campus Emergency Coordinator.

## **SECTION XII: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 of Explosion**

#### **Fire Prevention and Control:**

Almost all fires are preventable, and control measures can limit the losses if a fire does occur. Fire prevention and control principles include the following:

1. Prevention of fire starting by using fireproof construction materials, designing facilities to isolate hazardous areas, controlling operations, using preventive maintenance, and eliminating unsafe practices.

2. Limit the spread of fire. Provide suitable fire barriers and keep the amount of combustibles stored to a minimum and housed in approved cabinets when appropriate.
3. Maintain exits in facilities.

Supervisors and 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.

Prompt discovery of a fire is vital. Fire sensing and alarm systems should be reliable and should be designed for rapid discovery of a fire. An effective alarm system must:

1. Be reliable and distinctive.
2. Reach those trained to respond.
3. Require immediate attention.
4. Indicate the fire location.
5. Warn building occupants and area residents.

\*\* Shall conduct at least one documented fire drill annually.

## **1. Fire Emergency Activities**

- Protect the safety of students, faculty and staff. Make sure disabled individuals are assisted out of the building.
- Notify Fire Department with pertinent information or activate fire alarm pull station.
- Notify immediate supervisor.
- Attempt to contain or extinguish fire if fire is small.
- Evacuate building if fire is not immediately extinguished.
- **DO NOT USE ELEVATOR DURING A FIRE EMERGENCY.**
- Do not allow reentry into the building until cleared by authorities at the scene.
- If possible, safely secure all valuable records.
- Keep all doors and windows surrounding the fire area closed in order to contain the fire.
- If conditions permit, move equipment or furnishings out of fire vicinity to minimize damage.
- Execute notification plan after emergency is under control or as time permits.

## **2. Salvage and Restoration**

- Secure building and/or property from further damage or loss. Arrange for temporary protection such as boarding up windows, rigging tarpaulin, and so forth.
- Arrange security if needed to prevent looting or vandalism.
- Risk Management must be notified of every fire, regardless of size, even if it is already extinguished.
- Do not throw away any damaged material until you are authorized to do so by Risk Management or until after they have seen it. 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 the 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.

- If you receive notification of a Severe Thunderstorm Warning stay away from windows and areas with a large expanse of glass.
- Notification may be received via local media, public address system, or weather alert radio.

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

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

- 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.
- Stay away from windows and areas with a large expanse of glass.
- Avoid auditoriums, gymnasiums, and other large rooms with free-span roofs.
- **DO NOT USE ELEVATORS. DO NOT PANIC.**
- 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.
- Protect your head and face. If possible, get under a sturdy table or other structure.
- 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.

### **3. Pre-Hurricane / Storm**

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

- Review Department Emergency Response Plans, updating as necessary any of the following: Names, addresses, and telephone numbers of all personnel.
- Distribute Department Emergency Response Plans to all personnel (especially new hires) and review it to ensure that the staff is familiar with its contents.
- Make arrangements for appropriate remote storage of critical computer disks, back-up files, and archival records.
- 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.
- Designate essential personnel who shall remain on campus during a disaster and/or to report back as soon as possible after a disaster.
- 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's administration, and any special needs of employees can be determined.

#### **PRIOR TO A HURRICANE STRIKING and EVACUATION**

- 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.
- If practical, move desks, filing 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.



- Clear desktops completely of paper and other articles. Protect books and equipment by covering them with plastic sheeting and using masking tape to secure.
- Remove any food and perishable supplies from the office area.
- 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.
- Lock all file cabinets and desk drawers. Lock and secure all doors and windows.
- Remove all loose items (garbage receptacles, chairs, tables, plants, etc.) from outside of buildings. Remove all items from window ledges.
- **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.

#### **4. 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:

- Continue communication with the East Baton Rouge Emergency Operations Center.
- Establish an emergency communication network.
- Maintain contact with the Chancellor, members of the Emergency Operations Team and other personnel assigned duties in this plan.
- Notify all deans and directors of the closing of the University and the release of employees.
- 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:

- Ensure functioning of emergency generator power source to the Emergency Operations Center and other areas based upon pre-established priority list.
- Provide appropriate stand-by personnel for emergency work in each Physical Plant department.
- Provide personnel and equipment necessary to keep access to the University roads and driveways clear by removing limbs, fallen trees, and debris.
- Secure all Physical Plant Division material and equipment subject to damage or potential hazard.
- Maintain contact with Emergency Operations Center.
- Secure refuse containers and other objects on campus grounds that would be potential hazards.
- 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.

## **5. Post Hurricane / Tropical Storm**

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

The Director of Physical Plant and SULC's Director of Facilities 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 External Affairs will continue providing coordination and dissemination of information regarding the event and recovery through appropriate means.

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

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

## **6. 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 and F** for 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. Sandbags 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:

- Try to identify the source of the water and turn it off if this can be done safely.
- If flooding is caused by pipe break, sink overflow, or other plumbing problem, notify Facilities Operations. Do not leave a voice mail message; make sure you talk with Facilities Operations staff.
- After hours notify University Police.

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

2. Flooding caused by heavy rain:

- 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.
- After business hours notify University Police.
- Attempt to close doors and windows to prevent water from entering, if possible and safe to do so.
- Focus resources on minimizing the spread of water into other areas of the building.
- Do not enter a flooded area until staff electricians have deactivated all electrical circuits.

3. Protect property and equipment:

- Protect property and records by removing items from floors and / or covering with water resistant coverings.
- Unplug electrical equipment such as computers and printers, etc.
- After business hours, the department head or responsible individual(s) for the area affected should be notified.
- 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:

- Evacuate personnel as needed. Notify the University Police or utilize the fire alarm system if an immediate evacuation is required.
- Post a staff member at the entrance to the flooded area to keep out unauthorized personnel.
- Complete Damage Assessment Forms as required.

The following are some additional suggested procedures for handling the above-mentioned natural disasters such as hurricanes, floods, or tornadoes:

- Formulate plans to isolate people from potential hazards.
- Only enter disaster areas if it is essential.

- 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.
- Do not touch fallen or damaged electric wires.
- Immediately leave the area upon discovering a leaking gas line.
- When a tornado warning is issued, take shelter immediately. The warning indicates that a tornado has been sighted in the area. Protect yourself from falling objects and flying debris. The best protection is an underground shelter, ditch, or a steel-framed or reinforced concrete building. If no shelter is available, go to the basement or inner hallway of the lowest floor of the building.

#### 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 Vice Chancellors, Associate Vice Chancellors, and supervisors to notify employees that evacuation is necessary.

- **General Threat:** This type of caller will generally only indicate there is a bomb but will not give any other information.
- **Specific Threat:** This caller will generally indicate a specific location, time, and often the reason for making the call.
- **What to do:** Collect as much information as possible and report.

##### 1. Individual Actions

Get as much information as you can, asking them to repeat what they have said, and remember all the 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 the 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 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. Active Shooter Response And Police Response**

## 1. Purpose:

Southern University Law Center's intent is to provide students, faculty, staff, administrators and visitors to its campus, a safe educational environment and reduce risk of harm should the University experience an assault by an armed assailant, commonly referred to as an Active Shooter.

## 2. Definition:

**“Active Shooter”** means: A person armed with one or more weapons, with the intent of causing great bodily harm or death to individuals in their reach.

**“Mass Murder”** means: A person with specific intent to kill, that cause great bodily harm or death to a number of victims.

**“Attacker”** means: Word used to describe the active shooter or mass murder.

**“Deadly Weapon”** means: Any weapon that can kill, for this policy, deadly weapon will refer to handguns, long rifles, or assault rifles. Statistics show that most mass murderers have been armed with multiple weapons and carrying multiple rounds of ammunition with multiple magazines.

**“Cover”** means: An object where a potential victim can hide that will provide both concealment from view and protect victim from a fired round.

**“Concealment”** means: An object where a potential victim can hide that will not allow the potential victim to be seen by the attacker.

**“Survival Options”** means: In an active shooting event, potential victims have 3 survival options, Run, Hide and Fight.

**“All Clear”** means: The situation is under control, all clear should be given by law enforcement and communicated via the administration.

**“Round/Bullet”** means: The projectile that leaves the weapon when fired, the average muzzle velocity of round fired from an assault rifle is between 2100 to 2800 feet per second.

### 3. Procedure:

#### Prevention:

The first option in surviving an active shooting is by preventing the active shooting. **“IF YOU SEE SOMETHING SAY SOMETHING”**. Establish lines of communication with Campus Members Institute communication methods, such as the email or text notification or telephone means, that allows for instant two-way communication with law enforcement to report information related to a possible attack. Planning, educating, and drilling will prepare the Law Center to recognize and report information related to a potential attack. Monitor social media or website for information related to potential attacks. Take all information received as creditable until deemed otherwise through an exhaustive law enforcement investigation.

#### Survival Options:

In an active shooting event, the potential victim has 3 options, Run, Hide and Fight.

- Run: run away from the attacker if he can be seen, even if the attacker is not shooting but brandishing a weapon run away. Run to cover or concealment and dial 911.
- Hide: if running is not an option and you cannot make it out of harm's way, hide. Hide any place you can fit. If possible, hide in an area that provides cover or protects you from the round. If no other options are available, attempt to "hide in place" or play dead. This technique has been successfully deployed in both the Charlestown, S.C. and Lafayette, La. mass killings.
- Fight: if there is no other option, you may have to fight. Remember there is strength in numbers. Deploying a swamp technique or having multiple people charge the attacker may be successful. Throw objects like books at the attacker. This will serve as a distraction, allowing an opportunity to close the distance and control the attacker.

#### 4. Response:

##### Outside Event:

- Once information has been received via notification systems, social media or if you see the event or hear the event, dial 911 while running from the area.
- Run in a direction that can provide cover and concealment. Trees, scrubs, and buildings can protect you from being seen and may stop the round.
- Run fast but run low, most mass murderers have been untrained shooters. Untrained shooters tend to shoot high.
- Instruct others who may be heading into harm's way to turn and run away from danger.
- Once out of sight, hide. Enter a building or room, lock the door, stay away from windows, get as low as possible.
- Silence your cell. A ringing phone could give away your location.
- If you were in the immediate area of the active shooting and were able to see the attacker, try to remember as much as possible about what you observed.
- Run or hide, do not attempt to collect personal objects, leave them and attempt to collect once the situation is given an all clear.
- Once approached by law enforcement, stay calm. Remember this is a tense situation for all. Cooperate with law enforcement and follow all instructions. You may be asked to raise your hands or lie on the ground. Once you are identified and interviewed you will be released.

##### Inside Event:

- Once information has been received via notification systems, social media or if you see the event or hear the event, dial 911.
- If outside and receiving information of an active shooting on the campus, stay clear of the area where the event is occurring.
- In a building but is not directly involved, exit the building.
  - Do not use the elevators.
  - Do not run straight out of the building, turn right or left and run parallel to the building, this will provide cover.
  - Run lower than the window level.
  - Once you have reached a safe location, dial 911 and report what you have seen and heard.
- In a hallway and the active shooting is occurring in a room
  - Exit the hallway.
  - Run away from the sound of gunfire.
  - Do not run down the middle of the hall, stay to one side.
  - Run at least 10' away from the wall, if a round strikes the wall, the round will ricochet and follow the wall approximately 4-6' from the wall.
  - Attempt to gain access to the fire escape and exit the building.
  - If you cannot exit the building, enter a room and lock the door, stay away from windows and get as low as possible.
- Active Shooting direct involvement
  - Run away from the shooter
  - Run low and to your left, evidence shows that most active shootings involve right-handed, untrained shooters. Untrained shooters tend to shoot high and snatch the trigger causing the round to move from right to left.
  - Do Not Congregate in the corner of the room, you will have no place to run. The attacker can harm multiple victims with one shot.
  - A backpack with books within may serve as protection from some rounds.
  - If a fire alarm is present and accessible, pull the alarm. This may cause the attacker to flee the area.
- Faculty/Staff Responsibility
  - Lock the Doors
  - Take care of the students.
  - Stay calm.
  - Advise students to stay calm and quiet.
  - Take charge, give directions.
  - Call for an evacuation of the area, if possible, if it is not safe to



- evacuate, call for a lockdown.
- Advise students to stay away from windows and doors.
- Identify what can be used for cover and concealment.
- Attempt to monitor the situation, use the Jag Safe App or social media

### 5. Law Enforcement Contact:

An active shooting is a very emotional and frightening event for all involved, no matter the involvement, including law enforcement. Most law enforcement officers will work 30 years and never experience a deadly force encounter. To be involved in an active shooting or mass killing is not the norm, it is the exception.

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 deciding to initiate lock-down procedures. Under circumstances where a delay in seeking directions 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.

As a victim of an active shooting event, you will experience a Parasympathetic Nervous Response or be in shock. You will hope to contact an authority figure. For the victim(s), once law enforcement arrives, that arrival marks the end of the event, however, for the officer(s) the event is still active. The following recommendations should be followed by victims of an active shooting when first contact is made with law enforcement:

- Wait for law enforcement to issue directions before moving.
- If possible, place hands where the officer can see them.
- The officer may ask you to stand and place your hands on your head. Comply.
- Do not attempt to leave the area without permission from an officer.
- Remember, treatment will be given in the order of the most severely injured to least severely injured.
- Remember, victims are also surviving witnesses. Be patient!! You will be interviewed before you are released.

### Law Enforcement Procedures

**A. Purpose:** To intervene in active shooting events in a manner that reduces the risk of great bodily harm or death to the innocent by neutralizing the threat. This goal can be achieved by various means, including the use of deadly force.

**B. Procedure:** Incidents involving an active shooter will require immediate action by all on duty members of Southern University System law enforcement community. In active shooting cases, delayed deployment could have catastrophic consequences.

- Incidents involving active shooters on campus will require immediate action and rapid deployment of law enforcement officers prior to the arrival of the closest Tactical Team.
- Law enforcement officers arriving on the scene are expected to and are trained to take immediate action without waiting for command staff, backup or Tactical Teams.

Response Guidelines:

The following seven principles set general response guidelines for active shooting incidents. Active Shooting events are unique, and it must be stated the effective handling of such events cannot be totally reduced to written procedures. Procedures are not intended to limit conventional police tactics, which are appropriate to a crisis situation. The significant factors regarding these tactics are that they represent a means of intervention available to law enforcement and there is a potential of elevated risk to bystanders and police officers. The risk is acceptable in light of the potential these tactics have for saving life. Another important aspect of the active shooter tactical doctrine is that an officer is authorized to take action prior to the arrival of command staff and special units.

- **Goal:** To save lives and prevent injuries. The purpose of law enforcement intervention is to neutralize the threat by denying access to potential victims, rescuing the injured and rescuing surviving victims.
- **Assume Tactical Responsibility:** First arriving officer assumes command of the event. Command will not be based on rank but rather arrival, when command can be transferred to the ranking officer, first arriving officer will relinquish his command and assume assigned duty.
- **Situational Analysis:** The first arriving officer, based on information received, conducts a situational analysis. The analysis will be continuous, considering all new information received. Based on the officer's situational analysis, the officer must determine if the situation is an active shooting event and whether immediate intervention is required. The first responding officer must also determine how responding units will be best deployed.

- **Incident Command:** No action will be taken that is unplanned or without controls. The first officer will initiate incident command. Upon arrival, command personnel responding to the event will monitor the situation but will not obstruct ongoing intervention activities. Command staff must arrive on the scene and be fully briefed prior to assuming command of the event.
- **First Responder Tactical Intervention:** When responding to an active shooter incident, SUS endorses the concept of first responder tactical intervention. It is critical that all law enforcement officers, supervisors and command personnel are familiar with the definition of an active shooter, as well as the tactics deemed appropriate for active shooter response. The traditional law enforcement response of waiting and formulating a plan may not be adequate for an active shooting event. The first officer on scene will need to consider the following:
  - **Rescue / Contact Team:** First responder intervention will be based on opportunity. Rescue teams will be formed with an identified element leader. Team movement and tactics will be determined by the element leader.
  - **Containment:** Dedicated security element should always be a component of the intervention team. Individual intervention is discouraged, as it is usually counterproductive. to a coordinated response to an active shooter event. Containment will be a decision based on the totality of the circumstances. Should containment occur it will be in the form of observation and report.
- **Active Shooter Site Security:** No location associated with an active shooter will be considered secure until the Special Response Team (SRT) Commander declares it so. Officers assigned to security functions will maintain positions until properly relieved.
- **Special Response Team (SRT):** Once on scene, the authorized SRT from the region shall assume command of the event and will determine when the all clear is given.

#### Development of Intervention Tactics:

Sothorn University System Police Department (SUSPD) administration will develop tactics to deal with active shooter incidents and will provide appropriate training to personnel of all ranks. These tactics will be developed under the following guidelines:

- Personnel will be trained to conduct immediate assessments.
- Tactics will conform to and capitalize on officer existing skills.
- Tactics and training will be basic and flexible.

All sworn personnel will attend active shooter training. Active shooting training will be instructed in three phases:

- Phase 1: Knowledge / Conceptual
- Phase 2: Skill Development
- Phase 3: Mandatory Yearly Refresher Training

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 is 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:

- Close off area to prevent further contamination and restrict access to the area.
- Activate fire alarm.
- Evacuate building or area.
- Follow Building Evacuation Procedures.
- Immediately report any spill or release of a hazardous chemical, from a safe location using the Hazardous Material Release/Spill Report.
- 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
- 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:

- Wear respiratory protection and other appropriate personal protective equipment. Check the Material Safety Data Sheet for specific instructions.
- If it is 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.
- Clean spill area with appropriate cleaning solution. (Check MSDS).
- 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 radio nuclide 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**

- Immediately notify all persons in room or area about the spill.
- 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.
- 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.
- 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.
- Limit the movement of persons involved who may be contaminated, and do not let them leave area until they are surveyed for contamination.
- 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.
- Survey the entire area and mark contaminated areas using magic markers.

### **b. Pre-Decontamination Procedures**

- Wear protective attire (heavy-duty rubber gloves, lab coat, safety glasses, footwear).
- Re-evaluate (i.e., monitor) the extent of the contamination, survey the entire lab/area. Make sure all contaminated areas are identified and marked.
- 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**

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

- Once moistened, clean using the procedures for a wet spill.
- 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**

- 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.
- Protective clothing, heavy duty plastic gloves or a box of disposable gloves, lab coat, footwear, and safety glasses.
- Portable radiation survey meter, swipes and alcohol (to moisten wipes).

### **G. Terrorist Attacks**

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, spray 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.

- 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.
- 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.
- Control access to laboratories and other areas that could pose likely targets. Lock doors when laboratory personnel are not present.
- Perform background checks of employees and students working with materials or in areas that might pose targets.
- Monitor and report any unusual cases of upper respiratory disease, rash, or other unusual symptoms.
- 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 (EOT) will assemble immediately at the Emergency Operations Center (EOC) 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:

- 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.
- 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.
- 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.
- 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.
- 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.

- 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.

### 3. 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 packages 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.

#### **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?

### **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:

- 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.
- You may place the package and contents in a zip-lock style plastic bag if available.
- Do not move the package from its current location.
- Leave the room and close the windows and doors behind you. Move to an area that will minimize you exposing others.
- If possible, wash your hands with soap and water to prevent spreading any powder to your face.
- Immediately contact University Police.
- Do not allow others to enter the area.
- University Police will notify the appropriate agencies and University departments, depending on the situation.
- 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.
- Remain calm. Exposure does not mean that you will become sick.
- 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.
- 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.

### **Unopened Package**

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

- You may place the package and contents in a zip-lock style sealable plastic bag if one is available.
- Immediately contact University Police.

- University Police will notify the appropriate agencies and University departments, depending on the situation.
- 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

- 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.
- 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:
  - Cover the nose/mouth when coughing or sneezing.
  - Use tissues to contain respiratory secretions.
  - Dispose of tissues in the nearest waste receptacle after use.
  - Perform hand hygiene after contact with respiratory secretions and contaminated objects/materials.

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

- During periods of increased respiratory infection in the community, offer masks to persons who are coughing. (Respirator masks are not necessary.)
- Encourage coughing persons, however, to sit at least 3 feet away from others in common areas.
- d. Physical safeguards
  - Ensure the availability of waste receptacles.
  - 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](http://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.

## **I. Proximity Threats**

These occur near location and can cause damage to life and property. May require need for evacuation. Examples include:

### Railroad, interstate, and water vessel disasters

- Obtain emergency response procedures from local municipality.
- Once notified, determine if voluntary or mandatory evacuation is required.
- Use applicable emergency response procedures as per the local municipality.

Local chemical or nuclear plant disasters – by law, all plants must report what is produced and include all of the following emergency procedures:

- Contact local/municipal government.
- Once notified, determine if voluntary or mandatory evacuation is required.
- Vertical, upwind, or downwind evacuation is determined by type of incident.
- Shut down heating, ventilation, and air conditioning (HVAC) system if sheltering in place and the situation allows.

### Aircraft Disasters

- Federal, state, and local authorities will assist once notification is received.
- Follow Agency emergency action plan.

## **J. Civil Disturbances**

Civil disturbances are generally riot and demonstrations, marches, and groups that have become riotous or a threatening individual.

- Restrict both employee and visitor movement in your area.
- Prepare for evacuation or relocation.
- Secure your area (lock doors, safes, files, vital records, etc.)
- Notify your local law enforcement immediately and then your Agency Head, Safety Coordinator, or supervisor.

## **K. Lockdown Response**

### Definition:

Lockdown procedures are defined as, people in a building take refuge in a secured location, e.g. in an office, classroom, or dorm room. Lockdown Procedures are usually initiated when it is unsafe to evacuate the building.

Certain risk factors should be identified when assessing the need to lockdown a building. Such risk factors include, but are not limited to:

- Past occurrences on other campuses or similar facilities
- Proximity of the campus to potential risk
- Upon advice from Law Enforcement

What to consider when developing a lockdown procedure:

- Whether the type of emergency situation can be reasonably foreseen
- If the emergency procedures being considered will be useful and practical

It should be considered that lockdown actions alone will rarely be the only action that is required in response to a violent situation such as an active shooter. In other words, Administrators, Faculty, Staff and Students must be made aware of the signs and warnings that indicate the potential for violence is present. In cases of active shooters, most attackers were victims of bullying or harassment. If this type of activity is discovered, it is important



that is brought to the proper level in order to have the proper intervention occur. It is also important for the University to practice proper basic safety procedures such as, clearly defining employee areas from public areas, notifying law enforcement of suspicious activity, persons or items, locking doors when applicable and reporting all incidents of misconduct and breaches.

Lockdown procedures are often developed to reduce the number of casualties that could occur if there is an active shooting on the campus or in one of the campus's buildings. This may not always be the case; physical threats can come in other forms, such as workplace violence, domestic violence, demonstrations or criminal activity occurring near the campus. Having a good lockdown procedure can assist in addressing physical threats from any of these cases.

### Types of Lockdowns

- Shelter in place: This type of lockdown usually involves reacting to environmental threats. Normally when a threat of air contamination has been received, shelter in place will be given, this will keep individuals from putting themselves in harm's way by being in the environment.
- Hold and Secure: This is a partial lockdown due to a physical or environmental threat on or near the campus but not in a particular building. This type of lockdown is intended to:
  - Protect Individuals from leaving the building and entering a potentially dangerous area.
  - Prevent the threat from entering a building.
- Full Lockdown: This type of lockdown is done to protect individuals from a known physical threat or attack. A known physical threat is identified on the campus or in a building and measures need to be initiated to:
  - Prevent the threat from accessing areas / Individuals being threatened.
  - To protect individuals and areas where the threat can be carried out.
  - To protect individuals from remaining in areas where the threat can be carried out.

These guidelines are not intended to be all inclusive, or to be used in all areas of the campus as written, as it is recognized that each building is unique and may require deviation from the plan in order to prevent injury.

One of the most important actions that must take place during the activation of a lockdown procedure is to notify the **POLICE, dial 911**. This call, as well as relaying any information regarding ongoing activities, is the first action in the lockdown process.



- **Shelter in place:** In the case of an environmental threat, via someone in authority or an email or text notification, the alert will be given. The following procedures are recommended:
  - Via email or text notification, a person in authority or word of mouth, the alert will be given to Shelter in Place
  - All individuals should be advised to move upwards in the building to an interior room on a higher floor since chemicals are heavier than air.
  - All windows and doors should be closed.
  - Building Staff:
    - Should lock all doors.
    - Turn off heating, air conditioning and ventilation systems.
    - Check all openings to ensure that none have been left open.
  - Law Enforcement should monitor the situation and relay any new information via the text and email notifications. All individuals should remain sheltered in place until the all clear is given.
- **Hold and Secure:** In the case of a partial lockdown due to a physical or environmental threat on the campus or near the campus:
  - Via email or text notification, a person in authority or through word of mouth, the alert will be given to Hold and Secure
  - Communication should alert people in buildings not to leave the building, to limit their movements and to stand by for updates via email or text notification.
  - Staff members should be designated to close and secure all entrance doors.
  - All blinds should be closed.
  - Turn off lights.
  - Keep all persons away from the window.
  - All individuals should be preparing to move to full lockdown if the situation requires.
- **Full Lockdown:** In the case of danger due to a physical threat in building or on the campus:
  - Via email or text notification, a person in authority or through word of mouth, the alert will be given for a full lockdown.
  - Should the threat occur in a building, individuals outside should not attempt to enter the building, instead they should run from the building and seek safety in another facility.
  - Should the threat occur outside on the campus grounds, individuals should leave the area of the threat immediately, seek safety in another

facility and follow procedures for a full lockdown when they are safely inside.

- Should the threat occur in a building, and you are present, quickly check the hall to see if any other non-threatening persons are seeking safety.
- All individuals should move from chairs and take a position on the floor in the fetal position.
- Individuals should not congregate in corners of the room.
- Individuals should make as little noise as possible.
- Individuals should silence all electronic devices, e. g. cell phones, iPads.
- Close all windows and blinds.
- Turn off lights.
- Keep all individuals away from windows and doors with glass.
- Stay in place, following the lockdown procedure until a person of authority asks you to move.
- When you are asked to move, follow all directions given. The situation will be tense, and you will have to be cleared before you are released.

**Key Factors:** The following considerations should be considered during the development of lockdown procedures:

- Lockdown procedures should be developed in response to known risks or risks that can be predicted based on information learned or past history.
- Lockdown procedures should be site specific.
- Integration of the Jag Safe App into the lockdown procedure as the communication system is vital.
- Lockdown procedures must take into account the type of access control in its facilities, if certain steps have to be taken in order to lock a door, staff must be informed.
- Lockdown procedure must never interfere with a person's ability to escape quickly should the situation warrant it.
- Lockdown procedures must be developed, disseminated and practiced in order to be effective.
- Lockdown procedures must be shared with individuals of authority.
- A good lockdown plan should identify all individuals who are responsible for its development, dissemination and practice schedule.
- Lockdown procedures must be flexible, as new threats are identified, the procedures must be adjusted.

### **SECTION XIII: Post-Disaster / Recovery Operations**

Following a disaster, the Chancellor, based on recommendations from the Command Team and Emergency Operations Team, will decide when employees will report to work. This information will be conveyed to Vice Chancellors, Assistant Vice Chancellors, and Supervisors, who in turn will ensure the information is passed on to faculty and staff reporting to them.

Vice Chancellors, Assistant Vice Chancellors, and Supervisors are responsible for verifying the status of each employee in their unit after a disaster in the Baton Rouge area. For this purpose, each unit will maintain a current list of all employee addresses and phone numbers. Each employee should be instructed to call their supervisor or other designated contact after a disaster.

Vice Chancellors, Assistant Vice Chancellors, and Supervisors are responsible for assessing the extent of damage, if any, to the workspaces of their unit. A Damage Assessment form should be completed and submitted to the Building Emergency Coordinator as soon as practical after the disaster to pre-identify damages in their area of responsibility. The purpose of this form is to provide Facilities Operations with a starting point for repairs.

The following represents the basic information needed to establish a claim for damaged or destroyed equipment:

- Separate damaged equipment from undamaged equipment.
- If water damage to electrical equipment is suspected, do not attempt to start. Tag this equipment indicating possible water damage and contact Risk Management to set up an inspection of all water-damaged equipment.
- Secure all equipment against further damage or theft.
- Call Risk Management to set up an inspection of all damaged equipment, giving the name and phone number of the contact person and the location where the damaged equipment may be seen.
- Make no attempt to replace equipment until approval has been given by the University's insurance carrier, Risk Management, and Facilities Department.
- Failure to provide information in a timely manner could result in claims being denied.

For further information and claim forms, contact Risk Management.

## **SECTION XIV: Document Preparation for FEMA Claims**

These procedures will serve as a documentation guideline for University departments in order for the University to receive financial reimbursement from the Federal Emergency Management Agency (FEMA).

### 1. Primary Responsibility

The Office of Finance and Administration is responsible for the actual completion of FEMA claim forms, the coordinating of data collection from all departments, and is the primary auditor of all documentation received. It is the University's intention that all claims made to FEMA be eligible and fully documented.

### 2. General Record Keeping

The importance of proper and accurate documentation cannot be overemphasized. It is extremely important that proper record-keeping is initiated when hurricane preparation begins. This allows for information to be collected as it occurs and also allows for rapid reimbursement after the storm. After the work is done, it is virtually impossible to accurately and properly complete the necessary documentation. The University could lose considerable FEMA funding if claims cannot be fully justified.

### 3. Background

When a hurricane (or other disaster) hits, a community may be eligible for federal assistance. The sequences of events, leading up to the awarding of funds, are as follows:

- a) Local declaration of an emergency and request for State Assistance.
- b) Initial Damage Assessment.
- c) State emergency declaration.
- d) Preliminary joint State / Federal damage assessment.
- e) Request for Presidential declaration.
- f) Declaration approved or denied.
- g) Approved declaration requires FEMA / State agreement.
- h) Federal disaster funds made available.
- i) Disaster recovery centers established.
- j) Applicant briefings for public assistance held.
- k) Applicant briefings for hazard mitigation held.
- l) Applicant files a NOI (Notice of Interest).

- m) Once the NOI is approved, the process of inspections and Damage Survey Report (DSR) writing begins. DSRs are completed by federal/state inspection teams and become the scope of work for an eligible project. After being reviewed, the funds are allocated, suspended, or denied.

#### 4. Public Assistance Categories

Public assistance is available for the following categories:

- Debris Clearance
- Emergency Protective Measures
- Road Systems
- Water Control Facilities
- Buildings and Equipment
- Public Utility Systems
- Other

#### 5. Announcement to Departments

If a disaster is declared, the Office of Finance and Administration will notify all those departments directly involved in the disaster recovery effort: Medical Facilities, Facilities Operations, University Police, Technology and Network Services, etc. These departments will then be instructed at that time what types of costs have been declared eligible and what the schedule will be for the collection of the documentation. The Office of Finance and Administration will then compile the information for the claim, submit the claim to FEMA, and distribute the reimbursement when received. This process will take several months depending upon the size of the disaster.

## **TABLE OF APPENDICES**

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- B. SULC INCIDENT COMMAND STRUCTURE BY POSITION**
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- F. SULC/SUBR DAMAGE- ROOM ASSESSMENT FORM**
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- H. SULC/SUBR BOMB THREAT CHECKLIST & TELEPHONE  
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- I. SUBR CATEGORIES OF TERRORIST**
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- K. SULC EVACUATION ROUTES**

<b>APPENDIX: A</b>		
<b>SULC COMMAND TEAM</b>		
<u>Contact</u>	<u>Title</u>	<u>Campus Number</u>
Alvin Washington	Chancellor	225-771-5749
Donald North	VC Student Affairs	225-771-2576
Shawn Vance	VC Academic Affairs	225-711-3777
Terry Hall	VC Finance	225-771-2506
Adrienne Shields	Exec. Asst. to Chancellor	225-771-2556
Ahvery N. Thomas-Robertson	Safety Coordinator	225-771-5818
Tramelle Williams	Director of IT & Deputy CIO	225-771-4910
Angela Gaines	Director of Facilities	225-771-4931
Micheal Fortune	Building Security	225-771-5849

## APPENDIX: B

### INCIDENT COMMAND STRUCTURE BY POSITION

CHIEF COMMAND OFFICER: CHANCELLOR ALVIN WASHINGTON

DESIGNEES: DONALD NORTH  
SHAWN VANCE  
TERRY HALL  
REGINA RAMSEY

***Note:** The SULC Administrators listed above, based on their experience and institutional knowledge, will have the flexibility of serving as CCO or the IC base on the availability of the Chancellor and the expertise required to successfully conclude the critical incident that initiated the Incident Command System.*

**INCIDENT COMMANDER:** CHANCELLOR OR DESIGNEE

#### **EMERGENCY RESPONSE TEAM:**

**GENERAL COUNSEL** CORINNE BLACHE

**BUILDING EMERGENCY COORDINATORS** DONALD NORTH  
MICHAEL THOMAS

**CHIEF OF UNIVERSITY POLICE – SUPD** JOYCELYN JOHNSON

**DEPUTY ADMINISTRATOR** KEVIN JOHNSON

**DISPATCHERS (SUPD)** EASTER STERLING

**COORDINATOR OF SECURITY (SUS LANDMASS)** WILBERT ROSETTE  
**COORDINATOR OF SECURITY (SULC)** MICHAEL FORTUNE

**DIRECTOR OF FACILITIES** ANGELA GAINES

**CUSTODIAL SUPERVISOR** TERRANCE WEST

**LIAISON OF HUMAN RESOURCES** PAULA MATTHEWS

**VICE CHANCELLOR FOR FINANCE** TERRY HALL

**DIRECTOR OF PURCHASING** TERRY STEWARD

**AVC OF FINANCE** DEMETRIA GEORGE

**DIRECTOR OF IT & DEPUTY CIO** TRAMELLE WILLIAMS



<b>COORDINATOR OF FOOD SERVICES (SUBR)</b>	RANDALL ANDRE
<b>DIRECTOR OF RESIDENTIAL HOUSING (SUBR)</b>	TRACIE ABRAHAMS
<b>DIRECTOR OF HEALTH SERVICES (SUS LM)</b>	GRETA WILKES
<b>MENTAL HEALTH COUNSELOR</b>	CHARNEL JACKSON
<b>VICE CHANCELLOR OF ACADEMIC AFFAIRS</b>	SHAWN VANCE
<b>VICE CHANCELLOR FOR ADMINISTRATION</b>	TERRY HALL
<b>VICE CHANCELLOR OF STUDENT AFFAIRS</b>	DONALD NORTH
<b>SAFETY DIRECTOR (SUS LANDMASS)</b>	WILBERT ROSETTE
<b>SAFETY DIRECTOR (SULC)</b>	AHVERY THOMAS-ROBERTSON

**NOTE:** *Review page 17 and 20 of SUBR Emergency Response Plan for Duties and Responsibilities*

<b>Appendix C</b>		
<b>SULC Emergency Control Committee</b>		
<u>Contact</u>	<u>Title</u>	<u>Campus Number</u>
Chief Joycelyn Johnson	Chief of Police	225-771-2770 225-771-4761
Kevin Johnson	Deputy Admin, SUPD	225-771-2770
Alvin Washington	SULC Chancellor	225-771-5749
Donald North	VC Student Affairs	225-771-2576
Shawn Vance	VC Academic Affairs	225-711-3777
Terry Hall	VC Finance	225-771-2506
Angela Gaines	Director of Facilities	225-771-4931
Donovan Jones	Facilities Coordinator	225-465-8546
Ahvery Thomas-Roberton	Safety Coordinator	225-771-5818
Tramelle Williams	Director of IT and CIO	225-771-4910
Wilbert Rosette	Director SUS Risk Management	225-771-3101

## **Appendix D**

### **SULC (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 area 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
- Access to male and female restrooms

<b>Appendix E</b>		
<b>SULC (SUBR) Designation/Evacuation Assembly Areas</b>		
<b>NUMBER</b>	<b>BUILDING</b>	<b>LOCATION</b>
183	A.O. Williams Hall	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 area near Steptoe Avenue
049	A.W. Mumford Stadium	Parking lots surrounding stadium
039	Auditorium / Gymnasium	West of building near riverbank
179	Augustus Blanks Hall	Open area north of building
138	Benjamin Kraft Bldg.	Parking lot near Hunt Street
171	Central Stores	Lawn area near Hunt Street
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
	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
004	Lottie Anthony Hall	J.S. Clark Administration parking lot
032	SU Museum of Art	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	Donald Wade House	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 are at Stone Avenue and Harrison Drive
	William James Hall	Across Harrison Drive in Moor Hall parking lot
066	William Pass Station	Open grassy south of building at Stone Avenue and Little Drive

**Note:** Please follow the chart above if you are in a different building than A.A. Lenoir Law Center.

**Appendix F**  
**SULC (SUBR) Damage Assessment Forms – Room**

<b>ROOM ASSESSMENT FORM</b>		
Storm/Event:	Assessment Date:	Room Number:
Building Name:	Building Number:	Mark if update to previous form:
Name of Assessor:	Control Number:	
<b>CAUSE OF DAMAGE: (Check One)</b>		
IMPACT (Wind or Debris)	WIND (hit by tree or limb)	
Water Damage (Rain or Leak)	Power Surge or Lightning	
Water Damage (Flooding)	Other (describe)	
<b>DAMAGE DETAIL:</b>		
Contents/Items	Description of Damages	
Carpet/Flooring		
Walls		
Ceiling Tile		
Windows		
Furniture		
Built-in Furniture		
Lighting		
HVAC		
(Additional Items)		
<b>Emergency Repairs or Preventive Actions (leave blank if no actions taken)</b>		
Action Taken:		
Name of Person:	Date of Repair:	Labor Time (hrs.):
<b>Photograph: (Please attach)</b>		
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:		Date:
Contact Information:		

## Appendix G

### SULC (SUBR) Damage Assessment Forms – Building

<b>BUILDING ASSESSMENT FORM</b>		
Storm/Event:	Assessment Date:	Room Number:
Building Name:	Building Number:	Mark if update to previous form:
Name of Assessor:	Control Number:	
<b>CAUSE OF DAMAGE: (Check One)</b>		
IMPACT (Wind or Debris)	WIND (hit by tree or limb)	
Water Damage (Rain or Leak)	Power Surge or Lightning	
Water Damage (Flooding)	Other (describe)	
<b>DAMAGE DETAIL:</b>		
Contents/Items	Description of Damages	
Roof		
Gutters		
Entry		
Stairs		
Landscaping		
Walls		
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)		
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:		Date:
Contact Information:		

## Appendix H

### SULC (SUBR) 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: \_\_\_\_\_ TIME: \_\_\_\_\_

PHONE: \_\_\_\_\_ DATE: \_\_\_\_\_

CALLER'S IDENTITY:

SEX: Male \_\_\_\_\_ Female \_\_\_\_\_ Juvenile \_\_\_\_\_ Approximate Age \_\_\_\_\_

ORIGIN OF CALL:

Local \_\_\_\_\_ Long Distance \_\_\_\_\_ Booth \_\_\_\_\_ Internal (From within campus?) \_\_\_\_\_

Internal note the extension \_\_\_\_\_

#### BOMB FACTS

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

When is the bomb going to explode? \_\_\_\_\_

Time Remaining? \_\_\_\_\_

What does it look like? \_\_\_\_\_

Where is it located? \_\_\_\_\_

Did you place the bomb? \_\_\_\_\_

What kind of bomb? \_\_\_\_\_

Where are you now? \_\_\_\_\_

What will cause it to explode? \_\_\_\_\_



How do you know so much about the bomb? \_\_\_\_\_

What is your name and address? \_\_\_\_\_

If the voice is familiar, who did it sound like? \_\_\_\_\_

Sex of Caller: \_\_\_\_\_

Race: \_\_\_\_\_

Age: \_\_\_\_\_

Length of the Call: \_\_\_\_\_

Number at which call was received: \_\_\_\_\_

**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? Explain

---

---

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 it to this checklist.

**PLEASE DO NOT HANG UP THE PHONE WHEN THE CALL ENDS. THE POLICE MAY BE ABLE TO REVERSE TRACE THE CALL!!!**

VOICE CHARACTERISTICS

\_\_\_ Loud  
\_\_\_ High Pitch  
\_\_\_ Raspy  
\_\_\_ Intoxicated  
\_\_\_ Soft  
\_\_\_ Deep  
\_\_\_ Pleasant  
\_\_\_ Incoherent

LANGUAGE

\_\_\_ Excellent  
\_\_\_ Fair  
\_\_\_ Foul  
\_\_\_ Good  
\_\_\_ Poor  
\_\_\_ Other

BACKGROUND NOISES

\_\_\_ Factory Machines  
\_\_\_ Bedlam  
\_\_\_ Music  
\_\_\_ Office Machines  
\_\_\_ Mixed  
\_\_\_ Street Traffic  
\_\_\_ Trains  
\_\_\_ Static

☐ Irrational  
☐ Other

☐ Motor  
☐ House Noises  
☐ Animals  
☐ Quiet  
☐ Voices  
☐ Airplanes  
☐ Party Atmosphere  
☐ PA System

SPEECH

☐ Fast  
☐ Distinct  
☐ Stutter  
☐ Slurred  
☐ Slow  
☐ Distorted  
☐ Nasal  
☐ Lisp  
☐ Other  
☐ Clearing throat  
☐ Distinct Accent  
☐ Familiar  
☐ Ragged  
☐ Cracked voice  
☐ Normal

MANNER

☐ Calm  
☐ Rational  
☐ Coherent  
☐ Deliberate  
☐ Righteous  
☐ Angry  
☐ Irrational  
☐ Incoherent  
☐ Emotional  
☐ Excited  
☐ Rapid  
☐ Disguised  
☐ Laughing  
☐ Deep breathing

## Appendix I

### 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 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. The 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%.
- **Botulinum 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, 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 nonlethal; however, they can result in asphyxiation. Clinical symptoms include eye and throat irritation, respiratory distress, nausea and vomiting.

5. Explosive agents, 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.

## Appendix J

### SULC (SUBR) Action Steps for Tropical Storms and Hurricanes

<b>ACTION STEPS – TROPICAL STORM</b>	
<b>Alert (Storm Strike 72 – 36 hours away)</b>	
1.	Command Team meets as needed and monitors the situation (meetings may be conducted by telephone).
<b>Watch (Storm Strike 36 – 24 hours away)</b>	
1.	Command Team and/or Emergency Operations Team meets as needed and monitors the situation (meetings may be conducted by telephone).
2.	University Information Hotline and the EOC may be activated.
3.	Facilities Services / Physical Plant secures the campus.
<b>Warning (Storm Strike 24 – 0 hours away)</b>	
1.	Command Team and/or Emergency Operations Team meets as needed and monitors the situation continually.
2.	Individual departments are informed of the situation by meeting, e-mail, fax, or voice.
3.	University Information Hotline is activated.
4.	EOC is activated.
5.	Facilities Services / Physical Plant continues to secure the campus.
6.	If travel or campus conditions become (or are about to become) dangerous: <ul style="list-style-type: none"> <li>a. classes are cancelled.</li> <li>b. non-essential personnel may be released.</li> </ul>

<b>ACTION STEPS – CATEGORY #1 and 2 HURRICANES</b>	
<b>Alert (Hurricane Strike 72 – 36 hours away)</b>	
1.	Command Team meets as needed and monitors the situation (meetings may be conducted by telephone).
2.	University Information Hotline is activated.
3.	Web announcement is activated.
4.	Facilities Services secures the campus.
<b>Watch (Hurricane Strike 36 – 24 hours away)</b>	
1.	Command Team and/or Emergency Operations Team meets as needed and monitors the situation continually.
2.	Individual departments kept informed of the situation by meeting, e-mail, fax, or voice. <ul style="list-style-type: none"> <li>a. Individual departments are instructed to execute pre-disaster preparations.</li> <li>b. Individual Units may be instructed to secure building and office contents.</li> </ul>

	c. Students are instructed to prepare their rooms.
3.	Facilities Services / Physical Plant continues to secure the campus.
<b>Warning (Hurricane Strike 24 – 0 hours away)*</b>	
1.	Command Team and/or Emergency Operations Team meets as needed and monitors the situation continually (meetings may be conducted by telephone).
2.	The EOC is activated.
3.	University Information Hotline is manned.
4.	Classes are cancelled.
5.	Individual Units kept informed of the situation by meeting, e-mail, fax, or voice. a. Individual Units are instructed to execute pre-disaster preparations. b. Individual Units may be instructed to secure building & office contents.
6.	Facilities Services / Physical Plant continues to secure the campus.
7.	Once work areas are secured, all non-essential personnel are released.
<b>*These steps should commence at the beginning of the Warning Period.</b>	

<b>ACTION STEPS – CATEGORY #3, 4, and 5 HURRICANES</b>	
<b>Alert (Hurricane Strike 72 – 36 hours away)</b>	
1.	Command Team meets as needed and monitors the situation (meetings may be conducted by telephone).
2.	University Information Hotline is activated.
3.	Web announcement is activated.
4.	Facilities Services secures the campus.
5.	Watch Period Action Steps should commence during the Alert Period, no later than the 48-hour mark.
<b>Watch (Hurricane Strike 36 – 24 hours away)</b>	
1.	Command Team and/or Emergency Operations Team meets as needed and monitors the situation continually.
2.	The EOC is activated.
3.	University Information Hotline is manned.
4.	Individual departments kept informed of the situation by meeting, e-mail, fax, or voice. a. Individual departments are instructed to execute pre-disaster preparations. b. Individual Units may be instructed to secure building and office contents. c. Students are instructed to prepare their rooms.
5.	Facilities Services continues to secure the campus.
6.	Warning Period Action Steps should commence during the Watch Period.
<b>Warning (Hurricane Strike 24 – 0 hours away) *</b>	

1.	Command Team and/or Emergency Operations Team meets as needed and monitors the situation continually (meetings may be conducted by telephone).
2.	Classes are cancelled.
3.	Individual Units kept informed of the situation by meeting, e-mail, fax, or voice. a. Individual Units are instructed to execute pre-disaster preparations. b. Individual Units may be instructed to secure building & office contents.
6.	Facilities Services continues to secure the campus.
7.	Once work areas are secured, all non-essential personnel are released.
<b>*These steps should be completed by the beginning of the Warning Period.</b>	



## Appendix K

### SULC Evacuation Routes

There are various evacuation routes from the Southern University Law Center facility.

The facility is divided into eighteen (18) zones. Each zone has a primary and secondary exit route, and some zones include an additional alternate route. It is important that you become familiar with the entire evacuation plan since you cannot 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:

<b>Zone 1</b>		
<b><u>Location:</u></b>	Rooms 100 - 125	
<b><u>Offices:</u></b>	Clinical Education Financial Aid Law Review	Career Services Student Bar Association Title IX
<b><u>Primary Exit:</u></b>	Exit your office and proceed west down main corridor. Exit building via west exit door. Proceed to designated assembly area.	
<b><u>Secondary Exit:</u></b>	Exit office and proceed down main corridor to east exit through double doors. Exit lobby via south exit door. Proceed to designated assembly area.	
<b><u>Fire Wardens:</u></b>	Faculty or staff member at location	

<b>Zone 2</b>		
<b><u>Location:</u></b>	Lobby/Atrium	
<b><u>Offices:</u></b>		
<b><u>Primary Exit:</u></b>	Exit building via south or west lobby exit. Proceed to designated assembly area.	
<b><u>Secondary Exit:</u></b>	Exit building via east exit door in rear of lobby leading to back parking lot. Proceed to designated assembly area.	
<b><u>Fire Wardens:</u></b>	Faculty or staff member at location	

<b>Zone 3</b>		
<b><u>Location:</u></b>	Classrooms 129 & 130	
<b><u>Offices:</u></b>		
<b><u>Primary Exit:</u></b>	Use rear exit from respective classrooms. Proceed to designated assembly area.	
<b><u>Secondary Exit:</u></b>	Exit double doors in front of respective classrooms and proceed to east lobby exit leading to back parking lot. Proceed to designated assembly area.	
<b><u>Fire Wardens:</u></b>	Faculty or staff member at location	

<b>Zone 4</b>		
<b><u>Location:</u></b>	Library Rooms 139A - 147	
<b><u>Offices:</u></b>	Checkpoint Desk Civil Rights Reading Room	Librarian's Office Reserve

	Circulation Desk Stacks Area 1	West Stacks (1 <sup>st</sup> and 2 <sup>nd</sup> Level)
<b><u>Primary Exit:</u></b>	Exit double door leading to lobby/atrium. Exit building via south or west lobby exit. Proceed to designated assembly area.	
<b><u>Secondary Exit:</u></b>	Proceed down main corridor to Acquisitions department and exit building via emergency exit door. Proceed to designated assembly area.	
<b><u>Fire Wardens:</u></b>	Faculty or staff member at location	

### Zone 5

<b><u>Location:</u></b>	Library Rooms 148 & 149	
<b><u>Offices:</u></b>	Acquisitions Department	
<b><u>Primary Exit:</u></b>	Exit department via emergency exit door. Proceed to designated assembly area.	
<b><u>Secondary Exit:</u></b>	Exit Acquisitions Department, turn right and exit double doors leading to lobby/atrium. Exit building via south or west lobby exit. Proceed to designated assembly area.	
<b><u>Fire Wardens:</u></b>	Faculty or staff member at location	

### Zone 6

<b><u>Location:</u></b>	Library Rooms 134-136 & 150	
<b><u>Offices:</u></b>	Cataloging East Stacks (1 <sup>st</sup> – 4 <sup>th</sup> Levels)	Looseleaf Westlaw Room Stacks Area 2
<b><u>Primary Exit:</u></b>	Proceed down main corridor to Acquisitions department. Exit building via emergency exit door. Proceed to designated assembly area.	
<b><u>Secondary Exit:</u></b>	Proceed to the Reference room and exit building via emergency exit door nearest Higgins Hall. Proceed to designated assembly area.	
<b><u>Fire Wardens:</u></b>	Faculty or staff member at location	

### Zone 7

<b><u>Location:</u></b>	Library Rooms 158-164	
<b><u>Offices:</u></b>	Group Study Rooms Louisiana Reading Room	Reference Office Reference Room
<b><u>Primary Exit:</u></b>	Exit building via emergency exit door on east side of Reference room nearest Higgins Hall. Proceed to designated assembly area.	
<b><u>Secondary Exit:</u></b>	Proceed to rear of Reference room and exit building via emergency exit door leading to paved parking lot. Proceed to designated assembly area.	
<b><u>Fire Wardens:</u></b>	Faculty or staff member at location	

### Zone 8

<b><u>Location:</u></b>	Library Rooms 168-169	
<b><u>Offices:</u></b>	Computer Lab	Government Documents Media Room
<b><u>Primary Exit:</u></b>	Exit building via emergency exit door in rear of Reference room leading to back parking lot. Proceed to designated assembly area.	
<b><u>Secondary Exit:</u></b>	Proceed to front of Reference room and exit building via emergency exit door nearest Higgins Hall. Proceed to designated assembly area.	

<b><u>Fire Wardens:</u></b>	Faculty or staff member at location
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<b>Zone 9</b>		
<b><u>Location:</u></b>	Rooms 200-221	
<b><u>Offices:</u></b>	Academic Counselor's Office Classrooms 207 & 216 Clinical Education Facilities Coordinator's Office	Judge's Chambers Moot Court Room Seminar Rooms 210 & 214 Staff Lounge
<b><u>Primary Exit:</u></b>	Proceed west down main corridor, downstairs and exit building via west exit door. Proceed to designated assembly area.	
<b><u>Secondary Exit:</u></b>	Proceed east down main corridor to stairwell nearest Registrar's office, downstairs and exit to lobby. Exit building via south or west lobby exit. Proceed to designated assembly area.	
<b><u>Fire Wardens:</u></b>	Faculty or staff member at location	

<b>Zone 10</b>		
<b><u>Location:</u></b>	Classrooms 225 & 227	
<b><u>Offices:</u></b>		
<b><u>Primary Exit:</u></b>	Exit respective classroom and proceed down east stairwell past mechanical room. Exit building via northeast exit door. Proceed to designated assembly area.	
<b><u>Secondary Exit:</u></b>	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.	
<b><u>Fire Wardens:</u></b>	Faculty or staff member at location	

<b>Zone 11</b>		
<b><u>Location:</u></b>	Rooms 231 – 244 & 258 (Rear)	
<b><u>Offices:</u></b>	Budget Office Continuing Legal Education Faculty Library	Janitorial Closet Publications
<b><u>Primary Exit:</u></b>	Proceed to stairwell nearest Registrar's office. Exit stairwell to lobby. Exit building via south lobby doors. Proceed to designated assembly area.	
<b><u>Secondary Exit:</u></b>	Proceed down main corridor to west stairwell nearest Moot Courtroom, downstairs and exit building via west exit door. Proceed to designated assembly area.	
<b><u>Fire Wardens:</u></b>	Faculty or staff member at location	

<b>Zone 12</b>		
<b><u>Location:</u></b>	Rooms 234-239 & 258 (Front) - 259	
<b><u>Offices:</u></b>	Admissions Computer Services Copy/Mail Room	Faculty Library Recruitment
<b><u>Primary Exit:</u></b>	Proceed down main corridor to faculty area. Exit building via emergency exit door by secretarial area nearest Higgins Hall. Proceed to designated assembly area.	
<b><u>Secondary Exit:</u></b>	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.	

<b><u>Fire Wardens:</u></b>	Faculty or staff member at location
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<b>Zone 13</b>		
<b><u>Location:</u></b>	Rooms 245-252, 261-264 & 275	
<b><u>Offices:</u></b>	Admin. Asst to the Chancellor Chancellor's Conference Room Chancellor's Office Chancellor's Reception Area	Exec. Asst. to the Chancellor Director of Fiscal Affairs Registrar's Office Vice Chancellor's Office
<b><u>Primary Exit:</u></b>	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.	
<b><u>Secondary Exit:</u></b>	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.	
<b><u>Fire Wardens:</u></b>	Faculty or staff member at location	

<b>Zone 14</b>		
<b><u>Location:</u></b>	Rooms 277-291	
<b><u>Offices:</u></b>	Faculty Offices	
<b><u>Primary Exit:</u></b>	Proceed down main corridor and exit building via southeast stairwell nearest Higgins Hall. Proceed to designated assembly area.	
<b><u>Secondary Exit:</u></b>	Proceed down main corridor to rear (north) exit door. Exit building via northeast stairwell leading to paved parking lot. Proceed to designated assembly area.	
<b><u>Alternate Exit:</u></b>	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 back parking lot. Proceed to designated assembly area.	
<b><u>Fire Wardens:</u></b>	Faculty or staff member at location	

<b>Zone 15</b>		
<b><u>Location:</u></b>	Rooms 292-302	
<b><u>Offices:</u></b>	Faculty Offices	
<b><u>Primary Exit:</u></b>	Proceed down main corridor to rear (north) exit door. Exit building via northeast stairwell leading to back parking lot. Proceed to designated assembly area.	
<b><u>Secondary Exit:</u></b>	Proceed down main corridor and exit building via southeast stairwell nearest Higgins Hall. Proceed to designated assembly area.	
<b><u>Alternate Exit:</u></b>	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 back parking lot. Proceed to designated assembly area.	
<b><u>Fire Wardens:</u></b>	Faculty or staff member at location	

<b>Zone 16</b>		
<b><u>Location:</u></b>	Rooms 200N-206N	
<b><u>Offices:</u></b>	Classrooms Faculty Offices Faculty Lounge	
<b><u>Primary Exit:</u></b>	Proceed down main corridor toward elevator. Take stairwell down to exit door. Exit building and proceed to designated assembly area.	
<b><u>Secondary Exit:</u></b>	Proceed down main corridor toward restrooms and exit building via exit doors. Proceed to designated assembly area.	
<b><u>Fire Wardens:</u></b>	Faculty or staff member at location	

<b>Zone 17</b>		
<b><u>Location:</u></b>	Rooms 206N & 212N	
<b><u>Offices:</u></b>	Classrooms Faculty Offices	
<b><u>Primary Exit:</u></b>	Exit building via stairwell. Proceed to designated assembly area.	
<b><u>Secondary Exit:</u></b>	Proceed down main corridor past seminar room and exit building via stairwell. Proceed to designated assembly area.	
<b><u>Fire Wardens:</u></b>	Faculty or staff member at location	

<b>Zone 18</b>		
<b><u>Location:</u></b>	Library	
<b><u>Offices:</u></b>	Library	
<b><u>Primary Exit:</u></b>	Exit building via exit door. Proceed to designated assembly area.	
<b><u>Secondary Exit:</u></b>	Proceed down main corridor away from library and exit building via exit doors. Proceed to designated assembly area.	
<b><u>Fire Wardens:</u></b>	Faculty or staff member at location	

<b>Zone 19</b>		
<b><u>Location:</u></b>	Rooms 170-172	
<b><u>Offices:</u></b>	Classrooms Offices	
<b><u>Primary Exit:</u></b>	Exit building via exit doors at the end of the corridor. Proceed to designated assembly area	
<b><u>Secondary Exit:</u></b>	Proceed down main corridor toward rest rooms and exit building via exit doors. Proceed to designated assembly area.	
<b><u>Fire Wardens:</u></b>	Faculty or staff member at location	

In addition to the above instructions, **please be reminded 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 front building) in the open lawn across the street from A.A. Lenoir Law Center near Steptoe Ave.

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

**All individuals with disabilities should register with the Chancellor's office. 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 Safety Coordinator** at (225) 771-5818.

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