



LOUISIANA COLLEGE

PREPARING GRADUATES ♦ TRANSFORMING LIVES

LC Emergency Response Plan

The LC Emergency Response Plan relates vital information on what to do in the event of several different types of emergencies. Please be sure to read the document. You are encouraged to download the Plan to your computer or other digital device for quick reference.

Amended 7/16/19

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1. Emergency Response Plan: Purpose, Mission, Goals and Authority

Purpose

The purpose of the Emergency Response Plan (ERP) is to establish policies and procedures, as well as, an organizational hierarchy for response to emergencies occurring on campus. This campus-level ERP guides the response of Louisiana College personnel and resources during an emergency. It is the official ERP for Louisiana College, supersedes previous plans, and precludes employee actions not in accord with the intent of this plan, or the emergency organization created by it.

Mission

The mission of Louisiana College is to prepare graduates and transform lives in a culture that is relational, rigorous and relevant. The College is a learning and living environment comprised of faculty, staff and students, brought together for study and work in a setting designed to fulfill our mission. Part of accomplishing that mission requires a healthy and safe campus. However, crisis situations can and do occur. The mission of this plan defines and describes actions to be taken by the campus community to effectively mitigate, prepare for, respond to and recover from various crises, emergency or disasters that may affect lives, property and the institution.

Goals

- To protect the health and safety of the campus population
- To protect campus assets
- To preserve the College's ability to operate
- To establish clear lines of authority and coordination applicable to a crisis response
- To centralize and define the procedures to be implemented in response to a crisis event
- To ensure a timely recovery from a crisis event

Authority

This plan is enacted under the authority of the President of Louisiana College. The day-to-day management and implementation of this plan is delegated to the Director of Safety and Security. When deemed appropriate the President of the College, based on the unfolding events of a crisis or potential crisis, will activate the Emergency Operations Center.

2. Emergency Operations Center

The Emergency Operations Center (EOC) is a term used not to define a specific location but a system of command and control. This system is the primary policy-setting group during a major campus emergency and during emergencies outside the campus which have the possibility of affecting campus operations. The President of the College will appoint a committee as dictated by the nature of the campus emergency. The EOC will include the following personnel or their alternates:

Vice President for Business Affairs

Vice President for Student Development

Vice President for Academic Affairs

Director of Information Systems

Dean of Students

Director of Facility Services

Director of Public Relations

Director of Safety and Security

Athletic Director

Once the EOC is activated by the President of the College or by his designee, the Chairperson will notify and assemble the assigned personnel. Based on the nature of the crisis, the Chairperson can establish the EOC in a fixed location or means of communication, such as emails or conference calls, which are best suited for response to the emergency.

Examples of incidents that may warrant implementation of the Emergency Operations Center are:

Serious environmental threats to health and safety:

Bioterrorism

Bomb threat

Hazardous materials

Communicable disease

Fire

Severe weather

Incidents of actual or potential harm to individuals:

Serious accident or injury

Missing person

Suicide

Violent crime

Active Shooter

Threat or actual disruption of critical college operations:

Civil disturbance

Power failure

Telecommunications service failure

Widespread data system disruption

Water supply loss

Weather-related threat

This list is not exhaustive. Any potential threat to individual safety or to College assets can quickly become a serious emergency if not reported, evaluated, and managed without delay. Each member of the campus community has a responsibility for maintaining awareness of their surroundings and to stay alert to the development of potential threats. Sound judgment must be used at all times to avoid the unnecessary disruption of College activities.

3. Plan Priorities

The following general objectives have been developed in order to help meet the goals of this plan. The objectives listed below may not apply to every possible situation, but are included here to provide a framework of global priorities to be considered at any incident.

a. Priority I: Ensure Health and Life Safety

Objectives:

Attempt to identify the nature and severity of threat and all affected areas

Establish emergency communications

Assess personal injuries and track status of injured or missing individuals

Evacuate and isolate affected locations pending additional assessment

Identify and rescue persons trapped in damaged facilities

Determine need for assistance from public safety agencies – request as needed

Communicate critical information and instructions to students, faculty and staff, families, and public

Establish medical support

Provide emergency food and shelter as needed

b. Priority II: Life Support & Assessment: Protect Buildings, Facilities, Systems of Record

Objectives:

Assess facilities

Reinforce, barricade, or secure damaged facilities that pose safety hazards

Shutdown critical utility, data, and telecommunications systems

Rescue critical records, backups and other data, where possible

Determine need for outside assistance and/or expertise – request as needed

Document damages

c. Priority III: Restore Normal Operations

Objectives:

Initiate reactivation and restart of shutdown systems

Establish temporary facilities for displaced activities

Normalize delivery of supplies and equipment to campus

Provide counseling and personal assistance to those affected by event

Provide space, equipment, or materials to external agencies, as necessary

4. Plan Responses

There are three sections of Plan Responses

- Systems and Procedures for Dealing with Emergencies
- Non-Weather Emergencies
- Weather Emergencies.

5. Systems and Procedures for Dealing with Emergencies

a. Emergency Notification System

Louisiana College has implemented a campus-wide emergency notification system (**Wildcat Alert**) which can be activated to alert the campus community in the event of a serious emergency. Louisiana College requires all faculty, staff and students to be registered Wildcat Alert subscribers. Faculty, staff and student cell phones are to be operational at **all times** (vibrate mode) in the event of a campus wide emergency.

The Wildcat Alert Messaging System

Upon notification of an emergency that presents a potential threat to the campus population, designated users of the Wildcat Alert messaging system will activate the system and send a combination of text and email messages to the contact information entered into the College's emergency notification database. These messages will contain important information about the emergency and/or specific response instructions. Depending upon the nature of the

emergency and the immediate threat presented, notifications may be sent to various individuals, specific groups, or all of the contact information in the database. Upon activation of the Wildcat Alert, all campus occupants should:

Immediately increase awareness of surroundings and be alert for any type of potential threat

If notified by email, activate personal communication devices to prepare for receipt of emergency information messages (e.g. cell phones, etc.)

If outdoors, prepare to move to an area of shelter or safety using caution before automatically moving into any specific building until the exact nature of the emergency and/or the areas of campus involved are known

If indoors, prepare to initiate evacuation, shelter-in-place, or emergency lockdown procedures

b. Emergency Lockdown

There are a number of emergency situations in which the immediate, mass evacuation of buildings and/or classrooms is not advisable (e.g. hostile intruder, hazardous material release, terrorist attack). In these cases, personnel will be advised to initiate an emergency lockdown.

General Emergency Lockdown Procedures

Communication - An emergency lockdown will be announced campus-wide by communication via the campus emergency messaging system (Wildcat Alert) and through verbal, person-to-person communication

If a situation that requires an emergency lockdown is discovered, the individual making the discovery shall immediately contact Campus Security at 318.308.6505 or 7233 from a campus phone and provide as much information as possible

Persons in the immediate area should be notified of the emergency by passing information person-to-person

Fire evacuation alarms are not to be sounded in non-fire related emergencies

In case of Lockdown, all official communication will flow through the Wildcat Alert system and supersedes any further alarms.

If a fire alarm does go off during an Emergency Lockdown, **do not** evacuate unless you smell smoke or see fire in your area.

Upon notification of such an emergency, the Director of Safety and Security or his/her designee will initiate the transmission of an Emergency Lockdown Message to affected campus groups

Lockdown Procedures

Those in hallways or other open areas are to immediately seek shelter in the nearest classroom, lockable space or a space that can be barricaded

Immediately lock or barricade all doors

Close windows, blinds and any window treatments present

Turn off lights

Remain concealed as much as possible by crouching down in areas not visible from doors and windows

Do not congregate in one central area in the room

Sit on floor and remain out of view, still, and quiet

Once secured, do not open doors for anyone who cannot be clearly identified as a law enforcement officer or LC official

Do not enter hallways or any open areas until a message has been received indicating that the emergency is over

People in outdoor areas should immediately take cover, preferably in an area or space that can be locked or barricaded, if possible

Activate communication devices and await further emergency communications.

c. Building Evacuation

All building evacuations will occur when an alarm sounds or upon notification by emergency personnel via the emergency response system (Wildcat Alert)

If necessary, or if directed to do so by a designated emergency official, activate the building fire alarm

Do not use elevators during an emergency evacuation (Emergency personnel may use an elevator for evacuation after review of the circumstances)

When the building evacuation alarm is sounded or when told to leave by a designated emergency official, walk quickly to the nearest marked exit and ask others to do the same

Once outside, move clear of the building allowing others to exit, and immediately report to the professor that was teaching your class or your RA. Ensure that your presence is accounted for to expedite emergency operations

Do not return to an evacuated building until advised by emergency personnel

Ensure that personal communication devices are activated and prepare to receive any Wildcat Alert messages that may be sent

Be aware of people with disabilities in your area who might require assistance in an emergency evacuation. Be prepared to render assistance if necessary

Note: It is suggested that people with disabilities prepare for emergencies by learning the locations of exit corridors and enclosed stairwells and by informing co-workers, professors and classmates of best methods of assistance during an emergency

If you have a disability that may delay or prevent immediate evacuation, stay calm and take steps to protect yourself. If possible, call 318.308.6505 or 7233 from a campus phone or 911 and tell the emergency dispatcher where you are or the location where you will be moving. If you must move, the following action is recommended:

Move near to an enclosed stairwell

Request persons exiting to notify emergency responders of your location

As soon as practical, move into the stairway and await emergency personnel.

Emergency Action

When the alarm sounds, leave the building immediately

Alert others to the emergency and ask if they will need help in evacuation

Do not use elevators unless instructed to do so by emergency personnel

d. Shelter-In-Place

“Shelter-In-Place” simply means seeking immediate, temporary shelter inside a building or area. This course of action may need to be taken during an outdoor accidental release of toxic chemicals, weather emergencies, or other emergencies where normally available escape routes may not be safely secured. This action may be necessary for either individuals or large groups depending on the situation.

Notification of the need to shelter in place may come through several ways:

Emergency Alert Siren

Wildcat Alert message broadcast

Direct observation or sense of dangerous situation

Directly from campus staff or other emergency personnel

Additional Actions:

Close all doors and windows to the outside

Do not use elevators as they may pump air into or out of the building

If possible, close and seal room vents, ducts, windows or other openings which may allow fumes or vapors to enter

Activate communication devices and prepare to receive additional emergency information and instructions via Wildcat Alert

Emergency Action

Stay calm

Stay inside a building

Seek inside shelter if outside

Seal off openings to your room if possible

Remain in place until you are told that it is safe to leave

e. Campus Wide Evacuation Policy

If you are directed to evacuate the entire campus, you should leave the main campus area and do not return until directed to do so. It is important to evacuate by foot, bicycle, and/or vehicle as soon as possible based on your individual circumstance. There will be traffic congestion and it is important to avoid major intersections and leave the outlying areas of the College community. The mass evacuation of the campus will adversely affect traffic in the Pineville area. You should decide on your own the appropriate method for leaving the campus depending on your location and your circumstances. Simply walking on foot may be the best option if traffic congestion is a concern. You can expect limited cell phone coverage during this type of incident. The College will continue to use its Emergency Notification System to disseminate information concerning the incident and the evacuation. In addition, during an emergency and when practical, local media coverage will be used to assist in the dissemination of information.

Residence hall students should stay tuned to the information sources for direction should a campus wide evacuation or partial evacuation of residence halls take place. The Residence Life Department will be involved in relocation housing in the event of a protracted incident.

Faculty and staff essential personnel will be directed by the Louisiana College Department of Safety and Security to assist in the evacuation process and/or management of the incident where appropriate. There will typically be a designated staging area, to be determined and communicated, for essential personnel to be briefed on the situation and incident objectives.

6. Non-Weather Emergencies:

a. Active Shooter – **DO NOT ACTIVATE FIRE ALARM**

Definition: An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

If you see or hear an active shooter anywhere on campus follow these guidelines:

RUN: Have an escape route and plan in mind • Leave your belongings behind • Keep your hands visible

HIDE: Hide in an area out of the shooter's view • Initiate Emergency Lockdown Procedures • Block entry to your hiding place and lock the doors • Silence your cell phone and/or pager

FIGHT: As a last resort and only when your life is in imminent danger • Attempt to incapacitate the shooter • Act with physical aggression and throw items at the active shooter

CALL 911 when you are out of the shooter's site and range and provide the following information:

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

When Law Enforcement Arrives:

Remain calm and follow instructions

Put down any items in your hands (i.e., bags, jackets)

Raise hands and spread fingers

Keep hands visible at all times

Avoid quick movements toward officers such as holding on to them for safety

Avoid pointing, screaming or yelling

Do not stop to ask officers for help or direction when evacuating

b. Bomb Threat

Any person receiving a bomb threat will immediately notify campus security at 318.308.6505 or 7233 from a campus phone or 911 and report as many details of the situation as possible.

DO NOT HANG UP THE PHONE! Keep the caller on the line as long as possible.

Use another telephone line to have someone contact Campus Security or make the call yourself immediately after call ends.

Record - write down as much information as possible.

What the caller says (every word, exactly as spoken, if possible)

Pay particular attention to any discernable background sounds and make notes of such

Try to identify voice characteristics (accent, slur, pronunciation, etc.)

Try to get specifics on the bomb, i.e. locations, detonation time, etc.

Record the number the call was received on

Record the time, date and duration of the call

Campus Security will dispatch unit/units to respond to the location(s) threatened. Follow instructions of the responding Campus Security Officers.

Emergency Action

Keep the caller on the line as long as possible

DO NOT HANG UP!

Notify Campus Security using an alternate line

c. Elevator Failure

If you become trapped in an elevator, use the emergency telephone or activate the elevator emergency alarm within the elevator car. If you hear an elevator alarm, please notify Campus Security at 318.308.6505 or call 911.

Elevator Entrapment Procedures

Provide Security with the following information:

Name of the building

Location within the building

Where the elevator car is stopped, if known

If a medical emergency exists

Keep the occupants calm and wait for help to arrive. Do not attempt to exit the car unless directed to and assisted by emergency personnel.

Elevators have mechanical safety brakes that will operate in all situations, even during power failures.

DO NOT attempt to open the elevator car door or in any way "shake" or "jar" the elevator car to move.

Emergency Action

Stay calm

Use emergency telephone or alarm found inside elevator car to notify others

If a bystander, Call 318.308.6505 or 7233 from a campus phone or 911 or use an Emergency Callbox and report incident

Keep occupants calm

d. Fire Emergency

In the event of a Fire Alarm:

Leave the building immediately using stairwells, not the elevators

If you are a mobility-impaired person on an upper floor, proceed to the stairwell landing on your floor and instruct someone to notify emergency response personnel of your location

Never presume a fire alarm is a false alarm. Take action immediately

Upon reaching a place of safety, call Campus Security at 318.308.6505 or 7233 from a campus phone or 911 to confirm notification of the alarm and provide any information specific to the situation

No personnel will be allowed to re-enter the building without permission of the Fire Department or Physical Plant

If a fire alarm does go off during an Emergency Lockdown, do not evacuate unless you smell smoke or see fire in your area.

In the Event of a Fire:

Assist any person in immediate danger to safety, if it can be accomplished without risk to yourself

Assist people with disabilities to quickly exit buildings

Immediately activate the building fire alarm system. This will activate the audible and visual warning system to evacuate the building and will automatically notify Campus Security and Fire Department

If the fire is small enough, use a nearby fire extinguisher to control and extinguish the fire

Don't fight the fire if these conditions exist:

- The fire is too large or out-of-control

- The atmosphere is toxic

If the first attempt to put out the fire does not succeed, evacuate the building immediately

Doors, and if possible windows, should be closed as the last person leaves a room or area

Do not use elevators - use building stairwells

Upon evacuating the building, residents should proceed at least 150 feet from the exit

After reaching a place of safety, call the Campus Security at 318.308.6505 or 7233 from a campus phone or 911 to verify the alarm was received and to provide additional information, such as:

- Name of the building

- Location of the fire if known

- Description of fire conditions if known.

If you become trapped in a building during a fire:

Stay calm and take steps to protect yourself

If possible, move to a room with an outside window

If there is a telephone, call 911 and tell the Emergency Dispatcher where you are. Do this even if you can see Fire Department personnel from the window

Stay where rescuers can see you through window and wave a light-colored item to attract their attention

Stuff clothing, towels, or paper around cracks in the door to help keep smoke out of your refuge

If possible, open the window at the top and bottom. Be ready to shut the window quickly if smoke rushes in

Be patient. Rescue of occupants within large structures will take time

No occupants will be allowed to re-enter the building without permission of the Fire Department or Facility Services

Fire Alarm Evacuation Sites

In the event of a fire alarm, students and faculty should evacuate to the following areas:

Cottingham – Quad

Tudor – Outside of HO West

EV – Hattie B Cafeteria Parking lot

WSA/CDA – WSA parking lot

New Church – Behind Cavanaugh Hall

Old Church – Behind Cavanaugh Hall

Cavanaugh Hall – Commuter Parking across College Blvd.

WFAB – Commuter Parking across College Blvd.

MPAC – Commuter Parking behind MPAC

Football Field House – Church Hall Parking Lot

Student Center - Quad

Alexandria Hall – Quad

HO West – Tudor Parking Lot

Cafeteria – Hattie B Parking

Norton Library / Student Success Center – Fountain Area in Front of Alex. Hall

Nursing Skills Lab - Fountain Area in Front of Alex. Hall

Guinn Auditorium – Quad

Guinn Religious Education / Bolton Chapel - Commuter Parking behind MPAC
Alumni House – Commuter Parking on College Blvd.

Emergency Action

Activate and/or sound the alarm

Call 911 or 318.308.6505 or 7233 from a campus phone in a safe location or use
Emergency Callbox

Evacuate the building

e. Medical Emergency

To obtain prompt professional emergency medical treatment, you should immediately call 911. When requesting an ambulance, be prepared to provide the following information:

Your name and telephone number

Location of emergency

Extent of the incident, injury, or illness

Location where someone will meet the ambulance for directing personnel to the patient

The individual making the call should continue to stay on the phone with the dispatcher. Answer as many questions as possible regarding the condition of the injured person so that information can be forwarded to the responding emergency personnel.

First Aid- If you provide first aid, consider the following:

Is immediate action needed in order to save a life? Will I place myself in harm or jeopardy?

First aid is just that. Do not jeopardize your health or the health of the patient. Wait for professional help if you are not able to provide proper first aid safely.

Emergency treatment for medical illness or injury may be obtained by calling Campus Security at 308.6505 or 7233 from a campus phone; the appropriate response will be initiated.

Emergency Action

Call 911 or 318.308.6505 or 7233 from a campus phone to report incident

Do not move the patient unless safety dictates

If trained, use pressure to stop bleeding and provide basic life support as needed

f. Utility Failure

The Louisiana College campus utility system is complex and the possibility exists for a utility failure of some nature and magnitude.

If you discover a water leak, gas leak, or other major utility failure which presents some immediate threat to personnel, call Campus Security at 318.308.6505 or 7233 from a campus phone. Do not attempt to correct the problem on your own. Campus Security will notify the necessary response personnel. Please do not call Campus Security unless you have an emergency and need assistance.

Electrical / Light Failure - It is recommended that you consider keeping a flashlight if emergency lighting does not provide sufficient illumination for your area. Many mobile phones have this capability.

Plumbing Failure / Water Leak - Cease using all electrical equipment. Notify the Campus Security at 318.308.6505 and advise them of the situation.

Natural Gas Leak - Cease all operations. Call the Campus Security at 318.308.6505 or 7233 from a campus phone or 911 if you can do so safely while exiting the area immediately. Do not turn on/off any lights or the fire alarm. Do not attempt to correct the problem yourself. Do not concern yourself with appliances or equipment. Evacuate to a safe outdoor area.

Emergency Action

Remain Calm

If you discover a water leak, gas leak, or know the source of a utility failure, call the Campus Security at 318.308.6505 or 7233 from a campus phone

Call 911 or Campus Security at 318.308.6505 or 7233 from a campus phone if you or others are injured or require emergency assistance

Stay away from any down or loose power lines

g. Hazardous Materials Spill/Release

For spills, releases or incidents that require special training, procedures, equipment (PPE) beyond the abilities of present personnel, take the following steps:

Immediately notify affected personnel and evacuate the spill area. Pull the building fire alarm if evacuation is required.

Call 911 or 318.308.6505 or 7233 from a campus phone to report the incident to the Campus Be prepared to provide the following information:

Your name, telephone, and location

Time and type of incident

Name and quantity of the material, if known

Extent of injuries or damage

The key person on site should evacuate the affected area at once, and seal it off to prevent further contamination of others until the arrival of emergency personnel.

Anyone who is contaminated by the spill should avoid contact with others as much as possible. Remain in the vicinity and give his/her name to the emergency personnel. Washing off contamination and any required first aid should be started immediately.

No effort to contain or clean up spills and/or releases should be made unless you have been trained.

If an evacuation alarm sounds, follow established building evacuation procedures.

Ensure that personal communication devices are activated and prepare to receive any Wildcat Alert messages that may be sent.

Do not re-enter the area until directed by emergency personnel.

Emergency Action:

Call 911 or 318.308.6505 or 7233 from a campus phone to report incident

Secure the area

Assist the injured

Evacuate if necessary

h. Violence

Types of violence:

Physical assault and/or threat with or without weapons involved

Stalking or continuous harassment that causes fear, worry or intimidation

Actions aimed at disrupting or sabotaging operations

Indirect threats, such as "I know where you live"

If you are a victim or witness consider the following:

If the violence is life-threatening, call Campus Security at 318.308.6505 or 7233 from a campus phone or 911 and report your location, any weapons involved, injuries and a description of the person making threats

If not life-threatening, advise Campus Security or a College Official of the incident as soon as possible

Try to move to a safe area and avoid further contact with the person making threats

If you are confronted by a threatening person consider the following:

- If possible, immediately leave the area or stay a safe distance away
- Dial 911 or 318.308.6505 or 7233 from a campus phone at first opportunity
- If you are unable to speak to the dispatcher, maintain an open phone connection
- Don't panic. If you are unable to leave, stay calm and try to calm the other person
- Try to get the attention of a bystander who can call for help
- Listen to the person and let them do most of the talking
- Don't belittle, criticize, agitate or argue with the person
- Don't use body language or speech that challenges the person
- Don't make sudden movements
- Don't make false statements or promises
- Note: the first and best option is to leave the area

7. Weather Emergencies

a. Campus Community Responsibilities

Keep contact information up-to-date and monitor (your cell phone, voice mail, internet address, text address) for emergency messages sent to those locations.

When appropriate, the Wildcat Alert will be utilized.

Monitor local television and radio stations for announcements and updates.

Continue to check the Louisiana College website throughout the event and for after-incident actions.

b. Hurricanes and Tropical Storms

Decisions to cancel classes, close the campus or evacuate the campus will be made by the EOC. These decisions will be made based on the complexity and severity of the event and will be made in as safe and timely a manner as possible.

Definitions:

Hurricane Season: June 1 through November 30

Tropical Storm: A storm with sustained wind speeds of 34 – 73 mph

Hurricane: A storm in which sustained winds of 74 mph exist.

Categories of Hurricanes:

Category 1– Minimal winds 74 - 95 mph

Category 2– Moderate winds 96 -110 mph

Category 3– Extensive winds 111 - 130 mph

Category 4– Extreme winds 131 -155 mph

Category 5– Catastrophic winds > 155 mph

When a tropical storm or hurricane is approaching:

The Emergency Operations Center will activate to aid preparations and make key decisions

Facility Services and other responsible units will work to secure the campus and be prepared for post-storm cleanup

College relations will communicate information pertaining to the weather event to the campus community

All campus units will implement strategies to enable continued functioning and to minimize downtime after a storm

Student Development will implement evacuation or shelter-in-place for residential students

Emergency Operations Center will determine whether there is a campus closure or an evacuation and when it will occur

IT will educate campus personnel on securing computers and files, and will secure their own computers and data files

All departments which will provide services during and/or after the storm (e.g. Facility Services, Security, Student Development, Dining Services) will insure preparedness

Preparation is a shared effort for all members of the campus community. A person who completes their own tasks should assist others

In the absence of specific guidance or direction, use common sense and make the most sensible decision.

Plan for worst-case scenarios, since it is easier to scale back than to scale up in an emergency.

Take into account:

- Possible physical damage (roof leak, blown-out window, storm surge, rising water)
- Personnel disruption (challenges to making contact afterward, inability to reach campus afterward, evacuation, disordered personal life, childcare problems, etc.)
- Scheduling disruptions
- Power disruptions; telephone (especially cell phone) disruptions
- Remind individuals that they must tend to their personal and family preparation in addition to what is expected at the College.

When a storm approaches:

Each person monitors the announcements, and prepares to take actions.

Department Supervisors obtain personal plans from direct reports and verify up-to-date telephone numbers for evacuation and/or emergency contacts.

Each Department and individual secures their computers, their data files, their office records, special supplies and equipment, physical facilities for which they are responsible.

Each person makes personal preparations in addition to securing the college.

Hurricane and Tropical Storm Timeline

The following timeline is meant to serve as a guide, but the timing of activities should be adjusted as appropriate, depending on the forecast for the storm and the tasks to be performed.

Day-to-Day Operations

Emergency Operations Center routinely monitors weather related media sources including but not limited to the National Weather Service, NOAA, FEMA, and SCEMD for severe weather reports, including hurricanes and tropical storms.

June 1st

Emergency Operations Center monitors all Gulf of Mexico tropical depressions and named storms for potential threat to Louisiana College. Official hurricane season is from June 1 until November 30. Emergency response for severe weather will include the following:

Individual departments insure sufficient supplies will be available to secure all offices, laboratories, and other work areas within their purview

Executive Officers of all departments will review campus storm procedures with key staff and all other employees in their division

Emergency call lists are updated

Dining Services maintains inventory of available supplies of food, water and fuel should shelter-in-place procedures be implemented

Facility Services maintains inventory of fuel for vehicles, generators and other supplies (such as polyurethane, flashlights, batteries, plywood, nails, blue tarps, plastic bags, ropes). In addition, inventory of supplies needed for preparation and clean-up activities and personal protective equipment (PPE) (such as gloves, respirator masks)

Residence Life maintains inventory of their similar supplies

Facility Services ensures all emergency equipment assigned to them is in a state of operational readiness (e.g. generators, vehicles, chain saws)

Responsible administrative departments review backup procedures and schedules for student records, library catalogs, alumni records, employment records and other essential

Contracts with external agencies or businesses for services or supplies needed for a weather event are reviewed, updated and confirmed by responsible unit (e.g. Facility Services, Purchasing, Residence Life)

IT sends regular memo regarding backing up of computers and care of computer equipment as a reminder for the season

96 Hours to Estimated Time of the Storm (May be done sooner or later depending on specific circumstances)

The Chair of the EOC notifies the College President that the committee is being convened

All emergency call lists are verified to be correct

Dining Services confirms inventory and ensures it can provide food and water for all students and staff remaining on campus for at least a 72-hour duration. Even if the campus is evacuated, there must be arrangements for all of the recovery crew

Facility Services ceases routine non-emergency activities to focus on storm preparations

Emergency Operations Center sends out reminder and advice on personal preparation

72 Hours Prior to Storm Arrival (May be done sooner or later depending on specific circumstances)

Emergency Operations Center meets

Essential departments verify inventory and condition of emergency equipment

All departments verify their emergency call list distributing both electronic and print copies to appropriate personnel. Supervisors obtain personal plans from direct reports and verify up-to-date landline telephone numbers for evacuation and/or emergency contacts

Facility Services and others insure that all equipment, trash and recycling receptacles, benches and all other loose items that may become projectiles are appropriately secured. Responsibility falls to the entire College staff to take care of their own work area and equipment

IT sends routine memo regarding care of computer equipment and backing up of files

Facility Services insures that any contractors working on campus secure all equipment and materials from their site that may become projectiles in high winds

Individual departments report updated status of storm preparations to supervisor at next level. The information gathered is summarized into one report by that supervisor and provided to the EOC

Shelter-in-Place - The EOC, based on the circumstances and best data at hand, will select an appropriate location to Shelter-in-Place any students who could not evacuate from campus

Residence Life reminds all students that they must have their own flashlight and batteries and also that no candles may be used because of fire hazard

Emergency Operations Center provides documentation of employment (in addition to employee I.D.) and verification of responsibilities to those employees who may need to return to campus before the city is open to the public

48 Hours Prior to Storm Arrival (May be done sooner or later depending on specific circumstances)

Emergency Operations Center meets

Departments verify location for securing College-owned vehicles during storm

Essential departments verify sleeping quarters for personnel for post-storm use (e.g. EOC, Physical Plant, Campus Security, etc.)

College Relations notifies appropriate media of College's hurricane preparedness plan and status, if deemed appropriate by the President through the EOC

Individual departments report updated status of their storm preparations to supervisor at next level

The information gathered is summarized into one report by that supervisor and provided to the Emergency Operations Center

Each individual prints useful information (e.g. contact list, hurricane plan) in anticipation of electronic records being unavailable for a significant period of time during and after the storm

President and EOC make decision to close the College, cancel classes and/or evacuate or initiate Shelter-in-Place if there is sufficient information to do so at this time

24 Hours Prior to Storm Arrival (May be done sooner or later depending on specific circumstances)

Emergency Operations Center assumes control of the school's operational responses during the remainder of the emergency

President and Emergency Operations Center make decision to close the College, cancel classes and/or evacuate or initiate Shelter-in-Place if there is sufficient information to do so at this time

Essential personnel may not utilize vacation, personal or administrative leave during EOC activation

Responsible departments insure campus vehicles are filled with gasoline and moved to safe area. Essential personnel may move their vehicles to that location if they will be remaining on campus

Individual departments report status of their storm preparations to supervisor at next level. The information gathered is summarized into one report and provided to the Emergency Operations Center

Dining Services provides “care packages” for those who will be on campus during the storm

12 Hours Prior to the Storm (May be done sooner or later depending on specific circumstances)

Emergency Operations Center Chair briefs President

President and EOC make decision to close the College, cancel classes and/or evacuate or initiate shelter-in-place if not done previously

Campus Security secures all unoccupied campus facilities

All departments complete back up of all computers

Individual departments report updated status of storm preparations to supervisor at next level. The information gathered is summarized into one report by that supervisor and provided to the EOC

Emergency Operations Center gives final instructions to members regarding anticipated response following storm

During the Storm

If we use Shelter-in-place, all persons are directed to stay indoors throughout the entire storm. For maximum protection, persons remain in the hallways and do not attempt to open windows or doors to see what is happening outside

All persons on campus should follow the instructions of College officials, including Campus Security, Residence Life and Physical Plant

All persons avoid use of elevators to travel between floors, due to the possibility of a power failure

All individuals restrict telephone calls to emergencies only, since non-emergency calls can overload the phone systems

After Storm

As soon as practical, Campus Security, Physical Plant personnel will assess damage to the campus and report conditions to the Emergency Operations Center. Damages are documented and photographed

Campus Security or Facility Services informs utility companies of damage or outages

Emergency Operations Center will recall essential personnel to campus if not already present

Emergency Operations Center will notify all remaining personnel when to report back to campus for normal duties

Facility Services mobilizes cleaning crews, removes plywood, installs tarps and coverings until permanent repair, clears standing water, replaces broken glass and checks and turns on elevators

Campus Security patrols all areas of campus to maintain maximum presence

Campus Security posts officers for security of severely damaged buildings

All employees check the College's webpage for updates and status of campus. (If necessary, all employees will be requested to report to campus to assist with clean-up activities)

The President, with the assistance of the Emergency Operations Center, makes the determination regarding students returning to campus housing and resumption of classes

Emergency Operations Center remains operational until campus activity has been restored to a sufficient level that it is no longer necessary. The Chairperson will set a date and time to conduct an after action review and policy adjustment if needed

Tornado

A tornado is defined as a violent rotating column of air extending from a thunderstorm to the ground. The most violent tornadoes are capable of tremendous destruction with wind speeds of 250 mph or more. Damage paths can be in excess of one mile wide and 50 miles long. Tornadoes may occur with little or no advance warning.

Before the Storm

Stay informed through local media sources on days when severe weather is expected.

A **Tornado Watch** indicates that conditions are favorable for tornadoes to form.

A **Tornado Warning** indicates that a tornado has been sighted in the area.

Tornadoes generally occur near the trailing edge of a storm. Possible indicators of a tornado include, for example:

Dark, often greenish sky

Large hail

Loud roar, similar to a train

Cloud of debris

Wind becomes calm and still frequent lightning

Action Plan

Preplan a location to be used for refuge - this action is a key to your safety!

Seek refuge in a basement area or an interior, windowless room on the first floor

Interior corridors/hallways are an acceptable second choice if no windowless rooms are available

DO NOT seek refuge in the following areas: Gymnasium, auditoriums, dining halls, workshops, laboratories, classrooms, exterior rooms with windows, elevators, stairwells, non-masonry buildings, utility areas, mobile units, and vehicles

Do not be outside unless there is no other choice. If necessary, lie flat in a ditch, culvert, or other low area

Keep a good reliable flashlight in or nearby your office/work area since power outages can be expected during severe weather

During the Storm

The Campus Security office is manned 24/7. On-duty personnel monitor local broadcast media and emergency communications networks for severe weather alerts. Upon receipt of a severe weather notification, Campus Security will activate the Wildcat Alert system.

Note: Storms can travel quickly. Alert messages may not arrive before an immediate threat. When in doubt, take action!

Action Plan

When a Severe Weather or Tornado Warning is issued for the immediate area, go immediately to a safe area of refuge!

If dark rolling clouds, unusual lightning, hail, driving rain, a sudden increase in wind (and possibly funnel clouds) are observed, seek safe shelter immediately. Note: These effects may also include a “buzzing” or “roaring” sound

Once inside or protected, remain low or on the floor. If a tornado strikes your area, stay on the floor, curl yourself up into a ball, and cover the back of your head with your hands for protection

Once the threat passes, stay alert. Leave your area of refuge with caution. Multiple tornados can occur in one storm

Ensure that personal communication devices are activated and prepare to receive any Wildcat Alert messages that may be sent

Emergency Action:

Avoid automobiles and open areas

Move to a basement, first floor, or corridor

Stay away from windows

Do not call 911 unless you require emergency assistance

c. Earthquake

Unlike other emergencies, the procedures to deal with an earthquake are much less specific. Since earthquake magnitude cannot be predetermined, everyone must initiate emergency

precautions within a few seconds after the initial tremor is felt, assuming the worst possible case.

The best earthquake instruction is to take precaution before the earthquake (e.g., secure or remove objects above you that could fall during an earthquake).

During the Earthquake

Remain calm and act

If indoors, seek refuge under a desk or table or in a doorway and hold on. Stay away from windows, shelves, and heavy equipment

If outdoors, move quickly away from buildings, utility poles, overhead wires, and other structures. CAUTION: Avoid downed power or utility lines as they may be energized. Do not attempt to enter buildings until you are advised to do so by the proper authorities

If in an automobile, stop in the safest place available, preferably an open area away from power lines and trees. Stop as quickly as safety permits and stay in the vehicle for the shelter it provides

After the Initial Shock

Be prepared for aftershocks. Aftershocks are usually less intense than the main quake, but can cause further structural damage

Protect yourself at all times

Evaluate the situation and call 911 for emergency assistance, if necessary

Do not use lanterns, torches, lighted cigarettes or open flames since gas leaks could be present

Open windows, etc., to ventilate the building. Watch out for broken glass

If a fire is caused by the earthquake, implement fire procedures

Ensure that personal communication devices are activated and prepare to receive any Wildcat Alert messages that may be sent

Emergency Action:

Take cover

Call 911 or 318.308.6505 or 7233 from a campus phone or use Emergency Call Box if emergency assistance is necessary

Evacuate if alarm sounds or if told to do so by emergency personnel

d. Lightning

In the event that the National Weather Service or local news station Doppler radars report severe weather conditions that include dangerous lightning within close proximity to the Louisiana College campus, Campus Security will activate the Wildcat Alert warning message.

The warning message template should include the statement:

“WARNING - dangerous lightning conditions have been reported within (xx)miles of The LC campus. Seek safe shelter immediately. This warning is in effect until (xx:xx)hrs.”

Note: Storms can travel quickly. Alert messages may not arrive before the immediate threat. When in doubt, take action!

During the Storm

When a Severe Weather or Lightning Warning is issued for the immediate area, go immediately to safe shelter

Ensure that personal communication devices are activated and prepare to receive any Wildcat Alert messages that may be sent

Once the threat passes, stay alert. Leave your area of refuge with caution. Multiple cells can occur in one storm

Emergency Action

Move to safe shelter

Stay Alert

Do not call 911 unless you require emergency assistance

e. Winter Weather Storms, Snow and Ice

Louisiana College coordinates responses to severe winter weather incidents such as snow and ice storms, because these incidents pose genuine risks to the health, safety and well-being of the school's community. Depending on incident complexity and severity, every reasonable effort will be made for decisions to cancel classes, close the campus or evacuate the campus by the Emergency Operations Center in a timely and safe manner.

Definitions:

Winter Storm Watch is issued when there is the potential for significant and hazardous winter weather within 48 hours. It does not mean that significant and hazardous winter weather will occur...it only means it is possible.

Winter Storm Warning is issued when a significant combination of hazardous winter weather is occurring or imminent.

Significant and hazardous winter weather is defined as a combination of:

Five inches or more of snow/sleet within a 12 hour period or 7 inches or more of snow/sleet within a 24 hour period

AND/OR

Enough ice accumulation to cause damage to trees or power lines

AND/OR

A life threatening or damaging combination of snow and/or ice accumulation with wind

Ice Storm Warning is issued when $\frac{1}{4}$ inch or more of ice accumulation is likely.

When a Winter Storm is approaching:

The Emergency Operations Center will meet to aid preparations and make key decisions

Facility Services will arrange for the acquisition and deployment of temporary generator support for designated campus facilities. The Physical Plant and other responsible units will work to secure the campus and be prepared for post-storm cleanup

College relations will communicate information pertaining to the weather event to the campus community

All campus units will implement strategies to enable continued functioning and to minimize their downtime after a storm

Student Development will implement evacuation or shelter-in-place plans for residential students

Emergency Operations Center will determine whether there is a campus closure or an evacuation and when it will occur

IT will educate campus personnel due to the potential power loss issues on securing computers and files, and will secure their own computers and data files

All departments which will provide services during and/or after the storm (e.g. Physical Plant, Security, Student Life, Dining Services) will insure preparedness

Preparation is a shared effort for all members of the campus community. A person who completes their own tasks should assist others

In the absence of specific guidance or direction, use common sense and make the most sensible decision

Plan for worst-case scenarios, since it is easier to scale back than to scale up in an emergency. Take into account:

Possible physical damage (downed power lines, downed trees, branches and debris)

Personnel disruption (challenges to making contact afterward, inability to reach campus afterward, evacuation, disordered personal life, child care problems, etc.)

Scheduling disruptions

Power disruptions; loss of campus power infrastructure, telephone (especially cell phone) disruptions

Remind individuals that they must tend to their personal and family preparation in addition to what is expected at the College

When a Winter Storm Approaches:

Each person monitors the announcements, and prepares to take actions

Department Supervisors obtain personal plans from direct reports and verify up-to-date telephone numbers for evacuation and/or emergency contacts

Each Department and individual secures their computers, their data files, their office records, special supplies and equipment, physical facilities for which they are responsible

Each person makes personal preparations in addition to securing the College

During the Storm:

If we use Shelter-in-place, all persons are directed to stay indoors throughout the entire storm. In the event of a power failure students will be directed to a pre-determined on-campus facility supplied by generator power

All persons on campus should follow the instructions of College officials, including Campus Security, Residence Life and Physical Plant

All individuals restrict telephone calls to emergencies only, since non-emergency calls can overload the phone systems

After Storm

Campus Security, Physical Plant personnel will assess damage to the campus and report conditions to the Emergency Operations Center. Damages are documented and photographed

Emergency Operations Center informs utility companies of damage or outages

Emergency Operations Center will recall essential personnel to campus if not already present

Emergency Operations Center will notify all remaining personnel when to report back to campus for normal duties

Physical Plant mobilizes cleaning crews and makes any necessary repairs

Campus Security patrols all areas of campus to maintain maximum presence

All employees check the College's webpage for updates and status of campus

The President, with the assistance of the Emergency Operations Center, makes the determination regarding students returning to campus housing and resumption of classes

Emergency Operations Center remains operational until campus activity has been restored to a sufficient level that it is no longer necessary. The Chairperson will set a date and time to conduct an after action review and policy adjustment if needed.