

EMERGENCY GUIDELINES

PURPOSE

The basic emergency procedures outlined in this guide are to enhance the protection of lives and property through effective use of university and campus community resources. Whenever an emergency affecting the campus reaches proportions THAT CANNOT BE HANDLED BY ROUTINE MEASURES, the President, or his designate may declare a state of emergency, and these contingency guidelines may be implemented. There are two general types of emergencies that may result in the implementation of this plan. These are: (1) large-scale disorder, and (2) large-scale natural/man-made disaster. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types of magnitudes.

SCOPE

These procedures apply to all personnel, buildings and grounds, owned and operated by Louisiana Tech University.

DEFINITIONS OF AN EMERGENCY

The University President or his designate serve as the overall Emergency Director during any major emergency or disaster. The following definitions of an emergency are provided as guidelines to assist building and area coordinators in determining the appropriate response:

Minor Emergency: Any incident, potential or actual, which will not seriously effect the overall functional capacity of the University. Report immediately to University Police at 257-4018.

Major Emergency: Any incident, potential or actual, which effects an entire building or buildings, and which will disrupt the overall operations of the University. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the University Administration during times of crises. Report immediately to University Police at 257-4018.

Disaster: Any event or occurrence which has taken place and has seriously impaired or halted the operations of the University. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Control Center will be activated, and the appropriate support and operational plans will be executed.

In addition, any incident which has the potential for adverse publicity concerning campus resources of the College should be promptly reported to Media Relations and University Police (during non-business hours).

ASSUMPTIONS

The College Emergency Contingency Plan is predicated on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster. Hence, the following are general guidelines:

1. An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.
2. The succession of events in an emergency are not predictable, hence, published support and operational plans will serve only as a guide and checklist, and may require field modification in order to meet the requirements of the emergency.
3. Disasters may effect residents in the geographical location of the University, therefore City, County and Federal emergency services may not be available. A delay in off-campus emergency services may be expected (up to 48 - 72 hours).
4. A major emergency may be declared if information indicates that such a condition is developing or is probable.

DECLARATION OF CAMPUS STATE OF EMERGENCY

The authority to declare a campus state of emergency rests with the University President or his designate as follows:

During the period of any campus major emergency, the Environmental Health & Safety Department as required shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and maintain educational facilities. Environmental Health & Safety shall immediately consult with the President regarding the emergency and the possible need for a declaration of a campus state of emergency.

When this declaration is made only registered students, faculty, staff and affiliates (ie, persons required by employment) are authorized to be present on campus. Those who cannot present proper identification (registration or employee identification card, or other I.D.) showing their legitimate business on campus will be asked to leave the campus. Unauthorized persons remaining on campus may be subject to arrest in accordance with the Penal Code.

In addition, only those faculty and staff members who have been assigned emergency resource team duties or issued an emergency pass by University Police will be allowed to enter the immediate disaster site.

In the event of earthquakes, fires, storms or major disasters occurring in or about the campus, or which involves university property, University Police officers will be dispatched to determine the extent of any damage to university property.

RESPONSIBILITIES

PRESIDENT

The University President or Campus Emergency Director, is responsible for the overall direction of campus emergency operations.

ADMINISTRATORS, DEANS AND DEPARTMENT HEADS

Every administrator, dean and department head shall appoint a specific person as Building/Facility Coordinator for every activity under their control. The following general responsibilities shall be carried out prior to and during any emergency:

- a. Emergency Preparedness
 - (1) Building evaluation information shall be distributed to all employees with follow-up discussions, on-the-job training or explanation as required. Contact the Environmental Health & Safety Department for assistance.
- b. Emergency Situations
 - (1) Inform all employees under their direction of the emergency condition.
 - (2) Evaluate impact the emergency has on their activity and take appropriate action. This may include ceasing operations and initiating building evacuation.
 - (3) Maintain emergency telephone communications with officials from their own activity area(or from an alternate site if necessary).

FACULTY AND SUPERVISORS

Each faculty and staff supervisor has the responsibility to:

- a. Educate their students and/or employees concerning University emergency procedures as well as evacuation procedures for their building and/or activity.
- b. Inform their students and/or staff of an emergency and initiate emergency procedures as outlined in this Guide.
- c. Evaluate, survey and estimate their assigned building facility or activity in order to determine the impact a fire could have on their facility. Report all safety hazards to the Environmental Health & Safety Department. Work orders to reduce hazards and to minimize accidents should be promptly submitted to the Maintenance Department.
- d. **IMPORTANT:** Inform all students, staff and faculty to conform to building evacuation guidelines during any emergency and to report to a designated campus assembly area outside the building where a head count can be taken.

EVACUATION PROCEDURES

IN AN EMERGENCY

POLICE	dial x4018
FIRE	dial x9911
AMBULANCE	dial x9911

BUILDING EVACUATION

- a. All building evacuations will occur when an alarm sounds and/or upon notification by University Police or Building Coordinator.
- b. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
- c. ASSIST THE HANDICAPPED IN EXITING THE BUILDING! Remember that elevators are reserved for handicapped persons. DO NOT USE THE ELEVATORS IN CASES OF FIRE!
- d. Once outside proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, firelanes, hydrant areas and walkways clear for emergency vehicles and personnel. Know your area assembly points.
- e. DO NOT return to an evacuated building unless told to do so by a University Official.

IMPORTANT: After any evacuation report to your designated area assembly point. Stay there until an accurate headcount is taken. The Senior Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.

CAMPUS EVACUATION

- a. Evacuation of all or part of the campus grounds will be announced by University Police as described.
- b. All persons (student and staff) are to immediately vacate the side in question and relocate to another part of the campus grounds as directed.

CIVIL DISTURBANCE OR DEMONSTRATIONS

Most campus demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration:

1. INTERFERENCE with the normal operations of the University.
2. PREVENTION of access to office, buildings or other University facilities.
3. THREAT of physical harm to person or damage to University facilities.

If any of these conditions exist University Police should be notified and will be responsible for contacting and informing the President and the Deans.

MEDICAL AND FIRST AID

CALL THE UNIVERSITY POLICE DEPARTMENT IF YOU NEED ASSISTANCE.

Emergency Telephone Number - x4018

1. If serious injury or illness occurs on campus immediately dial X9911. Give your name, describe the nature and severity of the medical problem and the campus location of the victim.
2. In case of minor injury or illness provide first aid care.*
Use only sterile first aid materials.
3. In case of serious injury or illness Red Cross trained personnel* should quickly perform the following steps:
 - a. Keep the victim still and comfortable. **DO NOT MOVE THE VICTIM.**
 - b. Ask victim, "Are you okay?" and "What is wrong?"
 - c. Check breathing and give artificial respiration if necessary.
 - d. Control serious bleeding by direct pressure on the wound.
 - e. Continue to assist the victim until help arrives.
 - f. Look for emergency medical I.D., question witness(es) and give all information to the paramedics.

*Only Red Cross trained personnel should provide first aid treatment (ie: first aid, CPR).

CHEMICAL OR RADIATION SPILL

1. Any spillage of a hazardous chemical or radioactive material is reported immediately to University Police and the Environmental Health and Safety Department.
2. When reporting be specific about the nature of the involved material and exact location. Environmental Health & Safety will contact the necessary specialized authorities and medical personnel.
3. The key person on site should vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of Environmental Health & Safety and University Police.
4. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give their names to University Police. Required first aid and cleanup by specialized authorities should be started at once.

BOMB THREAT

1. If you observe a suspicious object or potential bomb on campus DO NOT HANDLE THE OBJECT! Clear the area and immediately call University Police at extension 4018.
2. Any person receiving a bomb threat by phone should ask the caller:
 - a. When is the bomb going to explode?
 - b. Where is the bomb located?
 - c. What kind of bomb is it?
 - d. What does it look like?
 - e. Why did you place the bomb?
3. Keep talking to the caller as long as possible and record the following:
 - a. Time of call.
 - b. Age and sex of caller.
 - c. Speech pattern, accent, possible nationality, etc.
 - d. Emotional state of caller.
 - e. Background noise.
4. Immediately notify University Police, extension 4018, and report the incident.
5. University Police Officers will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects and to report the location to University Police. DO NOT TOUCH THE OBJECT! Do not open drawers, cabinets, or turn lights on or off.

VIOLENT OR CRIMINAL BEHAVIOR

In an Emergency, DIAL 4018

University Police is located in South Hall and provides you with 24-hour help and protection. This service is provided seven days a week on a year-round basis.

(To report Off Campus Emergencies on a Campus phone, dial x9911)

1. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.
2. If you are a victim or a witness to any on-campus offense AVOID RISKS.
3. Promptly notify University Police at extension 4018 as soon as possible and report the incident, including the following:
 - a. Nature of the incident.
 - b. Location of the incident.
 - c. Description of person(s) involved.
 - d. Description of property involved.
4. If you observe a criminal act or whenever you observe a suspicious person on campus, immediately notify University Police and report the incident.
5. Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.
6. Should gunfire or discharged explosives hazard the campus, you should take cover immediately using all available concealment. After the disturbance seek emergency first aid if necessary.
7. WHAT TO DO IF TAKEN HOSTAGE:
 - a. Be patient. Time is on your side. Avoid drastic action.
 - b. The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive. The captor is emotionally imbalanced. Don't make mistakes which could hazard your well-being.
 - c. Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.
 - d. Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
 - e. Be observant. You may be released or escape. The personal safety of others may depend on your memory.
 - f. Be prepared to answer the police on the phone. Be patient, wait. Attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, say so. The captors in all probability do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

FIRE

In an emergency dial - x9911
OFF CAMPUS EMERGENCIES - x9911

IN ALL CASES OF FIRE, UNIVERSITY POLICE MUST BE NOTIFIED IMMEDIATELY!

1. Know the location of fire extinguisher, fire exits, and alarm systems in your area and know how to use them. Training and information is available through the Environmental Health & Safety Department at extension 2120.
2. If a minor fire appears controllable IMMEDIATELY contact the fire department and University Police. Then promptly direct the charge of the fire extinguisher toward the base of the flame.
3. If an emergency exists, activate the building alarm. CAUTION: THE BUILDING ALARM RINGS ONLY IN SOME BUILDINGS, you must report the fire by phone.
4. On large fires that do not appear controllable IMMEDIATELY notify the fire department and University Police. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen - DO NOT LOCK DOORS!

NOTE: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. DO NOT PANIC!

UTILITY FAILURE

1. In the event of a major utility failure occurring during regular working hours (8:00 a.m. through 5:00 p.m., Monday through Friday), immediately notify Maintenance at extension 3267.
2. If there is potential danger to building occupants, or if the utility failure occurs after hours, weekends or holidays, notify University Police at extension 4018.

ELECTRICAL/LIGHT FAILURE:

At present campus building lighting may not provide sufficient illumination in corridors and stairs for safe exiting. It is therefore advisable to have a flashlight and portable radios available for emergencies.

ELEVATOR FAILURE:

If you are trapped in the elevator use the emergency phone to notify University Police. If the elevator does not have an emergency phone turn on the emergency alarm (located on the front panel) which will signal for help.

PLUMBING FAILURE/FLOODING:

Cease using all electrical equipment. Notify University Maintenance at extension 3267. If necessary, vacate the area.

SERIOUS GAS LEAK:

Cease all operations. **DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT.**
REMEMBER electrical arcs can trigger an explosion! Notify University Police at extension 4018.

STEAM LINE FAILURE:

Immediately notify University Police at extension 4018 or Maintenance at 3267 and if necessary vacate the area.

VENTILATION PROBLEM:

If smoke odors come from the ventilation system immediately notify University Police at extension 4018 or Maintenance at 3267 and if necessary cease all operations and vacate the area.