

Northwestern State University



*Emergency Management Guidelines
For
University Sponsored Camps
(Condensed Version)*

2011

Northwestern State University

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Contact University Police
for
all Emergency Situations

318-357-5431

5431 from a University Phone

**Emergency Management Plan
Policy Manual**

Section A

Subject: **OVERVIEW:
Purpose – Scope - Mission**

page 1

PURPOSE

The Emergency Management Plan is intended to establish policies, procedures and organizational structure for response to emergencies that are of a magnitude to cause a significant disruption of the functioning of all or portions of the University. This plan describes the roles and responsibilities of departments, schools, units and personnel during emergency situations. The basic emergency procedures are designed to protect lives and property through effective use of university and community resources. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

Through the use of annexes, this Emergency Management Plan addresses several specific types of emergencies on an individual basis, providing guidelines for the stabilization and recovery from the incident. These include emergency instructions and references in a concise format for the individuals designated to manage University resources.

The NSU Emergency Management Plan is assembled according to the following philosophical framework regarding the intended process of handling emergency situations:

- Prevent - identify anticipated emergency situations that are likely to happen on campus and take steps to prevent or mitigate the incident or its severity
- Prepare (Protect) - prepare in advance the expected response in order to protect people, facilities and other NSU resources
- Respond - initiate intended responses upon onset of an emergency; practice emergency responses for specific emergency scenarios
- Recover - return campus operations to normal as quickly as feasible following emergencies

SCOPE

This plan outlines the preparation, response and recovery of university personnel and resources for emergency situations. The Emergency Management Plan is consistent with established practices relating to coordination of emergency response actions. This plan incorporates the use of the National Incident Management System (NIMS) to facilitate interagency coordination between responding agencies. The University will cooperate with federal, state and local emergency management agencies and other responders in the development, implementation and execution of its emergency response plans. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.

MISSION

The University will respond to an emergency situation in a safe, effective and timely manner. University personnel and equipment will be utilized to accomplish the following priorities:

- Priority 1: Protection of Human Life
- Priority 2: Support of Health, Safety and Basic Care Services
- Priority 3: Protection of University Assets
- Priority 4: Maintenance of University Services
- Priority 5: Assessment of Damages
- Priority 6: Restoration of General Campus Operations

**Emergency Management Plan
Policy Manual**

Section A

Subject: **OVERVIEW:
Assumptions;
Types of Emergencies;
Levels of Response**

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ASSUMPTIONS

This Emergency Management Plan is predicated on a realistic approach to the problems likely to be encountered during a major emergency or disaster. Hence, the following assumptions are made and should be used as general guidelines in such an event:

- An emergency or a disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.
- The succession of events in an emergency or disaster is not predictable; therefore, published operational plans, such as this plan, should serve only as a guide and a checklist, and may require modifications in order to meet the requirements of the emergency.
- An emergency or a disaster may be declared if information indicates that such conditions are developing or probable.
- Disasters may be community-wide. Therefore it is necessary for the University to prepare for and carry out disaster response and short-term recovery operations in conjunction with local resources.

TYPES OF EMERGENCIES - LEVELS OF RESPONSE.

There are three levels or types of emergencies:

- **LEVEL 1 - MINOR INCIDENT:** A Minor Incident is defined as a local event with limited impact, which does not affect the overall functional capability of the University. Planning and response is carried out at a limited local level (e.g. on a lab or room basis). The Emergency Management Plan would not be activated.
- **LEVEL 2 - EMERGENCY:** An Emergency is defined as a serious event that significantly disrupts one or more operations of the University. Multiple University resources are involved. The Emergency Management Plan would be activated to the extent necessary by the University Emergency Coordinator in coordination with the President.
- **LEVEL 3 - DISASTER:** A Disaster is defined as a very serious event that seriously impairs or halts the operations of the University. The Emergency Management Plan is fully activated by the University Emergency Coordinator in coordination with the President.
- **Sheltering of Evacuees:** NSU offers the Health & Human Performance Building as a basic shelter during local, regional, or state-wide emergencies. The Emergency Coordinator will be the contact person for the Shelter with local, regional and state authorities.

BEFORE AN EMERGENCY OCCURS

This is what you should do:

1. **KNOW** the established emergency procedures for your building and your work area.
2. Register for PURPLE ALERT (NSU personnel)
3. **KNOW** the hazards of any materials or equipment and the precautions that accompany them in your building and work area.
4. **KNOW** two means of egress from your building.
5. **KNOW** the locations of fire alarm pull stations.
6. **KNOW** the locations of portable fire extinguishers and how to use them
7. **KNOW** the locations of the nearest first aid kit.

The expected outcome is:

1. You will know what to do in case of an emergency.
2. You will receive electronic warning of an impending emergency.
3. You will know how to protect yourself and your co-workers.
4. You will know how to exit your building should an evacuation be required.
5. You will be able to warn others of the presence of a fire.
6. You will be able to extinguish small fires and prevent large-scale damage.
7. You will be able to obtain first aid supplies within a short period of time.

Knowing what to do before an emergency happens can mean the difference between life and death or serious injury.

University Police Department

- A. Preserve law, order and campus security.
- B. Maintain a record of events and files of all reports and correspondence pertaining to the Emergency.
- C. Provide security in the University Shelter at the Health & Human Performance Building.
- D. Control access to buildings and scene of the disaster.
- E. Maintain the University Police Department on a continuous basis including internal and external radio communications, and coordination with the University Incident Commander.
- F. Provide the maximum appropriate number of officers on duty.
- G. Consult with the Shelter Managers for university buildings designated as public shelters and establish appropriate security procedures.
- H. Provide support services for Critical Operations Plans.
- I. Conduct security assessments and develop Response Plans from a terrorism perspective.
- J. Maintain an up-to-date roster of all campus emergency personnel, and any necessary outside agencies. This roster should include phone numbers and emergency numbers.

**Contact University Police
for
all Emergency Situations**

318-357-5431

5431 from a University Phone

BOMB THREAT

This is the procedure to follow if a bomb threat is called into an NSU phone or office:

1. Keep the person on the phone as long as possible.
2. Complete as much of the checklist as possible while you have the caller on the line.
3. After the call do not hang up the phone, unless you must call for help from that phone.
4. Call University Police (5431) 318-357-5431 immediately. If possible, while you are on the phone with the caller, have someone else notify University Police.
5. Notify your Supervisor.
6. Above all, **remain calm and avoid creating panic**---most threats are bogus

This is the procedure that will be followed:

University Police will:

1. Go to scene, locate building manager, discuss with Building Manager and incident Commander.
2. Determine if building is to be evacuated. If so evacuate in a calm, safe manner to a pre-determined location.
3. If a building is not to be evacuated:
 - a. Building manager will select staff members to assist in search of building. People that are familiar with the building will notice a foreign object.
 - b. If a device/bomb or suspicious item is located, no attempt to move or disarm will be made.
 - c. Notify the State Police Bomb Squad.
 - d. Evacuate surrounding buildings if necessary.
 - e. Clear building of all persons and contain the situation until the arrival of the bomb squad.
 - f. After removal of device, normal activities may resume.
4. If no device is found - normal activities may resume.

Do not evacuate the building unless advised to do so by University Police.

Do not touch or move any suspicious package.

Forms:

Bureau of Alcohol, Tobacco and Firearms, Bomb Threat Checklist

Important Phone Number:

University Police - **5431**, (318) 357-5431

BUILDING EVACUATION

This is what you should do: **REMAIN CALM and FOLLOW INSTRUCTIONS !!!!**

Follow the instructions of University Police, and/or University Incident Commander, and/or all other Emergency Response Personnel.

1. Close the door as you leave, if you are the last one out of an area.
2. Use the **CLOSEST ACCESSIBLE** stairwell for evacuation.
 - Be alert for and careful of other people when using the stairwells.
 - Report to University Police the location of any disabled person you noticed that was unable to descend the stairs.
 - When you reach the ground floor, exit the building and stand at least 200 feet from the building. Meet in a place designated by your Supervisor or Instructor.
 - All stairwells and lighted exit signs at NSU are equipped with emergency lighting systems and will remain lit for several hours in the event of a power failure. A delay of several seconds may occur before the emergency lights come on.
 - Once you have exited the building---**DO NOT RE-ENTER THE BUILDING**. This is the most dangerous aspect of the evacuation—people going back into the building.
3. Keep moving down the stairs at an even pace.
4. Use the handrails, to prevent falling down the stairs.
5. Once outside, wait at least 200 feet from the building.
6. Keep all entrances/exits clear to facilitate access by emergency personnel.

This is the procedure that will be followed:

1. You will exit the building.
2. You will stand at least 200 feet from the building.
3. Be accounted for by your supervisor or University Police before leaving the site.
4. University Police, University Incident Commander and any other needed emergency personnel will respond to the emergency.
5. The emergency agencies will handle the situation.
6. When the "All Clear" is given, you will be allowed back into the building.

DO NOT:

1. Smoke.
2. Use elevators. - If the emergency is such that an elevator may be used, the disabled will have first and only priority.
3. Return to the building for coats, purses, book bags, etc.
4. Run or create panic.
5. Return to the building until given an "All Clear" by the primary agency conducting the evacuation.

BUILDING SAFE AREAS FOR EVACUATION

Academic Buildings

Biennu Hall	Grass Area behind Watson Library
Creative & Performing Arts	
Old Building	Grass area near Natatorium
New Building	Parking lot on south side of
Family & Consumer Sciences	Bricks near Kyser hall/Post Office
Fournet Hall	Grass area behind Watson Library
Health & Human Performance	Greek Hill
Industrial Technology / Print Shop	Grass area near Lab School
Kyser Hall	Parking lot behind the Student Union
Military Science	Grass Area near Dodd Hall
Morrison Hall	Grass area behind Watson Library
Natatorium	Parking lot near University Police
Russell Hall	Grass Area near the 3 Columns
Teacher's Education Center	Grass Hill--Iberville/University Place
Watson Library	Grass Area behind library
Williamson Hall	Grass Area behind Watson Library
WRAC	Grass Area near Roy Hall

Administrative Buildings

Alumni House	Directly in front of Varnado Hall
Centrex	Plaza area near Fournet
Facilities Services Building	Across the road near lake
Iberville	Grass Hill near Rapides Hall
Maintenance of Buildings	Grass Area-west end of South Hall
NCPTT	Grass Area behind Varnado
Power Plant	Russell Hall Courtyard
Roy Hall	Parking Lot across Sam Sibley
South Hall	Bossier Hall Parking Lot
St. Denis	Grass Area near Dodd Hall
Student Union	Plaza near Fournet Hall
University Police Building	Motor Pool parking lot

BUILDING SAFE AREAS FOR EVACUATION

Athletic Facilities

All Athletic Facilities will go to the parking lot in front of the Jack Fisher Tennis Complex. This is for any Athletic Facility that may have to be evacuated.

Residential Life Facilities

Bossier Hall (CLOSED)
Sabine Hall (CLOSED)
Varnado Hall

Parking lot on west side of St. Denis Hall
Parking lot of HPE Building (back side)
Parking lot behind University Police

University Columns

Parking lot behind Health & Human
Performance

University Place I & II

Grass hill behind Iberville

ELEVATOR MALFUNCTION

This is what you should do:

If you are trapped in an elevator:

1. Press the "Emergency" button or the "Bell" button.
2. Use the elevator phone. It will connect to University Police. If for any reason the phone does not work, continue ringing the bell until someone outside the elevator has heard you.
3. Ask the person to call University Police (5431)
4. Remain calm.

If you observe a malfunction from outside an elevator:

1. If you think someone may be trapped inside, notify University Police at 5431.
2. If there is a person trapped inside the elevator, assure them that assistance is on the way.
3. If no one is trapped in the elevator, call the Physical Plant at 4519 to report the Elevator problem. Also call University Police to report the Elevator Malfunction.
4. Secure the elevator. Place signs on the Elevator door indicating that the elevator is "Out of Order". (Hopefully, this will prevent persons from entering the elevator.

This is the procedure to follow:

1. University Police will call for assistance.
2. Maintenance personnel will respond as soon as possible.



FIRE AND/OR EXPLOSION

This is the procedure to follow: **REMAIN CALM !!!!!**

If the fire is small or contained:

1. Use the closest fire extinguisher to thoroughly extinguish the fire.
2. Remove the pin; point the hose at the base of the fire, and making a sweeping motion (back and forth) squeeze the handle to spray the contents on the fire.
3. Please note the locations of fire extinguishers located on your floor plan.
(Floor plans are available in the Physical Plant Office. Building Managers are responsible for building evacuation plans.)

If you see or smell smoke, observe any other electrical smells, or have any suspicion there may be a problem call University Police at 5431.

Any other fire situation:

1. **ACTIVATE THE FIRE ALARM.** Pull down alarms are located next to all exits.
2. Call University Police at 5431. You may need to pull the alarm and evacuate the building first and call once you are out of danger. Provide the following to University Police, once you are safe:
 - Your name
 - Building and floor/location of fire.
 - Details of fire emergency
3. Evacuate by using stairway or main exits **ONLY**.
4. Last one to exit a fire area: **CLOSE THE DOOR TO THE ROOM.**
5. Do not attempt to open any closed door if the handle feels hot to the touch.
6. If caught in heavy smoke, take short breaths. Breathe through your nose, stay low, and crawl if necessary.
6. Report any disabled person who was unable to exit to University Police. Direct and assist wheelchair users to wait at the top of the stairs of the closest exit in the space that does not block the stairs. Assure them they will be assisted right away.
8. Follow instructions of emergency response personnel.
9. Exit signs and stairwell lights will remain lit for hours even in the event of a power failure. It may take several seconds for the emergency lights to come on.
10. Exit the building to the ground floor, and meet with your office personnel or class in a previously designated area. The designated area must be at least 200 feet from the building.
11. Do not go back into the building for any reason.
Once you have exited, **DO NOT RE-ENTER** until you are given the "All Clear" by University Police and/or the emergency agency on the scene.

FIRE AND/OR EXPLOSION

(continued)

This is the procedure to follow:

1. University Police will notify the Fire Department.
2. University Police will notify the University Incident Commander.
3. University Police will respond to assist the Fire Department with evacuation.
4. Disabled persons who were unable to exit will be evacuated by University Police, Other Police, Emergency Medical Services, and/or Fire Department Personnel.
5. press Release will be made through the Office of External Affairs

DO NOT:

1. Attempt to fight the fire, unless you have been trained to do so.
2. Use the elevators.
3. Panic.
4. Run, when exiting the building.

EXPLOSIONS:

1. Evacuate the building and go to the designated safe area.
2. Remain at the safe area until all persons are accounted for by their supervisor or University Police.
3. Follow instructions of University Police or the Emergency Responders on the scene.
4. Do not leave the University until accounted for and instructed to do so by your supervisor or University Police.

FLOODING
(from storms or water line leaks)

This is what you should do:

1. Notify University Police at 5431 (318-357-5431)
2. Notify the Physical Plant at
8:00 am to 4:30 pm 4519 (318-357-4519)
Before & After hours 5886 (318-357-5886).
3. Be sure to give the Physical Plant the following information:
 - your name
 - location of the flooding (building, floor, room number or street name)
 - source of the flooding (if known)
4. Stand by for Physical Plant Employees to assist them in locating the source of the flooding.
5. Evacuate the area if your personal safety is at risk.
6. If evacuated, University Police will advise when reoccupation of affected area is approved.

This is the procedure to follow:

1. Physical Plant Employees will respond.
2. Necessary clean up and maintenance activities will be undertaken by the Physical Plant and Custodial Services.

DO NOT:

1. Enter or walk into any area with standing water.
2. Touch electrical appliances or breaker boxes while standing in water.

<p style="text-align: center;">Emergency Management Plan Policy Manual</p>	<p style="text-align: center;">Section F Subject: INFECTIOUS DISEASE OUTBREAK (and Swine flu) INCIDENTS</p> <p style="text-align: right;">page 13</p>
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Health Services:

F-11 Infectious Disease Outbreak (epidemic or pandemic)

What are the signs and symptoms of swine flu in people?

The symptoms of swine flu in people are similar to the symptoms of regular human flu and include fever, cough, sore throat, body aches, headache, chills and fatigue. Some people have reported diarrhea and vomiting associated with swine flu. In the past, severe illness (pneumonia and respiratory failure) and deaths have been reported with swine flu infection in people. Like seasonal flu, swine flu may cause a worsening of underlying chronic medical conditions.

In children emergency warning signs that need urgent medical attention include:

- Fast breathing or trouble breathing
- Bluish skin color
- Not drinking enough fluids
- Not waking up or not interacting
- Being so irritable that the child does not want to be held
- Flu-like symptoms improve but then return with fever and worse cough
- Fever with a rash

In adults, emergency warning signs that need urgent medical attention include:

- Difficulty breathing or shortness of breath
- Pain or pressure in the chest or abdomen
- Sudden dizziness
- Confusion
- Severe or persistent vomiting

How long can viruses live outside the body?

We know that some viruses and bacteria can live 2 hours or longer on surfaces like cafeteria tables, doorknobs, and desks. Frequent hand washing will help you reduce the chance of getting contamination from these common surfaces.

Emergency Management Plan Policy Manual	<p style="text-align: center;">Section F</p> <p>Subject: INFECTIOUS DISEASE OUTBREAK (and Swine flu) INCIDENTS</p> <p style="text-align: right;">page 14</p>
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What can I do to protect myself from getting sick?

There is no vaccine available right now to protect against swine flu. There are everyday actions that can help prevent the spread of germs that cause respiratory illnesses like influenza. Take these everyday steps to protect your health:

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hand cleaners are also effective.
- Avoid touching your eyes, nose or mouth. Germs spread this way.
- Try to avoid close contact with sick people.
- If you get sick with influenza, CDC recommends that you stay home from work or school and limit contact with others to keep from infecting them.

How serious is swine flu infection?

Like seasonal flu, swine flu in humans can vary in severity from mild to severe. Between 2005 until January 2009, 12 human cases of swine flu were detected in the U.S. with no deaths occurring. However, swine flu infection can be serious. In September 1988, a previously healthy 32-year-old pregnant woman in Wisconsin was hospitalized for pneumonia after being infected with swine flu and died 8 days later. A swine flu outbreak in Fort Dix, New Jersey occurred in 1976 that caused more than 200 cases with serious illness in several people and one death.

Can I get swine influenza from eating or preparing pork?

No. Swine influenza viruses are not spread by food. You cannot get swine influenza from eating pork or pork products. Eating properly handled and cooked pork products is safe.

SEVERE WEATHER
Storms, Tornadoes, Hurricanes

**In the event of severe weather, DO NOT pull the fire alarm.
DO NOT go outside in the event of Severe Weather.**

In the event that a tornado is reported or sighted, all persons within the University Community should move to a safe area. Action should be taken to prevent personal injury from falling objects or flying debris.

Building basements, inner hallways, enclosed stairwells, or lobbies without glass are suggested areas of safety.

Severe Weather Information

Severe Weather Watch - Atmospheric conditions are likely to produce severe weather.

Severe Weather Warning - Severe weather is occurring in the area and precautions should be taken.

Severe Weather - Thunderstorms, High Winds, Tornadoes, Flooding

THUNDERSTORMS AND LIGHTNING

Thunderstorm Danger Signs

- Dark, towering or threatening clouds
- Distant lightning and thunder

Have Disaster Supplies on Hand

- Flashlight with extra batteries
- Portable, battery-operated radio and extra batteries
- Emergency food and water
- Essential Medications
- Cash and credit cards

**Policies for the NSU
Emergency Management
Plan**

Section F

Subject:

**SEVERE WEATHER
Thunderstorms**

page 16

Watches and Warnings Issued by the National Weather Service

Severe Thunderstorm Watch: Issued when the weather conditions are such that a severe thunderstorm (damaging winds of 58 miles per hour or more, or hail three-fourths of an inch in diameter or greater) is likely to develop, This is the time to locate a safe place and tell persons to watch the sky and listen to the radio or television for more information.

Severe Thunderstorm Warning: Issued when a severe thunderstorm has been sighted or indicated by weather radar. When a warning is issued, the danger is very serious and everyone should go to a safe place, turn on a battery-operated radio or television, and wait for the "all-clear" signal to be given by authorities.

ESTIMATING THE DISTANCE FROM A THUNDERSTORM

Lightning flashes can be seen long before the resulting thunder is heard, because light travels much faster than sound. Sound travels approximately 1100 feet per second. You can estimate the distance to a thunder storm by counting the number of seconds between a flash of lightning and the next clap of thunder. Divide the time in seconds by five, and the result is the distance in miles.

Important: You are in danger from lightning if you can hear the thunder. Knowing how far away a storm is does not mean that you are safe only when the storm is overhead.

DURING A THUNDERSTORM

If Indoors:

- Listen to a battery-operated radio or television
- Do not handle electrical equipment or telephones
- Avoid water faucets and sinks, because metal pipes can transmit electricity

If outdoors:

- Attempt to get into a building or a car
- Avoid tall structures, such as towers, tall trees, fences, telephone lines and power lines
- Stay away from natural lightning rods, such as golf clubs, tractors, fishing rods, or bicycles
- Stay away from bodies of water

If in a car:

- Avoid flooded roadways
- If power lines are in contact with the car: **DO NOT TOUCH** metal surfaces.
DO NOT TRY TO GET OUT of the car

HAILSTORMS - Hail is produced by many strong thunderstorms. Hail can be smaller than a pea or as large as a softball and can be very destructive to plants and crops, as well as people and property. In a hailstorm, take cover immediately. Pets and livestock are particularly vulnerable to hail, so bring animals into shelter.

AFTER THE THUNDERSTORM

- Check for injuries
- Assist others who may need special assistance
- Report downed utility wires to University Police at 5431 (319-357-5431)
- Drive only if necessary. Debris, downed utility lines, and washed out roads may make driving dangerous.

**Policies for the NSU
Emergency Management
Plan**

Section F

Subject: **SEVERE WEATHER
Tornados and High Winds**

page 17

TORNADOS and HIGH WINDS

TORNADO WARNING: A tornado has either been sighted or it is highly probable that one will develop.

TORNADO WATCH: Conditions are such that storms capable of producing a tornado may develop.

This is what you should do:

1. Move away from the perimeter and exterior of the building.
2. Go quickly to the lower level of the building, using stairwells only.
3. Vacate any exterior office or study rooms and close the door behind you.
4. If the building has a basement, you can go into the basement area.
5. Go to an area that has been designated a shelter area for your building (contact your building manager), or to an interior hallway.
6. Sit down and protect yourself, by putting your head as close to your lap as possible, on knees, protecting your head.
7. Remain calm, and encourage those around you to do likewise.
8. If you cannot reach the shelter area, seek protection as far away from the windows as possible.

DO NOT:

1. LEAVE THE BUILDING.
2. Use elevators.
3. Use stairwells that lead to the exterior of the building.
4. Remain near windows.
5. Leave the building unless you are instructed to do so.

When the warning is over or the tornado has passed:

1. Check personnel for any injuries sustained in the event.
2. In the event a person is injured:
 - Call University Police at 5431 (318-357-5431)
 - Report the location of the injured person
 - Give your name and a phone number
3. In the event of any property damage, notify University Police

TORNADO SAFETY

In your Vehicle: Abandon your vehicle, move away from it to avoid being hit by the vehicle.
Seek shelter in a dry ditch, ravine, or low spot.
Crouch low and cover your head with your hands.
NEVER try to outrun a tornado. Some tornados travel up to 60 mph!

In a Building: Move to a hallway/room at the center of the building on the lowest level of the building, preferably a space without windows.
Be sure to close all doors behind you.
Sit on the floor and protect your head with your hands.

In High Rise Buildings: You may not have time to go to the lowest floor, so seek shelter in the hallway or a small Room in the center of the building. Stay away from the windows and out of elevators.

DO NOT seek shelter in dining halls, gyms or other large rooms, as roofs in these parts of a building are usually weaker.

If you are in one of these type buildings, go to the bathroom area of the building. |

DO NOT exit the building during a Tornado. DO NOT use elevators during a Tornado.

Shelter-In-Place

In an emergency: Remain Calm and Be Alert to what is happening around you. Frequently, the best thing you can do during an incident is to call emergency services:

Call University Police or Security at your location

- 318-357-5431 - Natchitoches Campus
- 318-677-3141 - Shreveport Campus
- 337-392-3102 - Leesville Campus
- 318-484-2184 - Alexandria Campus

Call 911 if you are unable to reach University Police or the line is busy.

Shelter-In-Place Defined

Sheltering-in-Place is the use of any classroom, office, or building for the purpose of providing temporary shelter for any of the following reasons:

- Hazardous Material Release
- Chemical Truck Overturning
- Chemical Train Derailment
- Chemical Facility Accident
- Pipeline Rupture
- Terrorist Attack
- Biological/Chemical Agents
- Radiological Release
- Airplane Crash
- Drill
- Storms, Tornado, or rapid onset weather situation
- Other times as directed, such as civil disorder, or hostage situations.

Guidance for Sheltering-In-Place

How to prepare to “Shelter-In-Place”

Although it is unlikely that you will ever need to shelter in place, it is helpful to know what to do just in case. The longest you should expect to stay inside is about 12 hours—usually less. A few simple items can make it easier and more comfortable should you ever need to shelter in place on campus. First, keep a supply of required medications with you. The following additional items would be good to keep in the place where you spend most of your time—your residence hall room or office—to support your personal comfort:

- Extra prescription medicine (if you need to take it during the period of shelter in place or in case local pharmacies do not open immediately following the incident).
- First Aid Supplies
- Non-perishable food and bottled water
- Flashlight with extra batteries
- Battery Operated Radio
- A telephone (Remember during an incident, telephone services, even cell phones, may not be operational.)

How will you know to “Shelter in Place?”

Assume that you should shelter-in-place; however, a shelter-in-place notification can come from several sources, including the University Police Department, Residence Hall Staff, or other University employees, local Law Enforcement Agencies, or even e-mail.

Notification of a need to shelter in place may also come over the radio and television. In addition, the University can announce the need to shelter in place through public address systems, the public address system on University Police vehicles, as well as in person.

In any emergency, conditions permitting, you can call 911 regarding Campus Advisories.

How to "Shelter-In-Place"

No matter where you are, the basic steps of shelter in place will generally remain the same. Should the need ever arise; follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone for emergency use.
2. If you are outdoors, proceed to the nearest building or follow the instructions of emergency personnel on the incident scene.
3. Locate a room to shelter-in place. The room should be
 - An Interior room
 - Above the ground—1st floor is usually best—do not stay in the basement
 - Without windows or with the least number of windows.
4. Shut and lock all windows(tighter seal) and close exterior doors.
1. Turn off air conditioners, heaters and fans.
2. Close vents to ventilation systems as you are able. Physical Plant staff will turn off ventilation as quickly as possible.
7. Make a list of the persons that are sheltering in place and emergency (cell) phone numbers. You can fax that list to University Police at 318-357-4321.
8. Turn on a radio or TV and listen for further instructions.
9. Drink bottled water, not water from the tap or water fountains.
10. You can provide a minimal amount of protection for yourself by covering your mouth and nose with a damp cloth or other material.

DO NOT CALL 911 UNLESS YOU ARE REPORTING A LIFE-THREATENING EMERGENCY

When the "ALL CLEAR" is given, you may do any of the following:

- Open windows and doors
- Turn on heating, air conditioning or ventilation systems

Go outside and wait until the building has been vented.

STUDENT EMERGENCIES

Life Threatening Emergency, Serious Injury, of Death of a Student

If you are unsure as to how to proceed in an emergency follow these guidelines:

If the situation demands medical or crisis intervention,

1. Call University Police at 5431 (318-357-5431)
2. Call the Hall Director.
3. Call the Student Affairs Office

1. Accident, Injury, Illness (Urgent)

- Contact Hall Director, and NSU Police
- University Police will determine level of emergency and contact EMT
- An Incident Report will be completed by all parties involved in the incident.

2. Serious Accident, Injury, Illness (Immediate, life-threatening situation)

- Call University Police 5431 (318-357-5431)
- Remain calm and maintain confidentiality levels as appropriate
- Contact the Hall Director
- An Incident Report should also be completed by all parties involved in the incident.

3. Suicide Attempt or Serious Threat (Method of suicide in hand)

- Call University Police 5431 (318-357-5431)
- Remain calm and maintain confidentiality levels as appropriate. NSU Police Department will contact appropriate Student Life personnel (counselors).
- Contact the Hall Director.
- An Incident Report should also be completed by all parties involved and persons who have witnessed the incident.

4. Intruder on Campus (Individual seen entering a room/building, etc.)

- Call 5431 (NSU Police)
- Remain calm and maintain confidentiality levels as appropriate.
- Contact the Hall Director and Area Coordinators
- An Incident Report should also be completed by all parties involved and persons who have witnessed the incident.

STUDENT EMERGENCIES

Life Threatening Emergency, Serious Injury, of Death of a Student
(continued)

5. Rape/Sexual Assault

- Call University Police 5431 (318-357-5431)
- Remain calm and maintain confidentiality levels as appropriate.
- Contact the Hall Director
- Make sure someone stays with victim. Do not allow victim to bathe or change clothing. Everything will be collected in a very exact manner for evidence.
- An Incident Report should also be completed by all parties involved and persons who have witnessed the incident.

6. Hostile/Violent Behavior

- Call University Police 5431 (318-357-5431)
- Remain calm and maintain confidentiality levels as appropriate.
- Contact the Hall Director
- An Incident Report should also be completed by all parties involved and persons who have witnessed the incident.

7. Someone with a Weapon

- Call University Police 5431 (318-357-5431)
- Contact Hall Director IMMEDIATELY
- Do not move from the area and be as calm as possible, keeping all those around calm as well.
- Do not say or do anything that might irritate the individual.
- Do not panic. Attempt to remain calm thinking optimistic that help will arrive soon. Also, maintain confidentiality levels as appropriate.
- An Incident Report should also be completed by all parties involved or witnessed in the incident.

8. Vehicle Theft/Break-Ins

- Call University Police 5431 (318-357-5431)
- Remain calm and maintain confidentiality levels as appropriate.
- Contact the Hall Director
- An Incident Report should also be completed by all parties involved or witnessed the incident.

9. Fire is Discovered

- Pull nearest fire alarm
- Call University Police 5431 (318-357-5431), who will contact the fire department
- Housing personnel will evacuate the building by removing all persons from the building
- Contact the Hall Director
- Remain outside of the building until area is cleared by fire department
- An Incident Report should also be completed by all parties involved or witnessed the incident.

STUDENT EMERGENCIES

Life Threatening Emergency, Serious Injury, of Death of a Student
(continued)

10. Fire Alarm is Heard (Drill or actual fire)

- Call University Police 5431 (318-357-5431), who will contact the fire department
- Housing staff will evacuate the residence hall by removing all persons from the building.
- Contact the Hall Director.
- Remain outside of the building until area is cleared by fire department
- An Incident Report should also be completed by all parties involved and persons who have witnessed the incident.

11. Missing Student

- Housing staff should check the assigned room of that student
- Hall Director should be contacted
- Contact University Police at 5431 (318-357-5431)
- An Incident Report should also be completed by all parties involved in the incident.

12. Death or Sudden Illness of Student's Family Member

- Notify caller that you cannot pass the information on yourself but would sit with student while caller informs them over the phone. Get a name, phone number and caller's relationship to student.
- Contact the Hall Director. If necessary, NSU Police Department should be called to contact appropriate Student Life personnel (counselors).
- Hall Director or Student Affairs personnel will locate student and will remain with student while they speak with the caller.
- An Incident Report should also be completed by all parties involved or witnessed the incident.

13. Death of NSU Student (Off campus)

- Information **MAY NOT BE RELEASED** until it is confirmed by Student Life Office.
- Contact Hall Director and Area Coordinators **IMMEDIATELY**
- Remain calm and maintain confidentiality levels as appropriate.
- If necessary, NSU Police Department should be called to contact appropriate Student Life personnel for room-mate and friends of the student (counselors).

14. Death of Student (Discovered on campus)

- Call University Police 5431 (318-357-5431)
- Contact Hall Director **IMMEDIATELY**
- Secure the area. Do not allow anyone into the area or to remove anything from the area. **DO NOT** discuss the situation with **ANYONE**.
- If the media arrives tell them you have no comment at this time and direct them to the Area Coordinators or designated media spokesman
- An Incident Report should also be completed by all parties involved or witnessed the incident.

**Emergency Management Plan
Policy Manual**

Section F

Subject:

SUSPICIOUS PACKAGE
page 24

SUSPICIOUS PACKAGE
Be Calm and Do Not Panic

DO NOT:

TOUCH OR MOVE any suspicious package found or received.

OPEN the following types of packages:

- Packages with wires, foils, oily stains
- Cut and paste labels
- Makes a sloshing noise
- Resistance when beginning to open
- Has a strange odor
- Unusual shapes or bulges in combination with the above

This is what you should do:

CALL UNIVERSITY POLICE AT 5431 (318-357-5431)

Identify yourself and report the exact location and description of the object/package.

Notify your supervisor.

Wait for University Police to arrive and give further instructions.

This is the procedure to follow:

University Police will:

Go to scene, locate building manager, discuss with President or Designate.

Determine if building is to be evacuated. If so, evacuate in a calm, safe manner to a pre-determined location.

If a building is not to be evacuated:

University Police or the Building Manager will select staff members to assist in search of building. People that are familiar with the building will notice a foreign object.

If a device/bomb or suspicious item is located, do not attempt to move or disarm.

Notify the State Police Bomb Squad.

Evacuate surrounding buildings if necessary.

Clear building of all persons and contain the situation until the arrival of the bomb squad.

After removal of device, normal activities may resume.

If no device is found - normal activities may resume.

Important Phone Numbers:

University Police	5431	318-357-5431
Louisiana State Police		
Troop E		318-487-5911
Natchitoches, Leesville, Alexandria, Jonesville		
Troop G		318-741-7411
Shreveport		
Natchitoches City Police		318-352-8101
Natchitoches Parish Sheriff's Office		318-352-6432

SUSPICIOUS PERSONS

This is what you should do:

1. Remain calm.
2. Call University Police at 5431 (318-357-5431) immediately.
3. Note the following details regarding the suspicious person:
 - a. last known location of the person
 - b. complete description of the person
 - c. what the person was doing
 - d. direction of travel
4. If possible, keep an eye on the person until University Police arrives.

This is the procedure to follow:

1. University Police will
 - respond to scene
 - require identification from the person
 - inquire what the individual is doing
2. Unauthorized person(s) will be:
 - removed from the premises
 - issued the proper citations, or
 - arrested if circumstances warrant.

DO NOT:

1. Put yourself in harm's way to watch the suspicious person
2. Approach the person yourself
3. Panic

THEFT OR MISSING UNIVERSITY PROPERTY

This is what you should do:

1. Call University Police at 5431 immediately.
2. Make a list of all items that are missing.
3. Contact Property Control 318-357-6800
4. Complete a Movable Property Transaction Report that lists all items missing or stolen.
5. Forward the Movable Property Transaction Report to Property Control.

This is the procedure that will be followed:

University Police will respond.

A report will be made of the loss and the circumstances surrounding the loss.

THEFT OR MISSING PERSONAL PROPERTY

This is what you should do:

1. Call University Police at 5431 immediately.
2. Make a list of all items that are missing.
3. Personal property of value over \$1,000.00 should be reported to property control for inventory purposes.

This is the procedure that will be followed:

1. University Police will respond.
2. Natchitoches City Police may be contacted.
3. A report will be made of the loss and the circumstances surrounding the loss.
4. Have information available on personal property for reporting.

POWER FAILURE

This is what you should do:

1. Keep a flashlight in your desk for possible power outages
2. Remain calm---stay where you are.
4. Await instructions from Physical Plant Employees and/or University Police.
5. If instructed to evacuate, use designated emergency exits.

NOTE:

- Flashlights and batteries are available in the Warehouse. They must be checked out and charged to a specific account. The budget unit head must also sign for the items.
- Emergency exit signs and lights will remain lit for hours in the event of a power failure. It may take several seconds for the lights to come on.

This is the procedure to follow:

Information will be communicated as to the cause of the power failure and whether a decision to evacuate has been made.

If the building is to be evacuated, Building Evacuation procedures will be followed.

DO NOT:

1. Leave without instructions.
2. Panic.
3. Use Elevators.

A major power failure may not in itself be destructive, but a possible resulting panic or fire could endanger life and property. Panic can be partially avoided by an immediate decision on the need to evacuate the building.

In laboratory buildings, fume hoods do not operate during a power outage and the laboratories should not be used until the ventilation is properly restored.

**Emergency Management Plan
Policy Manual**

Subject: **Appendix I
EMERGENCY CONTACT LIST
Emergency Management Team**

NSU Emergency Management Team

NOTE: Some private numbers (home & cell) may be given to specific persons in an emergency. (If given to you, they are to be used BY PERMISSION ONLY, and only during the emergency period.)

Area Code is 318 and NSU Office Prefix is 357 unless indicated:

<u>Position</u>	<u>Contact</u>	<u>Office Phone</u>	<u>Home Phone</u>	<u>Cell Phone</u>
Emergency Coordinator	Robert Crew	5800		471-2702
Alternate Coordinator	Lisa Abney, VP	5361		
University Police Chief	Rickie Williams Donald Rachal	5431 5431		
University Affairs	Marcus Jones, VP	5701		
Athletic Facilities Director	Alan Pasch Greg Burke	4299 5251		
Criminal Justice Coordinator	Joe Morris	5499		
Environmental Health & Safety	Tammie Pezant	4424		
Auxiliary Services Director	Jennifer Kelly	4300		
Physical Plant Director	Chuck Bourg Alton Lofton	5581 5565		
Plant Services Director	Hovey Harrell John Adams	5152 6839		
Shelter (HHP Building)	Cindy Davis	4668/4140		
NSU Satellite Campuses				
Alexandria	Marsha Zulick	318-484-2184		
Leesville (Ft. Polk)	Joseph Pope	337-392-3102		
Shreveport	Gil Gilson	318-677-3141		
	Thomas Breaux	318-677-3141		
	Dr. Norann Planchock	318-677-3100		

