

# Louisiana Tech University

Part II

## EMERGENCY RESPONSE PLAN FOR FACULTY AND STAFF

JULY 2013



LOUISIANA TECH  
UNIVERSITY®

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## **Section I. Introduction**

### ***Purpose***

The purpose of this Emergency Response Plan for Faculty and Staff is to provide important information in the event of an emergency or natural disaster that occurs within Louisiana Tech University or the general area and impacts normal university operations. Together with the other emergency plans developed by Louisiana Tech University, this plan will assist in anticipating emergencies and help initiate the appropriate response. This should greatly lessen the extent of injuries and limit equipment, material and property damage.

This Emergency Response Plan is designed to provide general procedures and for some situations, specific protocols, to assist Faculty and Staff in the event of a critical incident on campus.. Ongoing and overall Louisiana Tech University emergency response operations are defined in the Crisis/Risk Management Plan and other plans developed by Louisiana Tech University.

### ***Mission***

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

- Priority I: Protection of Human Life
- Priority II: Support/Restoration of Health, Safety and other Essential Services
- Priority III: Protection of Louisiana Tech University Assets
- Priority IV: Assessment of Damages
- Priority V: Restoration of Critical Operations
- Priority VI: Restoration of General Campus Operations

***Louisiana Tech University Incident Commander***

Louisiana Tech University will operate under the “Incident Command System” – a system utilized by FEMA and many other emergency response agencies, including those local public safety agencies which may assist the University during an emergency.. Under this system, a single Incident Commander directs all Louisiana Tech University resources. Although the Louisiana Tech University Incident Commander may consult other individuals, it is imperative that all faculty and staff follow the decisions made by the Incident Commander\*. The Louisiana Tech University Incident Commander is the highest available individual on the following list:

- |    |   |
|----|---|
| 1. | Mr. Randal Hermes, University Police Chief                    |
| 2. | Dr. Jim King, Vice President for Student Affairs              |
| 3. | Mr. Don Braswell, Director of Environmental Health and Safety |
| 4. | Mr. Joe Peel, Director of Physical Plant                      |

\* Louisiana Tech University Incident Commander will relinquish Incident Command to civil authorities as necessary.

***Emergency Response Team***

Louisiana Tech University has also designated an Emergency Response Team to respond to emergency situations. Team Members are as follows:

**Emergency Response Team**

President	Dr. Les Guice
President's Assistant	Ms. Carrie Flournoy
Computing Center	Mr. Roy Waters
Counseling Services	Mr. Ron Cathey
Environmental Health & Safety	Mr. Don Braswell
Finance & Administration	Mr. Sam Wallace
University Communications	Dr. David Guerin
Physical Plant	Mr. Joe Peel
Registrar	Mr. Bob Vento
Residential Life	Ms. Melanie Peel
Student Affairs	Dr. Jim King
Student Development, Dean	Dr. Linda Griffin
Student Life, Dean	Mr. Dickie Crawford
Student Life, Assistant	Mr. Sam Speed
University Police	Chief Randal Hermes
University Police	Asst. Chief Bill Davis

## ***Communications***

### **Plan Activation**

In case of any type of emergency, individuals making the discovery should first move to a safe location and then contact University Police. Individuals making the discovery may also contact 911, pull the fire alarm or take other appropriate emergency actions. Initial responders should never intervene in any crime or dangerous event.

The University Police Officer should follow standard operating procedures while contacting other civil authorities (Police, Fire, etc.) as necessary. If the emergency warrants, he/she should also communicate immediately with Louisiana Tech University Incident Commander. Louisiana Tech University Incident Commander will assess the situation and direct University Police to contact and summon the necessary Louisiana Tech University and other resources required to contain and control the emergency.

### **Emergency Situation**

Emergency information is communicated either by a fire alarm (indicating the need to perform a facility evacuation) or by university mass e-mail and website or by intercom in buildings where available.

### **Outside Communications**

Louisiana Tech University Incident Commander will review and direct the communication of all messages. Mechanisms for communication include text message, e-mail, Louisiana Tech University website, TV, radio and personal telephone calls (for individual faculty and staff information). In a post-disaster environment, communications will include personal visits as necessary.

### **Media Communications**

**All contact with the news media will be directed through University Communications.**

### **Information**

For emergency information regarding events that are affecting or may affect normal Louisiana Tech University operations, contact Louisiana Tech University Police (318) 257-4018 or visit Louisiana Tech University website ([www.latech.edu](http://www.latech.edu)). This information is updated regularly and as needed during emergency periods.

***Faculty and Staff Responsibilities***

Every faculty and staff member should familiarize himself/herself with the emergency procedures and evacuation routes of areas in which they work or that they use frequently (Paragraph 10). Everyone should also be able to execute shelter-in-place/emergency lockdown procedures (Paragraph 11). Faculty and staff should be prepared to assess situations quickly but thoroughly, and use common sense in determining a course of action. In addition, faculty and staff should evacuate to assembly areas in an orderly manner when directed to do so by university officials, emergency personnel or when an alarm/siren sounds.

Faculty should review classroom evacuation and shelter-in-place procedures with students at the beginning of each semester. Faculty and staff also need to provide emergency information to guests and visitors who are unlikely to be familiar with emergency procedures.

In the event of a weather-related or flood threat, faculty and staff are responsible for securing work areas before being released (see Appendix A). Faculty and staff also are responsible for maintaining contact with Louisiana Tech University during the emergency and recovery periods. Contact should be made through your supervisor. After the storm, faculty and staff who are able to work are to assist with damage assessments of work areas and help with the cleanup effort.

Some staff may be required to relocate to recovery sites where mission-critical Louisiana Tech University operations can be performed. Some staff may be assigned as ‘storm personnel’ who will remain at Louisiana Tech University during the storm.

After any emergency it is important for everyone to provide Louisiana Tech University with location and status information. All faculty and staff are to contact their supervisor to confirm their location, future contact information and any personal or family problems that have occurred as a result of the disaster.

*Emergency Situations*

- If an **Accident or Medical Emergency** is discovered, the individual making the discovery shall immediately contact University Police and provide as much information as possible. If possible, stay with the injured person and keep the victim calm and comfortable. Do not move any seriously injured person. Administer CPR or first aid only if qualified to do so.
- If a **Criminal Activity** is discovered, the individual making the discovery shall immediately contact University Police and provide as much information as possible. Do not approach the intruder or intervene in any ongoing crime.
- If a **Hazardous Substance** is discovered, the individual shall immediately contact University Police and provide as much information as possible. At a minimum, the individual should provide a description of the substance (color and texture) and any specific characteristics (odor, smoke, etc.). Close off and evacuate any contaminated areas. Exposed individuals should quarantine themselves at a safe location.
- If a **Hostile Intruder, Violent Student or Violent Employee** is discovered, the individual making the discovery shall immediately contact University Police and provide as much information as possible. Do not approach the intruder or intervene in a dangerous situation.
- The individual thought to be under the **influence of a controlled substance**, alcohol, prescription or non-prescription drug **whose behavior is disruptive to the educational process** will be requested to leave.
  - If the individual refuses to leave/continues to stay in the area, the following options may apply:
    - Dismiss the class if in a classroom.
    - Leave the area if in a classroom.
    - Note the description of the individual and his/her location, provide the name if possible.
    - Notify University Police immediately.
    - After resolution, document the incident in writing and supply a copy to the appropriate administrator.
  - If individual is not disruptive but suspected of being under the influence of a controlled substance, immediately report the individual to the appropriate administrator.

## **Section II. Critical Procedures**

### ***Fire and Facility Evacuation***

#### **Immediate Actions**

1. If a fire is discovered, immediately pull the closest fire alarm switch.
2. When a fire alarm is activated, all occupants will evacuate the building in an orderly and safe manner. The Building Coordinator or his alternate should be the last occupant to leave the building to ensure everyone has exited the building.
3. Should a person have to remain in the building due to circumstances beyond his/her control, the Building Coordinator will notify the arriving fire officials of the person's location and the condition of the individual (e.g., handicapped, wheelchair bound, injured, etc.).
4. The alarm systems should be designed to notify the fire alarm monitoring company of a fire condition at the location in which the alarm was activated. University Police will immediately contact Louisiana Tech University Incident Commander and inform him/her of the situation.
5. When feasible, University Police will respond to the alarm panel of the building that has been activated and determine the exact location of the activation. University Police will then go to that location to determine the response needed, inform the arriving emergency personnel of their findings and assist with traffic and crowd control.



## Building Coordinators

Department Heads shall ensure that each building within their control has a person(s) designated as a Building Coordinator (may be the Department Head, however alternates are recommended). Building Coordinators are to:

1. Conduct a sweep of assigned area and be certain that everyone has evacuated. Close doors once everyone has evacuated the area.
2. Initiate evacuation procedures, as necessary.
3. Close doors as areas are evacuated.
4. Assist with the extraction of any physically challenged personnel. If necessary, record the location of any individuals who require emergency personnel to assist with the extraction.
5. Maintain an orderly evacuation.
6. Record inappropriate actions (panic, use of elevators, etc.).
7. Assemble personnel at a designated safe location and account for personnel.
8. Record any missing personnel and their last known location.
9. Document evacuation time.
10. In the most minor of incidents, only faculty and staff with training in the use of fire extinguishers are permitted to actually fight a fire.
11. Be the last ones out.

## Evacuation Procedures

When an evacuation of a building is ordered, the evacuation will be performed in an orderly and safe manner. All faculty and staff are to assemble in designated areas. Evacuation orders may be given for multiple purposes.

1. Become familiar with work areas and exit locations.
2. When the fire alarm sounds, prepare to evacuate immediately.
3. Do not panic but walk quickly to the closest emergency exit.
4. Do not use elevators. Do not use cell phones.
5. Walk in a single file to the right through corridors and stairwells.
6. Avoid unnecessary talking and keep the lines moving.
7. Individuals requiring assistance in evacuation should proceed to stairwell entrance areas and wait for assistance.
8. If smoke is encountered, drop to the floor and crawl along the wall to the nearest exit.
9. When approaching a closed door, feel the door with the back of your hand. If the door is cool, carefully open the door and (if safe) proceed with the evacuation.
10. No one is to return to the building until Louisiana Tech University Incident Commander authorizes permission.

## Special Evacuation Procedures

A “Vertical Evacuation” is a procedure in which individuals on lower floors relocate themselves to higher floors. This type of evacuation is conducted when there is a danger on the lower floors and there is either a danger in passing through the lower floors or if the outside environment is dangerous. The most likely use of vertical evacuation is if there occurs a chemical spill either outdoors or within the lower floors. Vertical evacuations are also used as an evacuation of last resort in a flooding event.

A “Silent Evacuation” is a procedure conducted when it is advisable to evacuate without causing alarm. This procedure is most likely used during some type of crime or crime-threatening emergency.

## Evacuation of People Needing Mobility Assistance

Faculty and supervisory staff having people with disabilities under their direction shall meet with them as soon as possible to discuss evacuation procedures in case of fire or other emergency.

Evacuation of people with disabilities who are ambulatory, such as those who have vision or hearing impairments:

- Should take place normally with other building occupants.
- Escorts should be offered from within the class or work area at the beginning of the semester.

People who are dependent upon equipment for their mobility:

- Should be assigned an Escort from within the class or work area at the beginning of the semester.
- Should not use elevators unless directed to do so by the emergency personnel.
- Remain in a protected place to await arrival of emergency personnel. Individuals who cannot evacuate the building due to mobility problems should proceed to the designated handicapped stairway in the building, accompanied by a prearranged Escort. Emergency personnel are trained to look for persons with mobility difficulties in these designated areas.
- Once the stairs have begun to clear of other evacuating people, the Escort and the person needing mobility assistance should enter the stairway and remain on the landing near the door.

If the stairway becomes smoke-filled or unsafe before the arrival of emergency personnel:

- Move back into the building and proceed to another usable stairway.
- If another stairway is not available, find a room that is safe and close the door.
- Wave a coat or similar object in a window to gain attention.

**If there is a direct and immediate threat, the individual should be moved.** If there is potential for fire, explosion, biohazards, or gas in the area where the person needing mobility assistance is located, a Buddy along with the Escort will need to assist the person to leave the building.

Faculty and staff who have individuals needing mobility assistance under their direction are responsible for notification of emergency personnel about the location of these people within the building.

### ***Shelter-in-Place (a/k/a Emergency Lockdown)***

There are a number of emergency situations where an evacuation of a building and/or office area is not advisable – hostile intruder, hazardous release outside, terrorist attack outside the building, earthquake, etc. These threats require shelter-in-place procedures to be executed – the exact opposite of a facility evacuation. Shelter-in-place situations often constitute life-threatening events. Conducting a facility evacuation or failing to respond properly could be a fatal mistake.

### Communications

- A shelter-in-place will be announced by text message, e-mail, website, or intercom in buildings where available, or other voice communication.
- If a situation that may require a shelter-in-place is discovered, the individual making the discovery shall immediately move to a safe location, contact University Police and provide as much information as possible.
- Fire evacuation alarms are not to be sounded.

### Procedures – Earthquake

Although an earthquake would be unlikely in Louisiana Tech University vicinity, these guidelines may be helpful in you are in an earthquake-prone region.

- If an earthquake strikes take cover immediately under a sturdy object.
  - Be prepared to move with the object and, if possible, grab the object.
  - Cover your head, neck and face to the fullest extent possible.
  - Stay away from, to the fullest extent possible, windows and items that might fall.
- Do not attempt an evacuation during the earthquake.
- Once the shaking stops; evacuate and remain prepared for aftershocks.
  - Do not move seriously injured individuals.
  - Provide search and rescue personnel with the last known location of any missing victim.
- Once outside seek open areas away from power lines, buildings and objects that might fall.

### Procedures – Hazardous Release Outside

- Everyone in hallways or open areas is to seek shelter in the nearest room.
- Close windows and window treatments.
- Everyone is to remain quiet and not enter hallways or open areas.
- Crouch down in areas that are away from windows.
- Air ventilation systems will be shut down.
- A vertical evacuation may be considered.
- Should the fire alarm sound, do not evacuate the building unless:
  - You have firsthand knowledge that there is a fire in the building, or
  - You have been advised by University Police to evacuate the building, or
  - There is imminent danger in the immediate area.

### Procedures – Hostile Intruder/Violent Student or Employee

- Everyone in hallways or open areas is to seek shelter in the nearest room.
- A silent evacuation should be considered if it can be conducted safely.
- Lock and barricade doors.
- Close windows and window treatments.
- Turn off lights.
- Everyone is to remain quiet (quietly contact 911) and not enter hallways or open areas.
- Crouch down in areas that are **out of sight from doors and windows.**
- Should the fire alarm sound, do not evacuate the building unless:
  - You have firsthand knowledge that there is a fire in the building, or
  - You have been advised by University Police to evacuate the building, or
  - There is imminent danger in the immediate area.

## Procedures – Tornado

- At the onset of a tornado warning:
  - Everyone in outdoor areas is to seek shelter in secure buildings.
  - Trailers and temporary structures are to be evacuated.
- Faculty and staff are to go to interior areas/hallways or designated safe areas of the building.
- Close doors.
- If possible, take cover under a sturdy object.
- Cover your head, neck and face.
- Stay away from windows and objects that might fall.
- Do not seek cover in large open areas.
- Remain quiet.

### **Section III. Specific Emergencies**

#### ***Accident/Medical Emergency***

- If an Accident or Medical Emergency is discovered, the individual making the discovery shall immediately contact University Police and provide as much information as possible.
- If possible, stay with the injured person and keep the victim calm and comfortable.
- Do not move any seriously injured person.
- Administer CPR or first aid only if qualified to do so.
- Do not attempt to clean up spilled body fluids.
- Depending on the situation University Police will alert
  - Emergency management personnel
  - Student Health Services
  - Louisiana Tech University Incident Commander (if the event is serious)
- University Police will be posted to ensure no one enters the isolated area until emergency personnel arrive and the area is determined to be safe.

***Bomb Threat or Suspicious Package***

- If a suspicious package is discovered, the individual making the discovery shall immediately contact University Police and provide as much information as possible. At a minimum, the individual should provide a description of the suspicious package and any specific characteristics.
- If a telephone call or information is received stating a bomb is somewhere nearby:
  - Recipient will write down the call as precisely as possible, noting time of call, length of call, any distinguishing characteristics of the caller's voice (to include male/female, accent, age, etc.) and the possible location.
  - Recipient should not hang up the phone when the call is completed. Keep the line open or place it on "hold".
  - Recipient should immediately contact University Police and advise them of the call, as well as, provide a detailed written text.
- If an evacuation is ordered, everyone will vacate the affected building(s) move to a safe location as designated by officials on-site and stay at least 300 feet from the nearest building.
- In addition to contacting Louisiana Tech University Incident Commander, University Police will call 911, advise local emergency services authorities of the situation about the bomb threat or suspicious package and request local emergency services assistance. Local emergency services authorities should receive updated information upon their arrival.
- University Police will be posted to ensure no one enters the building(s) until emergency personnel arrive and the area is determined to be safe.
- Once local emergency service authorities arrive, Louisiana Tech University Incident Commander will coordinate any information or assistance with them. Only trained personnel should attempt to perform a methodical search of the buildings.



### ***Hazardous Release***

- If a hazardous substance is discovered, the individual shall immediately contact University Police and provide as much information as possible. At a minimum, the individual should provide a description of the substance (color and texture) and any specific characteristics (odor, smoke, etc.). Exposed individuals should quarantine themselves at a safe location.
- If a telephone call or information is received stating HAZMAT material is somewhere:
  - Recipient will write down the call as precisely as possible, noting time of call, length of call, any distinguishing characteristics of the caller's voice (to include male/female, accent, age, etc.) and the possible location. (Note: Use the attached checklist for bomb threats.)
  - Recipient should not hang up the phone when the call is completed. Keep the line open or place it on "hold".
  - Recipient should immediately contact University Police and advise them of the call, as well as, provide a detailed written text.
- Everyone will vacate all affected areas and move into a safe location as designated by officials on-site.
  - Safe locations will be upwind of the release
  - If trapped in a building, consider a vertical evacuation
- In addition to contacting Louisiana Tech University Incident Commander, University Police will call 911. Advise local fire/HAZMAT authorities of the situation and request local emergency services assistance. Fire/HAZMAT authorities should be updated on the situation upon their arrival. Law enforcement officials should be sent to initiate any police actions.
- Louisiana Tech University Incident Commander will direct that the affected area be evacuated and isolated.
- University Police will be posted to ensure no one enters the isolated area until emergency personnel arrive and the area is determined to be safe.
- When necessary, Facilities will isolate the appropriate utilities (ventilation, air conditioning, etc.) within the building to further prevent the airborne spread of any substance.
- Once fire/HAZMAT authorities arrive, Louisiana Tech University Incident Commander will coordinate any information or assistance with them. Only trained personnel should attempt to perform a methodical search of the buildings.
- If a hazardous release occurs outdoors at a nearby location that may affect Louisiana Tech University, the following procedures will be taken:
  - A shelter-in-place order will be issued.
  - Facilities will shut down the appropriate utilities (ventilation, air conditioning, etc.) within the building to further prevent the airborne spread of any substance.

***Hostile Intruder/Violent Student/Criminal Act***

- If a Hostile Intruder, Violent Student or a Criminal Activity is discovered, the individual making the discovery shall immediately contact University Police and provide as much information as possible. Do not approach the intruder or intervene in any ongoing crime. At a minimum, the individual should provide a description of the intruder and any specific characteristics (height, weight, hair color, race and type and color of clothing) and type of weapon(s) if any.
- If it is possible to evacuate, conduct a silent evacuation.
- If gunshots are heard within a building, close, lock and/or barricade room doors and turn off the lights to that area. Try to calm coworker fears and keep everyone as quiet as possible. Stay in the locked/barricaded room until informed by University Police personnel that it is safe to come out of the area. Use cell phones to notify University Police and local 911 personnel of the situation.
- Under no circumstances should the fire alarm be activated or an attempt made to evacuate the building unless you are in the room or immediate area where the shots are being fired. Persons may be placed in harm's way when they are attempting to evacuate the building. Should the fire alarm sound, do not evacuate the building unless:
  - You have firsthand knowledge that there is a fire in the building, or
  - You have been advised by Police/University Police to evacuate the building, or
  - There is imminent danger in the immediate area.
- University Police will be posted to ensure no one enters the building(s) until local emergency services personnel arrive and the area is determined to be safe.
- Once local emergency service authorities arrive, Louisiana Tech University Incident Commander will coordinate any information or assistance. Only trained law enforcement personnel should attempt to perform a methodical search of the buildings in which the hostile intruder is located.

## *Natural Disasters*

The Crisis/Risk Management Plan describes weather monitoring and Louisiana Tech University overall response to weather-related threats. Faculty and staff activities focus on safety issues and, in certain cases, the protection of Louisiana Tech University assets.

### Earthquakes

- If an earthquake strikes take cover immediately under a sturdy object.
  - Be prepared to move with the object and, if possible, grab the object.
  - Cover your head, neck and face to the fullest extent possible.
  - Stay away from, to the fullest extent possible, windows and items that might fall.
- Do not attempt an evacuation during the earthquake.
  - Do not move seriously injured individuals.
  - Provide search and rescue personnel with the last known location of any missing victim.
- Evacuate once the shaking stops, and remain prepared for aftershocks.
- In outdoor areas, stay away from power lines, buildings, and any objects that might fall.
- In an automobile, pull off the road away from overpasses, bridges, and large structures that might fall.
- There is no warning period. Therefore, all attention should be directed towards life safety procedures.

### Floods and Hurricanes

Louisiana Tech University will close if it has been determined that travel conditions have become dangerous and would not reopen until the environment is safe. Therefore, there are no special on-site safety guidelines for non-storm personnel. Faculty and staff are required to secure work areas for potential flood and/or wind damage prior to being released. (See Appendix A.)

Faculty and staff who have been designated to relocate to recovery sites will be released earlier to make personal preparations and to travel to the recovery site location(s). All faculty and staff are encouraged to take proper safety steps for themselves and their families. After the storm, faculty and staff are to assist with damage assessments of work areas and help with the cleanup effort.

### Mid-Latitude Storms, Tropical Storms and Floods

When traveling under bad weather conditions, keep your motor vehicle in good mechanical condition with properly inflated tires with good tread. Reduce driving speeds. If hydroplaning occurs on wet pavement or slipping occurs on a frozen road, take your foot off the gas to gradually reduce driving speed. Steer into the skid and gradually regain control of the vehicle. Do not drive into moving water, deep water or into water where the depth is unknown.

## Thunderstorms

Observe the following rules if lightning is occurring or is about to commence:

- Avoid water fixtures, telephone lines and any electrical conducting materials.
- Stay inside buildings and off the grounds.
- Modern buildings are designed to withstand significant damage resulting from thunderstorm wind, rain, hail and lightning strikes.
- If you are working outdoors or not at work, depending on your location, keep the following in mind:
  - If in your home or a building, follow the aforementioned rules.
  - While in your car, keep in mind that because cars are low profile and supported on rubber tires (an effective electric insulator), they are generally (but not always) safe from lightning strikes. Electrical current will also generally follow a path around, rather than through, the passenger compartment (not necessarily true for convertibles).
  - If in an open area, go to the nearest ditch or ravine and drop to your knees. **Do not** do any of the following:
    - stand in an open area
    - stand underneath a tall tree (especially if it is in an isolated area)
    - seek shelter in a small structure in an open area
    - stand in or around a body of water
  - If in a wooded area, go to a low area of small trees/bushes.
  - Stay away from anything metal (farm equipment, golf clubs, wire fences, metal buildings, etc).
  - If you feel your hair standing on end, drop to your knees bend forward and put your hands on your knees. Do not lie flat on the ground.

## Tornadoes

Louisiana Tech University will monitor the weather on an ongoing basis if the Weather Service issues a tornado watch. If a tornado is spotted or imminent, take the following steps immediately:

- Notification of a pending disaster will be announced by e-mail, university website, and intercom where available.
- Fire/evacuation alarms are not to be activated.
- Evacuate all trailers and temporary structures; proceed immediately to a structurally secure building.
  - Go to the interior area of the building.
  - Avoid west and south facing exterior walls and rooms (tornadoes generally travel from the southwest to the northeast in the U.S.A.).
  - Take cover under a sturdy object.
  - Protect your head, neck and face.
  - Stay away from windows, glass and items that might fall.
- There is not a sufficient warning period to close Louisiana Tech University or to effectively protect University assets. Therefore, no special effort should be made to protect University assets; all attention should be directed towards life safety procedures.
- If you are working outdoors or not at work, depending on your location, keep the following in mind:
  - If in a house or small building, go to the basement or cellar.
    - If there is no basement, go to an interior room on the lowest level.
    - Take cover under a sturdy object while covering your head, neck and face.
  - If in a school, office, shopping center, etc. go to an interior hallway on the lowest level.
  - Do not seek shelter in gyms, auditoriums and other large open areas.
  - If in a high-rise building, go to an interior hallway on the lowest level possible. Do not take the elevator!
  - If in a car and the tornado is nearby, get out. Tornadoes can move swiftly and are often erratic.
  - If in a mobile home, get out immediately!
  - If in an open field, lie face down in a ditch or nearest ravine and cover your head with your hands: this procedure is preferable to remaining in a car or mobile home.

## ***Terrorist Attack***

### Weapon of Mass Destruction – Definition

A Weapon of Mass Destruction (WMD) includes biological, chemical, incendiary, nuclear or highly explosive material and any combination thereof.

### General Guidelines

Emergency action steps will depend upon the type of device and/or agent used and where it is used. Louisiana Tech University has developed plans to respond to such situations and has established lines of communication with appropriate civil authorities to obtain current information.

### Action Steps for Initial Responders

1. Notify University Police
  - a. Call 911 to dispatch police/bomb squad and fire/HAZMAT
  - b. Contact Louisiana Tech University Incident Commander
  - c. Contact the FBI
  - d. Contact the Local/Regional Office of Emergency Management
  - e. Contact the Local Health Department
2. In most cases authorities will setup an Incident Command Center upwind of the hazard
3. Avoid contamination
  - a. At the point of the release
  - b. By exposed individuals
  - c. Limit access in the area to those responsible for rescue or material/device analysis
4. Do not touch or move any suspicious object
  - a. Do not use radios, cell phones, etc. that may trigger detonation
  - b. Evacuate the area
5. If an unknown material has been released
  - a. Facilities will shut down ventilation systems
  - b. If the release is internal, secure the affected area and evacuate
  - c. Affected individuals should quarantine themselves at a safe location
  - d. If the release is external, secure the perimeter and do not evacuate
6. If a hazardous release occurs off-site
  - a. If the contamination is expected to affect Louisiana Tech University, you will be given instructions to remain indoors
  - b. If the contamination is not expected to affect Louisiana Tech University, you will be given instructions on avoiding any contaminated areas

### Mail Safety – Suspicious Package – Rules of Thumb:

- Grease Stains or Discoloration
- Odors
- Protruding Wires or Metal
- Excessive Weight/Postage/Securing Materials (tape, string, etc.)
- Lopsided/Uneven
- Handwritten Address
- No Return Address
- Misspelled Words
- Confidential, Personal, Open only by \_\_\_\_\_, etc.

### **Opened Package** – If an open package contains an unknown substance:

- Place it down immediately and gently.
- Do not shake, empty or do anything that would make the substance airborne.
- If available, secure the package in a plastic bag.
- Do not move the package.
- Close doors, windows and (if possible) shut down ventilation systems.
- Do not allow others to enter the area.
- Leave the room, wash hands and/or any affected area of contact and quarantine yourself.
- Notify University Police:
  - Take all instances seriously
  - Isolate the area
  - Quarantine any affected individuals
  - Contact a qualified HAZMAT service to address the situation
- Remain calm – most of these events are hoaxes.

## ***Workplace Violence***

### **Abusive or Threatening Individual**

1. Stay calm and collect your thoughts. Assess the level of threat. Don't risk staying in a situation if you think physical attack is possible.
2. If the situation at any point appears dangerous, go to a safe place and call for assistance from University Police and/or 911 as the situation warrants.
3. If the situation does not appear to be dangerous, take steps to de-escalate the conflict.
  - Move individual away from an audience
  - Use a clear, calm, strong voice
  - Keep your body language non-threatening
  - Do not use words that threaten or intimidate
  - Be respectful—do not shame, blame or judge the individual
  - Listen to the individual and allow them to ventilate
  - Do not argue—let them express their anger
  - Empathize with the individual—imagine yourself in the same situation
  - Ask the individual how the problem may be solved
  - Think about the possible ways to solve the problem
  - If you are unable to solve the problem, ask for help
  - Thank the individual for bringing the concern to your attention
  - If at any time, the conflict becomes dangerous, go to a safe place and call for assistance from University Police and/or 911, as the situation warrants.
4. Document the events even if you solved the problem. Give documentation to University Police staff.
5. University Police will contact appropriate administrators.

### **Weapons Suspected in the Office Area**

- Seek out the nearest colleague.
- Confidentially tell the colleague that you suspect an individual has a weapon in the office area. Give the name/location of the individual who is suspected if possible.
- Tell the colleague to inform University Police immediately.  
Continue work as usual.

### **Weapons Pulled or Displayed**

- If an individual pulls a gun in the office area, DO NOT try to disarm the individual.



- Remain calm.
- STAY AWAY from the individual with the gun. If necessary to talk to the individual, do so in as controlled a manner as possible.
- Ask the individual to put the gun down and move away from it.
- Do what you can to get the attention of another colleague and University Police and/or 911, as the situation warrants, so that help can be summoned.

### **Hostage Incident**

- Follow the instructions of the hostage taker.
- Do not try to disarm or negotiate with the hostage taker.
- Do not offer yourself as a hostage.
- Do focus your attention on what is happening and make mental lists of events and a description of the perpetrator(s).
- If hostages are taken away, make sure you know who they are and remember what the hostage taker says at this specific moment in the incident.
  - When it is feasible, contact University Police and/or 911, as the situation warrants, for help.
  - When police arrive and follow their instructions.
- If the event is ongoing:
  - The police department will likely set up a building perimeter and probably a closer inner perimeter
  - If the subject or subjects have injured anyone, arriving officers will take actions to prevent further harm
  - If the subject or subjects have only threatened harm, then a negotiating team would be set up
  - Follow police department instructions

## Section IV. Appendices

### Appendix A – Securing Work Areas

#### Louisiana Tech University Closing Checklist – Flood Threat

*In the event that Louisiana Tech University suspends normal operations in response to the threat of a tropical storm or other rain/flood event, the following activities must be carried out prior to faculty and staff being released.*

1. For information not secured by Computing Center:
  - Back up computer hard drives.
  - Secure diskettes and CDs.
2. Ground-floor occupants in buildings subject to flooding:
  - Unplug computers, printers and other electrical appliances.
  - Relocate contents from bottom drawers of desks and file cabinets to locations safe from flooding.
  - Move all equipment, books, papers and other valuables off the floor to locations safe from flooding.
  - If necessary, relocate equipment and other valuables to a higher floor or higher location. *(Be sure that equipment and other valuables that are moved outside your work area are tagged for easy identification and retrieval).*
  - If relocation to a higher floor is difficult or impossible, cover and secure or encase and seal equipment and other valuables with plastic.
3. Check contents of refrigerators and set to coldest setting.
4. Empty trash receptacles of items likely to rot.
5. Take home all personal items of value.
6. Close and latch all windows and close and lock all doors.
7. Stay tuned to the radio/television for additional information, and check Louisiana Tech University website or call University Police (318-257-4018).
8. Other: \_\_\_\_\_
9. Other: \_\_\_\_\_
10. Other: \_\_\_\_\_
11. Other: \_\_\_\_\_