



## **Emergency Preparedness, Response & Recovery Plan**

**South Louisiana Community College**

**1101 Bertrand Drive  
Lafayette Louisiana 70506**

**Revised 8/2020**

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## **Statement**

Emergencies can occur at any time, without warning. Careful planning, with an emphasis on safety, can enable members of the South Louisiana College (SLCC) community to respond appropriately to crises and emergencies and may prevent injury and save lives. Every member of the College community is responsible for emergency preparedness. As a major component of SLCC's Comprehensive Safety and Security Program, SLCC has developed a comprehensive emergency plan, which addresses the preparedness, response, and recovery efforts to minimize injury to personnel, students, visitors and/or neighbors and damage to facilities, equipment and records in the event of an emergency. An emergency condition may be weather-related (e.g., hurricanes, storms, extensive flooding, etc.), any condition that can cause extensive damage to facilities or loss of life (e.g., intruder, bomb threat, workplace violence, fire, etc.) or an event that can suspend business, disrupt operations, or threaten the College's financial standing or public image. The creation and updating of this plan was guided by the Louisiana Governor's Office of Homeland Security & Emergency Preparedness Louisiana School Emergency Management Planning (LASEMP) <http://gohsep.la.gov/PREPARE/LASEMP> and the FEMA/National Incident Management System (NIMS) Ready Campus <https://www.ready.gov/campus>.

**Upon threat assessment**, the Chancellor or their designee will activate the Emergency Plan. Campus and site-specific emergency plans have been developed based on the nature of the threat and will be activated as deemed necessary. If the emergency condition has affected or has the potential to affect the information systems of the College, the Chancellor or their designee will also activate the Office of Information Technology Disaster Recovery Plan. All purchases made during a declared emergency will be in accordance with Louisiana emergency procurement Revised Statutes.

In the event of an emergency, all employees will follow the procedures outlined in their campus/site's respective emergency plan and in this memorandum.

## **Purpose**

To publish the College's emergency plan.

## **Scope and Applicability**

This plan applies to all College operating units and to all employees, students and visitors of SLCC.

## **College-wide Oversight of Emergency Preparedness, Response and Recovery**

In accordance with the College's Comprehensive Safety and Security Program policies, the Director of Safety and Security oversees all components of the College's safety program, which includes the development of the emergency plan and campus-site specific emergency plans. This Director assists each Campus Director in the development of a campus/site emergency plan that addresses preparedness, response and recovery efforts for all potential threats for that campus/site; works closely with the Campus Safety Committee and the Safety Council in addressing issues related to emergency preparedness, response and recovery; and provides training and awareness programs regarding emergency threats for supervisors, employees, and students.

Each Campus Director is responsible for emergency preparedness, response and recovery efforts on their campus or site. Each academic year Campus Safety Committees are established to ensure input on the emergency plan from all operational units of the College. These are chaired by the Campus Director or their designated representative. The Campus Directors or their designated representative shall also serve as the Campus/Site Safety Program Coordinator. Committee membership may also include Deans or designees, representatives from Safety, Security, Risk Management, Facilities/Maintenance, and other departments, if applicable; the campus SGA President; and others as recommended Campus Director.

The Safety and Security Director chairs a college-wide Safety Council, composed of appropriate college-wide and campus/site specific representatives involved in the safety program and those deemed by the Chancellor. The function of the Safety Council is to address all components of the college-wide safety program, including the emergency plan, and to make policy and procedural recommendations for improvements and updates on an ongoing basis. The Council will review and update this plan annually.

## Activation of Emergency Plan

Upon threat assessment, the Chancellor or their designee will activate the college-wide Emergency Plan. Campus and site-specific emergency plans have been developed based on the nature of the threat and will be activated as deemed necessary at the respective campus/site location. These plans include emergency preparedness, response, and recovery procedures, as well as strategies for testing the procedures and preserving critical data. In addition, it is the responsibility of all department managers to ensure all departments under their supervision have departmental or unit plans, which are included in the appropriate campus and/or site-specific plans.

If the emergency condition has affected or has the potential to affect the information systems of the College, the Chancellor or their designee will also activate the Office of Information Technology Disaster Recovery Plan. All purchases made during a declared emergency will be in accordance with applicable Louisiana Revised Statutes.

## Structure of the SLCC Emergency Team

The SLCC Emergency Team has been established to ensure that comprehensive preparedness, adequate operating procedures, and necessary allocation of resources, including personnel, exist in the event of an emergency. The team consists of the following: Chancellor, Vice Chancellors, Deans, Director of Communications and Marketing, Director of Human Resources, Director of Facilities, Director of Corporate College, Principal of Early College Academy, and the Director of Safety and Security. Additional members may be appointed by the Chancellor. This team will be activated in the event of an emergency condition as contained in this plan and will be responsible for overseeing the implementation of appropriate emergency actions to include the following:

1. Responsible for the overall coordination of the campus emergency response.
2. Determines the type and magnitude of the emergency and establishes the appropriate emergency command center.
3. Initiates immediate contact with appropriate administrative staff; begins assessment of the campus condition.
4. Notifies and utilizes police, security and emergency personnel in order to maintain safety and order.

5. Notifies applicable Emergency resources and advises them of the nature of the emergency.
6. Notifies and conducts liaison activities with appropriate outside organization such as the Fire Department, Police Department, Office of Emergency Management, Hospitals, Utilities, etc.
7. Ensures that appropriate announcements are made to faculty, staff, and students, as well as the general public.
8. Performs other related duties as may be directed by virtue of the campus emergency.
9. Prepares and submits requested reports to the Campus Administrator appraising the final outcome of the emergency.

The Vice Chancellor for Administration and Finance has been designated as SLCC Emergency Coordinator. Emergency Team members are responsible for providing personnel to accomplish assigned responsibilities. An Emergency Call List of names, organizations and phone numbers of key personnel required to support an emergency will be maintained by each team member; copies will be provided to and updated by the Emergency Coordinator. See attached Emergency Contact information.

## Responsibilities During Emergency Plan Activation

**A. Chancellor:**

1. Declares the Emergency Plan to be initiated or has responsibility delegated to another individual of their choice.
2. Is responsible for the overall direction of SLCC's Emergency Plan.

**B. Vice Chancellor for Administration and Finance:**

1. Serves as the College's Emergency Coordinator.
2. Is responsible for the coordination and administration of all emergency activities involving College personnel and property in accordance with the Emergency Plan.
3. Establishes emergency purchasing procedures.
4. Is responsible for implementing emergency procedures of areas under their cognizance.

**C. Vice Chancellor for Student Services:**

1. Is responsible for implementing emergency procedures of areas under their cognizance.

**D. Director of Safety and Security:**

1. The Director of Safety and Security is to assist the Emergency Coordinator in coordination and administration of the Emergency Plan.
2. Directs all Security activities College-wide.
3. Conducts liaison activities with appropriate outside organizations such as fire, police, Emergency Medical Services, etc.

**E. Vice Chancellor for Strategic Initiatives:**

1. Is responsible for implementing emergency procedures of areas under their cognizance.

**F. Director of Information Technology:**

1. Is responsible for preparing the College's information systems for shutdown and restarting.

**G. Director of Communications and Marketing:**

1. Serves as SLCC's official spokesperson in case of emergency or extraordinary circumstances and approves all information prior to release to any external medium.

**H. Assistant Director of Security:**

1. Is responsible for providing appropriate security personnel to directly address the emergency, as applicable.
2. Initiates emergency measures to ensure that campus facilities are secured.

**I. Safety Coordinator:**

1. Provides safety recommendations and assistance during all phases of emergency preparation, response and recovery.
2. Investigates and evaluates campus hazards for environmental, health and industrial safety.

**J. Manager of Facilities and Planning:**

1. Is responsible for the control of the major electrical and mechanical systems.
2. Ensures emergency generators are available in critical areas.

**K. Director/Manager of Human Resources:**

1. Is responsible for implementing emergency procedures of areas under their cognizance.

**L. Principal of Early College Academy:**

1. Is responsible for implementing emergency procedures of areas under their cognizance.

**M. Each Campus Director:**

1. Is responsible for implementing emergency procedures and activating the campus/site-specific emergency plan based on the nature of the threat for areas under their cognizance.
2. Notifies the Emergency Coordinator when all relevant emergency procedures have been completed at the campus/site level, and when the threat has posed challenges outside of the Campus Executive Dean/ Site Administrator's jurisdiction.

**N. Each employee:**

1. Keeps their department and their supervisor informed of any contact information change.
2. Returns to work, following dismissal for an emergency on the following day unless instructed otherwise by media announcement, by their supervisor, through the College's website, college-wide email or text message, and/or via any other means deemed necessary or appropriate. Local media will be used for media announcements.
3. Has a battery powered radio at home, if possible, to listen to local emergency warnings and work schedule announcements.
4. Monitors SLCC's website ([www.solacc.edu](http://www.solacc.edu)) or the alternative emergency website if activated, calls the College's information line or calls their supervisor for return to work instructions following an emergency, if not otherwise informed.

**O. Students:**

1. Students are responsible for being aware of their surroundings and familiar with building evacuation routes and exits.
2. In the event of an emergency they are responsible for listening for and following directions provided by Emergency Responders and/or College staff.
3. Once out of harm's way, remain out of the way of the responders and do not interfere with the response activities.

## **Notification of an Emergency**

Under the direction of the Director of Communications and Marketing or their designee will issue an advanced notice via the College's website, college-wide email, text messaging, voice mail, SmartNotice Emergency Communications system and/or any other means deemed necessary or appropriate, if time permits, of conditions that could require an unscheduled closure of the College (i.e., hurricane, pending extreme weather conditions, bomb threat, workplace violence, intruder, campus closure and fire, etc.).

Emergency Team members will designate personnel who will prepare for and respond to emergency situations on a full-time basis. Such personnel upon notification of emergency conditions will implement emergency plans applicable to their areas of responsibility.

As directed by the Chancellor, faculty members will dismiss students and advise them to check local media announcements for return to school instruction.

Personnel not needed to support the emergency will be notified by their supervisors as to their status and disposition.

Personnel not on duty at the time an emergency is declared will receive notification of future work schedules by media announcements or telephone contact by their supervisors.

## Public Announcements

The Director of Communications and Marketing under the direction of the Chancellor determines the appropriate media outlet to be used for making any public announcements relating to an emergency, or for notifying SLCC personnel and students of work/school information. This includes posting information on the College's website ([www.solacc.edu](http://www.solacc.edu)) and the emergency alternative website ([www.solacc911.com/](http://www.solacc911.com/)) if activated; making announcements via the SmartNotice system, college-wide email, text messaging, and voice mail to office phones; and communicating with local media.

No public announcement relating to any emergency will be made without the permission and approval of the Chancellor or their designee. The Director of Communications and Marketing or their designee will provide the media with necessary information relative to these approved announcements.

The Chancellor and the Director of Communications and Marketing or appropriate designee is responsible for any information transfer between the College and the families of any injured/deceased during the emergency.

## Emergency Operating Center (EOC)

Depending on the nature and location of the threat, the Emergency Coordinator determines the appropriate on- or off-campus location to be used as an Emergency Operating Center/ Command Post during the emergency event. The emergency operating center will be used by the Emergency Team and other individuals deemed to have access by the Emergency Coordinator and the Director of Safety and Security.

Once opened, the Emergency Team members, their alternates and others as designated should report to the EOC for a formal briefing by the Chancellor or designee. The EOC may operate on a 24-hour, 7-day basis during extended events with rotating shifts until the emergency is over.

The purpose of the EOC is to centralize all relevant information and organize the information into a usable format to facilitate the coordination of resources needed to respond to the emergency.

The EOC will:

- Be located away from the areas of highest activity to avoid interference with operations, yet close enough to have reasonable access to information as it becomes available;
- Have the capacity to operate on a 24-hour basis if required;

- Have multiple forms of communication available;
- Be secured from unauthorized access;
- Have a recommended primary and back-up location.

In general, the major functions performed by the Emergency Management Team in the EOC include:

- Direction and control – The EOC is a single point where all information is received and analyzed, decisions made, priorities established, and resources allocated.
- Information collection, evaluation and display – From information gathered, the entire situation can be reviewed and evaluated. Information gathered should be used to make assessments from which decisions can be made and priorities established. Also, rumors may be counteracted.
- Coordination – Coordination is facilitated among responding personnel, departments and off-campus agencies. This is especially important in the area of communications.
- Establishment of priorities – Determining the order that problems should be addressed.
- Resource management – Facilitates the acquisition, distribution and use of equipment and supplies.

## On-Scene Command Post

As a high-level Emergency situation unfolds at the College, an on-scene Command Post will be set up in a safe area nearby or adjacent to the physical location of the emergency. This is the location from which emergency response activities take place. The person in charge of the emergency response activities is called the Incident Commander.

The Incident Commander may not always be linked directly to SLCC. The decision as to who is the Incident Commander depends upon the type of emergency. For example, in the event of a fire, the Incident Commander would probably be the leader of the responding local Fire Department. In addition, this position may change from one organization to another. For example, in the event of a hostage situation, the Incident Commander would probably start out as the SLCC Security Department, switch to the local Police Department and conceivably end up with the FBI.

The Incident Commander has the authority to evacuate a building, declare a Lockdown or declare Shelter in Place, based on the threat to life safety. Incident Commanders also have the authority to deny access to facilities should there be crime scene evidence that may be disturbed or a hazard that is present. The goals of the Incident Commander at the on-scene Command Post are tactical in nature, as the immediate on-scene needs are handled. Once the emergency response is over (i.e., the activities have moved to the recovery phase), the role of the Incident Commander ceases.

If the SLCC Emergency Coordinator is NOT the Incident Commander, he/she must become a liaison to the Incident Commander, and contact must be maintained to offer information and resources to the outside agency Incident Commander. The Emergency Coordinator continues to update the Emergency Management team. Regardless of the On-Scene Command Post scenario, the SLCC Emergency Management Team structure remains basically the same.

## Emergency Purchasing Procedures

Procedures for emergency purchases at SLCC are governed by applicable Louisiana Revised Statutes. The procedures included in this statute are to be used ONLY as defined by those statutes and when declared

by the Chancellor or their designee. They will not be used to procure any goods or services because of failure of anyone in the procurement process to act in a timely manner. Within forty-eight (48) hours any emergency requisition will be submitted to the Vice Chancellor for Administration & Finance with a complete and separate justification attached for each purchase made under this procedure.

During regular office hours all procurement will be handled through the Purchasing Department in accordance with the applicable Louisiana Procurement Code(s), Purchasing Rules and Regulations, and applicable Executive Orders.

After regular office hours the Emergency Coordinator or their designee will authorize emergency purchases and will:

- Verify the necessity of the purchase as to the need and relevance of the emergency.  
Procure the goods or services required for the emergency.
- Maintain an Emergency Purchase Order Log which shall contain the following:
  - Date requisitioned
  - Name of requisitioner
  - Emergency Purchase Order Number used; i.e. EP-1, EP-2, etc.
  - Vendor Name
  - Commodity/service purchased
  - Estimated Value
  - Initials of authorizing authority
- Furnish a copy of the Emergency Purchase Order Log to the Purchasing Department by the end of the first regular working day after the emergency procurement.
- Furnish all necessary paperwork required to issue regular purchase order(s) confirming the emergency purchase order(s) to the Purchasing Department by the end of the second regular working day after the emergency procurement.

## Weather Emergencies

Definitions of Weather Emergencies:

- Hurricane Watch
- Hurricane Warnings
- Hurricane
- Severe Local Storms
- Tornado
- Ice/Freezing/Flood

Weather Emergency Plans:

- Hurricane Threat
- Severe Local Storms/Thunderstorms
- Tornadoes
- Ice/Freezing
- Flooding

## Definitions of Weather Emergencies

Weather emergencies can result from any unusual weather conditions that may cause injury to personnel or destruction of property or equipment and can strike in the form of hurricanes, tornadoes, local thunderstorms, floods, ice or freezing. This section defines these emergencies.

*Hurricane Watch:* an announcement issued by the US Weather Service whenever a tropical storm or hurricane becomes a threat to a coastal area. It indicates the hurricane is near enough for everyone in the watch area to listen for subsequent advisories and be ready to take precautionary action in case hurricane warnings are issued.

*Hurricane Warnings:* issued when one or more of the following dangerous effects of a hurricane is expected in a specific coastal area in 24 hours or less. Winds will be 74 MPH or faster, and/or water of dangerously high levels will occur.

*Hurricane:* a large storm originating over tropical ocean waters, with winds of 74 MPH or more, blowing counterclockwise around the center (eye).

*Severe Local Storms:* hazardous weather conditions, such as hurricanes, intense lightning, and thunderstorms, heavy rain and flooding and damaging winds that are usually for short periods of time, with enough intensity to threaten life or property.

*Tornado:* a rotating column of air usually accompanied by a funnel shaped downward extension of a cumulonimbus cloud having a vortex several hundred yards in diameter whirling at speeds of up to 300 MPH.

*Ice/Freezing/Flood* - These are conditions forecasted by the National Weather Service that create hazardous driving or other exposure.

## Weather Emergency Plans

Depending on the nature of the weather threat, the appropriate weather emergency plan is activated:

### 1. Hurricane Threat

In the event of a potential hurricane threat the [Hurricane Emergency Plan](#) will be activated by the Chancellor or their designee.

### 2. Severe Local Storms/Thunderstorms

In the event of severe local storms or thunderstorms, when accompanying lightning approaches to within five miles of the facility, exterior equipment operators (tractors, lawnmowers, etc.) shall shut down and seek shelter.

### 3. Tornadoes

When the National Weather Service issues a notice that conditions are favorable for tornado development, all personnel will continue to work but will remain alert. The Chancellor, Emergency Coordinator, and Campus Directors will closely monitor the situation. If a tornado is spotted or heard, all personnel should move to the interior of the building away from windows and observe the procedures outlined in the [Tornado Emergency Plan](#) and the appropriate campus and site-specific emergency plan.

### 4. Ice/Freezing/Flood

If one of these conditions is occurring with indications of creating hazardous driving condition or other exposure, action will be taken to prevent personnel injury or damage to College property and equipment in accordance with the procedures outlined in the [Flood Emergency Plan](#) and/or the appropriate campus and site-specific emergency plan. When flooding occurs, all students and staff will be released, except for a small crew as selected by the Emergency Coordinator. The Emergency Plan Coordinator will assume responsibility for action necessary to protect personnel and property during the flood. If duty hours are altered, the Director of Public Relations and Marketing or their designee will advise area media outlets.

## Non-Weather Emergencies

In the event of other emergency conditions that can cause extensive damage to facilities or loss of life, such as bomb threats, workplace violence incidents, fire, etc., the relevant emergency plan will be activated and the appropriate emergency actions, as outlined in this section and the appropriate campus and site-specific emergency plan will be followed.

- Bomb Threat
- Hazardous Threats
- Workplace Violence
  - Demonstration Emergency Plan
  - Weapons on Campus Response Plan
  - Fight/Disturbance Emergency Plan
  - Shooting Emergency Plan
  - Intruder Response Plan
  - Hostage Emergency Plan
- Medical
- Fire Emergency
- Pandemic/Public Health Emergency
- Explosion
- Aircraft Crash
- Other Threats

### Bomb Threat

Every bomb threat should be taken seriously. If a bomb threat is received by telephone, record in writing the following:

- Time and type of threat
- Location of bomb
- Expected time of detonation
- Voice type (male/female, raspiness, hoarseness, stuttering, etc.)
- Why placed there and whom the caller wishes to hurt
- Keep them on the phone for as long as possible
- \*Inform Campus Police as soon as possible

Upon notification of a potential bomb threat, the [Bomb Threat Emergency Plan](#) is activated. The Campus Police Office will evacuate and secure the area immediately. Trained staff members will

perform a search of the suspected area. If warranted, the local parish Police Bomb Squad will be contacted. This agency is to be the coordinating agency.

\*Note: For off-campus sites outside the jurisdiction of the SLCC Safety and Security, upon awareness of a threat the appropriate local Police Department must be contacted and will serve as the coordinating authority.

### Hazardous Threats

Upon notification of a potential hazardous material threat, the [Chemical/Biological Threats Emergency Plan](#) or [Hazardous Materials Emergency Plan](#), as applicable, is activated and emergency actions are initiated in accordance with the appropriate campus and site-specific emergency plan.

### Workplace Violence

Depending on the nature of the threat of potential or active violence, the respective plan will be activated, and emergency actions are initiated as outlined in the appropriate campus or site-specific emergency plan.

- Demonstration Emergency Plan
- Weapons on Campus Response Plan
- Fight/Disturbance Emergency Plan
- Shooting Emergency Plan
- Intruder Response Plan
- Hostage Emergency Plan

In accordance with the College's Violence in the Workplace policy, when someone at the College is attacked by a weapon (e.g., guns, knives, etc.) Campus Security will be contacted as well as dialing 911. It is a violation to have any weapon on any College facility, unless the weapon is lawfully possessed in accordance with current legislation. If shots are heard, the classrooms should be shut and locked, if possible. The Campus Security Office will contact the local parish Police Department for a Special Weapons and Tactics Team (SWAT) team. Upon arrival the local Police Department will be the coordinating authority.

### Medical Emergency

A medical emergency includes any serious injury or illness that requires immediate medical attention. If a major medical emergency/illness occurs:

- CALL 911 for paramedic/ambulance assistance and, if possible, contact SLCC Security.
- STAY, or have someone else stay, with the patient until help arrives.
- DO NOT move the patient; keep the patient still and comfortable.
- PROTECT the patient from injury by removing any potential safety threat, if possible.
- PROVIDE first aid until help arrives, if you have appropriate training and equipment and it is safe to do so.
- SEND someone outside to escort Emergency Responders to the appropriate location, if possible.
- STAY out of the way unless assistance is requested once help arrives.
- INFORM Emergency Responders of the following information:
  - Building or location where assistance is needed.

- Specific location within the building.
- Type of problem, individual's condition.
- Medical history, if known.
- Sequence of events.

If a minor injury/illness occurs:

- Assess the need for medical attention. If immediate medical attention or medical transport is required, then follow the procedures outlined above.

A report must be made as soon as possible to SLCC Safety and Security for all injuries/illnesses that occur to employees, students and visitors.

For employees, work-related injuries and illnesses must be reported immediately to the Safety Coordinator. When reporting them, you should also remember the SLCC Policy HR-504, "Drug Free Workplace," requires employees of the College to be drug-tested following an accident or injury.

In summary, reporting a work-related injury or illness should be done as follows:

- If you or another employee needs emergency medical assistance:
  - Follow the steps outlined above for a major injury/illness, i.e., call 911 and then campus Security. Campus Security will contact the Safety Coordinator to inform them of the injury or illness. Campus Security Officers will serve as first responders and ensure that the responding emergency personnel are directed to the right location. They will provide the employee with the paperwork necessary for conduct of a drug test at the hospital. They will also collect appropriate information and complete an Accident/Incident Report to document the accident/incident and inform College management and staff.
  - While in the Emergency Room, inform staff that you have sustained a Workers' Compensation injury or illness and that you will need to be drug-tested.
  - After treatment in the Emergency Room, contact the Safety Coordinator.
- If the injury or illness does not require emergency medical assistance, follow the steps outlined above for a minor injury/illness and contact your supervisor and Safety Coordinator immediately. Also notify Security.
- If your injury or illness is after normal business hours, contact Security on your campus immediately and the Safety Coordinator as soon as possible, no later than the next business day. You must do this even if you decide not to seek medical treatment in order to document the accident/incident.
- The Safety Coordinator will refer you to a certified Workers' Compensation physician or facility. You must have a referral form. Do not go to your personal physician, as it will not be covered under Workers' Compensation. You will also be given the paperwork necessary for conduct of a drug test in accordance with College policy.

## [Fire Emergency](#)

Upon notification of a potential fire threat, the [\*\*Fire Emergency Plan\*\*](#) shall be activated and emergency actions are initiated as outlined in the appropriate campus or site-specific emergency plan.

Every sounding of the fire alarm should be taken seriously. Employees should be aware of the evacuation plan for exiting their building. Students and teaching faculty should also note evacuation plans for classrooms and instructional laboratories in which they regularly attend classes. If an employee or student suspects a fire has started, he or she should do the following:

1. Activate the building's fire alarm system by pulling a fire alarm switch.
2. If possible, contact Campus Police\* by telephone.
3. Exit the building quickly and carefully
4. Do not reenter the building until it has been announced by a fire professional or Campus Police Officer that the building is safe for reentry.

\*Note: For off-campus sites outside the jurisdiction of the Campus Police Office, the emergency response number (911 or other number as appropriate) will be contacted and the responding unit will serve as the coordinating authority.

### [Pandemic/Public Health Emergency](#)

In the event of a pandemic or public health threat, the College's [Pandemic/Public Health Emergency Plan](#) is activated to protect the health and safety of students, employees, and their families. To accomplish this, SLCC adheres to the guidelines published by the Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC). The College also works closely with state and local public health and other local authorities in addressing pandemic/public health threats to the college community.

### [Utility Failure](#)

Upon notification of a Utility failure, emergency actions are initiated in accordance with the appropriate campus and site-specific emergency plan.

All utility failures must be reported to Administrative Office, Facilities and Safety & Security departments as soon as possible. Each situation is weighed accordingly. If deemed an emergency the EOC will become operational.

Utilities can include but are not limited to water supply failure, water leak, electricity, internet, phones, air conditioning, heat, elevator and gas leak.

Additional Utility Contacts:

Additional utility and emergency contacts are found in the "Emergency Contacts" section of this manual.

### [Other Threats](#)

In accordance with the College's Comprehensive Safety and Security Program, as new threats against safety develop, additional emergency plans will be added and will be officially published as they are developed and implemented. For any other non-weather emergencies, the Safety and Security department will be immediately notified and will address the threat in accordance with established police protocol.

When conditions arise which may require evacuation or shelter in place at SLCC Campuses due to circumstances not already addressed in this manual, the following steps shall be followed by appropriate personnel and supplemented by the SLCC Emergency Plan (located on the SLCC web

site)(Note: any the SLCC Emergency Plan takes precedent over this safety plan.). Shelter in place is a situation where employees must remain in the building until conditions are such that they may depart from the building.

Upon receiving notification, or updates concerning an emergency, the Chancellor shall inform the Safety Coordinator who shall inform the LCTCS System President or their designee.

The Safety Coordinator shall make and remain in contact with the Governor's Office and/or the Emergency Preparedness Command Center for status reports regarding the situation, e.g., chemical leak.

The instructors and staff will be notified by the Chancellor of such developments as they occur in order that they may inform their respective offices. Campus personnel are requested not to call the Safety Coordinator or the Chancellor. The Safety Coordinator and instructors shall be used for information dissemination.

Campus employees not on leave shall remain in the building until the Chancellor or their designee has made an official determination regarding evacuation or shelter in place.

Once the LCTCS System President has received official notice regarding an evacuation or shelter in place from the Governor's Office, or if the Chancellor decides to evacuate on their own authority, all campus staff will be notified by the Chancellor or their designee. The instructors will then assist in disseminating such information.

Employees with physical or special health conditions may use annual leave if, in their judgment, their health is in danger; provided, a shelter in place has not been ordered.

**WHEN AN EVACUATION HAS BEEN DECLARED, ALL EMPLOYEES ARE TO LEAVE THE BUILDING IN A SAFE AND ORDERLY MANNER. NO ONE WILL BE ALLOWED TO STAY WITHIN THE BUILDING FOR ANY REASON.**

Any Proximity Threats have been factored into Emergency Procedure and will be address in a shelter in place or evacuation protocol. Each campus may have its own individual and unique proximity threat, but as stated will be address in one of the two courses of actions listed above.

\*Note: For emergencies that occur on campuses located outside of Lafayette, the appropriate local Police Department will be contacted and will serve as the coordinating authority. The Office of Safety and Security is to be contacted as well.

## Standard Emergency Procedures

The College has developed standard emergency procedures that may be employed for various threats in accordance with the appropriate campus and site-specific emergency plan:

- General Emergency Procedures
- Medical Emergency Procedures
- Lockdown Procedures
- Evacuation/Relocation Procedures
- Shelter-in-Place Procedures

- Post-Crisis Intervention Procedures

## Recovery

It is a priority of the College to recover and continue business operations as soon as possible after the emergency threat has passed. All campus and site-specific emergency plans are required to include pre-planned, specific procedures for recovery and business continuity, as well as strategies for testing the plans and preserving critical data. Upon the College's Emergency Coordinator's determination that the emergency threat no longer exists, the SLCC Emergency Team assesses all facilities to determine operational status. If necessary, the SLCC Emergency Team assembles at a determined command location not affected by the threat, at a Command Center at an LCTCS sister institution through established prior agreement, or at an out-of-state location.

Determinations are then made as to when to reopen system operations (student information system, financial resource system, human resource system, Distance Learning, ECA, etc.) and when employees and students may return to some, or all, campuses and sites. The phone information line and website addresses will provide information of operable campuses and sites and will direct staff, faculty, and students where and when to report for work or classes. Supervisors determine assignments for individual staff and faculty members, and the College leadership team designates which campuses and sites will be used for instruction and administrative purposes.

There are three key components of recovery that need to be addressed so that a smooth transition to a relative state of normalcy can occur and the healing process can begin. They are:

- Physical/Structural Recovery
- Academic Recovery
- Business/Fiscal Recovery

## Physical/Structural Recovery

Following an emergency event, College Facilities personnel are responsible for conducting damage assessments and debris removal. After a major emergency, ONLY AUTHORIZED PERSONNEL are to be on campus at this time. Employees not authorized to be on campus during this time should monitor local media sources and the multi-modal alert system for information on re-opening.

### Damage Assessments

The damage assessments following an emergency or storm are conducted by the Facilities Department, with the assistance of the Office of Safety and Security. The Director of Facilities coordinates all assessment efforts and maintains constant contact with the VC of Administration and Finance, giving regular status reports. Based on these status reports, the Chancellor will make decisions on reopening the College.

The overall objectives of damage assessments are as follows:

- Conduct a comprehensive physical assessment of all College structures, property and grounds to:
  - Determine if the condition of the facility allows resumption of use.
  - Determine the immediate needs and priorities for repair of facilities.

- Determine the resources needed to restore structures and grounds back to a safe and inhabitable state and identify the gaps that need to be filled from outside resources.
- Identify threats, for example, unsafe buildings or areas at risk to rising floodwaters, etc.
- Estimate the economic impact of the disaster and provide documentation for reimbursement to insurance companies and the Federal Emergency Management Administration (FEMA)/Louisiana Assistance.

## Damage Assessment Teams

The composition of the Damage Assessment Teams is the responsibility of the Facilities Director and will vary depending on the type and severity of the damage and the availability of personnel. Facilities Director will ensure that the team members have the proper forms, equipment and transportation. Training is conducted annually for the Facilities Department to ensure a full understanding of the use of the forms and how to conduct the assessments.

Depending on the nature of the emergency, other authorized personnel may be called upon to respond during the assessments. For example, the IT Department may be asked to assess the damage done to the computer system, or lab personnel may be asked to assess hazards posed by damage to a chemistry or biology lab, etc. The Safety Coordinator may provide consultation regarding potential exposure risks to College personnel. However, unless a specific department is called, no one beyond Facilities and Security personnel would be deployed following an emergency.

## Assessment Reports

After they are collected, the detailed assessment reports are compiled and submitted to the Director of Facilities. The data from the reports are compiled and ultimately turned over to the Safety Coordinator and the Office of Risk Management for coordination of insurance claims and reimbursement. The insurance companies and FEMA/Louisiana State Assistance require extensive documentation of damaged facilities, lost equipment and resources and special personnel expenses.

The reports help Facilities personnel to focus on specific areas that need to be repaired or reconstructed. The Director of Facilities will receive ongoing status reports from the campuses during the recovery phase to determine when the campuses can be fully operational, including detailed data for the campuses to estimate temporary space reallocation needs and strategies.

Following a report from the Director of Facilities to the Chancellor and Vice Chancellor of Administration and Finance, the re-opening of the College is determined based on whether the Facilities are safe and inhabitable.

## Academic Recovery

It is essential for school administrators to recognize that recovery from an emergency incident is a long-term process of supporting normal people who have experienced abnormal stressors. Restoring structure and routine is the key purpose of academic recovery, and a quick return to a "normal school day" will enhance the healing process. College-based resources need to be in place to assist individuals in getting back to normal. In the months and years that follow a critical incident, individuals may require additional assistance and continued academic support. Student and Employee counseling services are available, and they are encouraged use them following an emergency incident.

### **Academic Recovery Considerations:**

- Quick decision-making regarding school/academic routines.
- Frequent briefing of staff and faculty on academic changes, events and planning.
- Communication with students and parents/guardians on events and planning.
- Maintaining the school routine as much as possible.
- Encouraging and supporting students in the hospital.
- Rearranging tests or assignments as needed.
- Encouraging counseling follow-up as needed.

### **Business/Fiscal Recovery**

Critical business functions within the College must be restored as soon as possible after the occurrence of an emergency or crisis. Administrative functions such as payroll systems, accounting departments and personnel records will be necessary for full operation of the College. Unexpected expenses can tax the budget or large dedicated donations and gifts can require time and resources to manage.

### **Business Recovery Considerations**

- Continuity of Operations Plan in place for emergency recovery to include:
  - Pre-incident risk assessment and planning
  - Business impact analysis
  - Operational readiness review
  - Insurance and risk implications
  - At-time-of-disaster costs
  - Post-incident restoration and recovery costs
- Functional responsibilities identified
- Succession plans in place
- Potential outside contractors identified
- Potential offsite lease space identified
- Systems in place for rapid contract execution in the event of an emergency

### **Training and Education**

All employees, including all levels of supervision, shall have training and instruction on general and job-specific workplace safety and security practices; training and instruction shall be provided within three months of when this policy is first established and periodically as deemed necessary thereafter; training shall be provided to all new employees within three months of employment; and additional training and instruction will be provided to all personnel as requested and needed. Training will be presented in various formats such as in-person sessions, electronic, handouts, drills and any other as deemed appropriate.

At SLCC, Safety and Security training shall be the responsibility of the Safety Coordinator or designee.

### **Emergency Drill Standards**

Each campus shall schedule Emergency Drills (Lockdown, Fire, Shelter in Place, and Evacuation) during the academic year. Drills shall be conducted in all buildings at times when buildings are normally

occupied. Responsibility for scheduling, coordinating, and evaluating drills rests with The Office of Safety and Security and the Campus Directors.

- Frequency: “Lockdown” drills, “Fire” drills, “Evacuation” drills and “Shelter in Place” drills should be conducted in all campus buildings at least once each calendar year.
- Scheduling: Announced Emergency drills shall be scheduled at least two weeks in advance to allow for proper preparation and notification of the entire campus community including faculty, staff, and students. Drills shall be scheduled for specific dates and times.
- Notifications: The Office of Safety and Security and/or Campus Directors may invite local emergency responders to observe and participate in drills. Campus Directors shall notify the campus community by the Director of Communication and Marketing of the scheduled drill one week prior to the drill.
- Pre-Drill Meetings: Pre-drill meetings should occur soon after the Director of Communication and Marketing email announcing the drill, especially for drills involving multiple buildings.
- Simulation: In some cases, it is not necessary to actually participate in a drill, but rather the person in charge of the area would make an announcement that if this were an actual emergency, we would do the following... Examples: Cosmetology, Welding, Commercial Diving, special events, etc.
- Table-top: The tabletop exercise is a meeting to discuss a simulated emergency. Members review and discuss the actions they would take in a particular emergency, testing their emergency plan in an informal, low-stress environment. Tabletop exercises are used to clarify roles and responsibilities and to identify additional campus mitigation and preparedness needs. The exercise should result in action plans for continued improvement of the emergency plan.
- Evaluation: Immediately upon conclusion of a drill, everyone involved in monitoring the drill shall meet to discuss and prepare an after-action report. The Campus Directors shall complete and forward an Emergency Drill Reporting Form to the Director of Security, with copies, to all other interested parties, within 48 hours.

## Supplies and Equipment

Each campus shall maintain emergency supplies and equipment to assist in a disaster or emergency response situation. The equipment is stored at various locations on campus. The Facilities Manager and Director of Safety and Security have responsibility for the inspection, inventory and maintenance of emergency equipment.

## Cancellation

This plan and its policy and procedures cancels the Emergency preparedness information in the Consolidated Safety Manual, dated February 15, 2016.

## Emergency Contact Information

South Louisiana Community College

<p><b>Dr. Vincent June</b>  <a href="mailto:Vincent.June@solacc.edu">Vincent.June@solacc.edu</a></p> <p><b>Interim Chancellor</b>          1101 Bertrand Drive          Lafayette, LA 70506          (337) 521-8951</p>	<p><b>Dr. Darcee Bex</b>  <a href="mailto:Darcee.Bex@solacc.edu">Darcee.Bex@solacc.edu</a></p> <p><b>Interim Vice Chancellor of Student Services</b>          1101 Bertrand Drive          Lafayette, LA 70506          (337) 521-8941</p>	<p><b>Bryan Glatter</b>  <a href="mailto:Bryan.glatter@solacc.edu">Bryan.glatter@solacc.edu</a></p> <p><b>Vice Chancellor Admin. &amp; Finance</b>          1101 Bertrand Drive          Lafayette, LA 70506          (337) 521-8994</p>
<p><b>Jermaine Ford</b>  <a href="mailto:Jermaine.Ford@solacc.edu">Jermaine.Ford@solacc.edu</a></p> <p><b>Associate VP for Workforce and Economic Development</b>          1101 Bertrand Drive          Lafayette, LA 70506          (337) 521-9049</p>	<p><b>Lana Fontenot</b>  <a href="mailto:Lana.Fontenot@solacc.edu">Lana.Fontenot@solacc.edu</a></p> <p><b>Vice Chancellor for Institutional Advancement</b>          1101 Bertrand Drive          Lafayette, LA 70506          (337) 521-9026</p>	<p><b>Christine Payton</b>  <a href="mailto:Christine.Payton@solacc.edu">Christine.Payton@solacc.edu</a></p> <p><b>Director of Communications &amp; Marketing</b>          1101 Bertrand Drive          Lafayette, LA 70506          (337) 521-8936</p>
<p><b>Ed Lopez</b>  <a href="mailto:Edwin.Lopez@solacc.edu">Edwin.Lopez@solacc.edu</a></p> <p><b>Director of Facilities</b>          (337) 521-8901</p>	<p><b>Alex Melton</b>  <a href="mailto:aemelton@lpsonline.com">aemelton@lpsonline.com</a></p> <p><b>Principal of Early College Academy ECA</b>          (337) 521-8956</p>	<p><b>Alecia Hulin</b>  <a href="mailto:Alicia.Hulin@solacc.edu">Alicia.Hulin@solacc.edu</a></p> <p><b>Executive Director of Strategic Engagement &amp; Employer Services</b>          (337) 521-8920</p>
<p><b>Stephen North</b>  <a href="mailto:Stephen.north@solacc.edu">Stephen.north@solacc.edu</a></p> <p><b>Director of Safety and Security</b>          (337) 521-6609</p>	<p><b>Mike Terro</b>  <a href="mailto:Mike.terro@solacc.edu">Mike.terro@solacc.edu</a></p> <p><b>Assistant Director of Security</b>          (337) 521-9048</p>	<p><b>Anthony Baham Jr.</b>  <a href="mailto:Anthony.BahamJR@solacc.edu">Anthony.BahamJR@solacc.edu</a></p> <p><b>Safety Coordinator</b>          (337) 521-6630</p>
<p><b>Lawana Stokes</b>  <a href="mailto:Lawana.Stokes@solacc.edu">Lawana.Stokes@solacc.edu</a></p> <p><b>Campus Director Abbeville</b>          1115 Clover Street          Abbeville, LA 70510          (337) 893-4984</p>	<p><b>Shelia Charles</b>  <a href="mailto:Shelia.charles@solacc.edu">Shelia.charles@solacc.edu</a></p> <p><b>Campus Director Acadian</b>          1933 W. Hutchinson          Crowley, LA 70526          (337) 788-7521</p>	<p><b>Claudia Provost</b>  <a href="mailto:Claudia.Provist@solacc.edu">Claudia.Provist@solacc.edu</a></p> <p><b>Campus Administrator Franklin</b>          1013 Perret St.          Franklin, LA 70538          (337) 413-8146</p>
<p><b>Nicole Lopez</b>  <a href="mailto:Nicole.lopez@solacc.edu">Nicole.lopez@solacc.edu</a></p> <p><b>Campus Director New Iberia</b>          908 Ember Drive          New Iberia, LA 70562          (337) 373-0172</p>	<p><b>Nicole Lopez</b>  <a href="mailto:Nicole.lopez@solacc.edu">Nicole.lopez@solacc.edu</a></p> <p><b>Campus Director Teche Area</b>          609 Ember Drive          New Iberia, LA 70562          (337) 373-0011</p>	<p><b>Erika Mitton</b>  <a href="mailto:Erika.mitton@solacc.edu">Erika.mitton@solacc.edu</a></p> <p><b>Campus Director TH Harris</b>          332 East South Street          Opelousas, LA 70570          (337) 948-0326</p>
<p><b>Claudia Provost</b>  <a href="mailto:Claudia.Provist@solacc.edu">Claudia.Provist@solacc.edu</a></p> <p><b>Campus Director St. Martinville</b>          600 South Martin Luther King, Jr. Dr.          St. Martinville, LA 70582          (337) 394-6466</p>	<p><b>Carleen Jones</b>  <a href="mailto:Carleen.jones@solacc.edu">Carleen.jones@solacc.edu</a></p> <p><b>Campus Director Charles B. Coreil</b>          1124 Vocational Drive          Ville Platte, LA 70586-0296          (337)-363-2197</p>	<p><b>Tammie Moore</b>  <a href="mailto:Tammie.Moore@solacc.edu">Tammie.Moore@solacc.edu</a></p> <p><b>Campus Director Young Memorial</b>          600 Youngs Rd.          Morgan City, LA 70380          (985) 380-2957</p>

## Emergency Support Contacts

<b>OFFICE</b>	<b>TELEPHONE</b>
Lafayette Police Department	(337) 291- 8600
Lafayette Parish Sheriff's Department	(337) 232-9211
Louisiana State Police Troop I (Lafayette)	(337) 262-5880
Duson Police Department	(337) 873-6736
Opelousas Police Department	(337) 948-2500
St. Landry Parish Sheriff Department	(337) 948-6516
Crowley Police Department	(337) 788-4114
Acadia Sheriff Department	(337) 788-8700
New Iberia Police Department	(337) 369-2310
Iberia Parish Sheriff Department	(337) 369-3711
Carencro Police Department	(337) 896-6132
Ville Platte Police Department	(337) 363-1313
Evangeline Parish Sheriff Department	(337) 363-2161
St. Martinville Police Department	(337) 394-3001
St. Martin Sheriff Department	(337) 394-3071
Franklin Police Department	(337) 828-6332
Lafayette Fire Department	(337) 291-1111
Opelousas Fire Department	(337) 948-2542
Crowley Fire Department	(337) 788-4106
New Iberia Fire Department	(337) 367-6579
Ville Platte Fire Department	(337) 363-7478
St. Martinville Fire Department	(337) 394-6416
Franklin Fire Department	(337) 828-6328
Acadian Ambulance	(337) 291-1111
University Hospital & Clinic (Lafayette)	(337)261-6000
Louisiana Office Emergency Service Preparedness	(225) 925-7500
FEMA Emergency Info. (Baton Rouge)	(225) 242-6000

**South Louisiana Community College**  
**Lafayette Campus**  
**Emergency Contact Information**

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Stephen North  
Director of Safety and Security  
320 Devalcourt  
Lafayette, LA 70506  
(337)521-6609  
(337) 262-2100 (F)

Mike Terro  
Assistant Director of Security  
320 Devalcourt  
Lafayette, LA 70506  
(337) 521-9048 Voice  
(337) 262-2100 (F)

Ed Lopez  
Facilities  
320 Devalcourt  
Lafayette, LA 70506  
(337) 288-3035  
(337) 262-2100 (F)

**NOTE: To obtain an outside line, dial "9" then the number.**

<b>Lafayette Police Department</b>	<b>(337) 291-8600</b>
<b>Lafayette Sheriff's Department</b>	<b>(337) 232-9211</b>
<b>Lafayette Fire Department</b>	<b>(337) 291-5501</b>
<b>Acadian Ambulance</b>	<b>(337) 291-1111</b>
<b>Louisiana State Police Troop I</b>	<b>(337) 262-5800</b>

<b>CHEMICAL, RADIATION, SPILL, AND HAZARDOUS MATERIALS EMERGENCY</b>	<b>800-424-8802</b>
<b>POISON CONTROL CENTER</b>	<b>800-256-9822</b>
<b>OFFICE OF EMERGENCY MANAGEMENT</b>	<b>337-783-4357</b>
<b>Louisiana State of, Public Health Office of, Lafayette Parish Health Unit Street: 220 West Willow Street Lafayette, la 70501-2837</b>	<b>(337) 262-5616</b>

## LAFAYETTE CAMPUS EMERGENCY CONTACT INFORMATION

**Stephen North – Director of Safety and Security**

Lafayette Campus 1101 Bertrand Dr.  
Lafayette, LA 70502-4909  
(337) 521-6609

**Mike Terro – Assistant Director of Security**

Lafayette Campus 1101 Bertrand Dr.  
Lafayette, LA 70502-4909  
(337) 521-9048

**AMBULANCE (Non-Emergency: Acadian:511) or**

**Med Express:  
(800-256-9777)**

**FIRE DEPARTMENT 337-232-9211**

**CITY POLICE 337-291-8600**

**SHERIFF 337-232-9211**

**HOSPITAL 337-261-6142 or 337-289-4660**

**LOUISIANA STATE POLICE (LSP Non-Emergency: 337-262-5880)**

**CHEMICAL, RADIATION, SPILL, AND HAZARDOUS MATERIALS EMERGENCY** 800-424-8802

**POISON CONTROL CENTER** 800-256-9822

**OFFICE OF EMERGENCY MANAGEMENT** 225-925-7500

**WATER COMPANY** 337-291-5746

**ELECTRIC COMPANY** 337-291-5700

**GAS COMPANY** 888-852-2424

**ALARM SYSTEMS** 337-234-0396

**State of Louisiana Office of Telecommunications Management Phone Equipment Management and Repair Services** 225-342-7777 (Helpdesk)

## Addendums:

### Aircraft Crash Emergency Plan

Because of the location of airports near several of our campuses, the possibility of an aircraft crash on or near campus must be considered.

Take the following actions if you are in a structure affected by an aircraft crash:

- Immediately take cover under tables, desks and other objects that will give protection from falling glass or debris.
- After the initial effect of the crash and/or fire has subsided, call 911. Give your name, location and the nature of the emergency.
- If necessary, or when directed to do so, activate the building alarm and evacuate the building. Depending on damage, you may have to use alternative methods of notifying building occupants to evacuate.
- Follow standard evacuation procedures and report to your designated Safe Assembly Area until an accurate headcount is taken.
- Depending on structural damage to facilities, Facilities personnel may cut off utilities to the structure for safety purposes.
- Contact the Office of Safety and Security as soon as possible.

### Bomb Threat Plan

**All bomb threats shall be reported to the Office of Safety & Security immediately.**

SLCC (SLCC) recognizes the possibility of telephone, written, or oral threat of personal injury or damage to the facility through the placement of a bomb or detonating device on the facility premises. This plan establishes procedures to be followed in the event of a bomb threat, the discovery of a suspicious looking object, or a bomb explosion. SLCC will provide maximum protection for its personnel and property while maintaining order, avoiding panic, and continuing the normal functioning of the office.

#### Definitions

**Bomb:** For the purpose of this plan, a bomb is an explosive or flammable device which, if detonated or otherwise triggered, may cause fire, injury, death, destruction, or panic.

#### Procedures

Any employee of SLCC who answers a telephone may receive a bomb threat call and should be prepared to react immediately. The Safety Coordinator should brief employees with this plan.

#### *Receipt of Warning*

The employee receiving the call should try to prolong the conversation as long as possible to gather more information and write notes of the following:

- How the notification was received
- The date and time of the call
- The exact message
- Where the bomb is located at that time

- When the bomb is scheduled to explode
- They specific type of bomb it is and its appearance
- Why the bomb was placed in the building
- Distinguishing voice characteristics such as accent, pronunciation, etc.
- The caller's state of excitement and/or their attitude
- The caller's familiarity with the facility as indicated by their descriptions of locations
- The employee receiving the call will notify their supervisor, who in turn will notify the Safety Coordinator

#### *Response to Warning*

When the Safety Coordinator has received the basic details of the bomb threat, they will notify the police (911). The Safety Coordinator and the police will gather the facts, assess the situation, and make a decision concerning the search procedure.

#### *Search*

If a specific location was mentioned by the person making the threat, the Chancellor and the police will designate where and how the search will be conducted. **Do not allow** searchers to continue looking once the actual explosion is imminent. Clear the area which the caller indicated at least fifteen minutes before and until fifteen minutes after the time they said the bomb would detonate. If no specific location is mentioned, the police will not have enough manpower to conduct an adequate search within a reasonable period of time. In that event, Supervisors will be notified and made responsible for the initial search in each assigned area.

#### *Basic Safety Rules for Bomb Search Operations*

- Never have more searchers than necessary.
- Use a maximum of two searchers per room, or for an area up to 250 square feet.
- Never assume that only one device has been planted. Continue searching operations until the whole area has been cleared.
- Clearly mark and report areas searched and cleared. Tag cleared area with appropriate signs in **green ink**.
- Clearly mark and report areas found hazardous. Tag hazardous areas with appropriate signs in **red ink**.
- Basic principle: Trust nothing and assume nothing is safe. Searchers should remain alert. A bomb can be concealed in almost any innocent looking article. When members of the police department are searching an area, the Supervisors familiar with the area will accompany the police.
- If a suspected bomb is located, **DO NOT MOVE IT OR TOUCH IT**
- Clear the area 200 feet in all directions immediately above and below
- Open windows
- Close fire doors
- Seal off areas and gather both water and Carbon Dioxide fire extinguishers, located on each floor.

## Evacuation

If the Safety Coordinator has determined it to be advisable, partial evacuation of visitors and non-essential personnel may be directed. Partial or total evacuation will be made only by the joint decision of the Safety Coordinator and the police. The same area used for fire will be used as a staging area in event of a partial or total evacuation. The following evacuation procedures should be followed:

- Walk out of the building in a quiet manner.
- Do not cause other people to panic by running.
- Leave drapes, doors, and windows open.

## Reports

After a thorough search of all areas has been completed, a report will be submitted to the Chancellor indicating the results of the search. The Safety Coordinator will prepare a comprehensive report outlining any difficulties encountered during the incident. The Safety Coordinator will alert other agencies as needed:

- EMS
- State Police
- Lafayette Police Department
- Sheriff's Department
- Fire Department
- Other State Agencies

The Safety Coordinator will ensure that the Bomb Search Report has been completed.

Every threat should be taken seriously. If a bomb threat is received by mail, message, or telephone, record in writing the time and type of threat, location of bomb, expected time of detonation, if it is a male or female voice, and any other important information. If the threat is received by phone, keep the person on the phone as long as possible to determine any unusual voice characteristics such as raspy, hoarse, or stutter. Try to notice any background noises. Ask why the bomb was placed there and whom the caller wishes to hurt. **DO NOT HANG UP THE PHONE WHEN THE CALL ENDS. POLICE MAY BE ABLE TO REVERSE TRACE THE CALL.** Report a bomb threat to a supervisor, who will contact the proper authorities. The phone number of local law enforcement shall be placed in conspicuous places throughout agencies.

It is important that each employee visually scans their work area before leaving to look for unusual packages or something out of the ordinary. Do NOT touch anything suspicious but report it immediately to law enforcement personnel as you arrive at your designated outside area. Local law enforcement has no way of knowing what belongs in a work area and what does not. It is necessary that employees identify suspicious objects/packages for the bomb squad. Only take your personal items with you.

- Do not use a cell phone in or near the building or during the evacuation as this could trigger the bomb.
- Do not return to your work area until you receive the all-clear signal by the authorized person.

In the event of a bomb threat, the person taking the call should do the following:

- Get an accurate message. Try to write down each word.

- Request the caller to repeat the message as if you did not hear what was said. Do not get excited and fail to get the statements of the caller.
- Ask the caller where the bomb is located and when it is set to go off.
- Identify the caller's voice—whether male or female.
- Try to detect an accent or dialect.
- Try to determine sobriety.
- Note the caller's style of speech—erratic or firm or emphatic.
- Note any background noises or conversation
- Ask the name of the caller. Oddly enough, there have been cases where correct names and addresses have been given.
- Try to determine the length of the call.
- After taking the call, do not broadcast the matter and cause panic.
- When the call is completed, call the campus Administrator and advise that a bomb threat has been received. It will be the responsibility of the Campus Administrator to determine the need to evacuate.

### Suspicious Object

If you find a suspicious object:

- Do not touch the object.
- Move people away from the object.
- Do not use portable radio equipment within 100 feet of the suspicious object.
- Dial 911 immediately to notify Police.
- Follow police instructions precisely.
- Do not attempt to evacuate the building without the authorization or assistance of emergency personnel. Current emergency management guidelines caution against automatic evacuation. In most cases, people are likely to be more secure in their offices, laboratories, or classrooms than in hallways that have not been searched or outdoors where an actual threat may be even more likely to exist.
- If a search of the building is conducted, you and other staff may be asked to accompany Police officers since you are more likely to notice something out of the ordinary in your own area or facility.

### Suspicious Mail or Package

- Some typical characteristics, which in combination may trigger suspicion, are:
- Restricted marking such as "Personal" or "Special Delivery"
- No return address or one that cannot be verified as legitimate
- A city or state in the postmark that does not match the return address
- Unusual weight based on size
- Lopsided or oddly shaped, strange odors, oily stains, crystallization, protruding wires, rigid or bulky, excessive tape or string

If you receive a suspicious letter or package:

- **Do not** try to open it

- Isolate it
- Call 911 to notify Police

If you open a parcel containing suspicious material or alleged to contain suspicious material:

- Set it down where you are. Do not move the contaminated material. If any material spills out of the letter or package, do not try to clean it up and do not brush off your clothes as this could disperse material into the air.
- If the material is corrosive or presents an immediate danger, wash or rinse your hands.
- Close the door to the area where the suspicious parcel was opened and do not allow others to enter the area.
- Call police at 911
- Stay at the scene to answer questions from police and environmental health and safety personnel. If anyone enters the closed area in which the suspicious letter or package, that person should also stay at the scene.

#### Critical information:

- Colleges are responsible for assessing bomb threats to determine credibility.
- All bomb threats must be taken seriously until they are assessed.
- The decision whether or not to evacuate rests with the **college**, not the responding agencies, unless a device is located.

#### Procedures upon receiving a bomb threat:

By phone call:

- Complete the Checklist for Telephone Threats (see next page).

By written note:

- Preserve evidence
- Place note in plastic bag, if available
- Photograph words written on walls
- Notify the Office of Safety and Security
- Notify law enforcement
- Building administrator orders evacuation or other actions according to threat assessment and college policy

*Caution: Overreacting may encourage additional threats.*

#### Scanning process considerations:

- Scan classrooms and common areas for suspicious items. Scans should be made by people who are familiar with the building. Assign staff to certain areas of the building. Keep in mind that a bomb could be placed *anywhere* on college property - inside or outside.
- Any suspicious devices, packages, etc., should be pointed out to emergency responders. **Do not touch.**
- Once a device is located, emergency responders take responsibility for it.

Evacuation considerations:

- If a decision is made to evacuate, notify staff via phone system, hardwired PA system, or by messenger. **Do not use cell phones, radios or fire alarm system** because of risk of activating a device.
- While notification is being made, other staff should survey the grounds to clear exits and areas where students and staff will be going. Exit routes should be altered accordingly if the location of the device is known.
- When evacuating, leave everything as is. Leave room doors unlocked. Teachers take class roster.

## Chemical Spill Emergency Plan

### Minor Chemical Spill

A minor chemical spill is characterized by the following:

- Chemical is known.
- Does not pose an immediate or potential significant risk to safety or health, i.e., no fire, explosion or chemical exposure hazard.
- Does not have the potential to become an emergency.
- Can be absorbed, neutralized or otherwise controlled and cleaned up by personnel in the immediate area or by Facilities personnel.

In responding to a minor chemical spill, trained laboratory personnel are responsible for the following:

- Alert people in the immediate area of spill and evacuate them as necessary.
- Isolate the area by closing doors, etc. as necessary.
- If spilled material is flammable, remove or turn off ignition and heat sources and unplug nearby electrical equipment.
- Establish exhaust ventilation, if possible, by turning on fume hoods; avoid breathing vapors from the spill.
- Locate the spill kit.
- Put on protective equipment, including safety goggles, suitable gloves and long-sleeved lab coat.
- Confine and contain the spill by applying spill socks/pillows/pads or other appropriate absorbent material, first around the outside of the spill, encircling the spilled material, then absorb to the center of the spill.
- Use appropriate materials to neutralize inorganic acid and base spills.
- For solid chemical spills, cover the spill with a slightly damp paper towel to avoid creating a cloud of dust and push the material into a dustpan or other collection receptacle using the towel.
- Sweep material (absorbents, neutralizing agents, etc.) into a plastic dustpan and place into a plastic bucket or bag.
- Wet mop the spill area. Be sure to decontaminate the broom, dustpan, etc.
- Place all contaminated PPE into plastic bag.
- Store waste in designated area until waste pick-up is scheduled.

- Notify the Office of Safety and Security to obtain assistance from Facilities if necessary. In any event, notify the Office of Safety and Security after you have cleaned up the spill so that the incident can be documented.

The Office of Safety and Security will notify the following:

- The Facilities Manager if maintenance personnel are required to assist in the clean-up.
- Safety & Risk Manager

### **Major Chemical Spill**

A major chemical spill is characterized by the following:

- Chemical is unknown
- Chemical is highly toxic or reactive
- Poses an immediate significant risk to health
- Involves a fire hazard outside a fume hood or an explosion risk
- Involves injury to personnel in the vicinity
- Response and cleanup are beyond the expertise and ability of personnel in the immediate area or Facilities personnel, and the equipment and materials for adequately containing and cleaning up the spill are not available.

In responding to a major chemical spill, laboratory personnel are responsible for the following:

- Attend to any injured or contaminated persons and remove them from exposure.
- Alert people in the immediate area to evacuate.
- Call 911. Provide as much of the following information as is known:
  - Chemical(s) involved
  - Quantity spilled
  - Location of the spill
  - Nature and extent of any injuries or damage incurred, if any
  - Control measures take
  - Your name and phone number (or where you will be located) and how you can be identified.
- Use eyewash or safety showers in other areas as needed to rinse spilled chemicals off people.
- If spill material is flammable, turn off ignition and heat sources if that can be done safely.
- If trained in spill clean-up and if appropriate spill response equipment and materials are available, take measures to clean up or contain the spilled material if it is safe to do so.
- If danger is believed sufficient, activate the nearest fire alarm (unless there is a chance of explosion from the chemical spill) and evacuate the building. If there is a possibility of explosion by activating the fire alarm, evacuate the building manually by alerting others by voice.
- Close doors to affected area.
- Notify the Office of Safety & Security
- Meet responders

The Office of Safety and Security will coordinate with or notify the following:

- Appropriate emergency response personnel (e.g., Lafayette Fire and Rescue).

- The Facilities Manager, who will obtain assistance from outside spill response and cleanup contractors if necessary.
- Safety Coordinator, the Office of Risk Management, and any other applicable departments or individuals.

## Demonstration Plan

### If demonstrators are near but not on college property:

- Campus Director notifies staff and Chancellor's office
- Monitor situation
- Notify law enforcement if necessary

### If demonstrators are on college property:

- Ensure safety of students and staff, particularly safe entry into and exit from the building.
- Building administrator notifies staff and chancellor's office's office.
- Building administrator asks demonstrators to leave college property. Warn them that they are violating the state trespass statute. Notify law enforcement if necessary.

*If demonstrators leave, continue to monitor the situation.*

*If demonstrators do not leave, notify law enforcement. Building administrator may initiate "lockdown with warning." (See [Lockdown Procedures policy](#).)*

## Emergency Alarms Plan

Prompt communication of a fire is vital. Campus alarm systems are intended for rapid intervention in case of an emergency. The campus alarm system:

- Is reliable and distinctive
- Reaches those trained to respond
- Compels immediate attention
- Indicates the fire location is within the agency structure
- Warns building occupants and area residents

General readiness and function tests of the campus emergency alarm systems are initiated by the Campus Safety Contact and overseen by maintenance personnel while periodic testing and maintenance are professionally provided.

*CAUTION: The building emergency alarms may ring only INSIDE the building. The alarm system may not automatically notify an emergency dispatcher. Someone should report the emergency via telephone (911).*

## Emergency Alarm Testing

1. The responsibility for testing the emergency alarm system in the college is vested in the Safety Coordinator or designee.

2. Operational tests of the emergency alarms are conducted no less than one (1) time each year and appropriately reported.
3. Additional scheduled and unscheduled operation tests are conducted by contracted professional services.

### Emergency Evacuation Signals

1. Repeat audible signals until the building is evacuated.
2. Announce the evacuation over the public address system.
3. Alarm sounding devices shall be so distributed that they can be heard in every room above all other sounds.
4. Separate buildings may have an independent alarm system.
5. Alarm equipment shall be restored to service as promptly as possible after each test or alarm.

### Recall Signal

Recall signals shall be sounded upon the decision of the Safety Coordinator or person in charge. The recall signal shall be distinct from any other signal so that mistaken re-entry into the buildings cannot occur. Verbal communication of the person in charge may also be used to indicate safe re-entry.

### Emergency Evacuation Plan

This Emergency Evacuation Plan is for the benefit of all personnel, who should study and follow the plan in case of an emergency.

Evacuation routes are posted throughout the building. Instructors will direct, enforce, and have full charge of the evacuation of all students in their classrooms during the period of emergency. There is a fire alarm switch which should be activated in case of fire. There are fire extinguishers on each floor. All employees should know where these are located. Employees should learn the floor plan of the College; this procedure will be necessary in case of a smoke-filled building. Disabled persons should always advise their instructors of their conditions. Waiting until there is an emergency could cause problems.

When an alarm sounds, everyone will evacuate the building; there will be no exceptions! **THIS IS STATE LAW.** Instructors will submit their written reports about persons who fail to comply. Instructors will see that the Emergency Procedures are adhered to in case of an emergency evacuation.

Any accidents/incidents should be reported immediately to the Safety Coordinator or their designee.

### Explosion Emergency Plan

In the event an explosion, take the following action:

- Immediately take cover under a table, desk, or other object that will give protection against falling glass or debris.
- After the immediate effects of the explosion and/or fire have subsided, notify the Office of Safety and Security.
- Give your name and describe the location and nature of the emergency.

- If necessary, or when directed to do so, activate the building alarm (fire alarm). (See the Emergency Evacuation Plan.)
- When the building evacuation alarm is sounded or when you are told by College officials to leave, walk quickly to the nearest marked exit and advise others to do the same. **Assist those with disabilities in exiting the building.** Remember that elevators are reserved for them. **Do not use elevators in case of fire.**
- Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Report to your Evacuation Assembly Point as soon as possible.
- If requested, assist emergency crews as necessary.
- A Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.
- **Do not return to an evacuated building** unless told to do so by a College official.

### [Fight/Disturbance Plan](#)

In the event of a fight or disturbance, the instructor or staff member will attempt to quiet or stop the disturbance without becoming physically involved. The Administrative Office and the Office of Safety and Security should be notified immediately, and the police department will be contacted if necessary.

In case of a group disturbance or indication of a riot, attempts will be made by the instructor or staff member to quiet it if possible. If not, the Administrative Office and the Office of Safety and Security will be notified immediately, and the police will be contacted. ([See the Demonstration Plan](#)).

The following actions should be taken:

- Ensure the safety of students and staff first.
- Notify the Office of Safety and Security 337-521-8914.
- Call 911 for local police department response.
- Don't let a crowd incite participants. Disperse onlookers and keep others from congregating in the area.
- When participants are separated, do not allow further visual or verbal contact.
- Document all activities witnessed by staff.
- Deal with event according to college's discipline policy.
- Assess counseling needs of participants and witnesses. Implement post-crisis procedures as needed.

### [Fire Emergency Plan](#)

Upon the discovery of a fire, no matter how small, consideration for personal safety and the safety of others must remain the top priorities.

These steps should be taken if a fire or other fire-related danger arises:

- The nearest fire alarm should be pulled immediately.

- When the alarm is sounded, everyone is required to leave the building immediately using the assigned exit route.
- If possible, all doors and windows must be closed.
- Everyone is to proceed to the exit point in an orderly and safe fashion walking at a steady pace.
- If heavy smoke or fire blocks an assigned route, the nearest alternative exit should be used.
- Once outside the building and in the department's designated area, the roll must be called. Orderly conduct is required from all during this emergency.
- All should remain outside the building until the all-clear signal is given. Then all individuals may return to their departments.
- If the instructor is so trained, the instructor or the staff personnel should try to contain the fire by using the closest and correct type of fire extinguisher. All prescribed instructions for use should be followed.

### **Evacuating a Burning Building**

- The last one out of the room should not lock the door, just close it. Locking the door hinders the fire department's search and rescue efforts.
- Stay low to avoid smoke and toxic gases. The best air is close to the floor, so crawl if necessary.
- If possible, cover your mouth and nose with a damp cloth to help you breathe.
- Don't panic; descend stairs slowly and carefully. If available and trained in use, use provided aid to assist physically impaired/handicapped persons to descend stairwells.
- Once in the stairwell, proceed down to the first floor. Never go up.
- Once outside the building, report to a predetermined area so that a head count can be taken.
- Once everyone has arrived at the designated area, floor monitors must ensure all persons are present.

### **If Trapped in a Burning Building**

- If you're trying to escape a fire, never open a closed door without feeling it first. Use the back of your hand to prevent burning your palm. If the door is hot, try another exit. If none exists, seal the cracks around the doors and vents with anything available.
- If in a rest room, use wet towels to seal the space under the door and prevent the entry of smoke. Cracks around the door can be sealed with masking tape if necessary.
- If trapped, look for a nearby phone and call the fire department, giving them your exact location.
- If breathing is difficult, try to ventilate the room, but don't wait for an emergency to discover that window can't be opened.
- If on an upper floor and your window is of a type that CANNOT be opened, DON'T break it out - you'll be raining glass down on rescuers and people exiting the building. If you can't contact the fire department by phone, wave for attention at the window. Don't panic.

### **If Someone Catches on Fire**

- If you should catch on fire: STOP - where you are DROP - to the floor ROLL - around on the floor. This will smother the flames, possibly saving your life. Just remember to STOP, DROP and ROLL. If a co-worker catches on fire, smother flames by grabbing a blanket or rug and wrapping them up in it. That could save them from serious burns or even death.

**Please review the Fire Exit Diagram to determine the exit route that should be used from your office.**

In the event of a fire, smoke from a fire or detection of a gas odor:

- Pull the fire alarm
- Evacuate students and staff to the designated areas.
- These areas should be a safe distance away from emergency personnel.
- Follow primary fire drill route whenever possible. Follow alternate route if primary route is blocked or dangerous. See map, located in each classroom.
- Teachers take class roster to evacuation site, take attendance after evacuation, and report missing students to building administrator immediately.
- Do not use elevators.
- If trapped by fire, go to **Shelter-in-Place Procedures**

**Building Administrator:**

- Building administrator notifies fire department (call **911**).
- Building administrator or designee meets with emergency officials as soon as possible.
- After consulting with appropriate official, building administrator may move students to primary relocation center at \_\_\_\_\_, if weather is inclement or building is damaged.
- **Do not** reenter buildings until they are declared safe by fire or law enforcement personnel.
- Building administrator notifies staff and students of termination of emergency.

*Fire drills should be held at varied times during the college day.*

*Practice both primary and alternate routes.*

*Extra staffing may be necessary for students with special medical or physical needs.*

## Flood Emergency Plan

**Flooding**

- Remain in the building (if it is safe and secure) and keep clear of building access points.
- Be aware of the danger of ceiling collapse if roof spaces become flooded.
- Follow the instructions of relevant emergency services personnel and campus security/emergency response personnel.
- Evacuate the building only if instructed to do so by emergency services personnel or campus emergency control personnel and assist with the evacuation of disabled occupants.
- If evacuation is ordered, move to the nominated evacuation assembly area, and do not leave the evacuation assembly area until advised to do so.
- When declared safe by an authorized person, return to the building.
- Assess the extent of any damage and commence the salvage of documents, fittings and other assets. Keep a photographic record of any damage.
- Complete and submit an incident report.
- Notify the Safety & Security Department (337.521.8914) of the extent of any damage.
- If an insurance claim is to be made, do not undertake removal, rectification, repair or replacement of damage until authorized by the Insurance Office.

### [Stay Informed](#)

Monitor local radio and television (including NOAA Weather Radio), internet and social media for information and updates.

### [Get to Higher Ground](#)

Get out of areas subject to flooding and get to higher ground immediately.

### [Obey Evacuation Orders](#)

If told to evacuate, do so immediately. Be sure to lock your office as you leave.

### [Practice Electrical Safety](#)

Don't go into any room, if water covers the electrical outlets or if cords are submerged. If you see sparks or hear buzzing, crackling, snapping or popping noises – get out! Stay out of water that may have electricity in it!

### [Avoid Flood Waters](#)

Do not walk through flood waters. It only takes six inches of moving water to knock you off your feet. If you are trapped by moving water, move to the highest possible point and call 911 for help.

Do not drive into flooded roadways or around a barricade; *Turn Around, Don't Drown!* Water may be deeper than it appears and can hide many hazards (i.e. sharp objects, washed out road surfaces, electrical wires, chemicals, etc.) A vehicle caught in swiftly moving water can be swept away in a matter of seconds. Twelve inches of water can float a car or small SUV and eighteen inches of water can carry away large vehicles.

## [Hazardous Materials Emergency Plan](#)

### [Incident Occurs on College Site:](#)

- Notify building administrator/office.
- Call the Office of Safety and Security at 337-521-8914. If the type and/or location of hazardous material are known, report that information.
- Evacuate to an upwind location, taking class roster. Teachers take attendance after evacuation.
- Seal off area of leak/spill. Close doors.
- Fireman or police officer in charge will determine additional shelter-in-place or evacuation actions.
- Shut off heating, cooling and ventilation systems in contaminated area to reduce the spread of contamination.
- Resume normal operations when fire officials approve.

### [Incident Occurs Near College Property:](#)

- Fire department or law enforcement personnel will notify college officials.
- Consider closing outside air intake, evacuating students to a safe area or sheltering students inside the building until emergency passes or relocation is necessary.
- Fireman or police officer in charge of scene will instruct college officials on the need for sheltering or evacuation.
- Follow procedures for sheltering or evacuation.

- If evacuating, teachers take class rosters and take attendance after evacuation.

If evacuation is not ordered, be aware of and remain alert for any change in health conditions of students and staff, especially respiratory problems. If necessary, seek medical attention.

If students are evacuated, notify emergency contact according to college policy and/or guidance.

Resume normal operations when fire or law enforcement officials approve.

*Extra staffing may be necessary for students with special medical and/or physical needs.*

## Hostage Emergency Plan

If you are involved in a hostage situation:

- Dial 911, if possible, and supply as many details as possible including number of persons involved, description of hostage takers, weapons displayed, threats made, etc.
- Do what you are told without argument.
- Do not attempt to negotiate or argue with the hostage taker.
- Try to get others to remain calm. Tell them to do what they are told.
- Notify the Office of Safety and Security.

**If the hostage-taker is unaware of your presence, DO NOT INTERVENE!**

If you are a witness to a hostage situation:

- Notify the Office of Safety and Security. Administration may wish to initiate lockdown procedures or evacuation.
- Call **911**. Give dispatcher details of situation.
- Seal off area near hostage scene.
- Police will take control of hostage scene; building administrator coordinates with police for safety and welfare of students and staff.
- Document all activities.

If you are taken hostage:

- As much as possible, cooperate with the hostage-taker.
- Try not to panic. Calm students if they are present.
- Treat the hostage-taker as normally as possible.
- Be respectful to the hostage-taker.
- Ask permission to speak; do not argue or make suggestions.

## Hurricane Emergency Plan

In accordance with the College's Emergency Planning, Response and Recovery Plan, SLCC has established this Hurricane Emergency Plan. This plan is effective upon publication and supersedes all previous plans.

The Atlantic Ocean and Gulf of Mexico hurricane season extends from June 1 to November 30 each year. Basic information regarding hurricanes can be found at the National Oceanic and Atmospheric Administration's National Weather Service website [www.nws.noaa.gov](http://www.nws.noaa.gov).

### **Hurricane Emergency Teams**

The Chancellor of the College has designated the Vice Chancellor for Administration & Finance or their designee as the College's Emergency Coordinator. During the emergency period, the Emergency Coordinator has supervisory responsibility over departments and personnel who comprise the Hurricane Emergency *Preparedness* Team and the Hurricane Emergency *Implementation* Team. All recommendations of both teams must be relayed by the Emergency Coordinator to the Chancellor for their approval.

#### *Hurricane Emergency Preparedness Team*

The following positions comprise SLCC's Hurricane Emergency *Preparedness* Team and are responsible for making recommendations during the pre-season preparation, threat assessment, class cancellation and college closure stages:

- Dr. Vincent June, [Vincent.June@solacc.edu](mailto:Vincent.June@solacc.edu)
- Bryan Glatter, [Bryan.Glatter@solacc.edu](mailto:Bryan.Glatter@solacc.edu)
- Lana Fontenot, [Lana.Fontenot@solacc.edu](mailto:Lana.Fontenot@solacc.edu)
- Jermaine Ford, [Jermaine.Ford@solacc.edu](mailto:Jermaine.Ford@solacc.edu)
- Christine Payton, [Christine.Payton@solacc.edu](mailto:Christine.Payton@solacc.edu)
- Stephen North, [Stephen.North@solacc.edu](mailto:Stephen.North@solacc.edu)

#### *Hurricane Emergency Implementation Team*

The following positions comprise the Hurricane Emergency *Implementation* Team and are responsible for implementing specific detailed procedures for their area of responsibility. Each team member may require additional staff under their supervision to assist in the implementation of the Hurricane Emergency Plan.

- Dr. Vincent June, [Vincent.June@solacc.edu](mailto:Vincent.June@solacc.edu)
- Bryan Glatter, [Bryan.Glatter@solacc.edu](mailto:Bryan.Glatter@solacc.edu)
- Lana Fontenot, [Lana.Fontenot@solacc.edu](mailto:Lana.Fontenot@solacc.edu)
- Jermaine Ford, [Jermaine.Ford@solacc.edu](mailto:Jermaine.Ford@solacc.edu)
- Christine Payton, [Christine.Payton@solacc.edu](mailto:Christine.Payton@solacc.edu)
- Stephen North, [Stephen.North@solacc.edu](mailto:Stephen.North@solacc.edu)

### **Emergency Information**

The Chancellor has designated the Communications and Marketing Office as the official source of college announcements. This office will: post official information on the College's website ([www.solacc.edu](http://www.solacc.edu)); make announcements via the SmartNotice emergency notification system (college-wide email, text messaging, voice mail), and any other means deemed necessary or appropriate; and communicate with local media.

### **College-wide Recommendations**

SLCC's primary concern is the safety, health and wellbeing of College community members. All decisions reflect this ethic. Evacuation outside the storm area is always recommended during a hurricane as the

best possible way to ensure personal safety. Upon class cancellation, all students are encouraged to seek safety through evacuation outside of the storm area. Should any student in good conscience decide to leave prior to the official cancellation of classes, the student is responsible for making provisions for missed classes and assignments with their instructors directly. Faculty and staff choosing to evacuate prior to official closure of the college are responsible for using approved leave.

General guidelines in the event of an evacuation:

- Take critical common items (documents, procedures, class rosters, grade books, syllabi, catalogs, stationary, and/or other user specific items that may be needed in the event of displacement).
- Take a copy of the College-wide and the appropriate departmental emergency plans for reference.
- Take college identification card.
- Make a practice of storing important documents, equipment, supplies, and/or teaching supplies away from windows and off of the ground if located on a ground floor of a building (i.e. off the floor, in upper drawers and shelves; computer equipment should be placed on top of the desk, rather than on the floor).
- Change voicemail or answering machine messages to indicate the college will be closed, advise callers to monitor the website and social media for up-to-date information.

**NOTE:** Any State of Louisiana property or official college documents removed with an individual employee are the responsibility of that employee while away from the college. Employees should follow established guidelines in notifying property control of the removal of state property, if time permits.

### Hurricane Emergency Plan Stages

The Hurricane Emergency Plan is divided into four stages. The action steps indicated in the stages may or may not be taken within the stages listed, depending on the circumstances of the storm and time of day in which the stage occurs. In addition, the Emergency Coordinator may declare a change in stage at any time due to the unpredictable nature of hurricanes.

- Stage 1: Pre-Season Preparation
- Stage 2: Threat Assessment
- Stage 3: College Closure – classes cancelled; employees required to leave campus
- Stage 4: Aftermath – assessment, recovery, reopening, and return to classes

#### *Stage One: Pre-Season Preparation*

Pre-Season preparation includes the following steps:

- General hurricane preparedness information and emergency SLCC contact information are communicated to faculty, staff and students.
- Ensure that Emergency Team and other designees are equipped with the necessary communication devices, as applicable.
- A designated, pre-determined site to be used 72 hours after the initial evacuation is pre-arranged.

- All faculty and staff are notified via email that they are required to contact the College via the SLCC website ([www.solacc.edu](http://www.solacc.edu)) or SmartNotice Emergency notification system as soon as possible after the event but no more than 5 to 7 calendar days post-catastrophic event.
- Specified units within the College are required to submit a Hurricane Plan for their areas. Each plan must include an arrangement for communication within the unit both before and after the event. All departmental plans are incorporated into the SLCC Hurricane Emergency Plan.
- The SLCC Hurricane Plan and all departmental hurricane emergency plans will be reviewed on an annual basis.

*Stage Two: Threat Assessment*

The Emergency Coordinator will monitor the weather reports. The Emergency Coordinator implements stage two when a weather pattern is elevated to tropical storm status and poses possible danger to Louisiana. The College may be under Stage Two for several weeks or days before predicted storm landfall.

Under Stage Two:

1. Emergency Coordinator convenes the Hurricane Emergency Planning Team; the planning team may have daily meetings to discuss conditions that may be a possible threat to the Greater New Orleans area to assess available factual information, status, and debriefing. A designee(s) of the Emergency Coordinator will attend briefing sponsored by the local parish Emergency Operations Centers (EOC), University of Louisiana Lafayette (UL) in addition to monitoring local and national weather reports.
2. Emergency Coordinator provides the Emergency Information to the Director of the Communications and Marketing to update the website ([www.solacc.edu](http://www.solacc.edu)) and SmartNotice Emergency notification system with the College's current operating status, special instructions, and the next scheduled general update. Communications and Marketing will be responsible for updating the message on the website and the phone information line and will send an e-mail to all department heads informing them of the change of status.
3. Information is also distributed to the SLCC community via the SLCC website ([www.solacc.edu](http://www.solacc.edu)), college-wide email and text messaging, voice mail, and any other means deemed necessary or appropriate.
4. Designated personnel shall test emergency equipment and re-check supplies. All Facility Services and applicable vehicles should be gassed up and checked by Facility Services mechanic staff.
5. Within 4-6 days of predicted landfall, Emergency Coordinator directs Hurricane Emergency Planning Team to enact General Hurricane Preparedness Plans to ensure activities in Phase I have been accomplished specific to their areas of responsibility.
6. Within 72 hours of predicted landfall, the Hurricane Emergency Planning Team monitors the ongoing weather conditions and decides when to recommend to the Chancellor closure of the College.

*Stage Three: College Closed*

Once the Hurricane Emergency Plan, Stage Three is reached, all required personnel must remain on campus until discharged by their supervisor.

1. Upon approval from the Chancellor, the Emergency Coordinator informs the Director of Communications and Marketing who announces the closure via the College's website ([www.solacc.edu](http://www.solacc.edu)), SmartNotice Emergency notification system, college-wide email and text message, voice mail and any other means deemed necessary or appropriate, and also informs the local media of the closure.
2. All essential facilities double-check emergency preparations as final preparations for an impending disaster.
3. Emergency Coordinator directs the Hurricane Emergency Implementation Team to implement evacuation plan.
4. Everyone is required to leave campus immediately and is not permitted to remain in any campus building for any reason, except for critical emergency personnel specifically designated by the Chancellor to maintain campus security and physical plant operations.
5. SLCC Security check all buildings for compliance with this requirement. All interior and exterior doors are locked.
6. The College will remain closed for at least twenty-four (24) hours or until assessment of damages is complete and a reopen notice is communicated by information on the website, information lone, local news media, and any other means deemed necessary or appropriate.

During the storm remember to stay calm and constantly remain attentive to the news.

#### *Stage Four: Aftermath — Damage Assessment, Recovery, Reopening and Return to Classes*

After hurricane threat leaves the area, key personnel from the Emergency Response Team assess all facilities to determine which, if any, may be reopened.

The Emergency Response Team consists of the following:

- Dr. Vincent June, [Vincent.June@solacc.edu](mailto:Vincent.June@solacc.edu)
- Bryan Glatter, [Bryan.Glatter@solacc.edu](mailto:Bryan.Glatter@solacc.edu)
- Lana Fontenot, [Lana.Fontenot@solacc.edu](mailto:Lana.Fontenot@solacc.edu)
- Jermaine Ford, [Jermaine.Ford@solacc.edu](mailto:Jermaine.Ford@solacc.edu)
- Christine Payton, [Christine.Payton@solacc.edu](mailto:Christine.Payton@solacc.edu)
- Stephen North, [Stephen.North@solacc.edu](mailto:Stephen.North@solacc.edu)

The emergency leadership team, which includes the Chancellor, Vice Chancellors, designated Faculty and Staff and the Director of Safety and Security, assembles at a command location:

1. College campuses/sites not harmed by storm; or
2. Command Center at LCTCS sister institution through established prior agreement with LTC sites;  
or
3. Out-of-state location

Determinations are made to reopen operations (Student, Financial and Human Resources Systems, Distance learning, etc.) and when employees and students may return to some, or all, campuses and sites. The College's website ([www.solacc.edu](http://www.solacc.edu)), SmartNotice Emergency notification system, college-wide email and text message, voice mail and any other means deemed necessary or appropriate will provide information of operable campuses and sites and will direct staff, faculty, and students where and when to report for work or classes. In the event of catastrophic damage to the Acadiana area preventing the

return of residents in a reasonable timeframe, website and SmartNotice notification system will indicate the College is closed for the foreseeable future.

Non-essential employees, as determined by each employee's respective departmental hurricane plan, are notified via the website, SmartNotice notification system, college-wide email, text messaging and any other means deemed necessary or appropriate, that they must report their temporary location to their supervisor within 5 to 7 calendar days of the post-catastrophe message posting. Supervisors determine assignments for individual staff and faculty members. As areas in the Greater Acadiana area are opened for residential and business occupation, the College leadership team designates which campuses and sites will be used for instruction and administrative purposes.

## Intruder Response Plan

**Intruder:** an unauthorized person who enters college property.

- Politely greet the intruder and identify yourself.
- Consider asking another staff person to accompany you before approaching intruder.
- Inform intruder that all visitors must register at the main office.
- Ask intruder the purpose of their visit. If possible, attempt to identify the individual and/or vehicle.
- If intruder's purpose is not legitimate, ask them to leave. Accompany intruder to exit.
- Notify the Office of Safety and Security at 337-521-8914, for non-emergency.

If intruder refuses to leave:

- Call 911 for local police department response.
- Notify the Office of Safety and Security at 337-521-8914, for emergency response, if intruder refuses to leave. Give law enforcement full description of the intruder.
- Back away from intruder if they indicate a potential for violence. Allow an avenue of escape. To the extent possible, maintain visual contact.
- Be aware of intruder's actions at this time (where they are located in college building, whether they are carrying a weapon or package, etc.)
- Maintaining visual contact and knowing the location of the intruder is less disruptive and more effective than conducting a building-wide search later.

*Should the situation escalate quickly, the Office of Safety and Security or Building Administration may decide at any time to initiate lockdown procedures.*

To assist staff members who interact with a stranger at college, use the "I CAN" rule:

- Intercept
- Contact
- Ask
- Notify

## Medical Emergency Plan

### Life-threatening injury, illness, or death:

- Call **911** for local police department response.
- Call the Office of Safety and Security at 337-521-8914.
- Give full attention to the victim(s).
- Do not attempt to move a person who is ill or injured unless he/she is in immediate danger of further injury.
- If possible, isolate the affected student/staff member. Disperse onlookers and keep others from congregating in the area.
- Check breathing. Is the airway clear? Is the victim in a position to facilitate breathing?
- Help stop bleeding.
- Applying pressure on wound or elevating wound may help stop or slow bleeding.
- Protect yourself from body fluids. Use gloves if available.
- Check for vital signs. Initiate first aid, if you are trained.
- Comfort the victim(s) and offer reassurance that medical attention is on the way.
- After immediate medical needs have been cared for, remain to assist emergency medical services personnel with pertinent information about the incident.

### Non-life-threatening injury or illness:

- Offer medical assistance.
- If accepted, call **911** for local police department response.
- After immediate medical needs have been cared for, remain to assist emergency medical services personnel with pertinent information about the incident.

For all illnesses and injuries, call the Office of Safety and Security at 337-521-8914 and the Campus Director. Statement forms and injury forms will be required. Obtain as much information as possible about the incident and provide to the responding Security Officer.

## Pandemic/Public Health Emergency Plan

### Contagious Disease Prevention

In accordance with the College's Emergency Preparedness Plan, SLCC has established this college-wide Pandemic/Public Health Emergency Plan. In the event of a pandemic or public health threat, SLCC is committed to protecting the health and safety of students, faculty, staff and visitors. To accomplish this, SLCC adheres to the guidelines published by the Department of Health and Human Services (HHS), ready.gov (Department of Homeland Security DHS) and the Centers for Disease Control and Prevention (CDC). The College also works closely with state and local public health and other local authorities in addressing pandemic/public health threats to the college community.

The focus of this section will be to advise everyone about how to prevent the spread of contagious illnesses. Suggestions are all common sense and yet we often need to be reminded—get an ample amount of rest, eat nutritiously, stay home when ill, often and proper hand washing (hand sanitizing as a possible substitute), etc.

Additionally, SLCC will adhere to the following guidelines as prescribed by the CDC:

- If students/employees become ill while on campus, they will be asked to return home to recuperate in order to minimize the risk of infecting others.
- Infected students/employees who need to leave the campus should do so without using public transportation.
- Infected students/employees should stay in their homes until at least 24 hours after they no longer have a fever.
- To minimize the spread of infection, classrooms, elevators, dining halls, and other high contact areas will be cleaned frequently and wiped down with disinfectant.
- Alcohol based hand sanitizers will be available on campus.
- Ill students will be provided options to complete classes. (Instructors should make arrangements with ill students to make up work and should not drop them from classes if they are ill with a contagious illness).
- A broad range of communication channels have been identified that will be used to reach students/employees to inform them of the situation at their college (SmartNotice, Website, Social Media, emails, radio, TV, etc.).
- Campus closures will be considered on a case by case basis.
- Colleges will coordinate with the Department of Health and Human Services to provide vaccinations/immunizations as warranted.

The goal of these prevention measures will be to promote good health and hygiene habits for students, faculty, and staff.

Note: SLCC will be using the following reporting process:

Any student that believes that they are experiencing symptoms of a contagious disease such as Influenza (Flu), Human Coronavirus (COVID-19), H1N1 (Swine Flu), specifically fever, cough or shortness of breath, is asked to call 337-521-8914 and report:

- Student Name
- Campus Name
- Department

ANY employee who calls in sick to work; administrators will follow up with the employee to determine if he/she has a contagious disease.

#### I. Pandemic/Public Health Emergency Team

The Chancellor of the College has designated the Vice Chancellor for Administration and Finance as the College's Emergency Coordinator. For pandemic/public health emergencies, the Director of Safety and Security or the Safety Coordinator is appointed the Pandemic/Public Health Emergency Coordinator, and in that role, serves as the lead contact with local public health authorities in the coordination of necessary public health-related tasks. During the emergency period, the Emergency Coordinator has supervisory responsibility over departments and personnel who comprise the Pandemic/Public Health Emergency *Preparedness* Team and the Pandemic/Public Health Emergency *Implementation* Team. All recommendations of both teams must be relayed by the Emergency Coordinator to the Chancellor for his/her approval.

#### *Pandemic/Public Health Emergency PREPAREDNESS Team*

The following positions comprise SLCC's Pandemic/Public Health Emergency *Preparedness Team*, which is responsible for making recommendations during each stage of the plan.

<b>Pandemic/Public Health Emergency <i>PREPAREDNESS Team</i></b>
Vice Chancellor for Administration and Finance
Executive Assistant to the Chancellor
Vice Chancellor of Academic and Student Affairs
Vice Chancellor for Workforce and Economic Development
Vice Chancellor for Institutional Advancement
Director of Safety and Security
Safety Coordinator

#### *Pandemic/Public Health Emergency IMPLEMENTATION Team*

The following positions comprise the Pandemic/Public Health Emergency *Implementation Team*, which is responsible for implementing specific detailed procedures for their area of responsibility. Each team member may require additional staff under his/her supervision to assist in the implementation of the Pandemic/Public Health Emergency Plan.

<b>Pandemic/Public Health Emergency <i>IMPLEMENTATION Team</i></b>
Vice Chancellor for Administration and Finance
Executive Assistant to the Chancellor
Vice Chancellor of Academic and Student Affairs
Vice Chancellor for Workforce and Economic Development
Vice Chancellor for Institutional Advancement
Director of Safety and Security
Safety Coordinator
Dean of Nursing and Allied Health
Facilities Director
Executive Director of Strategic Engagement & Employer Services
Director of Information Technology (IT)
Facilities Manager

### **II. Emergency Information**

The Chancellor has designated the Communications and Marketing Director as the official source of college announcements. This office posts official information on the College's website ([www.solacc.edu](http://www.solacc.edu)); makes announcements via college-wide email, the phone information line, text messaging, voice mail to office phones, and any other means deemed necessary or appropriate; and communicates with local media.

### **III. Pandemic/Public Health Emergency Plan Stages**

The Pandemic/Public Health Emergency Plan is divided into four stages. The action steps indicated in the stages may or may not be taken within the stages listed, depending on the circumstances of the pandemic/public health threat and at what point in the academic year the health threat emerges. In addition, the Emergency Coordinator may declare a change in stage at any time due to unexpected change in the level of pandemic/public health threat.

- *Stage 1:* Pre-Planning to Confirmed Cases of Pandemic/Public Health Threat
- *Stage 2:* Suspected/Confirmed Cases in Acadiana Region or Surrounding Areas
- *Stage 3:* Confirmed Cases on Campus
- *Stage 4:* College Recovery – Assessment, Reopening and Return

*Stage 1: Pre-Planning to Confirmed Cases of Pandemic/Public Health Threat*

Pre-Planning preparation includes the following steps.

**Preparedness Team Preparation:**

- The Emergency Coordinator ensures Emergency Team and other designees have access to cell phones, laptops with appropriate system capabilities, etc., as appropriate.
- Specified units within the College are required to submit a Pandemic/Public Health Emergency Plan for their areas. Each plan must include an arrangement for communication within the unit during all stages. All departmental plans are incorporated into the SLCC Pandemic/Public Health Emergency Plan.
- The Emergency Coordinator ensures that the SLCC Pandemic/Public Health Emergency Plan and all departmental pandemic/public health emergency plans are reviewed on an annual basis with yearly orientations.

**Faculty and Staff Education and Preparedness:**

The Pandemic/Public Health Emergency Coordinator:

- Maintains ongoing communication with state and local public health agencies and other local authorities.
- Ensures general preparedness information and emergency SLCC contact information are communicated to faculty, staff and students.
- Disseminates information from public health sources covering routine infection control (e.g., hand hygiene, coughing/sneezing etiquette), pandemic fundamentals (e.g., signs and symptoms of the public health threat, modes of transmission), personal and family protection and response strategies, and the at-home care of ill students or employees and their families consistent with the guidelines published by the Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC).
- Ensures college is supplied with adequate supplies for sanitizing and decontaminating facilities and protective gear, as applicable (i.e., antibacterial hand cleansers and cleaning products, protective gear, etc.)
- Coordinates staff planning to be determined by evolution of infectious organism.
- Encourages faculty and staff to receive annual vaccinations as appropriate.
- Identifies critical emergency personnel in the event of college closure.
- Identifies resources for protective gear, as applicable, for critical emergency personnel.

**Clinical Preparation:** The Pandemic/Public Health Emergency Coordinator:

- Reviews established process for implementing case identification database system

- Confirms that required supplies and resources are in place to support college's agreement with local public health officials for closed point of distribution of preventative interventions, as applicable.

**Communication:** The Pandemic/Public Health Emergency Coordinator:

External:

- Works with the Office of Communications and Marketing Director to provide information to campus community on status of infectious disease and travel advice via email and SLCC website with links to CDC and other public health agency resources.
- If deemed necessary by the Pandemic/Public health Emergency Coordinator, provides training for relevant groups.
- Reviews communication implementation plans for Stages 2, 3 and 4.

Internal:

- Revises calling tree protocol, as determined in respective campus/site plans.
- Ensures cell phone/contact lists are current as determined in respective campus/site plans.
- Ensures internal team reviews HIPAA and FERPA confidentiality requirements regarding suspected and confirmed cases, employee leave policies related to pandemics/public health emergencies, and student policies related to pandemic/public health emergencies such as withdrawals, continuation of classes, etc.

Stage 2: Suspected/confirmed cases in Acadiana Region or surrounding area (in addition to Stage 1)

Upon notification of suspected/confirmed cases in Lafayette or surrounding areas, the following action steps are taken.

Preparation:

- The Emergency Coordinator monitors information provided by Pandemic/Public Health Emergency Coordinator.
- The Pandemic/Public Health Emergency Coordinator attends briefings sponsored by local authorities as needed.

Communication:

- In consultation with the Pandemic/Public Health Coordinator, the Emergency Coordinator provides the Director of Communications and Marketing with information for email, website ([www.solacc.edu](http://www.solacc.edu)), and phone information line distribution regarding the College's current operating status and any special instructions. Information is provided to campus community on status of infectious disease and travel advice via e-mail and post to SLCC website with links to CDC and other pertinent public health agency resources, as needed.
- Pandemic/Public Health Coordinator initiates poster campaign on self-care is implemented with directions for reporting cases and how to get medical care.

Stage 3: Confirmed cases on campus (in addition to Stage 2)

Upon notification of confirmed cases on campus, the following action steps are taken:

College Open:

- Pandemic/Public Health Emergency Coordinator implements case identification database system to respond to suspected and/or confirmed cases.
- Pandemic/Public Health Emergency Coordinator provides weekly status report of specific on-campus cases to Pandemic/Public Health Emergency Preparedness Team.
- Pandemic/Public Health Emergency Coordinator notifies appropriate local public health officials of confirmed cases.
- In consultation with the Pandemic/Public Health Emergency Coordinator, the Emergency Coordinator provides the Executive Director of Public Relations and Marketing with information for email and website ([www.solacc.edu](http://www.solacc.edu)) distribution regarding status of confirmed and suspected cases on campus.

College Closure:

- Based on public health officials' advisement and upon approval of the Chancellor, the Emergency Coordinator informs the Communications and Marketing Director and the Emergency Preparedness Team of the College's approved closure.
- Emergency Coordinator activates the Pandemic/Public Health Emergency Implementation Team, to perform their respective responsibilities related to the closure of the college.
- The Communications and Marketing Director announces the closure via the College's website ([www.solacc.edu](http://www.solacc.edu)), phone information line, college-wide email and text message, voice mail to office phones and any other means deemed necessary or appropriate, and also informs the local media of the closure. Information regarding employee leave policies during pandemic/public health emergencies ([link](#)) student policies related to pandemic/public health emergencies ([link](#)) is included in the communication.
- All personnel are required to leave campus immediately and are not permitted to remain in any campus building for any reason, with the exception of (1) critical emergency personnel specifically designated to maintain campus security and physical plant operations, and (2) those personnel specifically designated to implement the college's agreement with local public health officials for closed point of distribution for preventative interventions, if applicable.
- Designated security and/or police officers and/or emergency personnel check all buildings for compliance with the closure.
- If applicable, the closed point of distribution preventative intervention agreement with local public health officials is activated in accordance with established procedures.
- Length of closure is consistent with recommendations of public health officials pertaining to threat level of confirmed cases.
- All critical personnel must remain on campus until discharged by Emergency Coordinator.

Stage 4: College Recovery – Assessment, Reopening and Return

Immediately after pandemic/public health threat no longer exists according to public health authorities, the Emergency Coordinator activates the Pandemic/Public Health Emergency *Recovery* Team. This team is made up of the following key personnel, and others as deemed necessary, and is responsible for assessing all facilities to determine which, if any, may be reopened.

**Pandemic/Public Health Emergency *RECOVERY* Team**

<b>Pandemic/Public Health Emergency RECOVERY Team</b>
Vice Chancellor for Administration and Finance
Executive Assistant to the Chancellor
Facilities Director
Dean of Nursing and Allied Health
Facilities Manager
Director of Safety and Security
Safety Coordinator
Counseling and Disability Services

The following action steps are taken:

1. Assessment:
  - Essential personnel are notified by their supervisors to return to work to perform critical assignments related to environmental preparation and security of the facilities.
  - After assessing that environmental safety (cleaning, sanitizing, etc.) is in accordance with Center for Disease Control (CDC) guidelines, the Pandemic/Public Health Emergency Recovery Team recommends the College's reopening to the Emergency Coordinator.
  - In consultation with the Pandemic/Public Health Emergency Coordinator, the Emergency Coordinator recommends college reopening to the Chancellor. Chancellor reopens College.
2. Reopening:
  - The Emergency Coordinator notifies the Communications and Marketing Director to issue a reopen notice, which is communicated by email, information on the website, phone information line, text messaging, local news media, and any other means deemed necessary or appropriate.
  - The Emergency Coordinator activates the Pandemic/Public Health Emergency Implementation Team to perform their respective responsibilities related to the reopening.
3. Return:
  - Non-essential employees, as determined by each employee's respective departmental pandemic/public health emergency plan, are notified via the website, phone information line, college-wide email, text messaging and any other means deemed necessary or appropriate, that they must report back to work in accordance with specific instructions.
  - Supervisors determine assignments for individual staff and faculty members.
  - When affected departments are reopened, campuses and sites are designated for instruction and/or administrative purposes as deemed necessary.
  - Upon return, the Pandemic/Public Health Emergency Implementation Team assesses effectiveness of the plan and modifies plan as needed.

## Shooting Emergency Plan

If a person displays a firearm or begins shooting:

- Move to or seek safe shelter. Go to Lockdown Procedures or Evacuation Procedures.
- Call 911.
- Notify the Office of Safety and Security 337-521-8914.

If you hear gunshots:

- If possible, determine where the shooting is taking place.
- Seek safe shelter.
- If outside, stay as low to the ground as possible and find any kind of cover.
- If inside, go to lockdown procedures or evacuation procedures.
- Teachers take attendance and notify the building administrator of missing students or staff as soon as it is safe to do so.

Campus Director/Administration:

- Consider implementing lockdown procedures.
- Assess the situation as to:
  - The shooter's location
  - Injuries
  - Potential for additional shooting
- Call **911** and give as much detail as possible about the situation.
- Secure the college, if appropriate.
- Help students and staff find safe shelter.
- If it is safe, care for the injured until emergency responders arrive. Do not add to the victim list by exposing yourself to danger.
- Notify Chancellor's Office.
- Refer media to Office of Public Relations per media procedures.
- Initiate post-crisis procedures.

Work with local law enforcement to identify their response methods and capabilities and provide them with updated building diagrams.

## Tornado Emergency Plan

When a tornado warning is issued, everyone should take shelter immediately. The warning indicates that a tornado has been sighted in the area.

Upon receipt of a tornado warning, employees should:

- Protect yourself from falling objects and flying debris.
- **DO NOT** panic; descend stairs slowly and carefully to lowest level.
- The best protection is the use of the inner hallway(s) of the lowest floor of the building.
- Sit on the floor, on the lowest level, with head tucked between both knees.
- If there is no time to descend, go to a closet, a small room with strong walls, or an inside hallway. Wrap yourself in overcoats or blankets to protect you from flying debris.
- **DO NOT** enter disaster areas, unless it is absolutely necessary.
- **DO NOT** take lanterns, torches, or lighted cigarettes into buildings that have been flooded or damaged. There is always the possibility of leaking gas lines or flammable materials.
- **DO NOT** touch fallen or damaged electrical wires.
- Upon discovering a leaking gas line, immediately leave the area.

**Tornado Watch:** Atmospheric conditions are favorable for the development of severe thunderstorms capable of producing tornadoes.

**Tornado Warning:** A severe thunderstorm has developed and has either produced a tornado or radar has indicated intense low-level rotation in the presence of atmospheric conditions conducive to tornadic development.

## Weapons on Campus Response Plan

### Weapons

There are numerous types of workplace violence. Acts of physical violence, threats, verbal abuse, intimidation or harassment which is committed against a person, or places them in fear for their safety during the course of employment, are common forms. This can also include stalking, continuing domestic violence situations, highly aggressive emotional behavior, sexual harassment and assault.

If a verbal altercation is reported to you, remain calm and maintain a professional and caring attitude. Take the time to listen regardless of whether or not you agree with the person. Allow “venting” and don’t interrupt. If you can provide a solution, do so, or refer the person to someone who can assist. Your attitude will many times determine the result of the conflict.

If a violent conflict occurs in your area, attempt to summon help. Do not become involved or attempt to handle the situation. Attempt to safely and calmly move yourself and others to a safe location. If given the opportunity to exit safely, do so quickly and quietly. Leave the building and area and move a safe distance away from the building. Once outside, call 911 immediately. If the action prevents you from exiting, hide in a closet, under a desk, or behind any barrier you can find between you and the conflict and remain quiet.

Police enforcement should be contacted immediately if workplace violence is suspected or threatened. If a violent act of any type occurs, call 911 immediately.

**If you observe a person on campus with a firearm or other deadly weapon, or if a person is threatening someone, call 911 immediately.**

State law forbids firearms on grounds of educational institutions even if the individual has a concealed weapons permit. State law provides for the college district to regulate deadly weapons, which includes firearms, on campuses. SLCC does not allow firearms or any deadly weapon on its campuses. Peace officers in uniform and conducting their duties as Law Enforcement duties do have exemptions from these laws. However, contact the administration and the Office of Safety and Security to ascertain that the individual has authority to carry a firearm if you observe someone with one. If a person having a weapon appears dangerous is acting suspicious, strange, threatening, or is behaving irrationally, stay away from the individual and call 911 immediately.

### Staff or students who are aware of a weapon brought to college:

- Immediately notify the Office of Safety and Security at 337-521-8914.

Give the following information:

- The name of person suspected of bringing the weapon.
- Location of the weapon.
- Whether the suspect has threatened anyone.
- Any other details that may prevent the suspect from hurting someone or themselves.

Teachers who suspect that a weapon is in the classroom: STAY CALM

- Do not call attention to the weapon.
- Notify Office of Safety and Security at 337-521-8914 or, a neighboring instructor as soon as possible.
- Instructor should not leave the classroom.

**Note:** Act 684 of the 2008 Louisiana Legislature allows for a person who **lawfully possesses** a firearm to transport it on campus in a **locked, privately-owned vehicle, out of sight, in any parking lot, parking garage or other designated parking area.**

**Regardless, immediately contact Campus Security at 337-521-8914.**

### Wildlife & Stray Animals on Campus Plan

SLCC campuses are home to many different wildlife species. Some of the more common ones are raccoons, opossums, fox, squirrels, bats, snakes, alligators, skunks, birds, etc. Campuses may also have stray animals (i.e. cats, dogs, etc.)

Wildlife on campus is protected and all students, staff, and visitors should not harass them in any way. Do not feed wild animals.

Stray animals need to be reported to the campus Facilities Department and/or Safety and Security who will notify Animal Control or handle them using an outside contractor. Do not feed stray animals.

While an effort is made to protect wildlife on our campus, personal contact with wildlife or stray animals can pose a health risk. Never feed, touch or try to pick up any animals.

If you are bitten by an animal, you should:

- Immediately wash the wound with soap and water for at least 15 minutes to try and rinse away the animal's saliva.
- Seek medical attention immediately. All animal bites, regardless of the species or the severity, should be examined by a physician.
- Call 911 if bite is severe.
- Try to remember what the animal looks like, so it can be caught and tested for rabies.
- If the animal is wild, or a stray, call Rabies Control immediately so they can trap the animal.
- Notify the Office of Safety and Security at 337-521-8914 of incident.

Do not:

- Try to trap the biting animal yourself.
- Try to kill the animal.

- Approach any wild animal.
- Feed any wild animals.
- Attempt to take action yourself.
- If the animal is someone's pet, you should still call Rabies Control. They will speak to the animal's owner and make sure the animal does not have rabies.
- If the animal is dead - DO NOT TOUCH IT.

If the biting animal tests positive for rabies (or if the biting animal can't be found), you will need to get the rabies vaccine as soon as possible. Without the treatment, a person bitten by a rabid animal may die. The rabies vaccination series consists of five to seven shots in the arm and the buttocks, which are spread out on different days.