



Southern University and A&M College EMERGENCY RESPONSE PLAN

EMERGENCY RESPONSE PLAN

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Compiled and written by
Preston De Jean
Special Assistant to the Chancellor, in cooperation with the
Southern University Emergency Operations Team



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SECTION I. GENERAL

A. Introduction

This Emergency Response Plan is a basic guide for providing a response system, by Southern University at Baton Rouge, to major crises or emergencies occurring on the University campus. All personnel designated to carry out specific responsibilities are expected to know and understand the policies and procedures outlined in this plan.

B. Purpose

This Emergency Response Plan is designed to effectively coordinate the use of University resources to protect life and property during and immediately following a major crisis or emergency on the University campus. It is placed into operation whenever an emergency affecting the campus cannot be controlled through routine, daily and normal channels and procedures.

At Southern University at Baton Rouge, planning ahead for a major crisis or emergency is part of our normal business planning and campus life. All members of the University community share a responsibility for preparedness. An emergency can strike anytime, anywhere and can have a devastating impact on life and property.

Major objectives of this plan are:

- To protect the lives and well-being of the students, faculty and staff on the University campus and civilians in the surrounding community.
- To minimize damage to equipment, property, and campus facilities as well as that of our neighbors.
- To minimize economic loss and disruption to campus activities by the expediting the safe resumption of operations.
- To effectively coordinate all actions with external agencies providing regulatory and emergency assistance in the event of a crisis or emergency.

C. Authority

Emergency events do not always require the same level of response, and are dictated by the severity of the event and its effect on the health and safety of students, faculty, staff, and visitors. Events will be evaluated by the Emergency Operations Team in consultation with one or more members of the Chancellor's Command Team, as appropriate. Only the Chancellor or his designee has the authority to declare a campus emergency and activate this Emergency Response Plan.

D. Levels of Emergency

To aid in the determining the level of response and actions to be taken by the administration, emergencies have been generally classified into three levels.

LEVEL I (Minor Emergency) -- A localized, contained incident that is quickly resolved with internal resources or limited help and does not affect the overall functioning capacity of the University.

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Examples of a level I minor emergency include, but are not limited to:

- Small fire
- Small hazardous material incident
- Limited power outage
- National terrorist incident

LEVEL II (Major Emergency – Depending on Circumstances) -- A serious emergency that completely disrupts one or more operations of University and may affect mission-critical functions or life safety. Outside emergency services, as well as major efforts from campus support services, would be required. Major policy considerations and decisions would usually be required.

Examples of a level II major emergency include, but are not limited to:

- Civil disturbance
- Widespread power outage
- Laboratory explosion
- Suicide
- Death of a student, faculty, or staff member (depending on circumstances)
- Rape (depending on circumstances)

LEVEL III (Major Emergency) -- A community-wide emergency that seriously impairs or halts the operation of the University. Outside emergency services would be needed. Major policy considerations and decisions would always be required.

Examples of a level III emergencies include, but are not limited to:

- Mass casualties
- Natural disaster such as a hurricane or tornado
- Large-scale hazardous material spill
- Health epidemics
- Major weather emergency
- Bomb threat
- Active Shooter
- Hostage
- Major Fire
- Shooting or stabbing

SECTION II: ORGANIZATION AND RESPONSIBILITIES

The organization and the specific responsibilities for preparing for an emergency are described below. However, it is the responsibility of all faculty and staff to become familiar

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with the Emergency Response Plan and to be prepared for emergencies. Deans, Directors and Department Chairs have a special responsibility to assure that the faculty and staff within their departments are prepared to respond appropriately during an emergency. In addition, students must be made aware of the procedures that they will be expected to follow during an emergency, including building evacuation plans.

A. Incident Command System Structure

During an emergency, the University will set up an Incident Command System (ICS) to control and manage operations. A nationally recognized system, the Incident Command System creates an integrated organizational structure designed to meet the complexity and demands of whatever crisis or emergency occurs.

Clearly defining key leadership roles is essential to being prepared to respond effectively. During an emergency, there will be little or no time to establish a leadership plan that defines the University's response, communications and core services responsibilities. Accordingly, an Incident Command System Structure has been developed to assure that appropriate University leadership will be available to respond to emergencies.

The Incident Command System Structure consists of the following teams:

1. Command Team which shall consist of the Chief Disaster Officer (CDO).
2. Emergency Operations Team (EOT)
3. Emergency Response Team (ERT)

See figures 2-1a and 2-1b.

B. Command Team

The Command Team is comprised of members of Southern University Baton Rouge administration. This team is the decision-making and policy-setting body during an emergency. The Chancellor will serve as the executive in charge of the Command Team and as **Chief Disaster Officer (CDO)**. In his absence, the Executive Vice Chancellor shall serve as the CDO. In the event the Executive Vice Chancellor is not available, the Vice Chancellor for Finance and Administration shall perform the duties of the CDO. The CDO shall appoint members of his staff or from within the University, as needed, to effectively perform the required functions of the Command Team. The primary responsibility of the CDO is to provide leadership and guidance to subordinate teams and to authorize emergency actions, closures and communications as recommended by the Emergency Operations Team (EOT). The CDO will be located at the Emergency Operations Center (EOC) or when necessary, at any other location on the university campus that requires his or her assistance.

The Contact List for the Command Team can be found at **Appendix A**.

INCIDENT COMMAND SYSTEM STRUCTURE

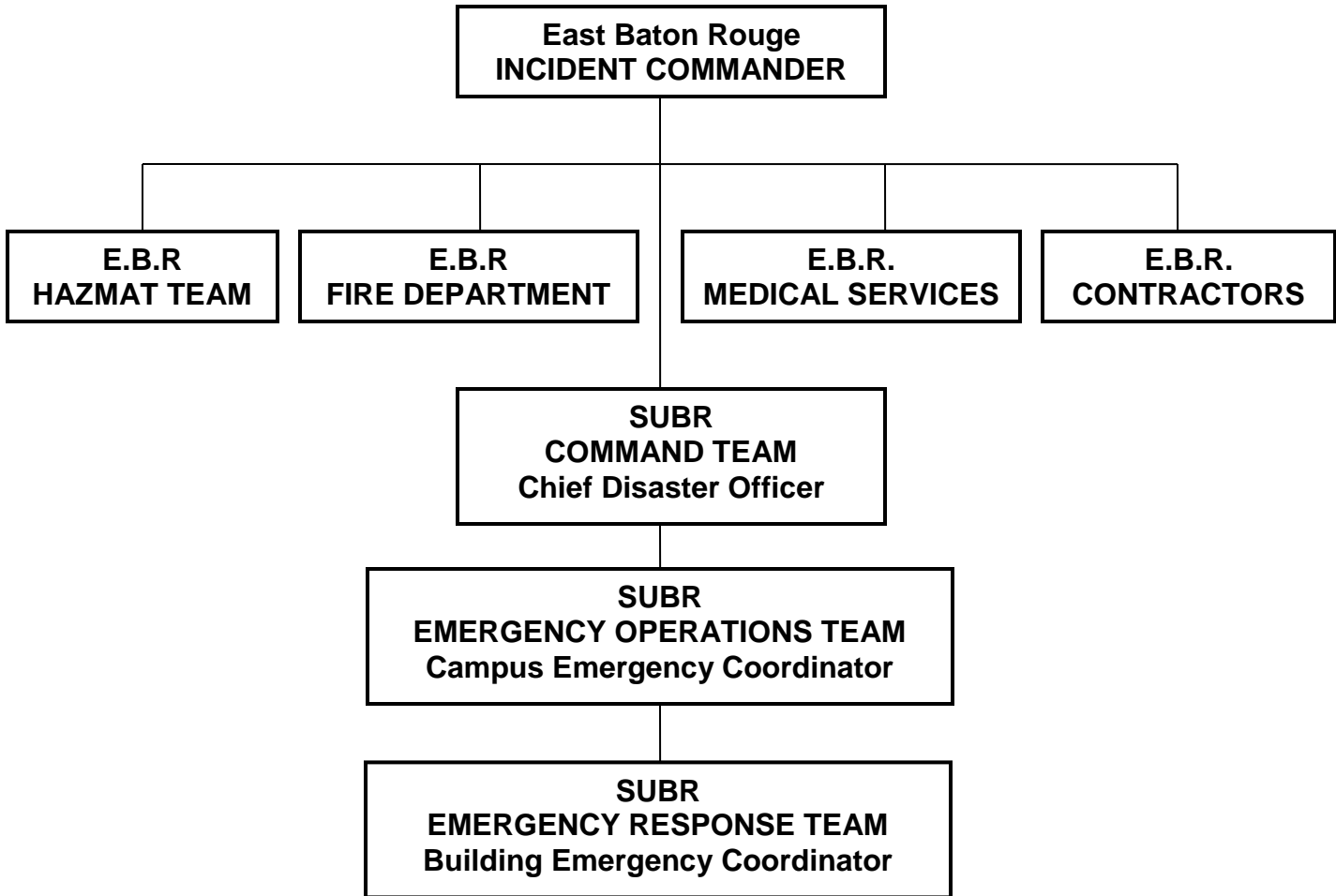
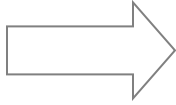


Figure 2 – 1 a

SUBR INCIDENT COMMAND SYSTEM ST FUNCTIONS

**SUBR
COMMAND TEAM
Chief Disaster Officer**



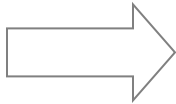
- Provide leadership and guidance to subordinate teams
- Authorize emergency actions, closures, communications, etc.
- Major policy making body
- Strategic planning
- Coordinate with external state and federal agencies.

**SUBR
EMERGENCY OPERATIONS
TEAM
Campus Emergency
Coordinator**



- Lead team in the management of emergency response activities
- Implement strategy and planning of emergency response activities
- Coordinates logistical, finance, and personnel resources
- Communicate with field personnel / ERT
- Monitor progress of activities

**SUBR
EMERGENCY RESPONSE
TEAM
Building Emergency
Coordinator**



- Immediate on-site response group
- Provide medical assistance
- Provide security
- Provide materials and manpower for repairs
- Provide other logistical support
- Assist external agencies in emergency procedures
- Provides feedback and communicates with EOT

Figure 2 – 1 b

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C. Emergency Operations Team (EOT)

The Emergency Operations Team (EOT) will serve as the lead team for the University in the management of emergency response activities, in consultation with, and under the direction of, the Chief Disaster Officer. The EOT is responsible for coordinating the University's Emergency Response Plan. The EOT members' duties and responsibilities relate closely to their normal authority and functions. In the event of an emergency, however, coordination and organization of all operations at the University shall be directed by the EOT. The EOT members implement the strategy and planning of the response. They communicate with field personnel, issue instructions to particular units, and monitor progress in carrying out the instructions.

The Campus Emergency Coordinator shall serve as the facilitator of the EOT. In his absence, the Associate Vice Chancellor for Facilities Operations shall serve as the CEC. In the event the Associate Vice Chancellor for Facilities Operations is not available, the Vice Chancellor for Student Affairs shall perform the duties of the CEC. The EOT is the supervising team and when all teams meet together, the CEC of the EOT leads the joint meeting. In addition to other response actions the EOT will determine whether the Emergency Response Team(s) need to convene for further response action. The EOT in its initial response to an emergency may elect to call other staff and faculty to join the team if it is deemed appropriate and useful to respond to the specific emergency. It is anticipated, but not required, that these additionally called individuals will most likely come from the Emergency Response Team as described below. Likewise, members of the EOT can serve on the Emergency Response Team if their expertise or skills are required.

Members of the EOT are responsible for insuring that the University is prepared and in the best possible position to respond to an emergency when it occurs. The responsibilities of the EOT include, but are not limited to:

1. Assessing the severity and level of the emergency and communicate immediately with the Chancellor's Office and others as appropriate.
2. Identifying the emergency and determine its impact. Decide the necessary level of response required to manage the emergency.
3. Coordinating the actions of the Emergency Response Team as needed.
4. Activating the Emergency Operations Center, as required.
5. Insuring that departments for which they are responsible have developed departmental plans to respond to various emergencies. Department plans will be general in nature and include the assignment of general duties and responsibilities to employees, perceived to be required for each type of emergency.
6. Insuring that staffs are familiar with the overall Emergency Response Plan and the specific requirements of departmental plans.
7. Maintaining adequate emergency resources and equipment particular to departmental plan requirements.
8. Maintaining a call list of departmental employees designated as "essential personnel." This Call list will be updated as needed and a copy (including updates) forwarded to the Campus Emergency Coordinator.

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- 9. Ensuring the preservation of essential records, or other materials deemed essential.
- 10. Request emergency response support from outside agencies or any other University department as necessary.

The EOT will meet at least annually to review the Emergency Response Plan and provide recommendations for improvements. Members of the EOT also have an ongoing responsibility to assist with emergency preparedness activities related to their individual areas of administrative responsibility and expertise. The members of the EOT along with contact information can be found at **Appendix B**.

D. Emergency Response Team (ERT)

The Emergency Response Team (ERT) is the immediate response group for all on-site crises or emergencies. In the event of an emergency the ERT will provide information and recommendations to the EOT as needed and deemed necessary and appropriate to the situation. The Emergency Response Team is under the direction of the Building Emergency Coordinator for the affected building or area. See paragraph below for role and function of the Building Emergency Coordinator. The ERT may elect, in consult with the EOT and the Command Team, to call other staff and faculty to join the team if it is deemed appropriate and useful in response to the specific emergency.

Members of the Emergency Response Team (ERT) **MAY** include:

- | | |
|---|---|
| 1. Director (ERT) | Building Emergency Coordinators |
| Role/Responsibilities: | |
| <ul style="list-style-type: none">○ Decide what level of response is initially required.○ Direct the overall emergency response operations and coordinate mutual aid requests.○ Advise building occupants of the nature and location of the emergency, what action is required.○ Direct and control personnel in Assembly Areas and obtain a head count.○ Coordinate with the EOT by providing situational reports. | |
| 2. University Police | Chief of University Police |
| Role/Responsibilities: | |
| <ul style="list-style-type: none">○ Provide a vehicle and officer to support the actions of the Building Emergency Coordinator. The officer's vehicle will serve as a Field Command Post. The Officer will serve as the Field Communications Officer.○ Direct access and security control, and coordinate for fire/rescue with external supporting agencies.○ Provide traffic control points and direct flow of traffic. | |
| 3. Site Communications | University Police Dispatcher |
| Role/Responsibilities: | |
| <ul style="list-style-type: none">○ Receive all incoming calls related to the emergency and forward inquiries and messages to appropriate emergency response personnel.○ At the direction of the Campus Emergency Preparedness Coordinator or Building Emergency Coordinator, notify external law enforcement and regulatory agencies for assistance.○ Maintain log of all incoming and outgoing calls. | |
| 4. Site Safety | Chemical and Hazardous Material Safety Officer |

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Role/Responsibilities:

- Assess and direct efforts to contain and control hazardous materials.
- Serve as the Decontamination Officer and oversee procedures for decontaminating personnel and equipment in event of exposure to hazardous material.
- In a major emergency, coordinate with East Baton Rouge HAZMAT unit for assistance.
- Coordinate with University Health Services for medical assistance.

5. Facilities Director of Physical Plant

Role/Responsibilities:

- Assess building safety with Building Emergency Coordinator.
- Shutdown utilities if unsafe conditions exist and restore services when appropriate.
- Procure materials and/or equipment needed to support emergency response operations.
- Forward damage report to the Emergency Operations Team.

6. Custodial Services Director of Landscape and Custodial Services

Role/Responsibilities:

- Provide equipment and staff as necessary to support emergency response efforts.

7. Human Resources Director of Human Resources

Role/Responsibilities:

- Arrange for expedited services of temporary employees if required.
- Coordinate with other departments for cost recording.
- Notification of affected employees and families.

8. Financial Services Associate Vice Chancellor for Financial Operations and Comptroller

Role/Responsibilities:

- Initiate a record-keeping system for all expenditures associated with emergency operations.
- Coordinate with Purchasing on procedures for handling emergency expenditures.

9. Purchasing Director of Purchasing

Role/Responsibilities:

- Initiate/process emergency purchases.
- In coordination with the Director of Property Management, coordinate distribution of supplies.
- Initiate record-keeping system and coordinate with Financial Services regarding cost recording.

10. Finance and Disbursement Associate Comptroller for Financial Accounting and Disbursement Operations

Role /Responsibilities:

- Issuance of LaCarte purchasing card along with policies and procedures

11. Media Relations Assistant to the Chancellor, Media Relations

Role/Responsibilities:

- Coordinate information to be disseminated during and after the

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emergency.

- Maintain communications with media and others affected by the incident.
- Organize press conferences and releases.
- In collaboration with the Chancellor, serve as official University spokesperson to the media.

12. Technology and Network Services Director of Technology and Network Services

Role/Responsibilities:

- Provide phone service and computers for Emergency Operations Center.
- Repair and restore network services and re-establish affected networks.
- Implement technology network emergency procedures and recovery plans as needed.
- Secure critical data and information resources.
- Maintain and update University website.

13. Food Services Coordinator Food Services

Role/Responsibilities:

- Direct/arrange for emergency meals.
- Request necessary emergency food supplies.
- Coordinate with Vice Chancellor for Student Affairs regarding meal procedures.

14. Housing Director of Residential Housing

Role/Responsibilities:

- Operating and maintaining University housing facilities and emergency shelters.
- Coordinate with Red Cross if necessary.

15. Medical Services Director of Health Services

Role/Responsibilities:

- Provide medical assistance in collaboration and coordination with local and regional health providers and public health officials.
- Advise residents on water and food safety precautions.
- Maintain records on assistance provided.

16. Mental Health/Well-Being Director, University Counseling Center

Role/Responsibilities:

- Organize and implement appropriate mental health intervention in crisis situations.
- Facilitate mental health debriefing with Command Team and EOT after the emergency.
- Advise university officials regarding mental health referral list to secure appropriate community support in crisis or emergency situations.

17. Academic Planning Vice Chancellor for Academic Affairs

Role/Responsibilities:

- Responsible for all academic issues that surface during an emergency.
- Arrange for temporary classrooms or workspace if the need arises.

18. Administrative Services Vice Chancellor for Enrollment Management

Role/Responsibilities:

- Ensure preservation and safekeeping of all records.

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- Arrange for temporary workspace and relocate essential services.

E. Role of Building Emergency Coordinators

In the event of emergencies, the Building Emergency Coordinators will play a key role in the implementation of emergency procedures. They will serve as essential contacts for each building or area in the event that emergency information must be distributed quickly. They may be called upon to take emergency actions within their buildings to lock doors or make emergency equipment available. A list of Building Emergency Coordinators will be maintained by the Campus Emergency Coordinator at the Emergency Operations Center. Building Emergency Coordinators may also function as a calling tree in the event that it is necessary to quickly disseminate emergency information. It is preferable that individuals assigned the role of Building Emergency coordinators have completed Community Emergency Response Team (CERT) training provided by the East Baton Rouge Parish Office of Homeland Security and Emergency Preparedness.

In the event of building evacuations Building Emergency Coordinators will organize assembly and accountability of evacuees at the designated evacuation locations described by this plan. After initially accounting for evacuees, Building Emergency Coordinators will report to the EOC. Due to the unpredictability of telephone services in emergencies, it may be necessary to communicate this information by messenger, portable radio or other available means. Each BEC will be equipped with a kit containing the Emergency Response Plan, along with relevant forms, signs and special procedures needed to complete their responsibility. The Campus Emergency Coordinator shall update and maintain a list of the designated Building Emergency Coordinators.

SECTION III: RESPONSIBILITIES OF FACULTY, STAFF AND, STUDENTS

A. Responsibilities of Faculty Members

Faculty members have a special responsibility for their students during emergencies that take place while classes are in session. Each faculty member should print and review a copy of the Emergency Response Plan which is made available on the University website. Faculty members are responsible for either providing classroom evacuating instructions to students once during each academic term (e.g., semester) either as a separate handout or as part of the course syllabi. Deans and Department Chairs and Building Emergency Coordinators should also routinely provide reminders to faculty of their responsibilities during an emergency.

The following are a list of specific procedures for faculty involvement during an emergency:

1. Direct students to a prearranged assembly area in accordance with warning signals, written notification and/or verbal orders.
2. Conduct a roll call at the assembly area to determine if there are students who are unaccounted for.
3. Report any missing students to the Emergency Operations Center via the Building Emergency Coordinator or via telephone or messenger. The EOC will collect roll call information.
4. Remain with your assigned students until relieved by authority of the Chief Disaster Officer or a representative from the Emergency Operations Center.

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5. Send ambulatory students in need of first aid to the designated First Aid Station. Injured personnel who are not ambulatory should not be moved until cleared by authorized personnel, unless required to protect them from further injury.
6. Faculty members with specialized training, such as nursing and physical education instructors, may be requested to assist in providing first aid and identifying students with specialized training for a given area.
7. Faculty members are expected to provide and/or delegate assistance to students with disabilities in the event of an emergency.
8. If class is not in session at the time of an emergency, the faculty member should report at once to the designated assembly area for the building in which their office is located.
9. Contact the Emergency Operations Center to determine if your help is needed on emergency response teams. Keep the Emergency Operations Center informed of your whereabouts during any emergency.

B. Responsibilities of Staff Members

Many staff members will be expected to assist with emergency responses related to their departmental responsibilities, as determined in advance by their supervisors. Support staff may be asked to participate in various emergency response operations, including search and rescue activities, record keeping, and building monitoring. Although not every staff member will be actively involved with emergency response activities, all staff have the responsibility for emergency preparedness for their own work area by inspecting for potential hazards and becoming familiar with the procedures to be followed during an emergency. Every staff member should review the Emergency Response Plan and contact their supervisor if there are any questions regarding the Plan and their role in emergency preparedness and response activities. Staff members who have not been contacted for an assignment, but are willing and able to assist with emergency response activities should make their availability and whereabouts known to the Emergency Operations Center, either directly or through their supervisors.

C. Responsibilities of Students

Students have a responsibility to clearly follow the directions of faculty and staff in charge during an emergency, including the procedures for the orderly evacuation of buildings and assembly at the emergency assembly areas. No students should leave the assembly areas until permission has been granted. Buildings, including residence halls, should not be reentered until official notification has been provided that it is safe to do so.

Students should render assistance to disabled students in their class or elsewhere during building evacuations. Those students with special skills that might be useful during an emergency response should identify themselves to a faculty or response team member immediately following the roll calls at the assembly areas.

SECTION IV: EMERGENCY NOTIFICATION PROCEDURES

A. Notification of Campus Leadership

In the event of a major crisis or emergency, the Emergency Response Plan will be implemented in the following ways:

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1. If telephone services are operational...
 - a. Upon obtaining information that constitutes an emergency, the Chancellor in collaboration with the Campus Emergency Coordinator will activate the Emergency Response Plan. The Chancellor will define the initial meeting location for the Emergency Operations Team.
 - b. The Campus Emergency Coordinator will immediately begin calling the members of the Emergency Operations Team, and advising them of the initial meeting location or to proceed to the Emergency Operations Center, if required.
 - c. Depending on the level and type of response required, the Campus Emergency Coordinator with the assistance of members of the EOT will immediately contact the Emergency Response Teams(s).
 - d. The Emergency Response Teams will proceed to the affected site and commence emergency response activities. The Emergency Response Team Leader shall provide situational updates to the EOC to determine if follow-on or additional actions are necessary.
2. If telephone services are **NOT** operational...
 - a. Designated members of the Command Team, to include the Chancellor, and the Emergency Operations Team will activate the Emergency Response Plan as soon as they are aware that a major crisis or emergency affecting the University campus may have occurred.
 - b. If the designated members of the Emergency Operations Team or the Emergency Response Team(s) do not respond in a reasonable amount of time, messengers may be dispatched.

B. Non-Working Hours

There is likelihood that an emergency or disaster such as the one envisioned by this plan may occur before or after regular office hours, or on a holiday or a weekend when the organizational set-up of many departments is somehow out of the ordinary. While the structure of this plan remains precisely the same, its implementation may vary necessarily depending on, e.g. available resources and personnel until proper officials can be notified. Until that time, however, the individuals assuming the most responsibility will necessarily be those officials/individuals of highest rank who are available at the time. These individuals should seek to follow as nearly as possible the guidelines discussed in this plan, while simultaneously making an effort to notify superior officials of the situation so as to obtain verification or advice on their actions.

C. Notification of Campus Community

In case of an emergency, initial notification and widespread dissemination of information maybe communicated to the campus community in the following ways:

1. **FIRSTCALL:** A 24-hour emergency campus notification system that will alert members of the University community in the event of a campus emergency. To enroll in the system, please click on the FIRSTCALL icon located on the front page of the

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www.subr.edu website under events. All faculty, staff and students are encouraged to enroll.

- 2. Emergency E-Mail and Internet Notification System:** If electric power and communications systems are operable during an emergency, faculty, staff and students should check their SUBR e-mail accounts and/or visit the SUBR homepage for information.
- 3. Public Address Systems:** Portable megaphones are available from University Police and the Physical Plant. In addition, all University patrol vehicles have loudspeaker capability. Patrol vehicles can be used to announce messages on campus at various locations to alert the campus to the emergency and what steps should be taken.
- 4. Broadcast Communications:** Emergency communications to the campus community will be made via broadcast communications (if possible) utilizing the SUTV75 Network.
- 5. Campus Emergency Information Hotline:** Phone line 771-3784 is the designated Emergency Information (Hotline) number. All notices disseminated to the University Community in the event of a hurricane/tropical storm list this as the number to call to receive information.

SECTION V: EMERGENCY OPERATIONS CENTER

In the case of a general widespread emergency (Level II or III), the Emergency Operations Team under the direction of the Campus Emergency Coordinator will activate an Emergency Operations Center (EOC). The Emergency Operations Center will serve as the command and control center during an emergency. It may operate from a few hours, to a few days, weeks or months, depending upon the severity of the emergency. Each member of the Command Team should have identified at least one support staff member who is aware that he or she should report to the EOC immediately during an emergency. Their primary duties shall include assist in setting up the EOC, acting as messengers, and collecting roll call information from each of the emergency assembly areas.

The designated primary Emergency Operations Center is Room 218 in **J.B. Moore Hall**. In the event this facility is not operational, the designated secondary Emergency Operations Center site is the **William Lee Pass Station, University Police**.

See **Appendix C** for Emergency Operations Center Resources.

SECTION VI: EMERGENCY COMMUNICATIONS

Timely and accurate communication with the campus population during an emergency is very important. During a level III emergency, or when the nature of the emergency suggests there will be an influx of telephone inquiries concerning the well-being of faculty, staff, and students, a special incoming number will be established and distributed through the SUBR Web site. To minimize calls made to the University checking on the status of specific individuals, faculty, staff and students are encouraged to individually e-mail or phone family members to provide them with information about their whereabouts and condition during an emergency.

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All efforts will be made to maintain or restore phone communications. However, in the event of a power outage the University telephone system will not operate. Three independent phones are installed to facilitate communications with the university administration and external agencies. These phones are at the following locations:

- Physical Plant, (one phone)
- University Police at Williams Lee Pass Station, (two phones)

In the event phone (including cell phone) communication is not possible, hand held radios will be used to communicate between the Emergency Operations Center and personnel in the field. All radios will be signed out through the University Police Dispatcher. In some cases, it may be necessary to use messengers to deliver information.

SECTION VII: COMMUNICATIONS/MEDIA RELATIONS PRINCIPLES

In a crisis or emergency, the University must respond immediately and be open and candid in disseminating accurate and complete information to the public. The communications portion of the Emergency Response Plan presumes that it is in the University's best interest to take a pre-emptive approach to public relations in an emergency situation and our preferred strategy will be one of forthcoming disclosure of as much confirmed information as possible. The goal is to minimize speculation, inaccurate reporting, and negative publicity. By acting in this manner, the institution has more influence on what the media reports.

The Assistant to the Chancellor, Media Relations (or designee) will serve by default as the University's official spokesperson to whom media questions will be referred. The Office of Media Relations will assist in developing strategy and appropriate messages, in preparing "talking points" and fact sheets, and in providing text for fliers/posters, e-mail distributions, and postings to the University website. It shall also prepare and distribute all news releases to on-campus and off-campus media.

Where major incidents are concerned, or where especially sensitive issues are involved, an appropriate informed high-level administrator (Vice Chancellor, Associate, Dean, e.g.) will be designated as official spokesperson throughout the particular emergency-reporting period. This individual must be available and accessible to the media relations office and/or news media at all times during the emergency. Responsibilities to media may include participating in press conferences and being interviewed in person or by telephone.

SECTION VIII: HEALTH SERVICES AND COUNSELING

A. Medical / First Aid

The primary First Aid Station to be used in case of an emergency is located in the Baranco-Hill Student Health Center. If, for some reason, this station is not available, or if additional space should be required to treat injuries, a temporary station will be established as determined by the Emergency Operations Team.

The names and phone numbers of all University faculty and staff who could assist with first aid and patient care during an emergency should be kept on a roster at the primary First Aid Station. Those individuals should be made aware by the Campus Emergency Coordinator and the Health Center Nurse Manager that they would be expected to report to the designated First Aid Station during an emergency to determine if they are needed to assist with the treatment of injuries. It is the joint responsibility of the Campus Emergency

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Coordinator and Health Center Nurse Manager to keep the list of individuals current and to identify other University personnel who might assist with first aid during an emergency. During an emergency, the Health Center Nurse Manager or her designee will determine how each individual should assist in the administration of first aid.

Students should be aware that Health Center appointments for routine health care that is not of a life threatening nature might have to be cancelled and rescheduled during an emergency.

The Nurse Manager of the University Health Center and her staff will assist in triage of the injured and other health related activities as needed. In the absence of a physician, the Nurse Manager will direct all personnel assisting in providing emergency first aid.

The responsibilities of the Nurse Manager and staff during an emergency include:

- Coordinating all emergency first-aid activities.
- Establishing first aid station(s).
- Establishing a triage area(s) to administer first aid as needed.
- Assisting in the evacuation of injured or disabled faculty, staff, students, and visitors.
- Supervising continuing first aid treatment until outside medical assistance arrives.

Medical activities to be performed by the Nurse Manager and her staff at the time of a disaster include:

- Setting up first aid station(s) and gathering appropriate supplies.
- Posting large sign(s) designating the site as a first aid station.
- Identifying persons who require skilled medical care. Administer first aid to the injured, helping the critically injured first.
- Verifying, if possible, the conditions and needs of those with serious medical needs.
- Assessing physical and psychological needs of those arriving and provide appropriate treatment.

B. Counseling

The Student Counseling Center will provide counseling services during and after emergencies. Counselors should be prepared to work with both large and small groups as well as individuals. However, prior to an emergency, it is important that those who will be involved with counseling give some thought to their roles and responsibilities.

SECTION IX: FOOD SERVICES

Aramark Food Services will be responsible for providing food services during an emergency, including food for University commuters who might be unable to leave campus. In the event of a power outage, Aramark Food Services has indicated that it typically has enough food to feed faculty, staff and resident students for 48 hours. However, full meals will not be available. The Coordinator for Food Service in conjunction with the Vice Chancellor for Student Affairs will arrange a meal feeding schedule and for procurement and distribution of drinking water in event the normal water supply becomes contaminated.

SECTION X: HOUSING AND SHELTER

Following most types of emergencies, it is likely that the majority of university housing will be usable after initial safety checks by the Facilities Services and residential housing maintenance staff to determine if they can be opened. However, it is possible that some

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housing may not be habitable, especially in the case of severe weather or a serious fire in an individual residence hall. Therefore, plans must be in place for emergency shelter. The first priority for emergency shelter will be to utilize vacant rooms in residence halls that are deemed suitable for occupancy with particular emphasis on the usage of Jones and Boley Halls as the primary sites.

Decisions regarding which building areas are suitable for emergency shelters and temporary housing will be made jointly by the Director of Residential Housing and the Executive Director for Facilities Services.

SECTION XI: MAINTAINING COMPUTER INFORMATION SYSTEMS

Prior to an emergency, it is important that essential University records be safeguarded. Since most records are now computerized, this will require the leadership of the Director of Technology and Network Services, working in collaboration with the Vice Chancellor for Finance and Administration and Director for Information Systems. A detailed Computer and Information Systems Contingency Plan will be developed by each office maintaining vital computer databases and included in their department emergency response plans. The plan shall include the following provisions:

- Incorporate procedures for the regular back up of all computerized University records.
- The data will be removed from the University and stored in a secure location in case of an event that would prohibit the recovery of records and computer data.
- Duplicate and retain off-site all critical business records and other documents, as determined by the Command Team. A listing of these documents will be maintained by respective offices and reviewed with the Vice Chancellor for Finance and Administration and Director of Technology and Network Services.
- With approval of the Vice Chancellor for Finance and Administration, obtain a back-up computer system, compatible with the University's computers to establish an off-premises "hot site" as an alternate operating location in the event of a catastrophe that renders the University's computer systems inoperable.
- Advise all appropriate University administrators of the location of an alternate operations site.
-

SECTION XII: EMERGENCY TOOLS, EQUIPMENT, AND SUPPLIES

Tools and other equipment that might be required during an emergency may be found at the following sites:

- Motor Pool Garage
- Facility Operations Center
- Grounds Maintenance Yard

The emergency response truck is also equipped with first aid supplies. Each University vehicle should be equipped with a small first aid kit. Some tools and other equipment that might be needed during an emergency are also available in the emergency response truck.

A designated person from each department should be issued a LaCarte Purchasing Card which can be used for emergency purchases. Refer to the University Policies and Procedures for restrictions on purchases.

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SECTION XIII: EVACUATION PROCEDURES

Notice to evacuate any building will be received via an audible or visual alarm or telephonic message. In an emergency situation, the public address system may also be activated to provide oral instructions. If the alarm systems and public address system are disabled, University Police officials will provide the notice to evacuate by verbal commands.

When an evacuation notice is given, occupants of the building **must evacuate** observing the procedures listed below.

A. Emergency Evacuation Plan of a Campus Building

1. Evacuate whenever a fire alarm sounds, the Building Emergency Coordinator or senior staff member on site will inform you to evacuate. Personnel should ensure other building occupants are aware of the evacuation request and help all building occupants to leave.
2. Stop what you are doing and walk, **do not run**, to the nearest stairwell and proceed down the stairwell to the first floor, and from the first floor to the designated safe area for your group. If you are working in an area away from your regular work station, follow the instructions of the coordinator for the area in which you are working when you learn of the emergency. **Do not attempt to return to your regular work area if an emergency is announced.**
3. **Do not use elevators** in any emergency situation.
4. Take personal belongings, such as purse, coat, and car keys if they are within easy reach and can be collected quickly.
5. Office doors should be closed but not locked when personnel exit.
6. Listen to instructions from work area leaders and area coordinators or those provided via the public address system. Follow these instructions.
7. Regroup with your co-workers or classmates in the designated safe area for accountability. Because of the possibility of flammables, do not smoke in designated safe areas until the "All Clear" notice is received.
8. Do not re-enter the building until the "All Clear" signal is announced by University Police officials.
9. Return to your work area via stairwells.

B. Campus Wide Evacuation Plan

1. Evacuate your building through the nearest fire exit and go to the Campus Emergency Evacuation Assembly Areas.
2. Bring any available first aid kit, keys, needed personal items, medication, eyeglasses, etc. with you to the Evacuation Assembly Areas.
3. Once at the Evacuation Assembly Areas the Building Emergency Coordinator with assistance of faculty members will account for all personnel.
4. Do not attempt to leave the campus immediately until directed to do so. Trying to drive and/or walk long distances after a major disaster may prove to be dangerous given debris and other hazards.

C. Evacuation of Persons with Disabilities

If a disabled occupant is unable to exit a building unassisted, building personnel should assist the individual(s) to the nearest fire exit landing. Transporting of disabled individuals

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should be avoided until emergency personnel arrive unless imminent life-threatening conditions exist in close proximity.

Faculty members are expected to provide and/or delegate assistance to students and others on campus with disabilities in the event of an emergency in accordance with the following procedures.

D. Procedures for Non-Ambulatory Persons (in wheelchairs)

Most ambulatory persons will be able to exit from the ground floor safely without assistance. However, assistance may be necessary in the event that elevators have stopped working from upper and lower floors or in the case of fires, when elevators should never be used.

If assistance is needed and not life threatening to the carriers, allow the person to instruct the carrier(s) as to the safest method of lifting and/or carrying the person. This may include removing the person from the chair or carrying the person in the chair. (Battery operated chairs are extremely heavy.)

As conditions allow, ask the person's preference with regard to:

- Method(s) of being removed from the chair.
- The number of persons necessary for assistance (in the event the person must be carried more than three flights of stairs, a relay team concept may be necessary.)
- Whether it is necessary to bring along a seat cushion or pad for the person to rest upon.
- Whether the person should be carried forward or backward.
- Whether after care is necessary if the person is removed from the chair, and whether a stretcher, chair with cushion or pad, car seat, or medical/ambulance assistance is necessary.
- Some persons have no upper body strength. If a seat belt is available on the wheelchair, secure the person in the chair.
-

E. Evacuation Routes

Maps showing evacuation routes have been posted in all University buildings, classrooms and laboratories. Faculty members will provide specific directions to students regarding evacuation routes and assembly areas and will lead the students to the designated assembly areas.

The University Police will determine the evacuation route for all individuals using personally owned vehicles. Instructions will be given over public address systems relative to the emergency.

Individuals without personal vehicles will be provided for through organized transportation. Instructions will be given to gather at a particular location for an immediate and orderly pickup and evacuation from the campus.

Evacuation routes for departing the campus will most likely be as follows:

Primary Route is Harding Boulevard. It is the widest street and it offers access to Scenic (North and South) Highway, Interstate 110 (total access to the city and other highways, Plank Road (North and South), and all other streets and communities to the East. The

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Harding Boulevard Bridge prevents any potential delays by the railroad because it passes above the railroad tracks.

Secondary Route is Swan Street. It is one block North of Harding Boulevard. Swan Street has an East and West direction, but it is limited to only one block off the campus before it stops at Scenic Highway. A right turn on Scenic will connect with Harding Boulevard. A left turn at Scenic Highway will connect with Interstate 110 or follow Scenic Highway, North to a less industrialized area including Baker, Zachary, Port Hudson or St. Francisville.

Alternate Route is Mills Avenue which represents the only street on the North side of the campus for evacuation. It also has an East and West direction. It is accessible from the campus on B. A. Little Drive (East side of T. T. Allain). A right turn on Mills Avenue from B. A. Little Drive will place you one minute from Interstate 110. Mills Avenue connects to Scenic Highway. A left turn at Scenic Highway will provide quick access to 1-110.

F. Emergency Assembly Areas

Emergency assembly areas have been established for all University buildings, as identified in **Appendix D**. Faculty will conduct roll calls at each of these assembly areas. It will be the responsibility of individual faculty members to assemble their students in a specific portion of the designated assembly area. This will be especially important in those areas, such as the Smith Brown Memorial Union, where students from many classes will be assembling. All students must stay within these designated areas until roll calls have been completed. Roll call information plays an essential role in resolving the chaos during and after an emergency. Information collected will be used to determine those who need assistance and reassure families that community members are safe and accounted for.

Staff and faculty who are not in class during the time of an emergency should also assemble in specific areas, in accordance with their departmental affiliation. Through discussions with each other, it should be determined if anyone is unaccounted for and may need assistance. Roll calls and other evacuation results or questions should be presented to the Building Emergency Coordinator for each building or department. Building Emergency Coordinators will provide status reports and updates from their assembly area to the Campus Emergency Coordinator.

Separate assembly areas have been established for each residence hall. Residential Life Coordinators should play lead roles in determining if all students who were known to be in the buildings have been accounted for. Missing and accounted for students should be reported to the Building Emergency Coordinator or the Campus Emergency Coordinator.

Section XIV: PROCEDURES FOR SPECIFIC TYPES OF EMERGENCIES

This section provides more specific information regarding what to do in case of different types of emergencies. The evacuation and assembly procedures described previously should be used for all types of emergencies when the evacuation of buildings is necessary. Faculty and members of the Emergency Operations Team and Emergency Response Team should also consult Section II and III for descriptions of their specific responsibilities.

A. Fire or Explosion

Deans, Chairs, department heads and/or Fire Safety Coordinators will conduct an annual review of fire emergency plans. An evacuation diagram, including pre-designated outside assembly area, should be prepared, posted, and reviewed with staff. The location of fire alarm pull stations should also be reviewed.

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In preparation for such a disaster as a fire, the following measures should be taken:

- Maintain all fire extinguishers in a fully charged condition and have them inspected annually.
- Update evacuation diagram and post it; include an outside assembly area for faculty and staff.
- Maintain back-up computer data and copies of difficult-to-replace information in fireproof safe or other secure location.
- Maintain employee phone and address list.
- Conduct a supervised fire drill as appropriate.
- Discuss any special arrangements for handicapped evacuation.

1. Fire Emergency Activities

- Protect the safety of students, faculty and staff. Make sure handicapped individuals are assisted out of the building.
- Notify Fire Department with pertinent information or activate fire alarm pull station.
- Notify immediate supervisor.
- Attempt to contain or extinguish fire if fire is small.
- Evacuate building if fire is not immediately extinguished. **DO NOT USE ELEVATOR DURING A FIRE EMERGENCY.**
- Do not allow reentry into the building until cleared by authorities at the scene.
- If possible, safely secure all valuable records.
- Keep all doors and windows surrounding the fire area closed in order to contain the fire.
- If conditions permit, move equipment or furnishings out of fire vicinity to minimize damage.
- Execute notification plan after emergency is under control or as time permits.

2. Salvage and Restoration

- Secure building and/or property from further damage or loss. Arrange for temporary protection such as boarding up windows, rigging tarpaulin, and so forth.
- Arrange security if needed to prevent looting or vandalism.
- Risk Management must be notified of every fire, regardless of size, even if it is already extinguished.
- Do not throw away any damaged material until you are authorized to do so by Risk Management or until after they have seen it. This does not prohibit you from removing burned or damaged material to the outside of the building. Place this material in a "hold area" until adjuster has seen it.

B. Severe Weather / Storms

Although tornadoes are not frequent in the Baton Rouge area, severe thunderstorms which can create conditions susceptible for the formation of tornadoes are common. The following precautions should be taken in such an event. Generally there will be a brief warning period, which is insufficient to take major emergency protection measures for the facility, but hopefully sufficient time for last minute survival efforts.

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1. Thunderstorms / Tornadoes

Severe Thunderstorm Warning means a thunderstorm producing lightning and damaging winds may be moving toward the immediate vicinity.

- If you receive notification of a Severe Thunderstorm Warning stay away from windows and areas with a large expanse of glass.
- Notification may be received via local media, public address system, or weather alert radio.

TORNADO WATCH means atmospheric conditions favor the development of storm in which a tornado may develop. Keep your radio, TV or NOAA weather radio tuned to a local station for information and advice from Weather Service.

Be prepared to take emergency action if situation changes to a **TORNADO WARNING**. Tornado Warning means a tornado has been spotted in East Baton Rouge Parish or the immediate area.

- If you receive notification of a tornado warning or sight a tornado, move to the lowest level in the interior hallway of the building as quickly as possible. Notification may be received via East Baton Rouge Warning Siren, public address system, or weather alert radio.
- Stay away from windows and areas with a large expanse of glass.
- Avoid auditoriums, gymnasiums, and other large rooms with free-span roofs.
- DO NOT USE ELEVATORS. DO NOT PANIC.
- If disabled cannot safely move to the lowest level, direct or assist them to an interior hallway away from windows and areas with a large expanse of glass.
- Protect your head and face. If possible, get under a sturdy table or other structure.
- After the tornado, stay alert! Take extreme care when moving about in an area damaged by a tornado. Watch for downed power lines, shattered glass, splintered wood, or other sharp protruding objects.

2. Tropical Storms and Hurricanes

Hurricane season is from June 1 through November 30. The Campus Emergency Coordinator will track tropical storm development by monitoring the local radio station, NOAA website and other external information sources. The Command Team and Emergency Operations Team shall be immediately notified if there is any indication of a storm tracking toward the Baton Rouge area. As a Level III (major emergency) under this Plan, all personnel will be instructed to evacuate the campus except those assigned duties in this plan and resident students who intend to remain in the dormitories during the emergency. The activation of the Emergency Operations Center and those assigned responsibilities will be carried out in accordance with this Plan for major emergencies. Contained at **Appendix E** are the action steps that should occur based on the status of the tropical storm or category of the hurricane.

When a hurricane or other disaster occurs, time for preparation may not be available. Therefore, each unit of the University should do advance preparation, with periodic backup of data and contingencies for destruction by fire, flood or other cause.

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3. Pre-Hurricane / Storm

Deans and department heads are required to take appropriate measures to ensure the preservation of University property and safety of personnel. Below is a list of those actions, which include but are not limited to the following:

1. Review Department Emergency Response Plans, updating as necessary any of the following: Names, addresses, and telephone numbers of all personnel.
2. Distribute Department Emergency Response Plans to all personnel (especially new hires) and review it to ensure that the staff is familiar with its contents.
3. Make arrangements for appropriate remote storage of critical computer disks, back-up files, and archival records.
4. Identify and inspect all areas and equipment which may cause or be subject to a disaster. e.g. wiring systems, electrical appliances, lab equipment, etc.
5. Designate essential personnel who shall remain on campus during a disaster and/or to report back as soon as possible after a disaster.
6. Ensure that the "Emergency Contact Telephone Number(s) for the University" are known by all employees and who to contact once a disaster is over so their status can be communicated to University administration and any special needs of employees can be determined.

PRIOR TO A HURRICANCE STRIKING and EVACUATION --

7. Turn off (preferably disconnect) all electrical equipment including typewriters, computers, lights, window air conditioners, microwaves, etc. Refrigerators should be left on at the coldest setting and covered with a blanket, if available.
8. If practical, move desks, file cabinets and equipment away from windows and off the floor; store as much equipment as possible in closets or in windowless rooms away from external walls.
9. Clear desk tops completely of paper and other articles. Protect books and equipment by covering with plastic sheeting and using masking tape to secure.
10. Remove any food and perishable supplies from the office area.
11. In locations where flooding is a possibility, to the extent practical, relocate critical equipment from the ground floor to a higher floor or a higher off-site location.
12. Lock all file cabinets and desk drawers. Lock and secure all doors and windows.
13. Remove all loose items (garbage receptacles, chairs, tables, plants, etc.) from outside of buildings. Remove all items from window ledges.
14. **EVACUATE!**

NO UNIVERSITY BUILDING IS DESIGNATED AS AN OFFICIAL HURRICANE SHELTER. Non-essential employees are discouraged from seeking shelter in University facilities. They

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should remain at home, stay with friends, or go to a public shelter. Essential employees are likely to be expected to stay in a University facility.

4. During Hurricane/Tropical Storm

The Emergency Operations Center will be in operation and will remain in communication with the East Baton Rouge Parish EOC and other critical staffed areas on campus and will coordinate appropriate support as feasible. Priority will be placed on the protection of students in the dormitories and other persons on campus and the safeguarding of property.

The Campus Emergency Coordinator will fully activate the Emergency Operations Center and will immediately implement the following:

- Continue communication with the East Baton Rouge Emergency Operations Center.
- Establish an emergency communications network
- Maintain contact with the Chancellor, members of the Emergency Operations Team and other personnel assigned duties in this plan.
- Notify all deans and directors of the closing of the University and the release of employees.
- Instruct Building Emergency Coordinators to evacuate and lock each building, except for those dormitories occupied by resident students who are remaining on campus during the hurricane, buildings with critical operations, and other exceptions designated by the Command Team. Building Emergency Coordinators are advised to check each room within evacuated buildings to verify that there is no one remaining before locking the building.

The Physical Plant will be responsible for coordination of pre-season preparations. This includes procuring emergency supplies, boards, tools, batteries and other provisions needed, before, during, and after a hurricane disaster. The Director of Physical Plant shall coordinate appropriate personnel to implement the following:

- Ensure functioning of emergency generator power source to the Emergency Operations Center and other areas based upon pre-established priority list.
- Provide appropriate stand-by personnel for emergency work in each Physical Plant department.
- Provide personnel and equipment necessary to keep access to the University roads and driveways clear by removing limbs, fallen trees, and debris.
- Secure all Physical Plant Division material and equipment subject to damage or potential hazard.
- Maintain contact with Emergency Operations Center.
- Secure refuse containers and other objects on campus grounds that would be potential hazards.
- Every effort will be made by the Physical Plant Division to maintain campus utilities, and respond to the need for emergency repairs as they occur.

5. Post Hurricane/Tropical Storm

As soon as it is safe to do so, the Building Emergency Coordinators should return to their assigned buildings, make a damage survey and report the conditions of their buildings to the Emergency Operations Center or appropriate work management center as directed.

The Director of Physical Plant will be responsible for post-hurricane clean-up operations and will provide maximum support with available resources. Physical Plant Division will provide

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interim repairs to facilities, boarding of damaged doors and windows to reduce subsequent damage and erecting barricades to provide protection from hazards.

The Office of Media Relations will continue providing coordination and dissemination of information regarding the event and recovery through appropriate means.

The University will coordinate, as appropriate, with representatives of FEMA, state and local authorities.

Classes and other normal operations will resume as the situation permits.

6. Damage Assessment Forms

The timely collection of storm related damage is critical to the ability to recover eligible funds from insurances and where insurance coverage does not exist, under FEMA. A photographic record of the damage is an important part of the process. One should always place a location indicator within the field of the photograph such as building and room number written on a pad placed in the photo. The following forms provide a vehicle for collecting the required information.

See **Appendix F** for Damage Assessment Forms.

C. Flooding

Flooding in the University area will typically be the result of torrential rains or mechanical problems. Water damage will probably be confined to ground floor areas and for short periods of time. Accomplishment of shutdown procedures of the areas that may be affected by flooding is of primary consideration to prevent fire, explosion and electrical hazards. Concurrently, pumping will begin as soon as water levels threaten. Any area flooded or evacuated will be sealed off by barricades to prevent injury to employees, pilferage and interference with emergency operations.

Once the dangerous conditions to employees have been reduced, immediate attention will be turned to minimizing the damage or loss to property and equipment by water. Sand bags will be used where feasible to protect against flood waters. Teams will be organized to remove material and equipment to safety. Damage assessment will be continually reported to the Campus Emergency Coordinator or the EOC.

1. Flooding caused by pipe break, sink overflow, or other plumbing problem:

- Try to identify the source of the water and turn it off if this can be done safely.
- If flooding is caused by pipe break, sink overflow, or other plumbing problem notify Facilities Operations. Do not leave a voice mail message, make sure you talk with Facilities Operations staff. After hours notify University Police.
- Provide sufficient information (building, floor, room, degree of flooding, or potential damage due to the flooding).

2. Flooding caused by heavy rain:

- If the flooding is caused by heavy rains, notify Facilities Operations. Do not leave a voice mail message, make sure you talk with Facilities Operations staff. After business hours notify University Police.
- Attempt to close doors and windows to prevent water from entering, if possible and safe to do so.

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- Focus resources on minimizing the spread of water into other areas of the building.
- Do not enter a flooded area until staff electricians have deactivated all electrical circuits.

3. Protect property and equipment:

- Protect property and records by removing items from floors and / or covering with water resistant coverings.
- Unplug electrical equipment such as computers and printers, etc.
- After business hours, the department head or responsible individual(s) for the area affected should be notified.
- The department head or other responsible party should make necessary arrangements to salvage damaged movable equipment, supplies and other materials.

4. Evacuate personnel and report additional problems:

- Evacuate personnel as needed. Notify University Police or utilize the fire alarm system if an immediate evacuation is required.
- Post a staff member at the entrance to the flooded area to keep out unauthorized personnel.
- Complete Damage Assessment Forms as required.

D. Bomb Threats

Most bomb threats are hoaxes and are primarily made to disrupt business operations. However, the possibility that a threat may be authentic requires action on the part of the University for the safety of personnel and property. In the event a threat is received during normal business hours, NOTIFY UNIVERSITY POLICE IMMEDIATELY and evacuate immediately. If a threat is received during non-business hours NOTIFY UNIVERSITY POLICE IMMEDIATELY, but it will be the responsibility of the dean, department head or senior supervisor to notify employees that evacuation is necessary.

a. General Threat: This type of caller will generally only indicate there is a bomb, but will not give any other information.

b. Specific Threats: This caller will generally indicate a specific location, time, and often the reason for making the call.

c. What to do:

1. Individual Actions

Get as much information as you can, asking them to repeat what they have said, and remembering all details of the conversation. Record this information on the Bomb Threat Checklist / Telephone Procedures located at **Appendix G**. Listen for background noises, foreign accents, speech impediments, gender, etc., that may help identify the caller. Immediately report the incident to your supervisor.

If a bomb is discovered prior to local authorities arriving, evacuate all remaining individuals immediately. Do not touch, move or cover the object. Make note of its description and exact location. Do not use walkie-talkie devices or cell phones in the area. Restrict all access to the building(s) to authorized personnel only. Following an evacuation, do not let anyone re-enter building(s) until authorized.

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The Director of Physical Plant or his designee will determine if gas or fuel lines should be shut off.

2. Supervisor Actions

Immediately report the incident to University Police. They will contact other units (i.e., bomb squad, emergency services, etc.). Start building evacuation, and be sure each person is out of building. Arrange to have members of staff or qualified personnel available to accompany emergency services on inspection.

3. Conducting the Search

The search for and dismantling of a bomb or explosive device should be conducted by a trained professional. However, university personnel may be required to assist in the search. If a suspicious object is found, DO NOT TOUCH IT. Report it to emergency services and clear the area.

E. Armed Intruder / Assailant

Recently, armed intruders have resulted in an alarming number of injuries and deaths on college, university and high school campuses. Usually an intruder is an angry student or employee or someone from off-campus who is extremely upset with a specific student, faculty or staff member. However, armed intruders can also include several individuals, such as members of a gang or persons who are bound together by a common cause or grudge.

Although the motive of the intruder(s) might be to kill or injure a single individual, events involving armed intruders often escalate to include large numbers of people, including the taking of hostages.

The University Police will notify the Chancellor or the highest ranking person available in the Chancellor's Office in any cases involving known or suspected armed intruders. Depending on the circumstances and time of the event, it may be determined by the Chancellor or his representative to be necessary and feasible to convene the Emergency Operations Team to assist with response activities, including making a decision to initiate lock-down procedures. Under circumstances where a delay in seeking direction from the Chancellor or the EOT would result in significant risks to the lives of the University community, lock-down procedures will be initiated immediately by the University Police. However, in any cases involving the need to initiate lock-down procedures, the Chancellor's Office will be notified immediately and the EOT will be asked to convene in the Emergency Operations Center to provide further direction with regards to University response activities.

Lock down procedures will include: calling tree notification of Building Emergency Coordinators to begin the lock down process, physical securing of campus buildings by the BECs and campus security and posting signs indicating that a lock-down is in place.

If armed intruders are present on campus, the Baton Rouge Police Department and other local and state law enforcement agencies will be contacted immediately by the University Police (or through a 911 call from an individual). The University Police will serve as the liaison with off campus law enforcement officials and assist with the coordination with other University units and the EOT.

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1. What to do if you suspect an event involving an armed intruder may possibly occur on campus:

- Notify the University Police if you are aware of any threats or have other information that makes you suspect an event involving an armed intruder might be possible. If you are a resident student, also notify your Residence Life Coordinator.
- Trust your instincts. Better to be wrong than to ignore warning signs of possible tragic events.

2. What to do if you know or suspect an armed intruder is present on campus:

- Call University Police and/or 911 and provide the information requested. Stay on the line until being told that it is okay to disconnect.
- If indoors, remain in your room, behind a locked door (if possible) and away from windows. If you suspect an armed intruder is in close proximity, try to find a safe hiding place.
- If outdoors, find refuge in a nearby building.
- Remain calm and quiet.
- Wait for police to arrive.
- If instructed by authorities to evacuate a building or the campus grounds, follow directions exactly.
- If you should witness any injuries or deaths, identify yourself to authorities as soon as it is safe to do so.

3. What not to do if you know or suspect an armed intruder is on campus:

- Do not leave your room to try to “see what’s happening”.
- Do not confront or try to apprehend the intruder.
- Do not assume that someone else has called the University Police and/or 911.

4. What to do after an armed intruder has been apprehended:

- Contact the Office University Police if you have any information to share about the incident.
- Contact your friends and families to let them know you are okay.
- Check the SUBR homepage for information and announcements regarding possible changes to safety and security provisions.
- Contact the Counseling Center if you are in the need of counseling.

After an immediate crisis involving an armed intruder, the Emergency Operations Team will meet to discuss the event and determine if anything needs to be done to improve campus safety and security. The Office of Media Relations will meet to determine how news of the event and related issues involving campus safety and security should be communicated to the University community, media, parents of students, alumni, donors and other external groups.

F. Hazardous Material Incident

The Baton Rouge metropolitan area is highly industrialized where multiple risks of hazardous material exist. The University is bordered by the Mississippi River on the west, a major petrochemical plant on the south, a major highway which serves as a main thoroughfare for the transportation of chemical and petroleum products, and two (2) major railroad routes on the east. More petrochemicals plants, a municipal landfill, a hazardous waste disposal company and a nuclear power plant are located further north of the campus.

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In addition, several underground petroleum pipelines traverse the campus, particularly in the vicinity of the Laboratory School. Administrators should remain cognizant of this in planning for emergency assembly areas.

1. Off-Campus Release

A major off-campus release could require sheltering or evacuation of all or part of the campus. The implementation of this protective action on the campus will be closely coordinated with the Parish EOC to ensure the timely integration of the traffic flow from the University campus into the routing designated by the Parish.

2. On-Campus Incident

If you create or discover a spill or release and are unable to control or clean up the spill, someone is injured or ill, or there is fire or an explosion this is an emergency and you should:

- Close off area to prevent further contamination, and restrict access to the area.
- Activate fire alarm. Evacuate building or area. Follow Building Evacuation Procedures.
- Immediately report any spill or release of a hazardous chemical, from a safe location using the Hazardous Material Release/Spill Report.
- Call University Police and provide:
 - Your name
 - Name of material spilled, if known
 - Estimated amount
 - Exact location of spill
 - Report injuries
 - Actions you have taken
- Once outside, move to an area that is at least 300 feet away from the affected building, and not downwind. Keep streets and walkways clear for emergency vehicles and crews.
- DO NOT RETURN TO AN EVACUATED BUILDING unless authorized by responding emergency personnel.

If the release or spill of hazardous material is "minor" and capable of being cleaned up without the assistance of emergency personnel, the following steps should be taken:

- Wear respiratory protection and other appropriate personal protective equipment. Check the Material Safety Data Sheet for specific instructions.
- If a flammable material, eliminate all sources of ignition in the area. This may involve shutting off electrical power and vehicular or motorized equipment in the area.
- Clean spill area with appropriate cleaning solution. (Check MSDS).
- Should decontamination be required for employees or other personnel exposed to hazardous materials, contact the University Chemical and Hazardous Material safety Officer for assistance.

3. Radioactive Spill Response

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If a spill of radioactive material cannot be controlled or cleaned up with available resources, results in a person being injured and/or there is a fire or explosion, the Emergency Response Plan should be activated:

Immediate Actions

- Close off the area
- Pull fire alarm and evacuate building
- Call University Police or 9-911 (from a Campus phone) or 911

4. Response to Minor Radioactive Spills

Minor spills are those spills of a few microcuries of activity where the radionuclide does not become airborne and emergencies where there is no personal injury. Lab personnel can utilize a spill response kit to handle most minor spills.

a. Prevent Spread of Contamination

- Immediately notify all persons in room or area about the spill.
- Limit access to the area of the spill to those persons needed for cleanup purposes. Do not let other persons into the area until spill is decontaminated.
- Confine spill and prevent spread of contamination, (i.e., cover the spill with absorbent materials). If a liquid spilled from an intact container, return container to the upright using gloves or a lever.
- If volatile (dusts, fumes, gases) materials are involved, turn off all fans and shut off room ventilation system, but keep fume hood on to keep the room under negative pressure.
- Limit the movement of persons involved who may be contaminated, and do not let them leave area until they are surveyed for contamination.
- Survey potentially contaminated personnel. If the spill is on clothing, remove / cut contaminated clothing, and package it separately as radioactive. If skin is contaminated, immediately wash it with water and soap.
- Survey the entire area and mark contaminated areas using magic markers.

b. Pre-Decontamination Procedures

- Wear protective attire (heavy-duty rubber gloves, lab coat, safety glasses, footwear).
- Re-evaluate (i.e., monitor) the extent of the contamination, survey the entire lab/area. Make sure all contaminated areas are identified and marked.
- Make a decontamination plan. What to clean first, how many people need to be involved, who should remain in clean area to bring supplies... etc.

c. Decontamination

- Clean wet spills or wet contamination using absorbent paper/towels by wiping it. Start at the outside edge of the spill and work inward. After the liquid is cleaned, treat the residue as dry contamination (see next item).
- For dry contamination, dampen absorbent paper towel and/or the contaminated surface. (Generally, water may be used, except where a chemical reaction with the water could generate an air contaminant or a chemical or physical hazard. Mineral oil or another predetermined organic solvent should then be used.)

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- Wipe down area starting at the outside edge of the contaminated area and working inward.
- Powder or resin bead spills, do not dry mop it. If dusts are possible, wear appropriate respiratory protection, and decontaminate using a high efficiency HEPA filter vacuum. If HEPA-filtered vacuum is not available, carefully dampen the contaminated area making sure the solution used (e.g., water, vinegar, etc.) does not react with the spill.
- Once moistened, clean using the procedures for a wet spill.
- Dispose of the absorbent paper into yellow plastic radioactive waste bags after each use, mark the waste with "Caution Radioactive Material" tape. Decontamination solutions must not be allowed to drip onto other surfaces.

d. Decontamination Supplies

- Yellow plastic bags, "Caution Radioactive Material" tape, absorbent materials (e.g., absorbent paper, "floor dry"), decontamination detergents (e.g., mild soap, lava, vinegar), and rope or tape, bucket of water, decontamination solutions, scrubbers, brushes, mops....etc.
- Protective clothing, heavy duty plastic gloves or a box of disposable gloves, lab coat, footwear, and safety glasses.
- Portable radiation survey meter, swipes and alcohol (to moisten wipes).

G. Terrorist Attacks

Terrorism is "the unlawful act of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives" [28CFR0.85(I)]. What makes terrorist acts so dangerous is that they are systematic, unpredictable and indiscriminate criminal acts intended to cause damage, to inflict harm, and to kill. The purpose is to achieve maximum disruption of normal activity and to create extreme anxiety and paralyze the target population. Its success depends upon the fear it creates.

The nature of hazards resulting from terrorist attacks or other off-campus disasters range from chemical, biological, nuclear/radiological and/or explosive. See **Appendix H** for various types of terrorist incidents. The initial detection of a terrorist attack will likely occur through responses to 911 calls where unusual multiple injuries and deaths have occurred or unusual symptoms have been noticed. In the case of chemical attacks, general indicators of a terrorist attack include unexplained casualties and an unusual liquid, spray or vapor. In the case of a biological attack, hospitals and health centers may notice an unusual illness and a definite pattern inconsistent with natural disease. If the Student Health Center notices any such illnesses and inconsistent patterns they will report them immediately to local health authorities.

It is important to recognize that terrorism is a criminal act and effort should be made to coordinate with law enforcement agencies to preserve physical evidence where feasible without compromising medical care to the victims.

1. Preparation

Given the open environment of academic institutions it would be easy for a terrorist to access most of these facilities. Obvious targets include public gathering points (stadium, auditorium, etc.), laboratories, and food service. Although the probability of a terrorist event is very low, the consequences are high. It is not possible to plan for every

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contingency; however, the following are considered reasonable steps to reduce the opportunities for a terrorist.

- Enhance awareness of daily environments, i.e., normal activities, mail, packages, persons, vehicles, etc. Anything unusual or “out of the ordinary” should be considered in the context of a potential terrorist event and promptly reported to the University Police.
- Monitor activities and groups that might indicate a potential terrorist event. Examples include:
 - Groups fostering anti-University, anti-government, or anti-U.S. agitation, intimidation, etc.
 - Meetings, rallies, and demonstrations being organized; inflammatory speeches and charges; provocation of authorities to intervene or overreact.
 - Dissent for political, social, or ethnic reasons.
 - New spokespersons for animal, or environmental causes emerging or out-of-town organizers arriving.
- Control access to laboratories and other areas that could pose likely targets. Lock doors when laboratory personnel are not present.
- Perform background checks of employees and students working with materials or in areas that might pose targets.
- Monitor and report any unusual cases of upper respiratory disease, rash, or other unusual symptoms.
- Design new facilities and workspaces with focus on safety and security.

2. Response Activities

If a terrorist event or other off-campus disaster that would have direct or significant indirect impacts on the campus should occur, the Emergency Operations Team will assemble immediately at the Emergency Operations Center to determine what role the University should play in the response activities. It is likely that major assistance from Federal, State and City agencies will be necessary to respond to a major event. However, using the same basic procedures and leadership structure that has been identified for responding to other types of emergencies will help to assure that the safety and health of the University community is given a high priority. The EOT will play an important role in making certain that the University’s needs are well understood by those agencies and organizations involved with emergency response activities. In the case of a major event that does not directly impact the University, the Chancellor will decide if the EOT should be assembled to help to determine if any special University actions are necessary.

In some types of terrorist attacks there could be a significant number of casualties and/or damage to university buildings or infrastructure. This could lead to the need to consider the temporary closure of the University or major changes in University operations. If such circumstances should occur, the Chancellor will convene an emergency meeting with the System President and the Board of Supervisors to receive their advice and direction regarding University operations and facilities.

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What individuals should do in case of a known or potential terrorist attack:

- Notify the University Police if you notice any suspicious activities that might indicate a potential terrorist attack. These could include a rental truck parked in an unusual location where many students congregate, an unusual object or package that you suspect could be a bomb, unusual odors or powders, or even sticky substances that appear to have been applied to doorknobs or computer keyboards.
- Notify the Health Center if you are ill, especially if you notice that others have similar symptoms. Remember that illness such as smallpox and anthrax initially result in flu-like symptoms that you might typically ignore. Cures are likely if treated early, but many deaths could occur if symptoms are ignored. Don't try to self-medicate with antibiotics that you or your friends might have available. The National Center for Disease Control can provide vaccines and antibiotics for most types of biological agents within only a few hours, once they are notified of a problem by local health and disease control agencies.
- Keep yourself informed of opportunities to receive inoculations to protect yourself from bacteria and viruses that could be spread by terrorists. If in doubt, contact the Health Center or your family physician.
- Obey all instructions if quarantine is determined by University or local health officials to be necessary. You may feel fine, but if you leave the campus while infected, your disease can easily be spread to others who have not previously been exposed, including members of your family.
- Be wary of mail sent to you by an unknown person, especially if the envelope or package appears to contain any sort of powder, stain or unusual odor. If you do open mail that contains an unusual substance, leave your room immediately, tell others in or near your room to evacuate the building, and contact the University Police. Do not return to your room until you have been notified that it is safe to do so. Seek medical help immediately for evaluation to determine if you have been exposed to an infectious disease or chemical agent.
- Check your e-mails and the University webpage for accurate information regarding the nature of any known or potential terrorist attack. Unless the University computer information system is affected, accurate information and advice regarding emergency procedures will be provided via emails and the University webpage.

3. Suspicious Packages/Envelopes

Although a package could contain a biological, chemical or explosive agent, the likelihood is remote. Experience demonstrates that most are a hoax. We must use common sense. The fact that you receive a package without a return address is no reason in itself to be alarmed, particularly if you are accustomed to getting those types of package from a known sender. However, it is our responsibility to remain vigilant and treat packages that you find suspicious as if there is a real threat.

Staff responsible for incoming mail should be especially vigilant.

4. What is a suspicious package?

A good rule of thumb to use when evaluating a package would be "Is it unusual, considering normal incoming mail and packages?" The following are some indicators that may help you in this evaluation:

- Grease stains or discoloration on paper
- Strange odors
- Lopsided or uneven envelope

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- Protruding wires or tinfoil
- Excessive securing material, such as masking tape, string, etc.
- Excessive weight
- Wrapped in brown paper with twine
- No return address
- Insufficient or excessive postage
- Return address and postmark are not from same area
- Foreign mail
- Restrictive markings such as Confidential, Personal, or Hand Deliver
- Hand-written or poorly typed addresses
- Incorrect titles
- Titles but no names
- Misspellings of common words
- Is addressee familiar with name and address of sender?
- Is addressee expecting package/letter?

5. Opened Package

If you have opened a package containing a threat, powder, or unknown substance or have handled an unopened package with a substance spilling out of or bleeding through:

- Place it down gently at the location where you opened or touched it. Try to keep the substance from becoming airborne. Do not shake or empty the contents of the package.
- You may place the package and contents in a zip-lock style plastic bag if available.
- Do not move the package from its current location.
- Leave the room and close the windows and doors behind you. Move to an area that will minimize you exposing others.
- If possible, wash your hands with soap and water to prevent spreading any powder to your face.
- Immediately contact University Police.
- Do not allow others to enter the area.
- University Police will notify the appropriate agencies and University departments, depending on the situation.
- List the names and telephone numbers of all the people present in the room or area when this suspicious letter or package was opened. Give this list to the law enforcement officers when they arrive.
- Remain calm. Exposure does not mean that you will become sick.
- Depending on your situation, responding emergency personnel may ask you to shower and change clothes. It is important to place contaminated clothing in a sealable plastic bag for analysis and evidence.
- Testing of individual exposed to an unknown substance for an infectious agent by use of nasal swabs or blood tests is usually not appropriate until Health Department test results are available.

6. Unopened Package

If the suspicious package is unopened with no leakage, spillage or bleeding:

- You may place the package and contents in a zip-lock style sealable plastic bag if one is available.
- Immediately contact University Police.

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- University Police will notify the appropriate agencies and University departments, depending on the situation.
- Individuals that may have been exposed will be contacted as soon as any test results are known.

H. Communicable Diseases

A communicable disease is an infectious disease that is spread from person-to-person through casual contact or respiratory droplet, to include, but not exclusively, the following: Tuberculosis (TB), measles (Rubella), German measles (Rubella), hepatitis, and meningitis. Additionally, the University community and the Student Health Center should pay particular attention to the many different subtypes of type A influenza viruses. Included in this category is the avian influenza or bird flu which continues to spread worldwide. This type of disease can have a devastating impact on the health and welfare of the students, employees, and the surrounding community.

Communicable diseases which can potentially threaten the health of the campus community as an epidemic include:

- measles (Rubella)
- German measles (Rubella)
- Tuberculosis (TB)
- hepatitis
- meningitis

The Director of the Student Health Services shall be notified about all known acute and suspected cases of any of the above diseases involving any member of the University community (students, faculty, or staff).

1. Procedures

After receiving this information, the Director of the Student Health Services will convey only the necessary information to the Campus Emergency Coordinator and/or the Chancellor.

The Director of Student Health Services will also contact the East Baton Rouge Public Health Department to obtain the latest recommendations about the management and prevention of the spread of the specific strain of communicable microbe, requesting appropriate vaccines and/or medications, as well as requesting additional professional and clerical assistance, if deemed necessary. The Public Health professionals will be asked to assist the Student Health Clinic staff with surveillance and outbreak containment measures, including administration of appropriate vaccines and medications.

All available health professionals will monitor the index cases, look for linked cases, and provide appropriate diagnostic, prophylactic, and therapeutic measures to the affected individual(s). Although the route of transmission and degree of infection varies depending on the specific infectious disease, individuals with the following relationships to the index case will be educated about the disease in question to the extent possible respecting confidentiality.

Students, faculty, and staff will be told to report any signs and symptoms of the illness to their private physician or to the professionals at the Student Health Center, where they can be seen, to receive a confidential medical consultation, appropriate treatment, and/or referral to community health organizations, as medically indicated.

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2. Media Relations

The Director of Student Health Services will work with the Office of Media Relations to provide medical information concerning the communicable disease to the media, students, staff, and family members. When appropriate, such as in cases involving meningococcal meningitis, the Director will prepare a letter to the University community and parents of students to inform them of the following: signs and symptoms, clues to early recognition, who is at risk, preventive measures including vaccination when appropriate, treatment procedures, and local sources for referral (Student Health Center, public health clinics, hospital emergency rooms, private offices, etc.).

3. General Infection Control Measures

a. Visual Alerts

- When warranted and as instructed by the Director of Student Health Services, post visual alerts (in appropriate languages) prominently at the entrances to all locations where individuals congregate.
- Place informational literature in easily visible and accessible locations

b. Respiratory hygiene/cough etiquette

To contain respiratory secretions, all persons with signs and symptoms of a respiratory infection, regardless of presumed cause, should:

- Cover the nose/mouth when coughing or sneezing.
- Use tissues to contain respiratory secretions.
- Dispose of tissues in the nearest waste receptacle after use.
- Perform hand hygiene after contact with respiratory secretions and contaminated objects/materials.

c. Masking and separation of persons with symptoms of respiratory infection

- During periods of increased respiratory infection in the community, offer masks to persons who are coughing. (Respirator masks are not necessary.)
- Encourage coughing persons, however, to sit at least 3 feet away from others in common areas.

d. Physical safeguards

- Ensure the availability of waste receptacles.
- Ensure the availability of soap and disposable towels for hand washing where sinks are available.

e. General hand washing

In addition to respiratory hygiene, always wash your hands after:

- Going to the bathroom.
- Before and after eating.
- After contact with or being near someone who is ill.
- Before and after handling and preparing food.
- After touching animals.

IMPORTANT: Become informed about the signs and symptoms of acute respiratory illnesses that might pose a public health threat. Visit the web site of the Centers for Disease Control and Prevention at www.cdc.gov for detailed information on many illnesses. If you are ill, stay home to avoid infecting others. See a health care professional for evaluation if you are concerned.

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SECTION XV: POST-DISASTER / RECOVERY OPERATIONS

Following a disaster, the Chancellor, based on recommendations from the Command Team and Emergency Operations Team, will decide when employees will report to work. This information will be conveyed to deans and department heads, who in turn will insure the information is passed on to faculty and staff reporting to them.

Deans and department heads are responsible for verifying the status of each employee in their unit after a disaster in the Baton Rouge area. For this purpose, each unit will maintain a current list of all employee addresses and phone numbers. Each employee should be instructed to call their supervisor or other designated contact after a disaster.

Deans and department heads are responsible for assessing the extent of damage, if any, to the work spaces of their unit. A Damage Assessment form should be completed and submitted to the Building Emergency Coordinator as soon as practical after the disaster to pre-identify damages in their area of responsibility. The purpose of this form is to provide Facilities Operations with a starting point for repairs.

The following represents the basic information needed to establish a claim for damaged or destroyed equipment:

- Separate damaged equipment from undamaged equipment.
- If water damage to electrical equipment is suspected, do not attempt to start. Tag this equipment indicating possible water damage and contact Risk Management to set up an inspection of all water-damaged equipment.
- Secure all equipment against further damage or theft.
- Call Risk Management to set up an inspection of all damaged equipment, giving the name and phone number of the contact person and the location where the damaged equipment may be seen.
- Make no attempt to replace equipment until approval has been given by the University's insurance carrier and Risk Management.
- Failure to provide information in a timely manner could result in claims being denied.

For further information and claim forms, contact Risk Management.

SECTION XVI: DOCUMENT PREPARATION FOR FEMA CLAIMS

These procedures will serve as a documentation guideline for University departments in order for the University to receive financial reimbursement from the Federal Emergency Management Agency (FEMA).

1. Primary Responsibility

The Office of Finance and Administration is responsible for the actual completion of FEMA claim forms, the coordinating of data collection from all departments, and is the primary auditor of all documentation received. It is the University's intention that all claims made to FEMA will be eligible and fully documented.

2. General Record Keeping

The importance of proper and accurate documentation cannot be overemphasized. It is extremely important that proper record-keeping is initiated when hurricane preparation begins. This allows for information to be collected as it occurs and also allows for rapid reimbursement after the storm. After the work is done, it is virtually impossible to

EMERGENCY RESPONSE PLAN

accurately and properly complete the necessary documentation. The University could lose considerable FEMA funding if claims cannot be fully justified.

3. Background

When a hurricane (or other disaster) hits, a community may be eligible for federal assistance. The sequences of events, leading up to the award of funds, are as follows:

- a. Local declaration of an emergency and request for State Assistance.
- b. Initial Damage Assessment.
- c. State emergency declaration.
- d. Preliminary joint State/Federal damage assessment.
- e. Request for Presidential declaration.
- f. Declaration declared or denied.
- g. Declared declaration requires FEMA/State agreement.
- h. Federal disaster funds are made available.
- i. Disaster recovery centers are established.
- j. Applicant's briefings are held for public assistance.
- k. Applicant's briefings are held for hazard mitigation.
- l. Applicants file a NOI (Notice of Interest).
- m. Once the NOI is approved, the process of inspections and Damage Survey Report (DSR) writing begins. DSRs are completed by federal/state inspection teams and become the scope of work for an eligible project. After being reviewed, the funds are allocated, suspended, or denied.

4. Public Assistance Categories

Public assistance is available for the following categories:

- a. Debris Clearance
- b. Emergency Protective Measures
- c. Road Systems
- d. Water Control Facilities
- e. Buildings and Equipment
- f. Public Utility Systems
- g. Other

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5. Announcement to Departments

If a disaster is declared, the Office of Finance and Administration will notify all those departments directly involved in the disaster recovery effort: Medical Facilities, Facilities Operations, University Police, Technology and Network Services, etc. These departments will then be instructed at that time what types of costs have been declared eligible and what the schedule will be for the collection of the documentation. The Office of Finance and Administration will then compile the information for the claim, submit the claim to FEMA, and distribute the reimbursement when received. This process will take several months depending upon the size of the disaster.

APPENDICES

- A. Command Team**
- B. Emergency Operations Team**
- C. Emergency Operations Center Resources**
- D. Evacuation Assembly Areas**
- E. Action Steps for Tropical Storm and Hurricanes**
- F. Damage Assessment Forms**
- G. Bomb Threat Checklist / Telephone Procedures**
- H. Categories of Terrorist Incidents**

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APPENDIX A

COMMMAND TEAM

NAME	TITLE	OFFICE PHONE
Ray Belton	President-Chancellor	771-5020
Benjamin Pugh	Vice Chancellor for Finance and Administration	771-5021
Luria Young	Interim Ex. Vice President & Provost for Academic Affairs	771-2360
Camacia Smith-Ross	Interim Vie Provost for Academic Affairs	771-2360
Luria Young	Interim Associate Vice Chancellor for Student Affairs & Enrollment Management	771-3922
Michael Stubblefield	Vice Chancellor for Research and Strategic Initiatives	771-3890
Gabriel Fagbeyiro	Chief Information Officer	771-3935
Henry Tillman	Director of Communications	771-4545
Ronyelle Ricard	Special Assistant to the Ex. Vice President & Provost	771-5020
Roman Banks	Athletic Director	771-2712
Mary Wells	Facilities Planner	771-3671

EMERGENCY RESPONSE PLAN

APPENDIX B EMERGENCY OPERATIONS TEAM

NAME	TITLE	OFFICE PHONE
Kevin Johnson	Deputy Administrator, SUPD/ Campus Emergency Coordinator	771-2770
Eli Guillory	Executive Director for Facilities Services	771-4740
Henry Thurman	Assistant Director for Facility Services	771-4740
Cordell Veal	Director of Landscaping Services	771-4743
Robert Nissen	Risk Manager	771-3101
Courtland Jackson	Office of Facility Services / Fire Safety	771-5151
Welton Bowie	Manager, Activity Center	771-3821
Tracie Abraham	Director of Residence Housing	771-3590
Dolores Brown	Director of Campus Dining (Food Contracting / Catering)	771-2363
Greta Wilkes, MD	Interim Director of Student Health Services	771-4770
Sandra Scarborough	Financial Aid Counselor	771-2790 ext. 215
Gwendolyn Bennett	Associate Vice Chancellor for Financial Operations	771-2704
Wilbert Jones	Assistant Director (Contracts) Purchasing	771-4580
Linda Antoine	Director of Purchasing	771-4580
Rachel Carriere	Division of Information Technology	771-3935
Terrence Cyriaque	Division of Information Technology	771-3935
Darrell Roberson	Department of Mass Communications	771-5790
	Director of Auxiliary Services	771-4856
Lester Pourciau	Vice President, Human Resources	771-2680
Earl Hill	Associate Director / Business Manager Department of Athletics	771-2737
Alvin Washington	Emergency/Security Coordinator, SU Law Center	771-2139
	Director, Laboratory School	771-3490
James Mahomes	SU Agricultural Center	771-2242
Anner Young	Centrex Office	771-4500

EMERGENCY RESPONSE PLAN

APPENDIX C Emergency Operations Center Resources

The Emergency Operations Center will contain the following:

- 5 copies of the Emergency Response Plan
- 5 telephones and 5 cellular phones
- 6 computer terminals with printers and Internet and University network connections
- Large campus map
- Building plans
- 2 flipcharts
- Fax machine
- 3 mobile radio units
- 5 University phone directories, 3 Baton Rouge white pages phone directories and 3 Baton Rouge yellow pages phone directories
- List of evacuation assembly locations
- List of media contacts
- Multiple copies of forms that would be used during an emergency
- Emergency food and water rations, if required.
- First aid kits

EMERGENCY RESPONSE PLAN**APPENDIX D EVACUATION ASSEMBLY AREAS**

DESIGNATED ASSEMBLY AREAS		
NUMBER	BUILDING	LOCATION
183	A.O. Williams Hall	Lawn area near adjacent to Hunt Street
002	Archives Building	Across street on west side of Mayberry Dining Hall on lawn
020 & 029	AROTC and Offices	South to gravel parking lot
056	A.A. Lenoir Law Center	Lawn area near Steptoe Avenue
049	A.W. Mumford Stadium	Parking lots surrounding stadium
039	Auditorium / Gymnasium	West of building near river bank
179	Augustus Blanks Hall	Open area north of building
138	Benjamin Kraft Bldg.	Parking lot near Hunt Street
171	Central Stores	Lawn area near Hunt Street
054	Dairy Cottage	Dairy Creamery parking lot
136	Dairy Creamery	Dairy Creamery parking lot
091	Debose Hall	Open area north of building
158C	Dunn Hall Cafeteria	Intramural field east of cafeteria
127	Engineering West	Across Harrison Drive to Moore Hall parking lot
128	Engineering East	Across Smith Boulevard in parking lot
163	F.G. Clark Activity Center	West to grassy area beyond parking lot
090	Fisher Hall	Lawn area south of building
176	Headhouse/Greenhouse	Lawn area east of Headhouse/Greenhouse
154	Hayden Hall	Open area northeast of building
153A	Health Research Center	Lawn area south of building
042	Hill Bldg. (old infirmary)	Across street on west side near river bank
	Honor's College	Gravel parking lot east of Pinchback building
091B	Isaac Greggs Band Bldg.	Lawn area south of bldg. at Stone Ave. and Harrison Drive
167	J.B. Cade Library	Front lawn area near Steptoe Ave.
161	J.B. Moore Hall	South to east side lawn of Pinkie Thrift Hall
040	J.S. Clark Annex	Southwest of bldg. near the grave site
166	J.S. Clark Admin. Bldg.	Southwest of bldg. near the grave site
129	Laboratory School	Parking lot surrounding Mumford Stadium
153	Lee Hall	Lawn area south of building
044	Lottie Anthony Hall	J.S. Clark Administration parking lot
032	SU Museum of Art	Across street on west side of Mayberry Dining Hall on lawn
165	Mayberry Dining Hall	West side of building on lawn
018	McNair Hall	South to the gravel parking lot
169	Meat Processing Plant	Parking lot near Little Drive
172	Motor Pool	Lawn area near Hunt Street
180	National Plant Data Center	Lawn area east of Headhouse/Greenhouse
021	NROTC Supply	South to gravel parking lot
126	Netterville Hall	Across Stone Ave. on grassy area northeast of Thrift Hall
182	P.B.S. Pinchback Eng. Bldg.	Gravel parking lot east of building
091A	Performing Arts Theater	Open area north of building
125	Pinkie Thrift Hall	Open space at southeast corner of building
169	President's Residence	Across street on west side of Mayberry Dining

Southern University and Agricultural & Mechanical College

EMERGENCY RESPONSE PLAN

		Hall on lawn
017	Riverside Hall	South to gravel parking lot
178	Rodney Higgins Hall	Across Avenue on grass northeast of Thrift Hall
174	Ruffin Paul, Sr. Central Plant	Lab School football practice field east of building
170	School of Nursing	Across Swan Street to Mumford Stadium
039	Seymour Hall	Parking lot
135	Smith-Brown Memorial Union	Open area east of food court
173	Swine Farm	Open area north of building near Hunt Street
139	T.H. Harris Hall	Across Harrison Drive to open grassy area
156	T.T. Allain	Across Harrison Drive to open grassy area
164	University Bookstore	Lawn area east of building at Stone Avenue and Harrison Drive
160	W.W. Stewart Hall	Open are at Stone Avenue and Harrison Drive
	William James Hall	Across Harrison Drive in Moor Hall parking lot
066	William Pass Station	Open grassy are south of building at Stone Avenue and Little Drive

RESIDENTIAL HOUSING ASSEMBLY AREAS/PICK-UP POINTS

NUMBER	BUILDING	LOCATION
125	Bethune Hall	East side of dormitory in parking lot
158 C	Boley Hall	Intramural Field east of dormitory
43	Bradford Hall	J.S. Clark Administration parking lot
048	Grandison Hall	Parking lot in rear of Seymour Hall
46	Jessie Owens Hall	Parking lit in rear of Seymour Hall
158 A	Jones Hall	Jones Hall parking lot behind basketball goals
193	Intra-Mural Sports Center	Across Harrison Drive in open area south of Triangle
100	Reed Hall	Parking lot on west side of Mumford Stadium
98	Washington Hall	North side of dormitory in Union parking lot
143	Totty Hall	Intramural Field, north of dormitory
144	Shade Hall	Intramural Field, north of dormitory
099	White Hall	Parking lot on west side of Mumford Stadium
188	U.S. Jones Hall	Open grassy area west of dormitory
100-400	Millennium Apartments	Parking lots

EMERGENCY RESPONSE PLAN

APPENDIX E ACTION STEPS FOR TROPICAL STORM AND HURRICANES

ACTION STEPS – TROPICAL STORM	
Alert (Storm Strike 72 – 36 hours away)	
1.	Command Team meets as needed and monitors the situation (meetings may be conducted by telephone).
Watch (Storm Strike 36 – 24 hours away)	
1.	Command Team and/or Emergency Operations Team meets as needed and monitors the situation (meetings may be conducted by telephone).
2.	University Information Hotline and the EOC may be activated.
3.	Facilities Services / Physical Plant secures the campus.
Warning (Storm Strike 24 – 0 hours away)	
1.	Command Team and/or Emergency Operations Team meets as needed and monitors the situation continually.
2.	Individual departments are informed of the situation by meeting, e-mail, fax, or voice.
3.	University Information Hotline is activated.
4.	EOC is activated.
5.	Facilities Services / Physical Plant continues to secure the campus.
6.	If travel or campus conditions become (or are about to become) dangerous: <ol style="list-style-type: none"> a. classes are cancelled. b. non-essential personnel may be released.

EMERGENCY RESPONSE PLAN

ACTION STEPS – CATEGORY #1 and 2 HURRICANES	
Alert (Hurricane Strike 72 – 36 hours away)	
1.	Command Team meets as needed and monitors the situation (meetings may be conducted by telephone).
2.	University Information Hotline is activated.
3.	Web announcement is activated.
4.	Facilities Services secures the campus.
Watch (Hurricane Strike 36 – 24 hours away)	
1.	Command Team and/or Emergency Operations Team meets as needed and monitors the situation continually.
2.	Individual departments kept informed of the situation by meeting, e-mail, fax, or voice. <ul style="list-style-type: none"> a. Individual departments are instructed to execute pre-disaster preparations. b. Individual Units may be instructed to secure building and office contents. c. Students are instructed to prepare their rooms.
3.	Facilities Services / Physical Plant continues to secure the campus.
Warning (Hurricane Strike 24 – 0 hours away)*	
1.	Command Team and/or Emergency Operations Team meets as needed and monitors the situation continually (meetings may be conducted by telephone).
2.	The EOC is activated.
3.	University Information Hotline is manned.
4.	Classes are cancelled.
5.	Individual Units kept informed of the situation by meeting, e-mail, fax, or voice. <ul style="list-style-type: none"> a. Individual Units are instructed to execute pre-disaster preparations. b. Individual Units may be instructed to secure building & office contents.
6.	Facilities Services / Physical Plant continues to secure the campus.
7.	Once work areas are secured, all non-essential personnel are released.
*These steps should commence at the beginning of the Warning Period.	

EMERGENCY RESPONSE PLAN

ACTION STEPS – CATEGORY #3, 4, and 5 HURRICANES	
Alert (Hurricane Strike 72 – 36 hours away)	
1.	Command Team meets as needed and monitors the situation (meetings may be conducted by telephone).
2.	University Information Hotline is activated.
3.	Web announcement is activated.
4.	Facilities Services secures the campus.
5.	Watch Period Action Steps should commence during the Alert Period, no later than the 48-hour mark.
Watch (Hurricane Strike 36 – 24 hours away)	
1.	Command Team and/or Emergency Operations Team meets as needed and monitors the situation continually.
2.	The EOC is activated.
3.	University Information Hotline is manned.
4.	Individual departments kept informed of the situation by meeting, e-mail, fax, or voice. <ul style="list-style-type: none"> a. Individual departments are instructed to execute pre-disaster preparations. b. Individual Units may be instructed to secure building and office contents. c. Students are instructed to prepare their rooms.
5.	Facilities Services continues to secure the campus.
6.	Warning Period Action Steps should commence during the Watch Period.
Warning (Hurricane Strike 24 – 0 hours away)*	
1.	Command Team and/or Emergency Operations Team meets as needed and monitors the situation continually (meetings may be conducted by telephone).
2.	Classes are cancelled.
3.	Individual Units kept informed of the situation by meeting, e-mail, fax, or voice. <ul style="list-style-type: none"> a. Individual Units are instructed to execute pre-disaster preparations. b. Individual Units may be instructed to secure building & office contents.
6.	Facilities Services continues to secure the campus.
7.	Once work areas are secured, all non-essential personnel are released.
*These steps should be completed by the beginning of the Warning Period.	

EMERGENCY RESPONSE PLAN

APPENDIX F DAMAGE ASSESSMENT FORMS

ROOM ASSESSMENT FORM		
Storm/Event:	Assessment Date:	Room Number:
Building Name:	Building Number:	Mark if update to previous form: _____
Name of Assessor:	Control Number:	
CAUSE OF DAMAGE: (Check One)		
IMPACT (Wind or Debris) _____	WIND (hit by tree or limb) _____	
Water Damage (Rain or Leak) _____	Power Surge or Lightning _____	
Water Damage (Flooding) _____	Other (describe) _____:	
DAMAGE DETAIL:		
Contents/Items	Description of Damages	
Carpet/Flooring		
Walls		
Ceiling Tile		
Windows		
Furniture		
Built-in Furniture		
Lighting		
HVAC		
(Additional Items)		
Emergency Repairs or Preventive Actions (leave blank if no actions taken)		
Action Taken:		
Name of Person:	Date of Repair:	Labor Time (hrs.):
Photograph: (Please attach)		
Take digital photograph(s) of damages. Include building name and room number on a piece of paper or dry erase board that is visible in photograph.		
Name of Person Submitting:		Date:
Contact Information:		

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EMERGENCY RESPONSE PLAN

BUILDING ASSESSMENT FORM		
Storm/Event:	Assessment Date:	Room Number:
Building Name:	Building Number:	Mark if update to previous form: _____
Name of Assessor:	Control Number:	
CAUSE OF DAMAGE: (Check One)		
IMPACT (Wind or Debris) _____	WIND (hit by tree or limb) _____	
Water Damage (Rain or Leak) _____	Power Surge or Lightning _____	
Water Damage (Flooding) _____	Other (describe) _____:	
DAMAGE DETAIL:		
Contents/Items	Description of Damages	
Roof		
Gutters		
Entry		
Stairs		
Landscaping		
Walls		
Power		
Elevators		
Windows		
(Additional Items)		
Emergency Repairs or Preventive Actions (leave blank if no actions taken)		
Action Taken:		
Name of Person:	Date of Repair:	Labor Time (hrs.):
Photograph: (Please attach)		
Take digital photograph(s) of damages. Include building name and room number on a piece of paper or dry erase board that is visible in photograph.		
Name of Person Submitting:		Date:
Contact Information:		

EMERGENCY RESPONSE PLAN

APPENDIX G

**BOMB THREAT
TELEPHONE PROCEDURES**

Upon receipt of a bomb threat remember to:

1. Remain Calm
2. Listen – do not interrupt the caller
3. Gather as much information as possible
4. Notify supervision by prearranged signal when caller is on the line to contact the police.
5. Inform the caller that detonation could cause injury or death

NAME OF PERSON RECEIVING THE
CALL: _____

DEPARTMENT: _____ PHONE: _____

CALLER'S IDENTITY:

SEX: Male _____ Female _____ Juvenile _____ Approximate Age _____

ORIGIN OF CALL:

Local _____ Long Distance _____ Booth _____ Internal (From within campus?) _____

Internal note the extension _____

BOMB FACTS

PRETEND DIFFICULTY WITH HEARING – KEEP CALLER TALKING IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour _____

Time Remaining _____

Where is it located? Building _____

What kind of bomb? _____

Where are you now? _____

How do you know so much about the bomb? _____

What is your name and address? _____

If building is occupied, inform caller that detonation could cause injury or death.

BOMB THREAT

EMERGENCY RESPONSE PLAN

ACTION TO TAKE IMMEDIATELY AFTER CALL

Did Caller appear familiar with campus or building by his description of the bomb location? _____

Notify supervision as instructed. Talk to no one other than instructed by supervision.

Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

VOICE CHARACTERISTICS

- ___ Loud
- ___ High Pitch
- ___ Raspy
- ___ Intoxicated
- ___ Soft
- ___ Deep
- ___ Pleasant
- ___ Other

LANGUAGE

- ___ Excellent
- ___ Fair
- ___ Foul
- ___ Good
- ___ Poor
- ___ Other

BACKGROUND NOISES

- ___ Factory Machines
- ___ Bedlam
- ___ Music
- ___ Office Machines
- ___ Mixed
- ___ Street Traffic
- ___ Trains
- ___ Animals
- ___ Quiet
- ___ Voices
- ___ Airplanes
- ___ Party Atmosphere

SPEECH

- ___ Fast
- ___ Distinct
- ___ Stutter
- ___ Slurred
- ___ Slow
- ___ Distorted
- ___ Nasal
- ___ Lisp
- ___ Other

MANNER

- ___ Calm
- ___ Rational
- ___ Coherent
- ___ Deliberate
- ___ Righteous
- ___ Angry
- ___ Irrational
- ___ Incoherent
- ___ Emotional
- ___ Laughing

EMERGENCY RESPONSE PLAN

APPENDIX H CATEGORIES OF TERRORISTS INCIDENTS

There are five categories of terrorist incidents: biological, nuclear, incendiary, chemical, and explosive.

1. Biological agents pose serious threats considering their fairly accessible nature and the potential for their rapid spread. These agents can be disseminated in the following ways: aerosols, oral (contaminating food or water), dermal (direct skin contact), or injection. Inhalation or ingestion is the most likely.

The Centers for Disease Control list approximately 20 biological agents (bacterial agents, viral agents and biological toxins) which are considered as possibilities for terrorist use. Following is a list of those considered most likely to be used.

- **Anthrax** (*Bacillus anthracis*) infection is a disease acquired following contact with infected animals or contaminated animal products or following the intentional release of anthrax spores as a biological weapon. Exposure to an aerosol of anthrax spores could cause symptoms as soon as 2 days or as late as 6-8 weeks after exposure. Further, the early presentation of anthrax disease would resemble a fever or cough and would therefore be exceedingly difficult to diagnose without a high degree of suspicion. Once symptoms begin, death follows 1-3 days later for most people. If appropriate antibiotics are not started before development of symptoms, the mortality rate is estimated to be 90%.
- **Botulinum toxin** (produced by *Clostridia botulinum*) is the single most poisonous substance known, and poses a major bio-weapons threat because of its extreme potency and lethality; its ease of production, transport and misuse; and the potential need for prolonged intensive care in affected persons. Natural cases of botulism typically result from food contamination (food not or incompletely heated) with absorption of the toxin from the gut or a wound. The incubation period for food-borne botulism can be from 2 hours to 8 days after ingestion. Patients with botulism typically present with difficulty speaking, seeing and/or swallowing and may initially present with gastrointestinal distress, nausea, and vomiting preceding neurological symptoms.
- **Plague** (*Yersinia pestis*) is an infectious disease of animals and humans found in rodents and their fleas. Pneumonic plague occurs with infection of the lungs. The incubation period is 1 to 6 days and the first signs of illness are fever, headache, weakness, and cough productive of bloody or watery sputum. The pneumonia progresses over 2 to 4 days and may cause septic shock and, without early treatment, death. Person-to-person transmission of pneumonic plague occurs through respiratory droplets, which can only infect those who have face-to-face contact with the ill patient. Early treatment of pneumonic plague with antibiotics is essential.
- **Smallpox** (*variola major*) has an incubation period of 7 to 17 days following exposure. Initial symptoms include high fever, fatigue, and head and back aches. A characteristic rash, most prominent on the face, arms, and legs, follows in 2-3 days. Smallpox is spread from one person to another by infected saliva droplets that expose a susceptible person having face-to-face contact with the ill person.
- **Tularemia** (*Francisella tularensis*) is one of the most infectious pathogenic bacteria known, requiring inoculation or inhalation of as few as 10 organisms to cause disease. It is a zoonosis, with natural reservoirs in small mammals such as voles,

EMERGENCY RESPONSE PLAN

mice, water rats, squirrels, rabbits and hares. Naturally acquired human infection occurs through a variety of mechanisms such as: bites of infected arthropods; handling infectious animal tissues or fluids; direct contact or ingestion of contaminated water, food, or soil; and inhalation of infective aerosols. Human to human transmission has not been documented. Aerosol dissemination by a terrorist would be expected to result in the abrupt onset of acute, non-specific febrile illness beginning 3 to 5 days later (incubation range, 1-14 days). Treatment is with antibiotics.

2. Nuclear incidents are expected to take one of two forms: threatened or actual detonation of a nuclear bomb or threatened or actual detonation of a conventional explosive incorporating nuclear materials. It is unlikely that a terrorist could acquire or build a functional nuclear weapon. Dispersal of nuclear materials with a conventional explosive would contaminate the bombsite and raise environmental decontamination and long-term health issues.

Nuclear indicators, short of actual detonation or obvious involvement of radiological materials, include observation for a Department of Transportation placard or decal, and radiation detection devices.

3. Incendiary incidents could be any mechanical, electrical, or chemical device used to cause a fire. Indicators of incendiary devices include multiple fires, remains of incendiary device components, odors of accelerants (e.g., gasoline), and unusually heavy burning or fire volume.

4. Chemical agents fall into five classes: nerve (disrupt nerve impulse transmission), blister (severe burns to eyes, skin, respiratory tract), blood (interfere with oxygen transport), choking, and irritating (designed to incapacitate).

- Nerve agents are similar to organophosphate pesticides, but with higher toxicity. Early symptoms include uncontrolled salivation, lacrimation, urination, and defecation. These agents may resemble water or light oil and possess no odor, and are best dispersed as an aerosol. Many dead animals at the scene may indicate a nerve agent.
- Blister agents are also referred to as mustard agents due to their characteristic smell. They can be absorbed through the skin, and clinical symptoms may not appear for hours or days. These agents are heavy, oily liquids, dispersed by aerosol or vaporization.
- Blood agents interfere with oxygen transport by the blood, resulting in asphyxiation. Clinical symptoms include respiratory distress, vomiting and diarrhea, and vertigo and headaches. These agents are gasses, although precursor chemicals are typically cyanide salts and acids. All have the aroma of bitter almonds or peach blossoms.
- Choking agents stress the respiratory tract by causing edema (fluid in the lungs) which can result in asphyxiation. Clinical symptoms include severe eye irritation and respiratory distress. Most people recognize the odor of chlorine; phosgene has the odor of newly cut hay. Both are gases and must be stored and transported in cylinders.

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- Irritating agents, also known as riot control agents or tear gas are designed to incapacitate. Generally, they are nonlethal; however, they can result in asphyxiation. Clinical symptoms include eye and throat irritation, respiratory distress, and nausea and vomiting.

5. Explosive agents, i.e., bombs, can be 1) readily made from commonly available materials (e.g., ammonium nitrate fertilizer and diesel fuel), 2) obtained from commercial sources (e.g., blasting agents and explosives), or 3) obtained from the military. These devices account for 70 percent of terrorist attacks.