

On-Campus Emergency Response Guide for
Students, Faculty and Staff

Revised February 2016

TABLE OF CONTENTS

Introduction.....	3
Definitions	
Emergency.....	3
Disaster.....	3
Emergency Contact Information.....	4
Reporting	
Emergencies.....	4
Accidents/Injuries.....	4
Suspicious Activity.....	4
Criminal Activity.....	5
Notifications	
RAVE Alert.....	5
RAVE Guardian.....	5
Public Address System.....	5
Evacuations	
Procedures.....	6
Evacuation Locations.....	6
Keys to Remember.....	6
Incident Types	
Active Shooter.....	7
Bomb Threat.....	9
Utility Failures.....	10
Hazardous Materials.....	11
Severe Weather.....	12
Fire/Fire Safety.....	13
First Aid / AEDs.....	15

I. INTRODUCTION

This purpose of this plan is to provide the LSUS Students, Faculty and Staff with the basic steps to take in the event that some type of emergency or disaster would occur on or affect the campus.

This plan is **NOT** all inclusive, nor is every action detailed to the point of completion for a particular emergency or disaster. No two incidents are the same throughout their life-cycle. This plan is in place to allow you to begin to ask yourself “What should I do if...?”

The LSU Shreveport Police Department (LSUSPD) and selected senior level administration have a separate publication entitled the LSUS Emergency Operations Plan or EOP. The EOP provides steps on how to respond, end and recover from emergencies and disasters. Those procedures however are not listed in this publication.

LSU Shreveport’s response and priorities:

- #1 Preservation of lives.
- #2 Preservation of LSU Shreveport property and infrastructure.
- #3 Restoration of LSU Shreveport operations and academic programs.

II. DEFINITIONS

Emergency – defined as a condition where a major disruption occurs to routine campus operations. Examples are:

- On-campus fire, explosion or hazardous materials incident.
- Power outage.
- Communications outage.
- Long-term or permanent evacuation of a building on campus as a result of property damage, leakage, etc.
- Any incident or activity resulting in serious injury or loss of life during a university sponsored activity or event (i.e. suicide, hostage situation or active shooter).

Disaster – defined as an event or condition where extensive damage, injury, loss of life or property, or the threat thereof; causes the university to close and respond immediately to the disaster. Disasters can also be defined by the extensive length of time or duration that the university could be impacted for. Examples are:

- Tornado or high winds
- Flooding
- Ice, sleet or snow.
- Hurricane or the acceptance of hurricane evacuees.
- Earthquake
- Building collapse

III. EMERGENCY CONTACT INFORMATION

LSUS Police Department	
Cell Phone	(318) 455.5497
Office	(318) 797.5082
Fax	(318) 797.5161
Email	police@lsus.edu
Shreveport Emergency Dispatch	911
Shreveport Police (Non-Emergency)	(318) 673-7300

***Emergency call-boxes are located around campus in numerous parking lots and along major sidewalks. These can be located at night by looking for a lit blue light. You may press the button and speak directly with an officer via a radio. Please remember that you will need to press the red button to speak and then release it to listen.

Other LSUS Offices

Facilities Services	(318) 797-5360
Student Development, Health and Counseling	(318) 797-5365
Dean of Students	(318) 795-2407
Title IX Coordinator	(318) 797-5116

IV. REPORTING CONCERNING MATTERS

Emergencies

If you deem the incident that you are witnessing to be an emergency where lives are being either threatened or lost, call 911 immediately and then call the LSUS Police Department.

Accidents and/or Injury

The LSUS Police Department (LSUSPD) requires all members of the campus community to call them regarding accidents unless the situation calls for the immediate need of medical or fire professionals. If that were the case, please dial 911 first.

When the LSUSPD are notified, they will assess the scene and/or individual to begin the initial investigation and provide care and assistance. Other agencies can be notified if they determine that an injured person needs immediate assistance from specialized personnel or if other resources are needed.

The LSUSPD will need to document the incident in order to provide the Office of Human Resources with the information needed to conduct a post-incident investigation. This investigation is needed in order to effect changes to the area in order to reduce the likelihood of a similar incident occurring in the future.

Suspicious Activity

The LSUSPD asks everyone to do their part in keeping LSU Shreveport safe by reporting any suspicious activity, person or behavior, no matter how big or small, to them.

Remember...***If you see something...SAY SOMETHING!***

Criminal Activity

Students, Faculty and Staff are required to contact the LSUSPD when they observe:

- A life-threatening situation that is in progress such as a physical altercation.
- Any acts or threats of violence in the workplace or other types of conduct reasonably indicating that violence could be imminent.
- Any known threats to another Student, Faculty or Staff member; or to the LSU Shreveport campus that may be discovered in social media

(Be sure to take note of and relay to the LSUSPD the suspect's clothing description, build-type, gender, visible weapons and other distinguishing features)

Other Concerning Matters

The LSUSPD needs to be aware of (and provided with a copy of) any Restraining Order / Order of Protection, if that document lists the campus of LSUS as a restricted location.

A link to the Louisiana State Sex Offender Registry can be found at <http://www.lsp.org/socpr/default.html>

V. NOTIFICATION PROCESSES

The campus of LSU Shreveport uses two forms of technology to alert the students, faculty and staff in order to spread information about an emergency or disaster. The alert messages could also provide some steps to take to mitigate the threat to you so FOLLOW these instructions exactly as given!

RAVE Alert

The LSUS *RAVE Alert* is an electronic mass-notification system that will send notifications via text messages and/or email. It is imperative that each student, faculty and staff periodically check their account and if need be, and update their information if they have received a new cell phone or changed their email address.

RAVE Guardian

The *RAVE Guardian* is an “opt-in” or voluntary application that allows students, faculty and staff the ability to communicate or submit tips directly to the LSUSPD at the push of a button. The application can be downloaded from the “App Store” and is compatible with both android and iOS devices.

Public Address (PA) System

A PA system is installed with speakers located throughout the hallways of each major building. There are also large outdoor speakers mounted on the roofs of some buildings

to assist in the delivery of a message to those outdoors. When the PA system is activated in your area, you will hear a series of chimes followed by the message.

VI. EVACUATIONS

In any emergency or disaster environment, it is the goal of LSU Shreveport to determine the necessity and the means to evacuate citizens from imminent danger. The safety of persons, including emergency service providers is the first priority in a threatened area. It is essential that evacuations be planned and carried out systematically, efficiently and in a manner that gives primary consideration to the protection of human life. A key point to remember is that the cause for evacuation does not have to originate from within the boundaries of LSU Shreveport.

Evacuation Procedures

When the decision is made for the campus, or individual buildings, to be evacuated; follow the directions of your instructor or immediate supervisor on where to meet outside for a roll-call. The following list is of the designated evacuation locations:

Bronson Hall (BH)	BH Parking Lot
Business Education (BE) Bldg.	BE Parking Lot
Heath & Physical Education Bldg.	HPE Parking Lot (Adjacent to Tennis Courts)
Administration Bldg.	North ½ of bldg. to the “Circle of Excellence” South ½ to the Admin Parking Lot
University Center	North Blacktop Parking Lot
Technology Center (TC)	TC Parking Lot
Science Bldg.	Science Parking Lot (behind the Science Lecture Auditorium)
Science Lecture Auditorium	Science Parking Lot
Noel Library	Noel Parking Lot (to the NE of Noel)
The University Court Apartments at LSUS	Parking lot near their apartment unit

Key points to remember:

- Assist all disabled persons out of buildings and to instruct all individuals being evacuated to proceed out of the building in a calm and orderly manner. If the individual with a disability cannot be safely removed from the building, move them to the nearest stairwell so that first responders can extract them.
- Residents of the University Court at LSUS apartment complex may be displaced. If so, arrangements will be made with local shelters and/or local religious affiliations to provide refuge and food.
- Police Officers may be assigned at the entrances to the evacuation zone to prevent outsiders and non-essential persons from entering or inside the building(s) to assist in the evacuation.
- Do not congregate in a way that blocks emergency first responders and their vehicles.

VII. Emergency or Disasters by type

A. ACTIVE SHOOTER

Response to an active shooter is one of the most dynamic situations that anyone will ever face. Prior to the arrival of police personnel, how you respond to an active shooter will be dictated by the specific circumstances of the encounter. Remember, there could possibly be more than one active shooter in the same situation. If you find yourself in an active shooter situation, try to remain calm and use these suggested actions below to help you plan a strategy for survival.

Another important factor is that the assailant can be armed with something other than a firearm. The rules below are still applicable.

Current federal government guidelines recommend that you ***RUN! HIDE! FIGHT!***

1. **Run!**

- Have an escape route and plan in mind.
- Leave your belongings behind. Time is critical!
- Keep your hands visible and follow all commands given by law enforcement personnel.

2. **Hide!**

- Quietly hide in an area out of the active shooter's view.
- Block entry to your hiding place and lock the doors if possible. If an escape appears, then **RUN!**

3. **Fight!**

- As a last resort and only when your life, or others, is in imminent danger.
- Attempt to incapacitate or subdue the active shooter.
- Act with physical aggression or throw items at the assailant.

Suggested Checklist for an Active Shooter Emergency

Contact Authorities

- Use Emergency 911 for a direct call to the Shreveport Emergency Dispatch. They will then contact the necessary agencies to respond.
- Dial (318) 455-5497 for the LSUS Police Department's on-duty officer.
- Or, email to police@lsus.edu

Be aware that the Police and 911 systems may be overwhelmed. Program the LSUS Police Department cell number into your phone for emergency use and also consider email. Email may be an option when, under certain circumstances, you are unable to connect via phone. Other options available may be the LSUS FaceBook page or Twitter.

What to report:

- Your specific location (Building name, floor and office/room number).

- Number of people at your specific location.
- Number and type of any injuries (if present).
- Number and location(s) of the suspect(s). Relay information such as: race, gender, clothing description, physical features, with or without a backpack or bag, weapon types (i.e. rifle), shooter's identity (if known) and if there other locations of gunfire or explosions.
- Make sure that you provide your name/number to dispatch. You may feel safer by leaving campus but authorities will need to conduct a post-incident investigation and they will need to briefly interview you.
- If you are unable to speak, leave the phone line open so the dispatcher can hear what is taking place in the background.

What should you do:

- Move to an area that you deem to be safe.
- If you are outdoors, disperse and seek concealment.
- If you are inside a building, you **MUST** get out of the hallways and corridors; so quickly find an unlocked room, office or restroom that you can seek refuge in. Continue moving away from the incident as you do so. Keep in mind that occupants already in a room may have secured that particular door and will be apprehensive to unlock it.
- Lock and barricade the door(s).
- Do NOT stand by doors or windows.
- Turn off lights and close blinds (if available).
- Turn off radios, televisions or other sounds emitting electronics. (Silence all cell phones)
- Keep you and your occupants calm, quiet and out of sight. It will aid in decision making.
- Take adequate cover or protection by hiding behind thick desks, concrete walls or filing cabinets.
- Follow the information sent to you via the PA system and/or the RAVE Alert emergency notifications.
- If the active shooter makes entry to your place of refuge, there are **no** set procedures. The decision to **RUN! HIDE! FIGHT!** can only be made by **you** based on the circumstances.

Departing or un-securing your area of refuge:

- Consider the risks before departing rooms. Remember that the shooter will not stop until engaged by an outside force.
- Attempts to rescue people should only be made if it can be accomplished without further endangering the persons already in the secured area.
- Consider the safety of masses vs. the safety of a few.
- If doubt exists for the safety of the individuals in a secured area, that area should remain secure.
- Remember, assailants will not be wearing any type of uniform that distinguishes them from others.

- If the active shooter has left your immediate area and the environment appears safe, you may proceed (**QUICKLY**) to a safer place.
- **DO NOT TOUCH ANYTHING** that was in the area of the active shooter in case there were explosives left behind and to preserve crucial evidence.
- Do not try and move anyone who was injured. Immediately notify emergency first responders, when you're safe, of their location and severity

What should you expect from first responders:

- Their responding personnel's first objective is to immediately engage and subdue the assailant(s). They will not stop to render aid to the injured.
- The law enforcement first responders will be LSUS Police Department Officers followed shortly thereafter by Shreveport Police Department, Caddo Parish Sheriff's Office along with other State and Federal Agencies so expect different styles and colors of uniforms to be seen. There could be officers respond in civilian style clothing with an external ballistics vests or other tactical clothing.
- Law enforcement first responders will also be carrying weapons of varying sizes and calibers. Do as they instruct and do not fear them.
- Once all threats have been met and subdued, emergency medical personnel will then enter to triage and evacuate any victims.
- Facilitate follow-up medical care, interviews and counseling.
- Begin the post incident investigation.

B. BOMB THREATS

IMPORTANT: REPORT ALL BOMB THREAT CALLS TO THE LSUS POLICE DEPARTMENT IMMEDIATELY AT (318) 455-5497 OR TO 911.

Any person receiving a phone call that a bomb or other explosive device has been placed on campus is to ask the caller:

- When is the device going to explode?
- Where is the device located?
- What kind of device is it?
- What does it look like?
- Why did you place the device?

Keep the caller on the phone as long as possible! Listen carefully to the caller and record the following:

- Date and time of the call.
- Exact words of the caller.
- Approximate age and sex of the caller.
- Speech pattern or accents.
- Emotional state.
- Are there any background noises?

The LSUSPD will report the bomb threat to the Shreveport Police and Fire Departments and begin coordinated searches of the campus or specific buildings.

If you see any suspicious objects on campus, report it and its location immediately to the LSUSPD. **DO NOT MOVE, HANDLE OR OTHERWISE TOUCH THE OBJECT!** Clear the area immediately. A building evacuation may be ordered whenever there are sufficient facts to indicate that the threat is credible and the order to evacuate will sent out to the campus community.

C. UTILITY FAILURES

At any moment, the utility services to LSU Shreveport can be disrupted. The following sections break each type of utility failure down and offer steps to take to reduce the risk of injury or property loss. If a utility failure is suspected, contact the LSUS Police Department at (318) 455-5497 and/or the LSUS Facility Services at (318) 797-5360. The LSUS Facility Services hours of operation are M-F, 7:30AM to 4:30PM. The LSUSPD can be contacted at any time.

Electrical/Power Failure

Most buildings are equipped with battery powered emergency lighting on the walls. Use these to navigate around the buildings in a calm and cautious pace to the nearest exit. Individual offices or departments would be wise to keep their own personal flashlight just in case.

Electrical Short-Circuit or “Shorts”

If there is an electrical short in a piece of equipment, pull that equipment’s plug from the wall outlet. LSUS Facility Services need to be notified. They may need to pull and/or replace certain circuit breakers so try to unplug as much computer equipment as possible to reduce a surge when electrical power is reintroduced to that area. If your equipment is plugged into a surge protector, you do not need to worry with unplugging the equipment.

Plumbing Failure and Flooding

Shut off and unplug all electrical equipment and if necessary, vacate the area being flooded. Contact the LSUS Facility Services so they can shutoff and fix the failure as well as place proper signage to reduce the chances of a “slip and fall” type accident.

Gas Leak

A gas leak can be identified by a sulfur or “rotten egg” odor. Cease all operations immediately and shut off any sources of ignition. This includes unplugging equipment. Do not switch on any lights, equipment or use a cellphone because electrical arcing could trigger an explosion.

Immediately evacuate the area while closing doors as you go. When you are out the odor and relatively safe, call the LSUS Police Department! The LSUSPD will assist with the

evacuations and notify LSUS Facility Services who will begin to isolate and shutoff service to that area.

There are numerous gas utility lines on campus that are buried underground. If you encounter the “rotten-egg” odor, hear a hissing/roaring noise that is accompanied by a white cloud coming up from the ground, immediately move into the direction of where the wind is blowing **FROM** and get away from the location of the leak. Call the LSUSPD immediately!

Elevator Failure

If you become trapped in an elevator, activate the “Call” button on the control panel that will direct dial the LSUSPD. You can also try using your cellphone if there is a signal. If the call fails to go through, many elevator cars have an alarm bell button. Continue to activate it to summon help.

The LSUSPD will notify the LSUS Facility Services to begin their response. Someone experienced in the operation and maintenance of elevators will be requested to arrive to let you out.

You should NEVER do the following:

- Get into and operate an elevator with the doors stuck open.
- Pry the doors apart in order to exit.
- Never exit an elevator stuck between floors unless instructed to do so by a member of the LSU Facility Services or an elevator maintenance contractor.

If you are standing outside of the elevator and you hear the alarm bell ringing, reassure the occupant(s) of the elevator car that you are there and that you are getting help. You need to then call the LSUSPD or designate someone to do so and stand near the elevator until that help arrives.

D. HAZARDOUS MATERIAL SPILLS

Immediately report any spill of a hazardous, chemical or radioactive material to the LSUSPD. Generally, these types of materials will be in a container clearly marked with a warning label. Also notify your direct supervisor. When reporting the spill, be specific about the nature and amount of the material involved along with the location of the spill.

If a chemical is splashed or spilled on an individual, immediately begin to wash the chemical from the victim utilizing eye-wash or showers depending on the location of the chemical on the victim. Contaminated clothing must be removed. Contact the LSUSPD immediately.

The instructor or supervisor should initiate the small-scale evacuation of the room immediately to limit the exposure to others. When evacuating, move crosswind or upwind to avoid fumes.

Required clean-up will be directed by appropriate authorities.

E. SEVERE WEATHER

Observing media outlets and planning ahead of time will greatly reduce the dangers associated with severe weather. Keep in mind that severe weather such as tornadoes, high thunderstorm winds and flash flooding can occur in the Ark-La-Tex region year-round and at any time of the day.

Tornadoes

Tornado Watch – Means that the Storm Prediction Center (SPC) in Norman OK has identified a geographical area that has the potential to see tornados during a particular time frame.

PDS Tornado Watch – Means that the SPC has identified the geographical area to not only experience tornados over a particular time period but that the tornados will also be large, destructive and numerous. PDS Tornado Watches are rarely issued each year.

For “watches”, the LSUS emergency alert systems will not be activated. Notice may be made to various LSUS social media pages though.

Tornado Warning – Means that either the local National Weather Service (NWS) Doppler radar has indicated a strong rotation in a particular thunderstorm or that trained weather spotters have visually identified a lowering and rotating cloud base or tornado. **TAKE SHELTER IMMEDIATELY if you are in a warned area!**

Notifications to the campus may not be able to be made in time, so be alert to changing weather conditions. If LSUS is able to send out advance warning via notifications and/or PA, an “all-clear” message will be sent at the conclusion of the weather threat.

Suggested Actions:

- Take notice of your environment, building or rooms that you often frequent and identify the best areas to take shelter in case of a tornado warning.
- Stay tuned to media sites for information as the day or evening goes along keeping up to date on where the thunderstorms are located.
- If a warning is issued:
 - a) Get to an interior room on the lowest floor possible such as a bathroom or office and use your arms to protect your head and neck.
 - b) Avoid large classrooms or large span structures such as the main portion of the Science Lecture Auditorium or the Gymnasium.
 - c) Avoid exterior walls and windows.
 - d) If you are caught outdoors, get into a low-lying ditch or ravine.
 - e) If you are in a motor vehicle, get out and get into the ditch or nearby building.
- Faculty and staff should keep a small flashlight in their offices or department.

- Depending on some cellphones, the NWS will send out emergency alerts to individuals in the warned area.

Severe Thunderstorms

Severe thunderstorms are quite frequent in the Ark-La-Tex and are classified as severe by the National Weather Service based on the storm's damaging winds and destructive hail. Remember, even though a tornado watch was not in effect; strong to severe thunderstorms can still produce an isolated tornado.

Thunderstorm Watch – the threat exists for thunderstorms to develop in a specific area capable of producing high winds, large hail and an isolated tornado.

Thunderstorm Warning – a storm was confirmed as possessing one of the above listed criteria and poses an immediate threat to the public. Typically, alerts are NOT sent out to the campus for this type of warning.

Flooding

Another product of severe storms is heavy torrential rainfall. Heavy rains combined with urban development in the Shreveport area can produce flash flooding.

Remember... ***TURN AROUND, DON'T DROWN!***

Suggested Actions:

- Avoid driving your motor vehicle through high and swift water.
- Water may begin to enter buildings due to poor or overwhelmed drainages. Try to control the flow of water, locate an LSUS Facility Services Custodian and/or call the LSUSPD.
- Unplug any power cords in the immediate area.

Winter Weather

Winter weather, such as snow sleet and ice, does occur on occasion in the Shreveport area. These weather types can be quite treacherous to drive on and is compounded more so when it occurs in a region not usually accustomed to it. Winter weather in this region is also tough to forecast and predict. LSU Shreveport students, faculty and staff are encouraged to monitor the local media outlets and LSU Shreveport's web or social media pages concerning the weather and any associated closures or delays.

F. FIRE & FIRE SAFETY

Fires on LSU Shreveport Property

Report all fires on the property, no matter how large or small, to the LSUSPD or to the Shreveport Emergency Dispatch using 911.

In the areas that you frequent the most, take note of where available fire extinguishers and alarm pull stations are located. All buildings have clearly marked and readily accessible fire extinguishers. Many buildings have manual alarms or “pull stations” in order to activate the audible alarm. A small number have an Automated Fire System that uses heat sensors for fire detection.

All fires on LSUS property must be reported to the LSUSPD to be provided to the United States Department of Education annually.

“What if...”

...you see flames? Activate the nearest fire alarm pull station, exit the area and call 911.

...you smell smoke? Contact the LSUSPD and notify them of who you are, your location and what you have observed. LSUSPD personnel will inspect the area for the source and if need be, contact the Shreveport Fire Department via radio.

...you hear the audible fire alarm? Immediately evacuate the building. Do not reenter the building and if smoke is present, stay low to the floor. Also, try to assist the disabled and avoid using the elevator.

Fire Extinguishers

Fire extinguishers are placed in buildings where they are readily handy and clearly visible. Some fire extinguishers are also designed to be effective for certain types of fires. This is a list of fire extinguisher types:

- i. **Type A – Ordinary Combustibles** – effective for burning wood, paper, trash and other combustible materials.
- ii. **Type B – Flammable Liquids** – effective for fires involving oils, gasoline, paints, solvents or cooking grease.
- iii. **Type C – Electrical Equipment** – for electrical wiring and equipment, fuse boxes and other electrical sources.
- iv. **Type ABC** – is a multipurpose extinguisher.

How to use an extinguisher

PASS = Pull – Aim – Squeeze – Sweep

- Pull the pin.
- Aim the nozzle at the base of the fire while standing back approximately 8 feet.
- Squeeze the handle or trigger to activate the extinguisher.
- Sweep from side to side.

G. FIRST AID & AUTOMATED EXTERNAL DEFIBRILLATORS

First Aid

All LSUSPD Officers have been trained in emergency first aid and each police patrol vehicle has a stocked first aid kit on board. This kit serves as stop gap measure until trained medical professionals arrive to provide a more expansive level of care to the injured.

Additionally, the LSUSPD has placed smaller first aid kits in various spots on campus to provide bandages and such to smaller injuries such as scrapes or minor cuts. Those kits can be found in the following locations:

- Administration Building – Switchboard / Helpdesk.
- Bronson Hall – Room 226
- Business and Education Building – Room 101D.
- Community Outreach Building – located on the hallway wall.
- Facilities Services – On the wall in the shop area.
- Health & Physical Education – Room 107.
- Noel Library – First Floor Helpdesk.
- Red River Watershed – located on a hallway wall.
- Science Building – Room 104.
- Science Lecture Auditorium – Under the lectern.
- Technology Center – Continuing Education Offices – First Floor.

Reporting

As a requirement from the Office of Risk Management, the LSUSPD needs to be contacted when an injury or incident, regardless of severity, occurs in order to investigate the cause and to make any necessary changes to avoid future incidents.

Automated External Defibrillators (AEDs)

The LSUSPD carries an AED in each police patrol vehicle for instances of a heart-related matter and LSUSPD Officers are regularly trained in the use of these devices. The LSUSPD also has an AED placed on the first floor of the University Center (outside of the Pelican Room) and the LSUS Athletic Department has AEDs for their sporting events. All AEDs are maintained by the LSUSPD.