

### During Emergency

The Chancellor and the Office of Communication and University Relations have primary responsibility for releasing information to the news media. Major incidents and emergencies may draw interest from local or national media. It is of paramount importance that only accurate, factual information is released. Incorrect or incomplete information could be detrimental to the University, its employees, and its students. Refer all news media inquiries to the Office of Public Affairs' Media Relations department, Lakeshore House, at 578-5985.

If the Media Relations department cannot be contacted, call LSU Police at 578-3231.

### GENERAL EMERGENCY PROCEDURES

When you become aware of an emergency situation where life or property is threatened, contact LSU Police dispatch immediately at 578-3231. It is imperative that you follow the directives of emergency response personnel. Know the location of safety equipment in your work area and learn how to use the equipment. Familiarize yourself with emergency evacuation routes for your building.

#### What You Should Do

1. Calmly tell the communications officer the following:
  - a. Who you are and your location.
  - b. The nature of the emergency.
  - c. If anyone needs medical attention
  - d. Any circumstances that may help or impede response personnel.
  - e. A call-back telephone number where you can be reached.
2. Try to remain calm, inform others that help is coming, and follow any directions given by emergency personnel.
3. Notify the Office of Public Affairs as soon as possible at 578-8654.

#### What Will Happen

1. The communications officer may ask you or additional information and/or give you directions on proper response.
2. The communications officer will contact appropriate emergency response agencies. LSU Police will coordinate the response. Emergency personnel will handle the situation and give further instruction to affected persons.

### MEDICAL EMERGENCY

#### What You Should Do

1. Call LSU Police at 578-3231.
2. Give the communications officer the following information:
  - a. Your name and the location of the injured/ill person(s).
  - b. Type of injury or illness.
  - c. Approximate age of victim(s).
  - d. Status of victim(s):
    - i. Is the victim conscious?
    - ii. Is the victim breathing?
    - iii. Is the victim bleeding?
  - e. Any known medical condition of the victim(s).
  - f. A call-back telephone number where you can be reached.
3. Do not move the victim(s).
4. Do not attempt to give medical care unless you are trained to do so. Provide first aid if you are qualified to perform it.
5. Stay with the victim(s) to reassure him/her until help arrives.

#### What Will Happen

1. The communications officer will notify police officers and EMS if it appears necessary from information gathered.
2. Police officers will respond and assess the situation for further response. EMS will be notified, if necessary and not already done.
3. Police officers will provide first aid if needed, according to their training until EMS arrives.
4. If the victim(s) are ambulatory and do not need EMS, the police or department staff may provide transport to the LSU Student Health Center.

#### ELEVATOR EMERGENCY

##### What You Should Do

1. Use the elevator telephone to call LSU Police at 578-3231.
  - a. Tell the communications officer your name and explain your situation.
  - b. Tell the communications officer your location, including the name of the building and the location of the malfunctioning elevator.
  - c. Tell the communications officer how many others, if any, are in the elevator with you.
2. If the elevator you are in has no telephone or the telephone does not work, push the "emergency" or "bell" button until you hear acknowledgement that help is on the way.

3. Do not attempt to exit the elevator through a hatch or pry the doors open.
4. Do not exit the elevator if the doors open and you are between floors, unless instructed to do so by emergency personnel. The elevator could move, endangering your life.

#### What Will Happen

1. The communications officer will notify LSU Police and maintenance to respond.
2. LSU Police will respond and will stay on scene until maintenance arrives.
3. Maintenance will respond and provide safe exit from the elevator. The fire department or the elevator company will be called if further help is needed.

#### POWER OUTAGE

##### What You Should Do

1. Remain calm and stay where you are.
2. Assist others in your area who are not familiar with the space.
3. Call LSU Police at 578-3231.
  - a. Tell the communications officer your name and location.
  - b. Tell the communications officer what areas are affected by the power outage.
  - c. Tell the communications officer how long the power has been out.
  - d. Give the communications officer a call-back telephone number if more information is needed.
4. Do not open cold rooms, refrigerators, incubators, or other temperature-sensitive areas.
5. Evacuate only if instructed to do so by emergency personnel or by your supervisor.

#### What Will Happen

1. The LSU Police communications officer will notify police officers and maintenance to respond.
2. Responding personnel will determine if outside help is needed and consult with department management of the areas affected.
3. If an evacuation is necessary, responding emergency personnel will coordinate the evacuation.

#### FLOOD OR WATER DAMAGE

##### What You Should Do

##### In Case of Flooding:

1. Call LSU Police at 578-3231.

- a. Tell the communications officer your name and location.
  - b. Tell the communications officer the exact location of the flooding, including all areas affected.
  - c. Tell the communications officer the source of the flooding, if known.
  - d. Give the communications officer a call back number if more information is needed.
2. Evacuate the area if you feel your safety is at risk, especially if the flooding is near electrical equipment.
  3. If you know the source of the water and are confident you can stop the flooding safely, do so (i.e., turn off valve or unclog drain).
  4. Notify the Office of Public Affairs as soon as possible at 578-8654.
- In Case of Water Damage follow Steps 1 and 2 above.

#### What Will Happen

1. The communications officer will notify police officers and maintenance to respond.
2. Responding personnel will identify the source and stop the flooding as soon as possible.
3. If a risk is identified because of the flooding, affected areas may be evacuated.
4. Necessary repairs and clean up will be initiated.
5. The all-clear to return will be given by responding personnel when appropriate.

#### FIRE

##### What You Should Do

1. If you smell or see smoke or fire, begin evacuation by pulling an alarm station.
2. Call LSU Police at 578-3231 as soon as it is safe to do so.
  - a. Tell the communications officer your name and location.
  - b. Give the communications officer the exact location of the fire and any other information you may have about the fire.
3. Do not attempt to fight the fire yourself unless you have been trained in the use of firefighting equipment and it is safe to do so.
4. Evacuate the building, closing doors behind you to contain the fire. Exit via stairwells only; DO NOT attempt to use elevators.
5. Exit quickly and do not attempt to take anything with you.

6. Assist disabled persons or direct emergency personnel to them.
7. Try to avoid letting the fire or heavy smoke come between you and an exit. If you get caught in heavy smoke, take short breaths, crouch down, or crawl.
8. If the fire or smoke keeps you from exiting the building, go to a room far away from the fire, shut the door, open or break a window, and signal for help.
9. Once outside and at a safe distance from the building, only return to the building when instructed to do so by emergency personnel.
10. Notify the Office of Public Affairs as soon as possible at 578-8654.

#### What Will Happen

1. The communications officer will notify the Fire Department upon determination that an emergency exists. In the event of a residence hall fire alarm or report of fire, the Fire Department is called immediately by the LSU Police communications officer.
2. LSU Police will respond and coordinate with fire personnel.
3. Once the actual fire or fire alarm situation is resolved, LSU Police, Office of Occupational & Environmental Safety, or the fire personnel will give the all-clear to re-enter the building or will give other directions.

#### HAZARDOUS MATERIALS INCIDENT

##### What You Should Do

1. Call LSU Police at 578-3231 and the Office of Occupational and Environmental Safety (OES) at 578-5640. If radioactive sources or materials are involved, also call the Radiation Safety Office at 578-2747.
  - a. Tell the communications officer your name and location.
  - b. Give the exact location of the hazardous material spill/release.
  - c. If possible, give the source, character, amount, and extent of the material spill/release.
  - d. If the material is leaking from a vehicle, give the vehicle description, including any placarding.
  - e. Notify the communications officer of any injuries.
  - f. Leave a call-back telephone number where you can be reached.
2. Find a safe place in the general area, upwind of the spill area if possible.

3. Shut all windows, turn off open flames, and open hoods in the area if it is safe to do so.
4. Keep others from entering the affected area.
5. Stay a safe distance from the material that has been spilled or released, and wait for police officers and safety personnel to arrive.
6. Avoid tracking or spreading the substance into other areas, but remain in the general area until allowed to leave by authorized personnel.
7. Notify the Office of Public Affairs as soon as possible at 578-8654.

#### What Will Happen

1. The responding police officer(s) will secure the scene by forming a perimeter and tending to any injured persons.
2. The responding officer(s) will communicate initial findings to the police supervisor or communications officer.
3. Police will notify the responsible facility personnel.
4. Police will notify a state or local agencies if their help is needed or if notification is required.
5. Evacuation, containment, and clean up will be conducted as directed by LSU Police or state/local agency incident commander.
6. You may be asked to participate in a follow-up investigation of the incident.

#### EVACUATION

Different emergencies require different evacuation needs. This booklet contains evacuation directions for most emergencies. When evacuation is not directed for the emergencies in this booklet or by obvious circumstances, you should stay where you are until given direction by emergency personnel. The unpredictable nature of emergency situations requires quick action and clear thinking to avoid injury. The decision to evacuate is based on factors that give you the best chance of remaining safe and that avoid putting you in a more harmful situation. Individual building evacuation plans can be obtained from the Office of Occupational & Environmental Safety.

#### When To Evacuate

1. Anytime you hear the fire alarm bells in your building.
2. If you smell smoke or know an actual fire is burning.
3. When instructed to do so by official safety personnel.

Certain circumstances may prevent safe evacuation. If this happens, move away from the danger and find shelter in an area with a window to facilitate rescue. Try to notify rescuers of your location.

#### When Not To Evacuate

1. When a tornado warning is sounded. (Find appropriate shelter within your building.)
2. During a hostile intruder situation, unless asked to do so by official safety personnel.
3. During a hostage/barricade situation.
4. During a power failure.
5. When instructed not to evacuate by official safety personnel.

These situations require you to remain where you are initially. Emergency personnel will direct you when it is safe to evacuate.

#### What To Do If You Must Evacuate

1. Listen carefully to instructions of emergency personnel.
2. Remain calm.
3. Close your office door as you leave.
4. Do not try to gather materials on the way out; leave quickly.
5. Keep talking to a minimum, but warn others who may not be evacuating or may not have been notified.
6. Exit via stairwells, not elevators.
7. Do not smoke.
8. Alert emergency personnel of any disabled persons who need assistance.

#### Area Evacuations

Certain emergencies may affect a specific area of campus. In this case, persons in those areas will be evacuated to a designated site on campus. Emergency personnel may then direct you to a primary or secondary evacuation site. Because of variable factors, such as the type of emergency and wind direction, the evacuation site will be designated at the time of the event and communicated via emergency telephones, e-mail, fax, and other means.

#### Campus Evacuation

An emergency that dictates the evacuation of the entire University will be handled in conjunction with the emergency procedures of the City of Baton Rouge and the surrounding communities. People who have their own transportation should listen to radio, television, and e-mail announcements identifying the designated exit routes from campus. Members of the campus community who depend on public transportation should congregate at the nearest bus stop, unless the area has been restricted. In that case, they should find another bus stop or call campus police for instructions. If the emergency involves a spill or release of airborne contaminants, sheltering in place may be used in lieu of evacuation. In such cases, the building coordinator/senior administrator will be notified and asked to spread the word.

## HURRICANE

### Preparation for Hurricane Season

Although hurricane season begins June 1, hurricane preparations can begin months in advance of the actual event. The following are steps you can take prior to hurricane season:

#### At home:

1. Be aware of your home's vulnerability to events that occur during a hurricane, including storm surges, flooding, and wind.
2. Be aware if you live in an area that could be evacuated.
3. Complete a plan with your family members so everyone will know where to go in the event that you must evacuate.
4. Be familiar with evacuation routes.
5. Prepare a disaster-supply kit, or if you already have one, make sure you have all necessary supplies, including:
  - a. bottled water for drinking (enough for your entire family for at least three days);
  - b. flashlights;
  - c. battery-operated radio or television;
  - d. batteries for all equipment;
  - e. canned food (preferably that does not need to be heated) and a manual can opener;
  - f. dry food (bread, peanut butter, crackers, etc.);
  - g. blankets;
  - h. pillows; and
  - i. extra battery and car charger for cellular phone.

#### At work:

1. Be aware of your work building's vulnerability to events that occur during a hurricane, including storm surges, flooding, and wind.
2. Ask your supervisor whether your department is considered essential in times of emergency.
3. Prepare a disaster-supply kit for work, especially if your department is considered essential, including:
  - a. bottled water for drinking;
  - b. flashlights;
  - c. battery-operated radio or television;
  - d. batteries for all equipment;
  - e. canned food (preferably that does not need to be heated) and a manual can opener;
  - f. dry food (bread, peanut butter, crackers, etc.);
  - g. blankets; and
  - h. pillows.
4. Be familiar with evacuation routes from campus.

#### Hurricane Season

During hurricane season, there are several tasks one must complete to maintain safety during this potentially dangerous time.

#### What You Should Do

1. Monitor the weather via reliable television or radio stations or Web sites.
2. Regularly monitor your supplies in your disaster supply kit.
3. Evacuate if ordered to do so. If you are essential personnel and have been told you need report to campus in times of crisis, contact your supervisor for instructions.
4. If you are essential personnel, your normal work duties may be augmented in times of crisis.

#### What Will Happen

1. Officials at LSU will monitor any tropical storm and/or hurricane that forms and will announce any closures in local media and by broadcast e-mail. You may also find updates on the LSU Web site at [www.lsu.edu](http://www.lsu.edu) or at LSU's emergency hotline, 578-INFO.
2. Campus officials have designated critical personnel who will stay for the duration of the storm in compliance with PS-18.

Other sections of the Emergency Procedures Book that may prove useful during hurricane season include:

- Power Outage
- Flood or Water Damage
- Tornado
- Medical Emergency

- Evacuation

#### TORNADO

A tornado warning is an alert from the National Weather Service stating that a tornado has been sighted. Warnings are received at the dispatch center. Information and directions will be transmitted via the "Emergency Broadcast Network," fax, e-mail, or other available means. Note that this warning may not be able to be transmitted, may not reach everyone, and/or may be too late for people to respond. For that reason, all staff and students should be watchful and responsible during potential weather emergencies and advise others to take cover when they become aware of a tornado warning for the immediate campus area.

#### What You Should Do

1. Move to the basement or ground floor center hall of the building where you are located; close office doors as you leave.
2. Do not use elevators.
3. Stay away from windows and doors with glass panes.
4. Sit or crouch in an inner hall or room.
5. Do not leave the tornado safety area until given the all-clear from emergency personnel or other responsible individuals.
6. Do not get into your vehicle or attempt to drive anywhere.

#### What Will Happen

1. LSU police officers will monitor the situation with the National Weather Service and local authorities.
2. Once the tornado threat has passed, officers will notify building occupants and give the all-clear.

#### BOMB THREAT

#### What You Should Do

1. If you receive a bomb threat via a telephone call, listen carefully and write down everything that is said, starting with the exact time of the call.
2. Keep the caller talking as long as possible and ask the following:
  - a. What is the identity of caller?
  - b. Where is the bomb located?
  - c. When will the bomb detonate?

- d. What type of bomb is it?
- e. What does the bomb look like?
- f. Why was the bomb planted?
3. Determine characteristics of the caller.
  - a. Approximate age
  - b. Gender
  - c. Accent
  - d. Voice characteristics (calm, nervous, excited, laughing)
4. Listen for background noises: other voices, traffic, airplanes, trains, machinery, music, etc.
5. Call LSU Police at 578-3231 immediately after finishing the call.
  - a. Give the communications officer your name, telephone extension, and room number.
  - b. Tell the communications officer that you received the bomb threat and give a basic description of the nature of the call.
  - c. Stay in the area so that you can meet with the responding officer.
  - d. Locate the building coordinator and ask him/her to stand by for the responding officer.
6. Notify the Office of Public Affairs as soon as possible at 578-8654.

#### What Will Happen

1. The communications officer will notify police officers from LSU Police and the Baton Rouge Police Department, as appropriate.
2. Police may conduct a search of the building(s) mentioned.
3. After speaking with the person who took the call, University officials and LSU Police, in conjunction with the Baton Rouge Police, will decide what further action should be taken, including possible evacuation.

#### CRIMINAL INCIDENT

##### What You Should Do

1. Report any crime in progress on campus to LSU Police at 578-3231.
  - a. Tell the communications officer your name and your location.
  - b. Give a description of what is taking place.
  - c. Give a thorough description of any suspect(s): physical description, clothing, vehicle information, and direction of travel.

- d. Tell the communications officer if there are any injuries and the extent of those injuries.
- e. Give the communications officer a call-back telephone number in case more information is needed.
2. Report any crime in progress off campus to 911.
  - a. Tell the dispatcher your name and your location.
  - b. Give a description of what is taking place.
  - c. Give a thorough description of any suspect(s): physical description, clothing, vehicle information, and direction of travel.
  - d. Tell the dispatcher if there are any injuries and the extent of those injuries.
  - e. Give the dispatcher a call-back telephone number if more information is needed.
3. To report routine or non-emergency incidents, call LSU Police at 578-3231.
4. Notify the Office of Public Affairs as soon as possible at 578-8654.

#### What Will Happen

1. LSU Police or Baton Rouge Police Department officers will respond to the incident, take appropriate action, render any assistance needed, and gather report information.
2. Other agencies or LSU personnel will be notified as necessary.

#### HOSTILE INTRUDER

##### What You Should Do

1. If you become aware that a hostile intruder has entered your building, immediately call LSU Police at 578-3231.
  - a. Tell the communications officer your name and location.
  - b. Tell the communications officer what is taking place, such as, "an armed person is in the building."
  - c. Inform the communications officer if there are any injuries and the location of injured person(s).
  - d. Give the communications officer a description of the person(s) involved and the individual's exact location or direction of travel.
  - e. Advise dispatch if suspect is armed, and if so, with what type of weapon.
  - f. If possible, stay near a phone and give the communications officer that number for further communications.
  - g. Do not approach the person(s); keep out of sight.

- h. Stay put and lock the entrance to the room, if possible, or block the entrance.
- i. Do not leave the building unless instructed to do so by identified emergency personnel.
2. Notify the Office of Public Affairs as soon as possible at 578-8654.

#### What Will Happen

1. The communications officer will notify LSU Police, and responding officers will contact any additional police departments, as necessary.
2. LSU Police will coordinate a response based on information gathered. Once the situation is under control, the police incident commander will give the all-clear to evacuate the building, and all appropriate parties will be informed of the incident.

#### SUSPICIOUS OBJECT

##### What You Should Do

1. If you see or become aware of a suspicious object or receive a suspicious letter or parcel, do not handle it or allow anyone to go near it.
2. Call LSU Police at 578-3231.
  - a. Tell the communications officer your name, telephone extension, and location.
  - b. Tell the communications officer why the object is suspicious.
  - c. Wait for the responding officer to arrive to give further information.
3. Notify the Office of Public Affairs as soon as possible at 578-8654.

#### What Will Happen

1. The communications officer will notify LSU Police, and responding officers will contact any additional police departments, as necessary.
2. Responding officers will meet with the caller to gather information.
3. Police management will decide if further actions are needed after consulting with University officials. This may include evacuation or notification of city or state agencies, such as the Baton Rouge Bomb Squad or the Baton Rouge Police Department.