

Louisiana State University

Office of Facility Services

Operating Instruction 4009

Revision:

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SUBJECT: PLAN OF ACTION FOR NATURAL DISASTER/MAN-MADE CRISIS**PROCEDURES****A. FIRE SAFETY**

1. A major component of the Office of Facility Services Fire Safety Program includes the facility alarm systems, which is reliable and distinctive, reaches those trained to respond, compels immediate attention, indicates the fire location and warns building occupants.
2. The portable fire extinguishers in the Facility Services Building are labeled according to the class of fire for which they should be used and the letters are designated by a different color and shape.
 - a. Class A fires involve ordinary combustible materials, such as wood, paper, or clothing.
 - b. Class B fires involve flammable or combustible liquids, such as greases, gases, and similar materials.
 - c. Class C fires consist of live electrical equipment. Once the electrical field is de-energized, Class A or B extinguishers may be used.
 - d. Class D fires involve fires that occur in combustible metals, such as magnesium, lithium, and sodium
3. Each of the portable fire extinguishers at various locations in the Facility Services Buildings should have a data plate on it giving the class of each fire for which it is intended, operating instructions and servicing instructions.
4. Rules for extinguisher management include:
 - a. Do not obstruct any extinguisher.
 - b. Locations should be identifiable and easily recognizable.
 - c. Extinguishers should be fully charged.
5. To operate a portable fire extinguisher, remove the unit from the wall hook or bracket, (carry to the fire and use the PASS System), **P**ull the locking pin, **A**IM the nozzle at the

base of the fire, activate the trigger or Squeeze valve, and direct the discharge at the fire with SWEEPING left to right motions.

6. In the event of fire or smoke issuing from equipment or a building, which cannot be abated locally, Facility Services Personnel are to:
 - a. DIAL HELP (578-4357) Campus Police will notify the Fire Department and Office of Campus Safety.
 1. REPORT THE EXACT LOCATION OF THE FIRE AND THE TYPE OF FIRE (Type A, B, etc.)
 - b. CONTACT THE EXECUTIVE DIRECTOR OF FACILITY SERVICES AND THE DIRECTORS RESPONDING TO CRISIS, or the highest level of authority available and provide as much detailed information regarding the situation.
 - c. CONFINE THE FIRE WITH AN EXTINGUISHER IF YOUR SAFETY IS NOT ENDANGERED. If a small fire is in a confined location, such as a waste basket, keep the fire from SPREADING by using the fire extinguisher. The fire should NOT BE FOUGHT if it has spread from the point of origin, if the exit is blocked, or if the employee feels insecure with using the extinguisher.
 - d. If necessary, PROPERLY EQUIPPED EMERGENCY PERSONNEL WILL RESCUE ANYONE IN THE AREA THREATENED BY THE FIRE.
 - e. PERSONNEL SHOULD CLEAR THE AREA AND NOT INTERFERE WITH THE FIRE-FIGHTING PERSONNEL.
7. In the event that the Facility Services Buildings must be evacuated, ACTIVATE THE FIRE ALARM and follow the building exit signs and exit the building.
 - a. Evacuated personnel should keep clear of incoming emergency equipment.
 - b. The assembly area for personnel in closest proximity to the road between the Facility Services Building and Patrick Taylor shall evacuate to the West Patrick Taylor parking lot.
 - c. The assembly area for Facility Services employees in closest proximity to the Coastal Studies and Facility Services Annex shall evacuate to the parking lots in front of these buildings.
 - d. The assembly area for Facility Services employees in closest proximity to the Landscape Building shall evacuate to the parking lots in front of these buildings.

B. Bomb Threat Procedures

1. Upon receipt of a telephone bomb threat, the Facility Services Operator or the person receiving the telephone call shall:
 - a. REMAIN CALM AND WRITE DOWN WHAT HE/SHE SAYS. TALK CALMLY WITH THE CALLER.
 - b. Prolong the conversation as much as possible.
 - c. Note any distinguishing characteristics: old, young, particular accent, or dialect, tone of voice, such as excited, low, loud, and so forth.
 - d. Be alert for any BACKGROUND NOISES, such as music, bells, aircraft, industrial sounds, traffic, etc.

- e. ASK DELAYING QUESTIONS (i.e. Where is the bomb? When will it explode? Why is the bomb in the building? Who placed the bomb and why?)
 - f. Note if the caller indicates knowledge of the Facility Services complex by his/her description of locations in the facility.
 - g. Note the TIME/DATE the call was received.
 - h. The operator or person receiving the call shall IMMEDIATELY NOTIFY THE LSU POLICE (8-3231) AND INFORM THE FACILITY SERVICES EXECUTIVE DIRECTOR or his designee, who will determine an appropriate response. The Executive Director or his designee will meet the Office of Campus Safety Personnel and other units responding to this emergency situation at a location agreed upon at the time of the emergency.
2. It is anticipated that the Emergency Operations Center or Communications Group will NOT be activated for this type of emergency. If, however, the situation threatens other portions of the Campus, the aforementioned groups shall initiate the appropriate Plan (III) per PS-58.
3. EVACUATION PROCEDURES
 - a. Louisiana State University will respond to bomb threats on a case-by-case basis and will not necessarily commit itself to evacuate a building or not to evacuate a building until the circumstances of a particular bomb threat have been analyzed.
 - b. Whenever directed by the LSU Police, quietly evacuate the students, employees, and visitors from any suspected areas.
4. ACTION WHILE AWAITING THE AUTHORITIES
 - a. DO NOT TOUCH OR MOVE ANY UNFAMILIAR OR OUT-OF-PLACE OBJECTS.
 - b. DO NOT ATTEMPT A SEARCH. WAIT UNTIL THE PROPER AUTHROITIES ARRIVE (LSU POLICE / FIRE DEPT.)
 - c. Close all doors.
5. Whenever a bomb threat is received by means other than telephone communications, the person receiving the information shall immediately relay the message to the Facility Services Associate Vice Chancellor.
6. All information pertaining to the bomb threat shall be provided to the appropriate authorities when they arrive on the scene.
7. PUBLICITY
 - a. Publicity should be avoided as much as possible since this only generates tendency to create additional threats.
 - b. Only personnel authorized by the University may answer questions concerning the situation. Either the LSU Police Media Relations Dept. or the LSU Emergency Operations Center (See PS-58) shall issue proper information to the news media.
8. TELEPHONE PROCEDURES
 - a. Telephones MUST REMAIN OPEN so that any emergency information can be relayed without unnecessary delays.

- b. Calls to and from the campus may be limited by the Coordinator of Communications and Telecommunications and the telephone services may be limited to official business only.
- c. Other procedures are set forth in Section III of PS-58.

9. DEACTIVATION OF BOMB THREAT PROCEDURES

- a. When conditions warrant, the Facility Services Associate Vice Chancellor, after consultation with the LSU Police and other upper management personnel, shall deactivate the Bomb Threat Situation and employees, students, and visitors may resume normal activities.
- b. LSU police may be the last unit to be returned to normal routine duties due to the intensified requirements involving human and vehicular control during and after the Bomb Threat Situation.

C. HURRICANE PROCEDURES

1. When the Emergency Operations Center determines that an imminent threat from the hurricane force winds is headed toward the campus, the Emergency Operations Center will issue instructions to all departments to implement appropriate actions for the safety of personnel and property. Examples of specific actions to be taken by Facility Services Dep. Are included in the following:
 - a. Appropriate Facility Services crews should remove or secure all loose objects on the campus.
 - b. All blinds and shades should be closed.
 - c. Prepare emergency relief shelter for refugees.
 - d. Facility Services crews should be aware that no one should touch any fallen or damaged electric lines.
 - e. All Facility Services Departments will implement previously prepared written procedures to their designated department responsible.
2. The Emergency Operations Center may determine any or all of the following:
 - a. Immediate evacuation of the campus, except for pre-designated, emergency-duty personnel.
 - b. A "report-back" time and date, if one is determined.
 - c. Transportation mechanisms to be used.
 - d. Any other actions necessary of the safety of personnel and /or property.

D. Tornado or Explosion Plan

1. This plan would be used in the event of a tornado alert or the danger of an explosion when the Emergency Operations Center deems it would be more appropriate for the campus population to be in campus buildings and shelters than on the highways.
2. If a Tornado Warning is issued, it means that a tornado has been sighted in the area and persons should seek shelter.
 - a. Keep away from outside perimeter rooms and windows.
 - b. Close all shades and blinds in the buildings.

- c. Go to a designated shelter or to an interior hallway on the lowest floor. Stay away from windows.
 - d. If you are outside, lie flat in the nearest depression, such as a ditch or culvert.
 - e. If lightning storms occur, if you feel your hair stand on end (indicating lightning is about to strike) drop to your knees, bend forward, and put your hands and head on your knees.
 3. If an explosion occurs and / or Tornado Warning issued, the Emergency Operations Center may determine to:
 - a. Instruct the campus population to move to protected areas and / or emergency shelters.
 - b. Adjustments to class schedules.
 - c. Designate and stock emergency shelters.
 - d. Issue special instructions to various segments of the campus to ensure the safety of personnel and property.
- E. Class II Emergency - Overturned trailer / tank truck or Rail Car
 1. Facility Services shall comply with the aforementioned Plan as established in PS-58.
 - a. Upon notification of Class II emergency, the LSU Police will initiate a Disaster Control Response Plan and advise the Emergency Operations Center for a decision on the need for a Population Control Response.
 - b. If the emergency was NOT caused by University Personnel, those responsible for the emergency situation should be contacted immediately by appropriate University officials as outlined in PS-58 and given a detailed report of the situation and advised of their responsibility for abating and clean up.
 - c. All numbers, placard colors, and identifying symbols affixed to the truck / trailer / railroad car should be noted and the information given to the Campus Safety Officer.
 - d. University personnel shall not attempt to abate the emergency (except in extreme cases where common sense and judgment demand it).
- F. Class III Emergency – Hazardous Material Leak / Spill
 1. This emergency situation concerns and accident involving a hazardous material leak or spill. The impending disaster would be a strong possibility of an explosion in the immediate area or transmission of vapors which would be harmful or fatal.
 - a. Assuming the LSU Police will be the first contact with a Class III emergency, they will initiate the Disaster Control Response plan and advise the Emergency Operations Center for a decision on the need for a Population Control Response Plan. The Disaster Control Response will involve assistance by other agencies, including the State Police, City Police, Fire Dept., and LSU Fireman Training Center.
 - b. If necessary, an on-site Command Post will be established as a direct liaison with the Emergency Operations Center. The Chief Command post administrator will

be the ranking official of the agencies assuming responsibility for the disaster control.

G. Other Emergency Situations

1. The Office of Facility Services shall comply with all other emergency plans as set forth in PS-58 as instructions are relayed to the Facility Services employees through the official channels established by PS-58.
- H. First Aid procedures shall be implemented for those individuals requiring such action and injured employees, depending on the severity of injury, will be taken to the Student Health Center or transported to a local hospital as soon as possible.