

Grambling State University
Grambling, LA 71245

**EMERGENCY DISASTER
RESPONSE MANUAL**

Revised October 1, 2019

This emergency procedures guide has been designed to provide a manual for administrators, faculty, and staff for campus emergencies. While the guide does not cover every conceivable situation, it provides the basic guideline to cope with most.

The University policies and procedures herein are expected to be followed by all whose responsibilities and authority cover the operational procedures found in the guide. Campus emergency operations will be conducted within the framework of these guidelines. Any exception to the crises management procedures will be conducted by, or with the approval of, the University administrators directing and/or coordination the emergency operations.

All requests for procedural changes, suggestions, or recommendations will be submitted in writing to the Director of Safety.

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MAJOR EMERGENCY GUIDELINES

PURPOSE

The basic emergency procedures outlined in this guide are to enhance the protection of lives and property through effective use of Grambling State University and the Grambling community resources. Whenever an emergency affecting the campus reaches proportions THAT CANNOT BE HANDLED BY ROUTINE MEASURES, the President, or his designee will declare a state of emergency, and these contingency guidelines will be implemented. There are two general types of emergencies that may result in the implementation of this plan. These are:

Large-scale disaster, and

Large-scale natural/man-made disaster

Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types of magnitudes.

SCOPE

These procedures apply to all personnel, buildings and grounds, owned and operated by Grambling State University to including peripheral areas adjoining to the University.

TYPES OF EMERGENCIES

Types of emergencies covered by this manual are:

- a. Bomb Threat
- b. Chemical or radiation spill
- c. Civil disturbances or demonstrations
- d. Earthquakes
- e. Elevator Failure (see utility failure)
- f. Explosion, downed aircraft (crash) on campus
- g. Extreme Heat
- h. Fire
- i. Floods and Flash Floods
- j. Medical and First Aid (epidemic poisoning)
- k. Psychological crises
- l. Thunderstorms and Lighting
- m. Tornado
- n. Utility Failure
- o. Violent or Criminal behavior
- p. Winter Storms

In addition, there are sections on how to report all emergencies, building evacuations, and first aid instructions.

DEFINITIONS OF AN EMERGENCY

The President or his designee will serve as the overall Emergency Director during any major emergency or disaster. The following definitions of an emergency are provided as guidelines to assist, building and area coordinators in determining the appropriate response:

- a. **MINOR EMERGENCY:** Any incident, potential, or actual, which will not seriously affect the overall functional capability of the University. Report immediately to University Police at extension 274-2219 or 274-2222
- b. **MAJOR EMERGENCY:** Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operations of the University. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the University's Administration during times of crises. Report to the Chief of University Police at extension 274-2219 or 274-2222.
- c. **DISASTER:** Any event or occurrence which has taken place and has seriously impaired or halted the operations of the University. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Control Center will be activated, and the appropriate support and operational plans will be excited.

In addition, any incident, which has the potential for adverse publicity concerning University resources, and / or instrumentation of the University, should be promptly reported to the Media Relations Office at 274-7883 or University Police.

ASSUMPTIONS

The University Emergency Contingency Plan is predicated on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster.

Hence, the following are general assumptions

- a. An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.
- b. The succession of events in an emergency are not predictable, hence, published support and operational plans will serve only as a guide and checklist, and may require field modification in order to meet the requirements of the emergency.

c. Disasters may affect residents in the geographical location of the University: therefore, city, parish and federal emergency services may not be available. A delay in off campus emergency services may be expected (up to 48-72 hours).

d. A major emergency may be declared if information indicates that such a condition is developing or is a probable.

DECLARATION OF UNIVERSITY (CAMPUS) STATE OF EMERGENCY

The authority to declare a campus state of emergency rests with the University President of his or her designee as follows:

During the period of any major campus emergency, the University Police Department and Facilities Management and Campus Operations, as required, shall place into effect immediately, the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and maintain educational facilities. The University Police Department shall immediately consult with the President regarding the emergency and the possible need for declaration of a campus state emergency,

When this declaration is made, only registered students, faculty, staff and affiliates (i.e., person required by employment) are authorized to be present on campus. Those who cannot present proper identification (registration or employee identification card, or other proper I.D.) showing their legitimate business on campus will be asking to leave the campus. Unauthorized persons remaining on campus may be subject to arrest in accordance with the Penal Code.

In addition, only those faculty and staff members who have been assigned emergency resources team duties or issued an emergency pass by the University Police Department will be allowed to enter the immediate disaster site.

DIRECTION AND COORDINATION

EMERGENCY DIRECTOR

The President shall direct all emergency operation or her/his designee as listed below:

EMERGENCY COORDINATORS: The Chief of University Police and the Senior Associate Vice President for Campus Operations.

In the absence of the President or her/his designee, the University Police Watch Commander shall assume operational control of the emergency until relieved.

EMERGENCY COORDINATORS

The Chief of University Police and the Senior Associate Vice President shall coordinate all emergency operations for Campus Operations or a delegated alternate. The direct operational control of the campus major emergency or disaster is the sole responsibility of the University Emergency Coordinators, the Chief of University Police and the Senior Associate Vice President for Campus Operations or their designee. The coordination of campus emergency resource teams is the responsibility of the Chief of University Police and the Senior Associate Vice President for Campus Operations.

EMERGENCY COMMAND POST

When a major emergency occurs, or is eminent, it shall be the responsibility of the University Police and the Senior Associate Vice President for Campus Operations set up and staff an appropriate Emergency Command Post as directed. The regular department facilities in the University Police Department building are also to kept fully operational at all times.

FIELD EMERGENCY COMMAND POST

If the emergency involves only one building or a small part of the campus, a University Police vehicle is to be placed as near the emergency scene as is reasonably possible. At least one uniformed police officer is to staff the command post at all times or until the emergency ends. A small office with a desk, chair, and telephone may also be required near the scene.

Field Emergency Command Post Equipment to include:

Barricades and barrier tape, and signs for the scene

Two portable hand radios

Bullhorn (Portable public address system)

First aid kit

Campus telephone directory and local telephone directory to include Yellow Pages

GENERAL EMERGENCY COMMAND POST

If the emergency involves a large part of the campus, the Command Post is to be set up in the University Police Building. If this site is unavailable, the Emergency Coordinators are to select an alternate location. At least one uniformed officer is to staff the Command Post at all times until the emergency situation ends. A marshalling area for outside and local agency assistance shall be established by the University Police and the Senior Associate Vice President for Campus Operations of the combined on-site emergency resource team. A conference room with facilities for emergency teams or media crew, and which is designed to accommodate multiple telephone and/or electrical appliances, is desirable.

CAMPUS EMERGENCY RESOURCE TEAM

In addition to establishing an Emergency Command Post, as necessary, University Police shall immediately begin contacting all necessary member of the Campus Emergency Resource Team, which consist of the following personnel:

Emergency Director: President of Grambling State University or her/his designee

Emergency Coordinators: Chief of University Police and Senior Associate Vice President for Campus Operations

Damage Control: Senior Associate Vice President for Campus Operations

Public Information: Director of Media Relations and Radio Station Manager

Environmental Health and Compliance: Director of Safety

EMERGENCY DIRECTOR:

President of Grambling State University or her/his designee

The President or her/his designee is responsible for the overall direction of the University emergency response.

Works with the Chief of University Police and Senior Associate Vice President for Campus Operations.

Declares and ends, when appropriate, the campus state of emergency as provided for in the introduction of this guide.

Notifies and conducts liaison activities with the University's Administration, governmental agencies, Emergency Resource Team and other as necessary.

EMERGENCY COORDINATORS:

Chief of University Police and Senior Associate Vice President for Campus Operations

The Coordinators are responsible for the overall coordination of the University Emergency Response.

Determines the type and magnitude of the emergency and establishes the appropriate emergency command post.

Initiates immediate contact with the President and the University's Administration and begins assessment of the University's condition.

Notifies and utilizes police, safety officer and, if necessary, student aides in order to maintain safety and order.

Notifies the members of the Emergency Resource Team, advises them of the nature of the emergency.

Notifies and conducts liaison activities with an appropriate outside organization such as fire, police, etc.

Ensures that appropriate notification is made to off-campus staff when necessary.

Performs other related duties as may be directed by virtue of the campus emergency.

Prepares and submits a report to the President apprising her/him of the final outcome of the emergency.

DAMAGE CONTROL:

Senior Associate Vice President for Campus Operations

Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection.

Provides vehicles, equipment and operators for movement of personnel and supplies, and assigns vehicles as required to the Emergency operations.

Obtains the assistance of utility companies as required for emergency operations.

Furnishes emergency power and lighting systems as required.

Surveys habitable space and relocates essential services and functions.

Provides facilities for emergency regenerator fuel during actual emergency or disaster periods.

Provides for storage of vital records at an alternate site; coordinates with building and area coordinators for liaison and necessary support.

CAMPUS PUBLIC SAFETY AND COMMUNICATIONS: The Chief of University Police and Assistant Chief of University Police

Maintains the Public Safety control office in a state of constant readiness.

Notifies University administrators of major emergencies.

Monitors campus emergency warning and evacuation systems.

Takes immediate and appropriate action to protect.

Obtains assistance from the city, parish and federal government for radiological monitoring and first aid as required.

Provides traffic control, access control, perimeter and internal security patrols and fire prevention services as needed.

Provides and equips an alternate site for the Emergency Command Post.

Maintains liaison with the Information Resource Center Manager (Telecommunications Manager) for telecommunications support as necessary.

Implement building evacuation plan as directed

PUBLIC INFORMATION: Director of Media Relations

Establishes liaison with the news media for dissemination of information as requested by the President.

Establishes liaison with local radio and television services for public announcement\.

Arranges for photographic and audio-visual services.

Prepares new releases for approval and releases to media concerning the emergency.

ENVIRONMENTAL HEALTH AND COMPLIANCE: Director of Safety

Assist outside emergency personnel, as directed.

Ensure personnel under Campus Police supervision are fully briefed to take proper action in any emergency.

Work with Senior Associate Vice President for Campus Operations and University Police Chief to coordinate two-way radio usage in event telephone system is disabled.

Coordinate, as necessary, with Building Coordinators, Chief of University Police and Senior Associate Vice President for Campus Operations, for implementation or coordination of campus operation plan and support as it pertains to their areas.

Kept in constant communication with the Emergency Command Post.

RESPONSIBILITIES

PRESIDENT

The University President, or a designee, is responsible for the overall direction of campus emergency operations as outlined in the Emergency Resource Team section of this guide.

ADMINISTRATORS, DEANS AND DEPARTMENT HEADS

- a. Every administrator, dean and department head may appoint a specific person as Building/Facility Coordinator for every activity under their control, and has the following general responsibilities prior to and during any emergency:
 - (1.) **Emergency Preparedness**
 - (a.) Building evacuation information shall be distributed to all employees with follow-up discussions, on the job training or explanation as required. Contact University Police for assistance.
 - (b.) Time shall be allowed for training employees in emergency techniques including as fire extinguisher usage, first aid, CPR, and building evacuation procedures. Contact University Police for assistance.
 - (2.) **Emergency Situations**
 - (a.) Inform all employees under their direction of the emergency condition.
 - (b.) Evaluate the impact the emergency has on their activity and take appropriate action. This may include ceasing operations and initiating building evacuation.
 - (c.) Maintain emergency telephone communications with official from their own activity (or from an alternate site if necessary).
- b. The following units or departments will have a unit or departmental plan dealing with any of the listed major emergencies which may affect their area:

Academic Affairs	Counseling Center
Fiscal Affairs	Information Resource Center
Food Service	Intercollegiate Athletics
Campus Operations	Residential Life
Student Health Center	Safety & Risk Management
Kinesiology	Arts & Sciences
Student Affairs	University Police
Consumer & Family Sciences	
Industrial & Engineering Technology	

The departmental plans should be a guide that persons with the department can follow to respond to a reported emergency. It will include the basics of how the department will respond to the emergency, individual responsibilities (if appropriate), and details on who is to be notified.

FACULTY AND SUPERVISOR:

Each faculty and staff supervisor has the responsibility to:

- a. Educate their students and/or employees concerning University emergency procedures as well as evacuation procedures for their building and /or activity.
- b. Inform their students and/or staff of an emergency and initiate emergency procedures as outlined in this guide.
- c. Evacuate, survey, and estimate their assigned building facility or activity in order to determine the impact a fire or earthquake could have on their facility. Report all safety hazards to the University Safety Officer at extension 3174. Work orders to reduce hazards and to minimize accidents should be promptly submitted to Facilities Management.

IMPORTANT: Inform all students, staff and faculty to conform to building evacuation guidelines during any emergency and report to a designated campus assembly area outside the building where a head count can be taken.

EMERGENCY DISASTER RESPONSE COMMITTEE (EDRC)

The EDRC will assemble following each crisis to evaluate how the situation was responded to and make recommendations to better respond to similar situations in the future. The EDRC will also assemble at least once per year to review the overall campus plan, individual department plans, and evaluate training and emergency notification literature.

UNIVERSITY NOTIFICATION SYSTEM

The telephone is the primary means of emergency notification at Grambling State University. It is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus.

UNIVERSITY POLICE

The University Police Department is the focal point for two-way transmission of official emergency telephone communications to University administrators. Each University administrator, upon receiving notification of a campus emergency, is to pass the information along to those departments/offices/employees under her/his direction.

The officer on duty will notify the Senior Associate Vice President for Campus Operations of any campus emergency as necessary and will initiate the notification system by calling the following University administrators as appropriate:

1. President
2. Provost, Vice President for Academic Affairs
3. Vice President for Finance
4. Vice President for Student Affairs

5. Vice President for University Advancement
6. Director of Media Relations
7. Director of the Health Center, if needed

IMPORTANT: during an emergency, campus phones must be restricted to University official notification only. In the absence of phone services, the University Police and Facilities Management may provide runners for emergency notification (contingent on available personnel).

ON/OFF CAMPUS SOURCES OF ASSISTANCE DURING EMERGENCIES

ON CAMPUS ASSISTANCE

- a. University Police
When dialing from **on-campus** telephone extension 2222 or 2219.
- b. Uniformed University Police Officers are on duty twenty (24) hours per day. Additionally, police help is readily available for the Town of Grambling Police Department, telephone 247-3771, Ruston Police Department, 255-4141 and the Lincoln Parish Sheriff's Department, telephone 252-5111.
- c. Maintenance Operations: Trouble/Service after 5:00p.m. contact University Police at 2222 or 2218.

Skilled worker are available from Senior Associate Vice President for Campus Operations at all times during normal working hours and on short notice at other times. They are capable of providing the following emergency services:

UTILITIES: Repairs to water, gas, electric and sewage systems.

STRUCTURES: Repairs to structures and mechanical equipment therein, including heating and cooling systems.

EQUIPMENT: Portable pumps, generators, floodlights, welders, air compressors, tractors, backhoes, forklifts, etc.

TRANSPORTATION: Sedans, light trucks, dump trucks, and tractors.

- d. Purchasing Department: Emergency procurement of materials and services can be arranged in direct support of any contingency.

OFF CAMPUS ASSISTANCE

a. Local Law Enforcement Agencies:

Grambling Police Dept. 247-3771, Ruston Police Dept. 255-4141,
and Lincoln Parish Sheriff 251-5111

b. Local Fire Departments and Paramedic Units:

i. Grambling Fire Dept 247-6410, Ruston Fire Dept. 255-2121

c. State Law Enforcement Agencies: State Police 318-345-0000.

d. Local Ambulance Service: 247-3911(Pafford EMS)

e. Lincoln Parish Health Dept.: 251-4120

Local Hospitals:

1. Lincoln General Hospital, Ruston, LA-254-2100

2. Bienville General Hospital, Arcadia, LA 263-2044

f. Lincoln Parish Police Jury: 252-5150

g. State and Parish Highway Depts.: 251-4118/Parish 255-5159

h. National Weather Service. 318-636-7345

i. State National Guard: 255-2327.

NOTE: Emergency 911 cannot be accessed from the university's telephone system, use 9-911 or call 2222 or 2219.

EMERGENCY PROCEDURES GUIDE

1. CAMPUS EMERGENCY GUIDELINES
2. SPECIFIC EMERGENCY PROCEDURES

- Reporting Emergencies
- Building Evacuation
- Media Relations
- Disaster Preparedness for People with Disabilities
- Bomb Threats
- Chemical or Radiation Spill
- Civil Disturbance or Demonstrations
- Earthquake
- Elevators (see Utility Failure)
- Explosion, Aircraft Down (crash) on Campus
- Extreme Heat
- Fire
- Floods and Flash Floods
- Medical and First Aid
- Psychological Crises
- Thunderstorms and Lighting
- Tornados
- Violent or Criminal Behavior
- Utility Failure
- Winter Storm

REPORTING EMERGENCIES

CAMPUS EMERGENCY SERVICE-DIAL 2222 or 2219

1. IN AN EMERGENCY IN WHICH CAMPUS UNIVERSITY POLICE AND SAFETY CANNOT BE REACHED, DIAL 9-911, 247-3771 OR 255-4141.
2. When calling, remain calm and carefully explain the problem and location to the public safety dispatcher. DO NOT HANG UP UNTIL TOLD TO DO SO.

KEEP CALM

KEEP OTHERS CALM

Senior Building Emergency Coordinator: _____

Location: _____

Telephone: _____

Building Emergency Team Members: _____

IMPORTANT: After any evacuation report to your designated assembly point. Stay there until an accurate HEADCOUNT is taken: The Building Coordinator will take attendance and assist in accounting for all building occupants.

EVACUATION PROCEDURES

IN AN EMERGENCY – POLICE/FIRE/AMBULANCE – DIAL 2222

In an emergency in University Police CANNOT be reached; dial 9-911, 247-3172 or 247-3771 or 255-4141.

1. Building Evacuation
 - a. All building evacuations will occur when and alarm sounds and/or upon notification by University Police or Building Coordinator.
 - b. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert other to do the same.
 - c. ASSIST THE DISABLED OM EXITING THE BUILDING! Remember that the elevators are reserved for handicapped persons. DO NOT USE THE ELEVATOR IN CASE OF FIRE, EARTHQUAKE AND/OR TORNADOES.
 - d. Once outside, proceed to a clear area that is at 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas and sidewalks clear for emergency vehicles and personnel. Know your area assembly points.
 - e. DO NOT return to an evacuated building unless told to do so by University Police.

IMPORTANT: After any evacuation report to your designated area assembly point. Stay there until an accurate headcount is taken. The Senior Building Emergency Coordinator will take attendance and assist in accounting for all building occupants

2. Campus Evacuation
 - a. Evacuation of all or parts of the campus grounds will be announced by University Police as described.
 - b. All persons (students and staff) are to immediately vacate the area in question and relocate to another part of the campus grounds as directed.

MEDIA RELATIONS

In An Emergency Situation

1. University Police should contact the Media Relations officer in the event of an emergency at 2591 or 6117 (President's Office)
2. The Director of Media Relations or a designee shall act as the spokesperson for the University. Only the official spokesperson will meet or talk with the media.
3. The Media Relations Director or designee should disseminate no information to the media except. Any call from the media should be directed to the Office of Media Relations (318-274-7883 or 318-274-6117).

As Spokesperson, the Public Relation Officer will:

1. Make contact with the Command Post (University Police) to obtain an accurate assessment of the situation.
2. Confer with the President and other chief administrators to determine the information to be released.
3. Using the most appropriate methods, establish contact with radio, television and print media to provide them with accurate and appropriate information regarding the emergency.
4. Maintain open lines of communication to keep media updated on the emergency situation.
5. Provide media with all hot-line numbers that may be established, as well as the beeper, office and home telephone number of media spokesperson and/or designee.

DISASTER PREPAREDNESS FOR PEOPLE WITH DISABILITIES

Being prepared for emergencies can reduce the fear, panic, and inconvenience surrounding a disaster.

University Police-Dial 2222 or 2219

Be ready to evacuate.

Have a plan for exiting your building (ask friends for assistance, if necessary). Be sure that the Building Coordinator in your building where you are is aware of your disability and special needs during a disaster.

Maintain a list of the following important items and store it with the emergency supplies:

- Special equipment and supplies, e.g., hearing aid batteries
- Current prescriptions names and dosages
- Names, addresses, and telephone numbers of doctors and pharmacists
- Detailed information about the specifications of your medication regime

Create a self-help network of friends or co-workers to assist in an emergency. If you think you may need assistance in a disaster, discuss your disability with friends and co-workers and ask for their help.

Wearing a medical alert tag or bracelet to identify your disability, may help in case of an emergency.

Know the location and availability of more than one facility if you are dependent on a dialysis machine or other life-sustaining equipment or treatment.

If you have a severe speech, language, or hearing disability:

- When you dial 9-1-1, tap space bar to indicate TDD
- Store a writing pad and pencils to communicate with others.
- Keep a flashlight handy to signal your whereabouts to other people and for illumination to aid in communication.
- Remind friends that you cannot completely hear warnings or emergency instruction. Ask them to be your source of emergency information as it comes over their radio.
- If you have a hearing-ear dog, be aware that the dog may become confused or disoriented in an emergency.

If you need a wheel chair:

Show friends how to operate your wheelchair so they can move you if necessary. Make sure your friends know the size of your wheelchair in case it has to be transported.

BOMB THREAT

1. If you observe a suspicious object or potential bomb on DO NOT HANDLE THE OBJECT! Clear the area and immediately call University Police at extension 2222/2219.
2. Any person receiving a phone call bomb threat should ask the caller:
 - When is the bomb going to explode?
 - Where is the bomb located?
 - What kind of bomb is it?
 - What does it look like?
 - Why did you place the bomb?
3. Keep talking to the caller as long as possible and record the following:
 - Time of call.
 - Age and sex of caller
 - Speech pattern, accent, possible nationality, etc.
 - Emotional state of the caller.
 - Background noise.
4. Immediately notify University Police, extension 2222/2219. Report the incident.
5. University Police will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects and report the location to University Police. DO NOT TOUCH THE OBJECT! Do not open drawers, cabinets, or turn lights on or off.
6. If an emergency exists, activate the building alarm. CAUTION; THE BUILDING/FIRE ALARM RINGS ONLY IN SOME BUILDINGS, you must also report the incident by phone.
7. When the building evacuation alarm is sounded or an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.
8. ASSIST THE DISABLED IN EXITING THE BUILDING! DO NOT USE ELEVATORS. DO NOT PANIC.
9. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
10. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by University Police.

IMPORTANT: After any evacuation report to your designated area assembly point. Stay there until an accurate headcount is taken. The Building Coordinator will take attendance and assist in accounting for all building

Bomb Threat Call Checklist

Date received: _____ Time Received _____

Person receiving call: _____

Address: _____ Telephone: _____

How reported: _____

Exact words of caller: _____

Questions to ask:

1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What kind of bomb is it?
4. What does it look like?
5. Why did you place the bomb?
6. Where are you calling?
7. What is your name?
8. What is your address?

Answer: (if any)

A. _____
A. _____
A. _____
A. _____
A. _____
A. _____
A. _____
A. _____

Description of caller's voice: _____

Male _____ Female _____ Young _____ Old _____
Accent _____ Race _____ Estimated age _____

Speech (check applicable boxes)

- | | | | |
|---------------------------------|----------------------------------|------------------------------------|----------------------------------|
| <input type="checkbox"/> Slow | <input type="checkbox"/> Excited | <input type="checkbox"/> Disguised | <input type="checkbox"/> Angry |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Loud | <input type="checkbox"/> Broken | <input type="checkbox"/> Crying |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Lisp | <input type="checkbox"/> Sincere | <input type="checkbox"/> Slurred |
- ☐ Familiar (if voice is familiar, whom did it sound like? _____)

Background sounds (check applicable boxes)

- | | | |
|--|---|---------------------------------|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> House noises | <input type="checkbox"/> Voices |
| <input type="checkbox"/> Clear | <input type="checkbox"/> Static | <input type="checkbox"/> Local |
| <input type="checkbox"/> Music | <input type="checkbox"/> Office machinery | |
| <input type="checkbox"/> Factory machinery | <input type="checkbox"/> Other | |

Time caller hung up: _____

Chemical or Radiation Spill

1. Any spillage of a hazardous chemical or radioactive material should be reported immediately to University Police, 2222/2219.
2. When reporting, be specific about the nature of the involved material and exact location. University Police will contact the necessary specialized authorities and medical personnel.
3. The key person on site should vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of University Police. Do not walk into or touch any of the spilled substance. Try not to inhale gases, fumes and smoke. If possible, cover your mouth with a cloth while leaving the area.
4. Stay away from accident victims until the hazardous material has been identified.
5. Try to stay upstream, uphill and upwind of the accident.
6. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give their names to University Police.
7. If an emergency exists, activate the building alarm. CAUTION; THE BUILDING/FIRE ALARM RINGS ONLY IN SOME BUILDINGS, you must also report the incident by phone.
8. When the building evacuation alarm is sounded or an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.
9. ASSIST THE DISABLED IN EXITING THE BUILDING! DO NOT USE ELEVATORS. DO NOT PANIC.
10. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
11. A campus Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.
12. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by University Police.
13. IF ASKED TO STAY INDOORS (“IN-PLACE SHELTERING”)
Seal room so contaminants cannot enter.
 - ❑ Close and lock windows and doors.
 - ❑ Seal gaps under doorways and windows with wet towels and duct tape.
 - ❑ Seal gaps around window and air conditioning units, bathroom and kitchen exhaust fans, and stove and dryer vents with duct tape and plastic sheeting, wax paper or aluminum wrap.
 - ❑ If you think gas or vapors could have entered the building, take shallow breaths through a cloth or a towel.
 - ❑ Avoid eating or drinking any food or water that you think may be contaminated.
 - ❑ Monitor the emergency Broadcast System station for further updates and remain indoors until authorities indicate it is safe to come out.

14. Emergency Shutdown Procedures

In the event of a natural disaster in which major structural damage is sustained, it is advisable to turn off all utilities: electricity and natural gas are of primary concern. The gas-chlorine system at the pool should not be overlooked, but any emergency activity in the area (pool house) should be approached with utmost caution. Leaking gas-chlorine will form a hazy cloud which may drift from one area to another or be dispersed into the atmosphere. This cloud should be avoided and work done in its vicinity should be with the safety and an approved air-pac. Broken gas-chlorine tanks will exhaust themselves and the chemical will eventually disperse and become relatively non-toxic. The important aspects of dealing with leaking chlorine gas is to evacuate the immediate area and/or buildings.

IMPORTANT: After any evacuation report to your designated area assembly point. Stay there until an accurate headcount is taken. The Building Coordinator will take attendance and assist in accounting for all building

CIVIL DISTURBANCE OR DEMONSTRATIONS

Most campus demonstrations such as marches, meeting, picketing, and rallies are generally peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exist as a result of the demonstration:

- ❑ Interference with the normal operations of the University.
- ❑ Prevention of access to office, buildings, or other University facilities.
- ❑ Threat of physical harm to persons or damage to University facilities.

If any of these conditions exist, University Police should be notified and will be responsible for contacting and informing the President and Vice Presidents. Depending on the nature of the demonstration, the appropriate procedures listed should be followed:

Peaceful, Non-Obstructive Demonstrations

Generally, demonstrations of this kind should not be interrupted. Demonstrations should not be obstructed or provoked and efforts should be made to conduct University business as normally as possible.

If demonstrators are asked to leave by the Vice President of Student Affairs or a designee but they refuse to leave by the regular facility closing time:

- a. Arrangements will be made by the Director of the University Police to monitor the situation during non-business hours or
- b. Determination will be made to treat the violations of regular closing hours as a disruptive demonstration. (See Section 2.)

NON-VIOLENT, DISRUPTIVE DEMONSTRATIONS

In the event that a demonstration blocks access to University facilities or interferes with the operations of the University:

1. Demonstrators will be asked to terminate the disruptive activity by the Vice President for Student Affairs or designee.
2. The Vice President for Student Affairs will consider having a photographer available.
3. Key University personnel and/or student leader will be asked by the Vice President for Student Affairs to go to the area and persuade the demonstrators to desist.
4. The Vice President for Student Affairs or a designee will go to the area and ask the demonstrators to leave or to discontinue the disruptive activity.

5. If the demonstrators persist in the disruptive activity, the Vice President for Student Affairs or a designee will apprise them that failure to discontinue the specified action within a determined length of time may result in disciplinary actions including suspension or expulsion or possible intervention by civil authorities (see Attachment A). Except in extreme emergencies, the president will be consulted before such disciplinary actions are taken.
6. Efforts should be made to secure positive identification of demonstrators in violations to facilitate later testimony, including photographs, if deemed visible.
7. After consultation with the President and Director of Police and by the Vice President for Student Affairs, the need for an injunction and intervention of civil authorities will be determined.
8. If determination is made to seek the intervention of civil authorities, the demonstrators should be so informed. Upon arrival of the Police department the remaining demonstrators will be warned of the intention to arrest (see Attachment B).

Violent, Disruptive Demonstrations

In the event that a violent demonstration in which injury to persons or property occurs or appears eminent, the President and the Vice President for Student Affairs will be notified:

1. During Business Hours
 - a. In coordination with the Vice President for Student Affairs or designee, University Police will contact the Grambling Police Department, the Lincoln Parish Sheriff Department and/or Louisiana State Police.
 - b. The president in consultation with the Vice President for Student Affairs and the Director of University Police, will determine the possible need for an injunction.
 - c. University Police will provide an office with a radio for communication between the University and the Grambling Police, Lincoln Parish Sheriffs Department and/or Louisiana State Police as needed.
2. After Business Hours
 - a. University Police should be immediately notified of the disturbance
 - b. University Police will investigate the disruption, report and notify the Director of University Police and the Vice President for Student Affairs.
 - c. The Vice President for Student Affairs will:
 - a. Report the circumstances to the President.
 - b. Notify key administrators and , if appropriate, the administrator responsible for the building area.
 - d. Chief of Police or designee will:
 1. Notify the University Public Relations Director
 2. If necessary, call the Grambling Police Department and or Lincoln Parish Sheriff Department and or Louisiana State Police for assistance.

Attachment A

Directive to Immediately Terminate Demonstration

(Identify Self) The President, Vice President for Student Affairs or Director of University Police.

This assembly and the conduct of each participant is seriously disrupting the operations of the University and is in clear violations of the rules of the University. You have previously been called upon to disperse and terminate this demonstration. (You have been given opportunity to discuss your grievances in the manner appropriate to the University) (In no event will the Administration of the University give in to demands backed by force.) Accordingly, you are directed to terminate this demonstration. If you have not done so within 15 minutes, I will, under the authority of the University of Louisiana System Board of Supervisors, take whatever measures are necessary to restore order including calling for police assistance. Any student who continues to participate in this demonstration is subject to possible arrest and suspension.

Attachment B

Directive to Immediately Terminate Demonstration with the Assistance of Police

**(Identify Self) the President, Vice President for Student Affairs,
or Director of University Police.**

You have previously been directed to terminate this demonstration and you have been put on notice as to the consequences of your failure to do so. Since you have chosen to remain in violation of the rules and regulations of the University, each of you is hereby suspended, subject to later review. The police will now be called to assist in dispersing this assembly. Those who fail to leave immediately will also be subject to arrest.

EARTHQUAKES

During an earthquake, remain calm and quickly follow the steps outlined below.

1. If indoors:

- ❑ Take cover under a piece of heavy furniture or against an inside wall and hold on
- ❑ Stay inside
- ❑ The most dangerous thing to do during the shaking of any earthquake is to try to leave the building because objects can fall on you

2. If outdoors

- ❑ Move into the open, away from buildings, streetlights, and utility wires.
- ❑ Once in the open, remain there until the shaking stops.

3. If in a moving vehicle:

- ❑ Move to a clear area away from buildings, trees, overpasses, or utility wires.
- ❑ Stop quickly and remain in the vehicle
- ❑ Once the shaking has stopped, proceed with caution. Avoid bridges or ramps that might have been damaged by the quake.

4. After the initial shock, evaluate the situation, and if emergency help is necessary, call University Police in on campus. Protect yourself at all times.

5. After an earthquake be prepared for aftershocks.

- ❑ Although smaller than the main shock, aftershocks cause additional damage and may bring weakened structures down. After shocks can occur in the first hours, days, weeks, or even months after the quake.
- ❑ Help injured or trapped persons
- ❑ Give first aid where appropriate. Do not move seriously injured persons unless they are in immediate dangers of further injury. Call for University Police to help.
- ❑ Listen to a battery operated radio or television for the latest emergency information.

Stay out of damaged buildings. Return only when University Police say it is safe

- ❑ Use the telephone only for emergency calls
- ❑ Clean up spilled medicines, bleaches, gasoline, or other flammable liquids immediately. Leave the area if you smell gas or fumes from other chemicals.
- ❑ Open closet doors cautiously.
- ❑ Gas leaks- if you smell gas or hear blowing or hissing noises, open a window if possible and quickly leave the building. Call university police.

- ❑ Look for electrical system damage- if you see sparks or broken or frayed wires, or if you smell hot insulation, turn off the electricity at the main fuse box or circuit breaker if possible.
- 6. Damaged facilities should be reported to University Police. NOTE: Gas Leaks and power failures create special hazards.
 - 1. Please refer to section on Utility Failure.
- 7. If an emergency exists activate the building alarms. CAUTION: THE FIRE/BUILDING ALARM ONLY RINGS IN SOME BUILDINGS- YOU MUST ALSO REPORT THE EMERGENCY BY PHONE.
- 8. When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.
- 9. Assist the Handicapped in Exiting the Building! Do not Panic
- 10. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- 11. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
- 12. Do not return to an Evacuated Building unless told to do so by University Police.

IMPORTANT: After any evacuation report to your designated area assembly point. Stay there until an accurate headcount is taken. The Building Coordinator will take attendance and assist in accounting for all building

EXPLOSION, AIRCRAFT DOWN (CRASH) ON CAMPUS

In the event of a mishap occurs such as explosion or a down aircraft(crash) on campus, take the following action:

1. Immediately take cover under tables, desks, and other objects, which will give protection against falling glass or debris.
2. As soon as possible, notify the University Police Disarmament. Give you name and describe the location and nature of the emergency.
3. If an emergency exists activate the building alarms. CAUTION: THE FIRE/BUILDING ALARM ONLY RINGS IN SOME BUILDINGS- YOU MUST ALSO REPORT THE EMERGENCY BY PHONE.
4. When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.
5. Assist the Handicapped in Exiting the Building! Do not Panic
6. Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
7. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
8. Do not return to an Evacuated Building unless told to do so by University Police.

IMPORTANT: After any evacuation report to your designated area assembly point. Stay there until an accurate headcount is taken. The Building Coordinator will take attendance and assist in accounting for all building.



Dial 2222 or 2219

IN ALL CASES OF FIRE, THE GRAMBLING VOLUNTEER FIRE DEPARTMENT WILL BE NOTIFIED BY UNIVERSITY POLICE AT 247-6410

NOTE: Emergency 911 cannot be accessed from the University's telephone system. Therefore, call 2222.

1. Know the location of fire extinguishers, fire exits and alarm systems in your area and know how to use them. Training and information is available through University Safety at extension 2630.
2. Minor Fires
 - ❑ If a minor fire appears controllable, immediately contact the University Police. Then promptly direct the discharge of the fire extinguisher toward the base of the flame.
 - ❑ If an emergency exists, activate the building alarm. . CAUTION: THE FIRE/BUILDING ALARM ONLY RINGS IN SOME BUILDINGS- YOU MUST ALSO REPORT THE EMERGENCY BY PHONE.
3. Large Fires
 - ❑ If the fire is large, very smoky, or rapidly spreading, IMMEDIATELY notify the University Police and fire department.
 - ❑ Evacuate all rooms, closing all doors to confine the fire and reduce oxygen- Do NOT LOCK DOORS.
 - ❑ Inform others in the buildings who may not have responded to the alarm to evacuate immediately.
 - ❑ If the alarm stops, continue to evacuate. Warn others who may enter the building after the alarm stops.
 - ❑ Walk, do not run, to the nearest stairway exit. DO NOT USE THE ELEVATORS DURING THE FIRE. Smoke is the greatest danger in a fire, so stay near the floor where the air is less toxic.
 - ❑ ASSIST THE HANDICAPPED IN EXITING THE BUILDING. If you have mobility impaired, request assistance from those nearest you. In the event no one renders assistance, proceed to the nearest stairway landing and smoke tower, shout for help and wait there until help arrives.
 - ❑ Once outside, move to a clear area at least 500 feet away from the affected buildings. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
 - ❑ DO NOT RETURN TO EVACUATED BUILDING unless told to do so by University Police.

NOTE: IF you become trapped in a building during a fire and a window is available, place an article of clothing (Shirt, Coat, etc) outside the window as a marker for rescuer crews. IF there is no window stay near the floor where the air

will be less toxic. Shout at regular intervals to alert emergency personnel of your location. DO NOT PANIC.

IMPORTANT: After any evacuation report to your designated area assembly point. Stay there until an accurate headcount is taken. The Building Coordinator will take attendance and assist in accounting for all building.

FLOODS AND FLASH FLOODS

If flood conditions occur, dial University Police at 2222 or 2219. Please provide sufficient information as to building, floor, room, degree of flooding, or potential damages due to flooding.

DURING A FLOOD WATCH:

- ☐ Listen to a battery operated radio for the latest storm information
- ☐ Be prepared for evacuate

DURING A FLOOD

If indoors

- ☐ Turn on battery operated radio to get the latest emergency information
- ☐ If told to leave, do so immediately

If outdoors

- ☐ Climb on high Ground and stay there
- ☐ Avoid walking through any floodwaters. IF it is moving swiftly, even water 6 inches deep can sweep you off your feet

If in a car

- ☐ If you come to a flooded area, turn around and go another way.
- ☐ If you car stalls, abandon it immediately and climb to higher ground.

Many deaths have resulted from attempts to move stalled vehicles.

DURING AN EVACUATION:

- ☐ If advised to evacuate, do so immediately.
- ☐ Evacuation is much simpler and safer before floodwaters become too deep for ordinary vehicles to drive through.

IMPORTANT: After any evacuation report to your designated area assembly point. Stay there until an accurate headcount is taken. The Building Coordinator will take attendance and assist in accounting for all building.

MEDICAL AND FIRST AID

CALL UNIVERSITY POLICE IF YOU NEED ASSISTANCE.

Emergency On Campus Telephone Number – 2222 or 2219
Off Campus Emergencies Dial 911

1. If serious injury or illness occurs on campus immediately dial 2222 or 2219. Give your name, describe the nature and severity of the medical problem and the campus location of the victim.
2. In case of minor injury or illness provide first aid care if knowledgeable.*
3. In case of serious injury or illness, Red Cross and/ or American Heart Association trained personnel should quickly perform the following steps:*.
 - a. Keep the victim still and comfortable. **DO NOT MOVE THE VICTIM.**
 - b. Ask victim, “Are you okay?” and “What is wrong?”
 - c. Check breathing and give artificial respiration if necessary.
 - d. Control serious bleeding by direct pressure on the wound.
 - e. Continue to assist the victim until help arrives.
 - f. Look for emergency medical I.D., question witness(es) and give all information to the paramedics.
4. All building emergency team members should be trained in first aid and **CPR**. Training is available through the local American Red Cross and the Grambling State University Department of Physical Education and Recreation. Every office should have a person trained in first aid and CPR.

- Only Red Cross and American Heart Association personnel should provide first aid treatment (i.e., first aid, CPR).
-

EPIDEMIC POISONING

Call 2222 or 2219

1. If poison is air borne:

Evacuate immediately to a designated assembly point.

Assist victim in leaving the affected area.

2. If poison is other than airborne:

Evacuate area to a designated assembly point.

Wash hands with soap and water.

IMPORTANT: With any evacuation, report to your designated campus assembly point. Stay there until an accurate **HEADCOUNT** is taken. The Emergency Coordinator will take attendance and assist in the accounting for all occupants.

PSYCHOLOGICAL OR EMOTIONAL CRISIS

A student or employee may exhibit a psychological or emotional crisis when he/she has experienced trauma, a stressful life event, or drug induced reaction whereby he/she is unable to handle or cope with a problem or particular situation. Some of the “special” problems which may cause an individual emotional and/ or psychological distress may be relate to drugs, alcohol, separation form family, sexual assault, serious illness, death of loved one, loss of a relationship, HIV/ AIDS, etc. The individual may threaten harm to self or to others or may exhibit signs which indicate that he/ she is out of touch with reality due to the stressful life event, drug behaviors: hallucinations, disintegration of speech or thought patterns, uncontrollable behavior(s), echolalia (i.e., repetitious sounds or phrases); babbling unintelligible jargon and/ or other aberrant/ abnormal behaviors.

If a psychological or emotional crisis occurs:

1. Never try to intervene or handle a situation on your own which you feel is potentially dangerous.
2. Have someone Notify the University Police at 2222 or 2219 and the Counseling Center 3277/ 3338. Watch the individual closely until assistance arrives:
 1. Clearly state that you need immediate assistance.
 2. Give your name, the location and the nature of the crisis (*i.e., suicide attempt, individual threatening harm to self or others, etc.*)
 3. Watch the individual closely until assist arrives
3. In extreme emergencies, contact the Lincoln Parish Coroner’s Office at 255-7474.

THUNDERSTORMS AND LIGHTNING

CALL UNIVERSITY POLICE AT 2222 OR 2219

Severe thunderstorm Watches and Warnings

A *severe thunderstorm watch* is issued by the National Weather Service when the weather conditions are such that a severe thunderstorm (***damaging winds 58 miles per hour or more, or hail three-fourths of an inch in diameter or greater***) is likely to develop.

A ***severe thunderstorm warning*** is issued when a severe thunderstorm has been sighted or indicated by weather radar. At this point, the danger is very serious and everyone should go to a safe place, turn on the battery-operated radio or television, and wait for the “all clear” by the authorities.

Thunderstorm Precautions

If Indoors:

Listen to a battery- operated radio or television for the latest storm information

Do not handle any electrical equipment or telephones because lightening could follow the wire. Television sets are particularly dangerous at this time.

Avoid bathtubs, water faucets, and sinks because metal pipes can transmit electricity

If Outdoors:

- Attempt to get into a building or car.
- If no structure is available, get to an open space and squat low to the ground as quickly as possible. (If in the woods, find an area protected by a low clump of trees-never stand underneath a single large tree in the open.) Be aware of the potential for flooding in low-lying areas.
- Crouch with hands on knees.
- Avoid tall structures such as towers, tall trees, fences, telephone lines, or power lines.
- Stay away from natural lightning rods such as golf clubs, tractors, fishing rods, bicycles, or camping equipment.
- If you are isolated in a level field or prairie and you feel your hair stand on end (which indicates that lighting is about to strike), bend forward, putting your hands

on your knees. A position with feet together and crouching while removing all metal objects is recommended. Do not lie flat on the ground.

If in a Car:

- Pull safely onto the shoulder of the road away from any trees that could fall on the vehicle
- Stay in the car and turn on the emergency flashers until the heavy rains subside
- Avoid flooded roadways

Emergency Hurricane Safety Meeting: <https://www.safety.com/hurricane-preparedness-ready/>

TORNADO

Call University Police at 2222 or 2219.

There are two (2) types of tornado warnings given by the U.S. Weather Service. A tornado watch indicates that weather conditions are right for a tornado to develop. The University family is advised to listen to radios for news of a storm's possible path and to prepare to go to shelter.

A tornado warning is issued when a tornado has actually been spotted or shows up on radar. The probable path can usually be predicted, and everyone in a certain area is warned to take shelter immediately.

In the event a tornado is reported or sighted, all persons within the University's environment should move to a safe area. Action should be taken to prevent personal injury from falling objects or flying debris. Building basements, inner hallways, enclosed stairwells or lobbies (without glass) are suggested areas of safety.

TORNADO PRECAUTIONS IN THE UNIVERSITY ENVIRONMENT

- Go to an inside hallway at the lowest level
- Avoid places with wide-span roofs such as auditoriums, cafeterias and large hallways
- Get away from windows
- Get under a piece of sturdy furniture such as workbench or heavy table or desk and hold on to it

TORNADO PRECAUTIONS IF OUTDOORS IN THE UNIVERSITY ENVIRONMENT

- If possible, get inside a building
- If shelter is not available or there is no time to get indoors, lie in a ditch or low-lying area or crouch near a strong building
- Be aware of the potential for flooding
- Use arms to protect head and neck

TORNADO PRECAUTIONS WHILE IN A CAR IN THE UNIVERSITY ENVIRONMENT

- Never try to out drive a tornado in a car or truck. Tornadoes can change direction quickly and can lift up a car or truck and toss it though the air
- Get out of the car immediately and take shelter in a nearby building
- If there is not time to get indoors, get out of the car and lie in a ditch or low-lying area away from the vehicle. Be aware of the potential for flooding.

LOCAL RADIO STATIONS

- Grambling KGRM (91.5 on FM Band)
- Ruston Nation Public Radio (90.3 on FM Band)
- Ruston KPCH (97.7 on FM Band)
- Ruston KXKZ (107.5 on FM Band)
- Ruston KRUS (1490 on AM Band)
- Monroe KYEA (98.3 on FM Band)

IMPORTANT: After the tornado, if possible, report to your designated campus area assembly point. Stay there until an accurate **HEADCOUNT** is taken. The Building Coordinator will take attendance and assist the accounting for all occupants.

UTILITY FAILURE

DIAL 2222 OR 2219

1. If the Building Coordinator determines that an emergency exists, activate the building alarm. CAUTION: THE FIRE/BUILDING ALARM RINGS ONLY IN SOME BUILDINGS, you must also report the emergency by phone to extension 2222.
2. All building evacuations will occur when an alarm sounds continuously and/or when an emergency exists.
3. ASSIST THE DISABLED IN EXITING THE BUILDING! DO NOT USE ELEVATORS.
4. Once outside, move to a clear area at least 500 feet away from the affected building (s). Keep the walkways, fire lanes and hydrants clear for emergency crews.
5. A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.
6. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a University Police.

ADDITIONAL INFORMATION AND PROCEDURES

- In the event of major utility failure occurring during regular working hours (8:00 a.m. through 5:00p.m. Monday through Friday), immediately notify Facilities Management at 6162 or 2364.
- If there is potential danger to building occupants, or if the utility failure occurs after hours, weekends, or holidays, notify University Police at extension 2222 or 2219.

ELECTRICAL/LIGHT FAILURE:

At present, campus building lighting may not provide sufficient illuminations in corridors and stairs for safe exiting. It is therefore advisable to have a flashlight and portable radios available for emergencies.

ELEVATOR FAILURE:

If you are trapped in the elevator, use the emergency phone to notify University Police. If the elevator does not have an emergency phone, turn on the emergency alarm (located on the front panel), which will signal a person passing by to immediately call University Police at extension 2222 or 2219.

PLUMBING FAILURE/FLOODING:

Cease using all electrical equipment. Notify University Police at extension 2222 or 2219. If necessary, vacate the area.

SERIOUS GAS LEAK:

Cease all operations. EVACUATE. DO NOT SWITCH ON LIGHT OR ANY ELECTRICAL EQUIPMENT, this can trigger an explosion! Notify University Police at extension 2222 or 2219.

STEAM LINE FAILURE:

Immediately notify University Police at extension 2222 or 2219, and if necessary, vacate the area.

VENTILATION PROBLEM:

If smoke odors come from the ventilation system, immediately notify University Police at extension 2222 or 2219, and if necessary, cease all operations and vacate the building.

VIOLENT OR CRIMINAL BEHAVIOR

University Police is located in the University Police Building and provides you with 24-hour help and protection. This service is provided seven (7) days a week on a year-round basis.

On-Campus Emergencies, Dial 2222/2219

Off-Campus Emergencies, Dial 247-3771-Grambling, LA

251-5111-Ruston, LA (Sheriff's Office)

251-4141-Ruston, LA

(To dial off-campus emergency on a campus phone, dial 9-247-3771 or 247-3772.)

Every one is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.

If you are a victim or a witness to any on-campus offense, AVOID RISK!

Promptly notify University Police at extension 2222/2219 as soon as possible and report the incident, including the following:

- a. Nature of the incident
- b. Location of the incident
- c. Description of person(s) involved
- d. Description of property involved
- e. Name of caller

If you observe a criminal act or a suspicious person on campus, immediately notify University Police and report the incident.

Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.

You should take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary.

WHAT TO DO IF TAKEN HOSTAGE:

- a. Be patient. Time is on your side. Avoid drastic action.
- b. The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive. The captor is emotionally imbalanced. Do not make mistakes, which could hazard your well-being.
- c. Do not speak unless spoken to and then only when necessary. Do not talk down to captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with captor at all times if possible, but do not stare. Treat the captor like royalty.

- d. Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
- e. Be observant. You may be released or escape. The personal safety of others may depend on your memory.
- f. Be prepared to answer the police on the phone. Be patient, wait. Attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, say so. The captors, in all probability, do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

IMPORTANT: After an evacuation, report to your designated campus area assembly point. Stay there until an accurate **HEADCOUNT** is taken. The Building Coordinator will take attendance and assist the accounting for all occupants

WINTER STORMS

DURING

If Indoors

Stay indoors and dress warmly

Listen to the radio or television to get the latest information

If Outdoors

Dress warmly.

Wear loose-fitting, layered, lightweight clothing. Layers can be removed to prevent perspiration and chill. Outer garments should be tightly woven and water repellant. Mittens are warmer than gloves because fingers generated warmth when they touch each other.

Stretch before you go out.

If you go out to shovel snow, do a few stretching exercises to warm up your body. Also take frequent breaks.

Cover your mouth.

Protect your lungs from extremely cold air by covering your mouth when outdoors. Try not to speak unless absolutely necessary.

Avoid overexertion.

Cold weather puts an added strain on the heart. Unaccustomed exercise such as shoveling snow or pushing a car can bring on a heart attack or make other medical conditions worse. Be aware of symptoms of dehydration.

Keep dry.

Change wet clothing frequently to prevent a loss of body heat. Wet clothing loses all of its insulating value and transmits heat rapidly.

Wind Chill

“Wind Chill” is a calculation of how cold it feels outside when the effects of temperature and wind speed are combined. A strong wind combined with a temperature of just below freezing can have the same effect as a still air temperature about 35 degrees colder.

Frostbite and Hypothermia

Frostbite is a severe reaction to cold exposure that can permanently damage its victims. A loss of feeling and a white or pale appearance in fingers, toes, or nose and ear lobes are symptoms of frostbite.

Hypothermia is a condition brought on when the body temperature drops to less than 90 degree Fahrenheit. Symptoms of hypothermia include uncontrollable shivering, slow speech, memory lapses, frequent stumbling, drowsiness, and exhaustion.

If frostbite or hypothermia is suspected, begin warming the person slowly and seek immediate medical assistance. Warm the person's trunk first. Use you own body heat to help. Arms and legs should be warmed last because stimulation of the limbs can drive cold blood toward the heart and lead to heart failure. Put the person in dry clothing and wrap their entire body in a blanket.

Never give a frostbite or hypothermia victim something with caffeine in it (like coffee or tea) or alcohol. Caffeine, a stimulant, can cause the heart to beat faster and hasten the effects the cold has on the body. Alcohol, a depressant, can slow the heart and also hasten the ill effects of cold body temperatures.

Train Derailment/MVA on I-20 or U.S. Highway 80/Accident With HazMat Release

In the event of a train derailment/accident with a subsequent hazardous materials release into the atmosphere, call the University Police at 2222 or 2219.

- Level One- Minor derailment with no, or small, release of non-hazardous material. No or minor to GSU campus- no campus evacuation necessary.
- Level Two- A derailment which causes a major explosion, fire or chemical release affecting the GSU campus and surrounding community. Campus evacuation will be initiated.

Campus Evacuation:

Since train tracks are closest to North side of campus, as is Interstate I-20, evacuate to the South as quickly as possible unless advised otherwise by University Police.

If the M.V.A and release of chemicals has occurred on U.S. 80, the evacuation route should move north toward Interstate I-20 unless advised otherwise by University Police.

- All individuals (faculty, students, staff, and visitors) are to evacuate campus immediately and move away from the threat by moving upwind. Try not to inhale gases, fumes, or smoke.
- Move away from campus quickly and as far away as you can. Be aware of wind direction and try to move in the direction of the wind, if possible.
- Vehicles should close windows and turn off car heater/air conditioner fan that could allow hazardous fumes to vent into the vehicle.
- Vehicles should take as many passengers (staff, students, visitors) with them as possible to avoid potential traffic jams.
- Evacuees “on foot” should exit campus by using the shortest route. Evacuees (in vehicle or “on foot”) should move well away from campus before stopping to determine ways of getting to a safe location.
- Once in a safe location, on foot evacuees should make contact with family and friends to let them know they are safe. DO NOT call Campus Safety unless they have important information to relay.
- Only essential personnel will be permitted to remain on campus. Facilities Services will determine which buildings can be occupied based on ventilation controls.