



Office of Residential Life

Emergency Information

For emergencies—fires, bomb scares, or any other emergency situations—students should notify University Police and/or a Department staff member immediately.

EMERGENCY -Dial University Police at #2222.

Fire Safety

Familiarize yourself with the exit procedures for your room. If a fire alarm is sounded, remain calm but leave the building as quickly as possible. Use stairways rather than elevators. Elevators are turned off during fire alarms. Fire drills are conducted each semester. However, anytime the alarm sounds, the resident should leave the building and carry out the following procedures:

Procedures

If a fire starts in your room, please call a Residence Life Staff member or University Police at extension 2219 or 2222 (if needed), or the Department of Residential Life/Housing at extension 2504. University Police will call the Fire Department (if needed), if a fire alarm is sounded, DO NOT open the door until you have:

1. Checked for smoke seepage around the door cracks.
2. Felt the door surface. If it is hot, don't open it. If the door seems cool, cautiously open.
3. Checked to see if it is safe. If safe, close all doors and windows behind you and proceed rapidly to a clear exit.
4. Secure the cracks around the door using sheets, pieces of clothing, or whatever is handy. This can block deadly heat and smoke.
5. Opened the windows slightly. This will let in fresh air and let out bad air.
6. Hang a sheet out the window to signal rescuers. If you are trying to escape through a smoke-filled room or corridor, proceed as follows:
 - A. Wear hard-soled shoes.
 - B. Place a wet towel or other wet cloth over your head and face. Breathing through the wet towel will help to cool the air and filter out much of the smoke.
 - C. Take short breaths, breathing through your nose. Avoid gulping large amounts of smoke.
 - D. Cover your body with something that can easily be discarded if it catches fire.
7. Heat and smoke rises; and dangerous fire gases settle to the floor, thus. You should move quickly in a crouching position to the nearest clear exit.

ALWAYS TRY TO REMAIN CALM, NEVER RE-ENTER A BURNING BUILDING TO TRY TO SAVE YOUR PERSONAL POSSESSIONS. DO NOT USE ELEVATORS.

Smoke Detectors

Each residence hall room is equipped with a smoke detector. Periodically, residence hall staff members and licensed technicians will test the smoke detectors to insure they are functioning properly. If there is a problem with the smoke detector in your room, please notify a residence hall staff member immediately. **Do not tamper with the smoke detector or any fire prevention equipment at any time. Students, who tamper with fire prevention equipment are referred to the Office of Student Judicial Affairs and are subject to fines and penalties as mandated by the State Fire Marshal and may be recommended for removal from University housing.**

MEDICAL EMERGENCIES

If a medical emergency occurs from 8:00 a.m. to 5:00 p.m., Monday – Friday, the Residence Life staff member will call University Police and transport the student to Foster-Johnson health Center.

If a medical emergency occurs at any other time the Residential Life Staff member will call University Police and have the student transported to Northern Louisiana Medical Center. Try to verify a medical history. Get student's home phone number and address.

Call the Department of Residential Life/Housing (office) 274-2504

Mental

Call the Counseling Center Monday-Friday between the hours of 8:00 a.m., - 5:00 p.m., for anyone that you feel may be experiencing emotional problems at (274-3338). During all other times, call University Police at 274-2219 or 2222.

Death

In the event a student or non-student is found dead in the residence hall, you should:

- Call University Police at 274-2219 or 2222
- Call the appropriate Residential Life/Housing supervisor's (office)
- Do not attempt to contact/notify the resident's family nor the media

The Vice President for Student Affairs will notify the family or media. The Residential Life staff, along with the resident's roommate will pack the deceased personal belongings, and make arrangements for the parents/guardians of the deceased to pick up the personal items in the residence hall.

Severe Weather and Tornadoes

In the event a tornado is reported or sighted, all persons within the Residence Halls 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.

- 1st floor residents, move to the 1st floor hallways

Bomb Threats

If you receive a bomb threat or any other type of threatening telephone call, you should remember the following:

1. Remain calm.
2. Attempt to identify background noise such as traffic sounds, machinery running or voices which may assist in determining the location of the caller.
3. Attempt to identify caller's voice. Is it female or male, high or low pitch, heavy or light accent or no accent at all?
4. If a bomb threat is made, ask what **TIME** the bomb is scheduled to detonate, the location of the device, and the **REASON** for the placement of the bomb.
5. Write down the above details for Grambling State University Police and, above all, **DO NOT HANG UP THE TELEPHONE.**
6. Notify the appropriate supervisor.
7. Notify the Grambling State University Police Department at (318) 274-2222.

SECURITY

Grambling State University has its' own 24 hour police department, available to assist you with any concern or issue. The following are general highlights:

1. For the security of the residents in your hall, report any key loss to a departmental staff member immediately. Periodic key checks are conducted.
2. Visitors of the opposite sex must enter through the hall's front entrance and must be escorted at all times.
3. Report doors left open, doors not securing properly, and unescorted visitors inside the building to a staff member or University Police.
4. If you are locked out of your room, you must have proper identification for staff to verify your room occupancy. If your identification is in your locked room, the staff member may enter the room and retrieve the identification for verification purposes.
5. Work cooperatively with our University Police to ensure the safety of your home away from home.

Anthony Jackson

Assistant Director

Residential Life

Grambling State University

Phone: 318-274-2504

Fax: 318-274-4004

jacksonan@gram.edu