If incident occurred on campus:

- Assess the situation.
- Call 911.
- If possible, isolate affected student/staff member.
- Designate staff person to accompany or follow injured/ill person to hospital.
- Gather information: Student/Staff schedule and emergency contact person, Student/Staff close friends, siblings, and schools they attend, Name of witnesses, if any.
- Adjusted scheduled activities. Keep school personnel updated on events and circumstances.
- Refer media to Director of University Relations.

If incident occurred off campus which affects the campus community, the V.P. Student Affairs will:

- Notify staff before normal operating hours.
- Crisis Intervention Coordinator if mental health recovery efforts are needed.
- Determine method of notifying students and parents. Announce availability of counseling services for those who need assistance.
- Refer media to Director of University Relations.

SERIOUS INJURY/DEATH
STUDENT UNREST

- Call 911.
- Ensure the safety of the students and staff first.
- Contain unrest. Seal off area of disturbance.
- University Police may issue a lock-down.
- Move students involved in disturbance to an isolated area.
- Document incident with detailed notes.

Faculty:
- Keep students calm.
- Lock classroom doors.
- Do not allow students outside of classroom until you have received an all-clear signal from University Police.
- Make a list of students absent from the classroom.
- Document all incidents.

NOTIFICATION OF INCIDENT

Shooting/Stabbing
- Take cover, if necessary. USE CAUTION.
- Assess the situation; provide for your own safety.
- If there are witnesses or others present, direct one of those individuals to call 911 to summon immediate assistance.
- If no one is available, personally call 911 immediately, request medical assistance if necessary.

Be Prepared to report
- Anything else of importance (Direction of travel, etc.)
- License number
- Body (Two door, type of vehicle)
- Make
- Color of vehicle
- Year
- Attempt to identify individuals in vehicle and/or the area.
- Indicate the location of the incident.
- Do not disturb the crime scene.
- If vehicle is involved, attempt to identify.

ADMINISTRATIVE ACTION:

Shooting (Drive By)-No Injuries
- Assess the situation
- Call 911.
- Isolate the witness(es) with an administrator.
- Gather information.
- Secure the crime scene.
- Re-route traffic from affected areas.
- Designate a place for parents who arrive on campus. Have a university media spokesperson on hand to answer questions.
- Hold a staff meeting to inform and update the faculty and staff, ASAP.

ADMINISTRATIVE ACTION:

Shooting/Stabbing-With Injuries
- Assess the situation.
- Contact 911. Be prepared to:
  - Describe the situation.
  - Indicate whether the perpetrator has been identified and/or isolated.
  - Describe the injuries.
  - Give medical assistance until help arrives.
  - Isolate the witness(es). Gather information.
  - Secure the crime scene.
  - Re-route traffic from isolated areas.
  - University Police will announce the “All-Clear”.

STUDENT UNREST/STABBING/SHOOTING
• Verify information
• Call 911.
• Do not disturb the scene or remove evidence.
• Calm suicidal person.
• Try to isolate suicidal person from other students.
• Stay with person until counselor/suicide intervention arrives unless this places you in immediate danger or threat.

SUCIDE DEATH/SERIOUS INJURY ON CAMPUS
• Verify information.
• Call 911.
• Do not disturb the scene or remove evidence.

SUCIDE DEATH/SERIOUS INJURY OFF CAMPUS
If incident occurred off campus which affects the campus community, the V.P. Student Affairs will:
• Notify staff before normal operating hours.
• Contact Counseling and Testing if mental health recovery efforts are needed.
• Determine method of notifying students and parents. Announce availability of counseling services for those who need assistance.
• Refer media to Director of University Relations.
Staff or student who is aware of a weapon brought to campus:

Student:
- Send reporting student to University Police.
- If the reporting student is unable/unwilling to report, follow steps below. The student may remain anonymous.
- Notify University Police.

Faculty:
- Send message with trusted student that includes:
  - Your name and location.
  - The name/description of the suspect.
  - Whether the suspect has threatened anyone.
  - Any information regarding the weapon’s location/type.
  - Discreetly call 911 if the suspect is not present.
  - Seek assistance from Dean/Director in reporting the incident.
  - If instructor suspects that weapon is in classroom, he/she should confidentially notify a neighboring Faculty by sending a trusted student.
  - Faculty should not leave classroom; he/she should wait for administrative response.

IN ALL CASES – USE EXTREME CAUTION. DO NOT CONFRONT SUSPECT.

STAY CALM!

IF A STUDENT THREATENS YOU WITH A WEAPON, FOLLOW SUSPECTS DIRECTIONS;
DO NOT TRY TO BE A HERO.

Reporting Instructor
- Alert University Police if a weapon is suspected, as reported by staff or student (reasonable).
- If a student reported the weapon, isolate him/her.
- University Police proceeds to the area under suspicion.
- Keep detailed notes of all events and the reasons the search was conducted.
- If suspect threatens you with a weapon, do not try to disarm him/her. Back away with your arms up and remain calm.
• Nixle is a communication system that connects residents with the agencies that serve and protect them. Residents can use Nixle to receive information ranging from critical alerts to community news. Additionally, residents can choose how they receive this information – by SMS (text message), e-mail, over the Web or by mobile application.

• Getting accurate local safety information when you need it is a challenge. Your ability to react to severe weather warnings, evacuation orders, school alerts, and other critical information depends on the accuracy and the immediacy of the information you receive.

• By simply sending a text message with your zip code to 888777, you are instantly registered to receive text messages from local public safety agencies in your area. Want more control? Create a Nixle account at www.nixle.com and tailor exactly what information you receive and how you want to receive it – via text message, e-mail, mobile application, or web browser.

• Nixle is not only for emergencies. Stay up to date on other information affecting your community including traffic alerts, safety tips, and local crime information with your Nixle account. Messages always include a priority level so you can immediately judge their urgency upon receipt. Nixle also gives you the flexibility to direct messages based on priority so you can receive urgent information via text message and the rest via e-mail.
• Register in ULink to receive notifications concerning the university’s emergencies via text message, e-mail and landlines.
  - Sign into ULink
  - Click on Students tab
  - Under Personal Information section click the Emergency Notification System link
  - Enter your personal contact information

• In the event of an emergency, notifications will be sent to your registered contact numbers and addresses. By default, an e-mail will be sent to your official UL Lafayette e-mail address: @louisiana.edu.
EMERGENCY PHONE NUMBERS

Main Campus Number/ Information
President – Dr. E. Joseph Savoie

Campus Police Emergency
Chief of Police – Joey Sturm
Crime Stoppers
Public Information Office

Student Health Services
Counseling and Testing Center
(Saucier Wellness Center)

Facility Management
Housing

337-482-1000
337-482-6203
337-482-6447 or 337-482-6448
337-482-6449
337-482-2847
337-482-6450
337-482-5464
337-482-6480
337-482-2001
337-482-6471
Lock-down procedures may be issued involving dangerous intruders or other incidents that may result in harm to persons inside campus buildings.

- Direct all students, staff and visitors into classrooms.
- Lock classroom doors.
- Move all persons away from windows and doors.
- Allow no one outside of classroom until all-clear signal is given or until Law Enforcement, Fire Official or Emergency Preparedness official evacuates your room.
- Instructors are to take class roll book to holding area in room.

Sheltering provides refuge for students, faculty, staff and public on campus during an emergency. Shelters are located in areas that maximize the safety of inhabitants. Safe areas may change depending on emergency.

- Instructors assemble class team to cover windows and air leaks around doors and vents.
- Close all exterior doors and windows.
- Turn off any ventilation leading outdoors.
- Director of University Police will issue lockdown procedures.
- Instructors take class roster to the safe area.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.
- Instructors should account for all students after arriving in the evacuation site.
- All persons must remain in safe areas until notified by emergency responders; University Police issues an “All-Clear” code.