



UNIVERSITY  
OF  
LOUISIANA  
*L a f a y e t t e*™

# EMERGENCY PROCEDURES GUIDE

This guide is intended as reference for students and staff and should not replace sound judgement and common sense.

**RESPONSE TO ANY EMERGENCY**

**STAFF RESPONSIBILITIES**

**WEATHER**

**FIRE**

**HAZARDOUS MATERIALS/RADIOLOGICAL INCIDENT**

**ASSAULTS/FIGHTS**

**BOMB THREAT**

**INTRUDER/HOSTAGE**

**KIDNAPPING/CHILDNAPPING**

**SERIOUS INJURY/DEATH**

**STUDENT UNREST/STABBING/SHOOTING**

**SUICIDE/ATTEMPT**

**WEAPONS**

**COMMUNITY AWARENESS/ADVISORY**

**FIRST ALERT EMERGENCY NOTIFICATION SYSTEM**

**EMERGENCY PHONE NUMBERS**

**LOCK-DOWN/SHELTERING PROCEDURES**

- Assess situation, verify information, and notify University Police at 911.
- Seal off high risk area when necessary.
- Take charge of area(s) until incident is contained or relieved by University Police.
- Shelter in place or evacuate the building.
  - Nature of incident may require alternative evacuation site.
- Designate a control area and maintain a phone log of all calls made, received and a time sequence of events.
- Emergency Operations Team delivers additional instructions as specified in the Emergency Response Guide.
- Refer media to Director of University Relations.

## **RESPONSE TO ANY EMERGENCY**

**Dean, Department Head, Director,  
Senior Faculty/Staff Member:**

- Verify information.
- Call 911, if necessary.
- Seal off high-risk area.
- Emergency Operations Team leader will convene crisis team and implement crisis response procedures.
- Notify student and staff (depending on emergency, students may be notified by instructors).
- Evacuate students and staff, if necessary.
- Keep detailed notes of crisis event.
- Refer media to Director of University Relations.

**Faculty/Staff:**

- Verify information.
- Lock classroom doors, unless evacuation orders are issued.
- Warn students, if so advised by Emergency Operations Team.
- Account for all students.
- Take class roster to evacuation site.
- Refer media to Director of University Relations.
- Keep detailed notes of crisis event.

## **STAFF RESPONSIBILITIES**

## **TORNADO**

Tornado Watch has been issued in an area near campus.

- Monitor Emergency Alert Stations or NOAA Weather Stations (National Weather Service, Weather Channel).

Tornado Warning has been issued in an area near campus or tornado has been spotted near campus.

- Move students and staff to safe area.
- Remind faculty to take class roster to evacuation site, if prompted.
- Account for all students.
- Remain in safe area until warning expires or until emergency personnel have issued an all-clear signal.

## **FLOODING**

- Listen to NOAA Weather Radio for current and forecasted conditions in the area.
- Avoid walking through and flood waters. If it is moving swiftly, even water 6 inches deep can sweep you off your feet.

**WEATHER**

**In the event of a fire, smoke from a fire, or a gas odor has been detected:**

- Assess the situation. Pull fire alarm and contact 911.
- Evacuate students and staff to a safe distance outside of building.
- Follow normal fire drill route. Follow alternate route if normal route is too dangerous.
- Faculty takes class roster to evacuate site. Take (call) roll after being evacuated.
  - Advise university police of missing students.
- Emergency Operations Team attends to those injured by fire/explosion until EMS arrives.
  - Perform necessary immediate first-aid on victim(s): smother by fire by rolling on the ground, deluge with water.
- No one may reenter building(s) until entire building(s) has been declared safe by fire or police personnel.
- University Police/Director of Environmental Health and Safety notifies students and staff of termination of emergency.  
Resume normal operations.

**WARNING:**

**Do not use water on electrical fires. Do not attempt to fight fires involving explosives.**

**Do not attempt to fight fires involving toxic chemicals or strong oxidizers.**

**FIRE**

**Incident occurred on campus:**

- Assess the situation.
- Call 911.
- University Police seals off area of leak/spill.
- Follow procedures for evacuation or sheltering.
- ENS will announce Crisis Codes.
- University Police is in charge of area until fire personnel contains the scene.
- Notify Director of University Relations if students were evacuated.
- Resume normal operations after consulting with fire officials. Announce "all clear code."

The University may be notified of incidents within a 10-mile radius by local Emergency Management Officials, via tone alert receivers/telephone, to shelter in place or to evacuate to a designated reception center.

**Sheltering Notification:**

- Take all persons inside building(s).
- Close all exterior doors and windows.
- Turn off any ventilation leading outdoors.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.

**Faculty responsibilities during evacuation:**

- Keep classes intact.
- Take (call) roll.
- Explain procedures to students. Instruct students to take belongings to the relocation center.
- Take (call) roll again after arriving at relocation center.

# **HAZARDOUS MATERIALS / RADIOLOGICAL INCIDENT**

**Ensure the safety of student and staff first.**

- Call 911.
- Seal off area where assault took place.
- Defuse situation if possible by identifying key individual and concerns, isolating key individual in neutral area, and conferring with key individual.
- Inform University Police if weapon was used, if victim has physical injury causing substantial pain or impairment of physical condition, or if assault involved sexual content (intentional touching of anus, breast, buttocks or genitalia of another person in a sexual manner without consent. This contact includes those areas covered by clothing).
- Assess counseling needs of victim(s) or witness (es).

## **ASSAULTS/FIGHTS**

### **Upon receiving a message that a bomb has been planted on campus:**

- Get all of the facts. Ask the following questions: “What’s was it made of?”, “When will it go off?”, “Why did you place it in the campus?”, “Is it in the East, West, etc.”, “How old are you?”, “What does it look like?”, “Where is it located?”, and “Who is this calling?”
- Listen closely to the caller’s voice and speech patterns and to noises in the background.
- Call 911. Do not share information about call with others.
- University Police initiates Crisis Codes through the ENS to order the evacuation of all persons inside campus building(s).
- University Police must report incident to state police.
- DO NOT USE RADIOS OR CELLULAR PHONES, SINCE RADIO BEAMS CAN CAUSE DETONATION.
- University Police completes Bomb Threat Report Form.

### **Evacuation Procedures:**

- Upon notification of a Bomb Threat, Emergency Operations Team will trigger the fire alarm.
- Faculty, staff and students follow standard fire drill procedures.
- Direct students to take their belongings to the evacuation site.
- Students and staff must be evacuated to a safe distance outside of the building(s). Try not to move students to area openly visible from the street. The bomb threat could be a diversion to get students out in open areas.
- Faculty takes (call) roll after evacuation. Advise university police of missing students.
- Director of Environmental Health and Safety notifies students and staff of termination of emergency (“all clear” code).
- Resume normal operations.

## **BOMB THREAT**



**Intruder-An unauthorized person who enters classroom/office:**

- Notify University Police at 911.
- Ask another staff person to accompany them before approaching intruder.
- Politely greet intruder, identify yourself, and ask the intruder the purpose of his/her visit.
- Inform the intruder that all visitors must register at the University Police main office.
- If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.

**If intruder refuses to leave:**

- Warn intruder of consequences for staying. Inform him/her that you have called police.
- Notify police Department Head if intruder still refuses to leave. Give police full description of intruder.
- Walk away from intruder if he/she indicates a potential for violence. Be aware of intruder's actions at this time (where he/she is located, whether he/she is carrying a weapon or package, etc.)
- University Police will issue an "All Clear" when incident is under control.

**Hostage:**

- If hostage taker is unaware of your presence, do not intervene.
- Call 911 immediately, give dispatcher details of situation.
- Seal off area near hostage scene.
- Be prepared to provide University Police with:
  - Number of hostage taker(s)
  - Description of hostage taker(s)
  - Type of weapon(s) hostage taker(s) have
  - Number and names of hostages
  - Demands and instructions hostage taker(s) have given

**If taken hostage:**

- Follow instructions of hostage taker.
- Try not to panic. Calm students if they are present.
- Treat the hostage taker as normally as possible.
- Be respectful to hostage taker.

# **INTRUDER/HOSTAGE**

**If any student/staff member is kidnapped:**

- Call 911.
- Lock all doors/windows.
- Be prepared to provide a description of the kidnapper and person(s) kidnapped.
- If vehicle is involved, attempt to identify
  - Color of vehicle
  - Year
  - Make
  - Body (Two *door*, type of vehicle)
  - Anything else of importance (direction of travel)
  - License number

**Kidnapper:**

- If kidnapper is unaware of your presence, do not intervene.
- Call 911 immediately, give dispatcher details of situation.
- Seal off area near kidnapping scene.
- Be prepared to provide University Police with
  - Number of kidnapper(s)
  - Description of kidnapper(s)
  - Type of weapon kidnapper(s) have
  - Number and names of person(s) kidnapped
  - Demands and instructions kidnapper(s) have given

**If kidnapped:**

- Follow instructions of kidnapper.
- Try not to panic. Calm students if they are present.
- Treat the kidnapper as normally as possible.
- Be respectful to kidnapper.
- Ask permission to speak and do not argue or make suggestions.

**KIDNAPPING/CHILDNAPPING**

**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.

#### **SUICIDE DEATH/SERIOUS INJURY ON CAMPUS**

- Verify information.
- Call 911.
- Do not disturb the scene or remove evidence.

#### **SUICIDE 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.

# **SUICIDE/ATTEMPT**

## **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.

# **WEAPONS**

- Nixie is a communication system that connects residents with the agencies that serve and protect them. Residents can use Nixie 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 Nixie account at [www.nixle.com](http://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.
- Nixie 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 Nixie account. Messages always include a priority level so you can immediately judge their urgency upon receipt. Nixie 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.

**COMMUNITY AWARENESS/ADVISORY**

- 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 NOTIFICATION SYSTEM**



Main Campus Number/ Information	337-482-1000
President- Dr. E. Joseph Savoie	337-482-6203
Campus Police Emergency	337-482-6447 or 337-482-6448
Chief of Police- Joey Sturm	337-482-6449
Crime Stoppers	337-482-2847
Public Information Office	337-482-6450
Student Health Services	337-482-5464
Counseling and Testing Center (Saucier Wellness Center)	337-482-6480
Facility Management	337-482-2001
Housing	337-482-6471

## **EMERGENCY PHONE NUMBERS**

**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.

## **LOCK-DOWN/SHELTERING PROCEDURES**