

South Louisiana Community College



Emergency Plan

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SLCC Emergency Plan

South Louisiana Community College operates under a business continuity plan. In the event of a disaster the college's Emergency Plan outlines roles and makes provision for appropriate action. The details of that plan are provided on the following pages.

Emergency Teams

The Chancellor of the College has designated the Vice Chancellor Administration and Finance as the Plan Coordinator of the College Emergency Plan. During the emergency period, the Plan Coordinator has supervisory responsibility over departments and personnel who comprise the Emergency *Preparedness* Team (EPT) and Emergency *Implementation* Team (EIT). All recommendations of the EPT and EIT must be relayed by the Plan Coordinator to the College Chancellor for her approval.

The following positions comprise the College's Emergency *Preparedness* Team (EPT) and are responsible for making recommendations during the pre-season preparation, threat assessment, class cancellation and College closure stages:

- Vice Chancellor for Academic and Student Affairs or his designees *
- Facilities/Plant Operations Manager (Facilities, Security, Safety)*
- Vice Chancellor for Administration and Finance(Plan Coordinator)*
- Information Technology Manager*
- Director of Admissions & Registrar *
- Dean of Students
- Director of Library Services
- Chancellor Administrative Assistant
- Human Resources Manager
- Financial Manager
- Business Manager

* Core Decision Team – see APPENDIX A for responsibilities.

The following positions comprise the Emergency *Implementation* Team (EIT) and are responsible for implementing specific detailed procedures for their area of responsibility. Each team member may require additional staff under his/her supervision to assist in the implementation of the Emergency Plan.

- Vice Chancellor for Administration and Finance, Plan Coordinator
- Chancellor Administrative Assistant
- Dean of Students
- Information Technology Manager
- Facilities/Plant Operations Manager (Facilities, Security, Safety)

* See APPENDIX A for areas of responsibility.

Catastrophic Events and Plan Applicability

This Emergency Plan has specific focus on unique, time-bounded events which severely and negatively affect the mental and/or physical well being of the college's population or the college's ability to accomplish its mission. The Chancellor is responsible for declaring an emergency and initiating actions of this Emergency Plan. Examples include, but are not limited to, natural disasters, man-made disasters, violence on campus, and serious life/academic/business threatening, contagious illness.

Emergency Information

Since the danger of misinformation and rumor are greatly increased during any emergency period, the Chancellor has designated the Chancellor's Administrative Assistant as the official source of College announcements. This office will ensure that the official information is posted on the College telephone system, College website, campus-wide email, and communicated with local TV and radio news programs

The College's Emergency Information Hotline at **337.521.8926** provides an official, recorded announcement of the latest information on the status of the operation of the College. This hotline should be monitored by all essential personnel in order to stay informed of the various stages of operation of the College. Emergency personnel may also monitor the Emergency Personnel Information Center which can be found on the College web site at [www/slcc.cc.la.us/Emergency Center](http://www/slcc.cc.la.us/Emergency%20Center).

Until a closure of the College is deemed necessary, the Emergency Control Center will be located in the SLCC Lafayette Campus, Building room 244, phone 337.521.8953, and fax 337.262.2100. SLCC's secondary Emergency Control Center is located at the Louisiana Technical College, T.H. Harris Campus, 322 East South Street, Opelousas, LA 70570-6114, Phone: (337) 948-0239.

II. Plan Summary

Philosophy

To ensure the safety of College students, faculty and staff, the College has developed an extensive emergency plan in the event of a College declared emergency. The College's primary concern is the safety, health and well being of the College community members. All decisions reflect this philosophy.

In the event an emergency requires evacuation outside of the local area and, upon class cancellation, all students are reminded to implement personal emergency plans and encouraged to seek safety. Keep in mind conditions during a emergency are not ideal.

People who have their own transportation are strongly encouraged to take other people

with them to assist in the evacuation process.

Should any student in good conscience decide to leave prior to the official cancellation of classes, the student is responsible for making provisions for missed classes and assignments with their professors directly.

V. Emergency Plan

The Emergency Plan is divided into 5 stages. The action steps indicated in the stages may or may not be taken within the stages listed, depending on the circumstances of the emergency and time at which the stage occurs. In addition, the Plan Coordinator may declare a change in stage at any time due to the unpredictable nature of emergencies.

- Stage 1. Preparation
- Stage 2. Threat Assessment
- Stage 3. Class Cancellation – students required to leave campus and enact personal emergency/evacuation plan
- Stage 4. College Closure - faculty and staff required to leave campus.
- Stage 5. Aftermath – assessment, recovery, reopening, and return to classes

STAGE ONE: Preparation

You should not wait to personally prepare for an emergency.

Everyone should prepare in a personal way for emergencies.

Safety experts recommend that some personal preparation steps include:

- Building, area, and regional personal evacuation plans.
- Family and business contact telephone numbers.
- Pet considerations.
- Identify a method of transportation. If you have your own transportation you are strongly encouraged to take other people who have no transportation to assist them in the evacuation process.
- Emergency NOAA Weather Radio or local radio or TV stations.

The Emergency Alert radio and TV stations for the the college's area (located in Lafayette, LA) are:

Radio: AM 1330(KVOL) and FM 99.9(KTDY)
TV: TV10 (KLFY); TV3(KATC)

- Evacuation items to take:
 - Disaster Supplies Kit (see below)
 - Prescription medications and medical supplies
 - Bedding and clothing, including sleeping bags and pillows
 - Bottled water, battery-operated radio and extra batteries, first aid kit, flashlight
 - Car keys and maps
 - Documents, including driver's license, Social Security card, passports, proof of residence, insurance policies, wills, deeds, birth and marriage certificates, tax records, etc.

Conditions during and after an evacuation event will not be ideal and you should prepare for many contingencies. A **Disaster Supplies Kit** should be prepared in advance. The American Red Cross suggests that you include the following:

- First aid kit and essential medications
- Canned food and can opener
- At least a gallon of water per person per day
- Protective clothing, rainwear, and bedding or sleeping bags
- Battery-powered radio, flashlight, and extra batteries
- Special items for infants, elderly, or disabled family members
- Written instructions on how to turn off electricity, gas and water if authorities advise you to do so (Remember, you will need a professional to turn them back on.)

STAGE TWO: Threat Assessment

Stage Two ideally begins, with and in sufficient time, when the Chancellor recognizes development of an emergency threat. The College may be under Stage Two for hours to weeks depending on the perceived/recognized emergency:

1. Plan Coordinator convenes the EPT to assess available factual information and begin implementation of the emergency plan. The Safety Officer monitors the National Weather Service, American Red Cross, the State Office of Homeland Security and Emergency Preparedness (<http://www.ohsep.louisiana.gov/>) and the Lafayette City - Parish Office of Homeland Security and Emergency Preparedness (<http://www.lafayetteoep.org/>). The Safety officer may participate in the daily Emergency Preparedness conference calls along with the Plan Coordinator and Chancellor.
2. Plan Coordinator updates the Emergency Information Hotline with current College operating status, special instructions, and next scheduled update, and notifies the Chancellor's Administrative Assistant. The Chancellor's Administrative Assistant will change the message on the College telephone system and will send an e-mail to all department heads informing them of the change of status.
3. Information is also distributed to the College community via the College web site,

office fax, and posted statements in the College Center and key locations, if applicable.

4. The Facility/Plant Operation Manager shall test emergency equipment and re-check supplies. The Property Manager of the college will have all vehicles gassed up transported to the secondary emergency control center.
5. At an appropriate time, Plan Coordinator directs EIT to enact General Emergency Preparedness Plans specific to their areas of responsibility.
6. At an appropriate time EPT formulates the recommendation to the Chancellor on whether or not to cancel classes.
7. Once the decision has been made to cancel classes, EPT monitors the ongoing emergency situation and prepares a recommendation to the Chancellor related to closure and/or evacuation of the College.

STAGE THREE: Classes Cancelled

Once the Emergency Plan, Stage Three is reached, all required personnel must remain on campus until discharged by their supervisor.

1. Upon cancellation of classes, students are required to leave campus and are not permitted to remain in any campus building for any reason.
2. Plan Coordinator updates the Emergency Information Hotline and announces effective time of class cancellation, and the activation of the Class Cancellation Plan (see APPENDIX B) special instructions, and next scheduled update.
 - a. Plan Coordinator contacts the Chancellor and performs follow-up with the Chancellor's Administrative Assistant and informs her of the new status. The Chancellor's Administrative Assistant changes the message on the College telephone system and sends out an e-mail to all departments informing them of the change of status. The media shall also be informed of the class cancellation.
 - b. All departments with Off Campus Locations shall ensure that these locations are aware of the cancellation of classes.
3. All personnel are required to begin their emergency preparations to prepare for the next stage of the Emergency Procedure. (see APPENDIX E)

STAGE FOUR: College Closure

1. Plan Coordinator updates the Emergency Information Hotline announcing emergency closure, special instructions, and next scheduled update. Plan Coordinator notifies the Chancellor's Administrative Assistant. The Chancellor's Administrative Assistant changes the message on the College telephone system and sends out an e-mail to all departments informing them of the change of status. The media shall also be informed of the closure.
2. Everyone should leave the campus immediately and activate their personal evacuation plans. All college members must comply with the oral and written instructions of the EIT by cooperating in a polite and respectful manner.

3. Plan Coordinator directs Facilities/Plant Operations Manager to lock campus buildings. All students, faculty, and staff must vacate.
 - a. Facilities/Plant Operations Manager/Security/Building Coordinators will check all buildings for compliance with this requirement. All interior and exterior doors are locked and signs are posted announcing College closure.
4. Plan Coordinator relieves of duty EIT members (see APPENDIX C). Everyone is required to leave campus immediately and is not permitted to remain in any campus building for any reason, with the exception of critical emergency personnel specifically designated by the Chancellor to maintain campus security and physical plant operations.
5. Plan Coordinator exchanges contact information and a proposed contact schedule with Facilities/Plant Operations Manager and before leaving the campus.

During a declared emergency, while away from the campus, and in appropriate priority, remember to stay calm and constantly remain attentive to the news.

STAGE FIVE: Aftermath — Damage Assessment, Recovery, Reopening and Return to Classes

In the *Damage Assessment Stage* — Post Emergency Response teams (see APPENDIX D) will come to the campus and inspect the facilities to make sure it is safe for other employees to return to the College Campus.

In the *Recovery stage* — The College Essential Personnel (see APPENDIX B) are allowed back onto the campus to begin cleaning up and preparing their areas to be open to the public.

In the *Reopening stage* — All other College Personnel are allowed on campus to finalize cleanup and prepare for the opening of the College.

In the *Return to Classes stage* — The College resumes its normal operations.

Once the emergency has passed and if the campus is accessible, the Post Emergency Response Teams inspect for damages, all buildings, grounds and utilities, and reports to the Facilities/Plant Operations Manager, any unsafe campus conditions. Emergency repairs are made if practical. The Facilities/Plant Operations Manager communicates with the Plan Coordinator to inform him of the status of the campus. The Plan Coordinator communicates with the Chancellor of the College to inform her of the status of the campus and to make a decision on when to proceed to the *Recovery stage*.

If the College is deemed safe and the Chancellor/lawful representative authority approves the *Recovery stage*:

1. Plan Coordinator updates the Emergency Information Hotline announcing the *Recovery stage*, special instructions, and next scheduled update. Plan Coordinator notifies the Chancellor's Administrative Assistant. The Chancellor's Administrative

Assistant changes the message on the College telephone system , on the College Web site, and informs the media of the change in status.

- a. College essential personnel return to campus to begin preparing their areas for the return of their co-workers. Once this is completed, they communicate this to the Plan Coordinator. The Plan Coordinator communicates with the Chancellor of the College to inform her of the status of the campus and to make a decision on when to proceed to the *Reopening stage*.

When the Chancellor/lawful representative authority approves the *Reopening stage*:

2. When the Chancellor/lawful representative authority approves the *Reopening stage* Plan Coordinator updates the Emergency Information Hotline announcing the *Reopening stage*, special instructions, and next scheduled update. Plan Coordinator notifies the Chancellor's Administrative Assistant. The Chancellor's Administrative Assistant changes the message on the College telephone system, on the College Web site, and informs the media of the change in status.
 - a. College personnel return to campus to begin preparing their areas for the opening of the campus. Once this is completed, they communicate this to their Deans or Directors. When all areas have reported their completion, the Deans or Director shall communicate this to the Plan Coordinator. The Plan Coordinator communicates with the Chancellor of the College to inform him of the status of the campus and to make a decision on when to proceed to the *Return to classes' stage*

When the Chancellor/lawful representative authority approves the *Return to classes' stage*:

3. When the Chancellor/lawful representative authority approves the *Return to classes' stage* Plan Coordinator updates the Emergency Information Hotline announcing the official end of the emergency. Plan Coordinator notifies the Chancellor's Administrative Assistant. The Chancellor's Administrative Assistant changes the message on the College telephone system, on the College Web site, and informs the media of the change in status.

If the College is deemed unsafe, the Chancellor/lawful representative authority will not change the status of the emergency.

1. Plan Coordinator updates the Emergency Information Hotline announcing the *damage assessment stage*, special instructions, and next scheduled update. Plan Coordinator notifies the Chancellor's Administrative Assistant. The Chancellor's Administrative Assistant changes the message on the College telephone system, on the College Web site, and informs the media of the status.

The Plan Coordinator will communicate with the Vice Chancellor for Student and Academic Affairs, Chancellor's Administrative Assistant, and Facilities/Plant Operations Manager to inform them and discuss the status of the College. All recommendations shall be provided to the Chancellor for her approval.

The Chancellor's recommendations shall be reported to the Chancellor's Administrative Assistant who will prepare and disseminate all internal and external communications with the Chancellor's recommendations. All departments shall take actions to implement these recommendations.

When the College has been made safe and has been restored to an operable state, the Chancellor will order the emergency status to be changed to the *reopening stage*, all College personnel shall return to work to prepare their areas for opening to the public. Once this is completed, they communicate this to their Deans or Directors. When all areas have reported their completion, the Deans or Directors communicate this to the Plan Coordinator. The Plan Coordinator communicates with the Chancellor of the College to inform her of the status of the campus and to make a decision on when to proceed to the *return to classes' stage*.

Plan Coordinator updates the Emergency Information Hotline announcing the official end of the emergency. Plan Coordinator notifies the Chancellor's Administrative Assistant. The Chancellor's Administrative Assistant changes the message on the College telephone system, on the College Web site, and informs the media of the change in status.

EMERGENCY LINKS

- <http://www.lafayette.edu/EOS>
- <http://www.loep.state.la.us/default.htm>
- <http://www.fema.gov/>
- <http://www.fema.gov/hazards/hurricanes/>
- <http://www.nhc.noaa.gov/>
- <http://www.redcross.org/>
- <http://www.acadianaredcross.org/>
- <http://www.lafayetteoep.org>

APPENDIX A

Duties of the EIT members

Vice Chancellor for Administration and Finance, Plan Coordinator

In charge of overall plan coordination and implementation, Update
Emergency Hotline number with appropriate information .

Safety Officer (Facilities/Plant Operations Manager)

Liaison between the College and emergency agencies such as Red Cross and
City-Parish Consolidated Govt. Office of Emergency Preparedness. Provides
weather, evacuation and other emergency info as it becomes available to the
Plan Coordinator and Chancellor.

Dean of Students

Initializes contacts with all students including International Students, and
Disabled Students; and internal/external Health Services as necessary.
Provides for information dissemination to these groups. Coordinates Health
Services Representative to accompany shelter evacuation.

Chancellor's Administrative Assistant

Provides information updates and dissemination internally and externally to
the college population via telephone system, email, web site, fax and local
public media.

Information Technology Manager

Manages all aspects of the College Computing and Communications system
plans and services before, during and after the storm. Manages message
delivery processes as messages are provided by the Chancellor's
Administrative Assistant on the College telephone system and web site.

Facilities Manager

Manages all efforts of Facilities responsibilities as the campus prepares and
recovers.

Core Decision Team

Gathers data about impending emergencies and reports to the Chancellor.

APPENDIX B

Class Cancellation Plan

This means that all classes are cancelled and that students should evacuate all campus buildings. College employees will remain at their posts. The Building Coordinators of each building will ensure that all students and visitors have left their buildings. They will post signs on all doors leading into the building stating that classes have been cancelled. When everyone has been evacuated and the signs have been posted, the Building Coordinator will inform Plan Coordinator that all students and visitors have evacuated their building.

Administrative Instructions

All members of the College community are expected to comply with the oral and written instructions of a College official acting within the scope of his/her duty in a crisis, emergency, or disciplinary situation. College officials include, but are not limited to, public safety/College security officers, faculty members, and administrators. Compliance would include providing clear and factual information concerning the situation and cooperating in a polite and respectful manner.

Essential Personnel

These are employees that are designated by their Department Heads and/or Building Coordinators as essential to the operation of the department. These Department Heads and/or Building Coordinators should provide a list with these names to the Plan Coordinator by May 30th of each year. This list should be reviewed and updated yearly.

A P P E N D I X C

College Services Resumption Plan in light of catastrophic event

GENERAL CONDITIONS

All teams performing inspections of the campus should have a 2-way radio for communication purposes.

Returning personnel are advised to remain aware of their surroundings, and to avoid contact with any creatures that may be in the buildings or the campus. They should also be aware of other physical hazards such as downed power lines, broken glass, etc.

Facilities/Plant Operations Manager, contacts the Plan Coordinator to update him on the conditions of the campus.

Plan Coordinator contacts the Chancellor or his/her designee to inform him of these conditions, then contacts the EPT to meet on campus or at an alternate site for a meeting. EPT will evaluate damage and develop immediate response plans.

EPT: Completes assessment of damage to the campus' physical plant and auxiliary enterprises. Establishes communication with federal and state assistance offices.

_____ Chancellor notifies the LCTCS System Office of the conditions. Notification should be to Kenneth W. Jenkins
Director, Facility Planning, Management and Administrative Services , (225) 922-2629, kjenkins@lctcs.edu

_____ Risk Manager notifies the following:
State Office of Risk Management 225-342-8399 and the local Loss Prevention Officer at 337-262-5113, Fax: 337-262-1200

_____ Safety Officer (Facility/Plant Manger) contacts the City-Parish Consolidated Govt. Emergency Preparedness at 337-291-5075, email: lfteoc@att.net

EIT: Meets as required by EPT and helps develop and carry out plan to resume College operations.

The following constitute the POST EMERGENCY RESPONSE TEAMS:

These teams shall report to Plan Coordinator at the site designated to receive the proper identification card before they begin any of their duties.

Safety Team: Completes immediate survey of campus to identify and isolate safety hazards (biological, electrical, structural, gas leaks, etc.).

Facility Services shall provide minimum, one way approaches to all buildings by clearing away debris. Building perimeters shall be cleared after the approaches to each building are completed. Facilities personnel shall inspect all roofs and report on immediate safety hazards, breaches in roofing systems, window breakage, and structural damage to facilities. These reports shall be made to the Facilities/Plant Operations Manager who in turn will report to the Plan Coordinator.

The Facilities personnel shall inspect the campuses and bring up utilities, paying attention to immediate safety hazards. This shall be reported to the Facilities/Plant Operations Manager. The Facilities/Plant Operations Manager will report to the Plan Coordinator.

The *Safety Officer* shall act as the liaison between the College and the Emergency Management Office with the respective City/Parish.. All communications with the City/Parish shall be handled by the Safety Officer. The Safety Officer shall report to the Plan Coordinator.

Communications Team: Establishes communication networks and informs the campus community, media and public of developments.

IT Manager shall establish emergency communications, assess damage to telecommunications systems, and initiate repair procedures. He shall also establish emergency computing stations, assess damage to computing services, and initiate repair procedures. He shall maintain close contact with the Plan Coordinator and keep him updated on the findings and progress of his team.

Chancellor's Administrative Assistant handles immediate media inquiries and updates the College's Emergency Information Hotline as needed. She shall maintain close contact with the Plan Coordinator.

Security Team: Secures campus from unauthorized access and looting.

City/Parish Police Officers/contract Security shall patrol the College's property and report to the Facilities/Plant Operations Manager on such conditions as washed out roads and sidewalks, as well as any hazards observed. Looters will reported to the respective City/Parish Police Department. Only authorized personnel, with the proper identification cards, shall be allowed onto campus until the "all clear" is given. The Security Team will maintain close contact with the Plan Coordinator and keep him updated on the findings and progress of his team.

Building Assessment Teams: inspect departmental property and report on conditions such as broken windows, excessive water damage and physical and chemical hazards. Members shall report findings to the Facilities/Plant Operations Manager. In addition, members shall prepare an itemized report of equipment damage, with

copies to be sent to the Department Head, Vice Chancellor for Academic Affairs, Vice Chancellor of Finance and Administration, and College Property Control/ Risk Manager.

These Teams may call additional personnel as needed to resume College operations. The Facilities/Plant Operations Manager shall contact contractors on an as needed basis.

The Plan Coordinator shall prioritize the recovery based on a hazard assessment, immediate needs and special needs. His top priority shall always be personnel safety.

The Plan Coordinator shall de-activate the various teams when it is determined that immediate hazards have been resolved, the initial assessment is complete and special needs have been met.

The Plan Coordinator shall secure all documentation pertaining to the entire incident and prepare a report for submittal to the Chancellor.

Remaining administrative personnel should wait to report to campus upon notification through an announcement on the local media services, the College Web site, the College Emergency Information Hotline: 337.521.8926 or the College Telephone system at 337.521.8896.

Faculty and students should listen to local radio/TV stations for information about the status of the College.

For information about campus status during and following a catastrophic emergency event, call the College Emergency Information Hotline: 337.521.8926 or go to the College web site at www.slcc.cc.la.us.

EPT:

- Vice Chancellor for Academic and Student Affairs or his designees *
- Facilities/Plant Operations Manager (Facilities, Security, Safety)*
- Vice Chancellor for Administration and Finance(Plan Coordinator)*
- Information Technology Manager*
- Director of Admissions & Registrar *
- Dean of Students
- Director of Library Services
- Chancellor Administrative Assistant
- Human Resources Manager
- Financial Manager
- Business Manager

* = Core Decision Team

EIT

Vice Chancellor for Academic and Student Affairs
Vice Chancellor for Administration and Finance (Plan Coordinator)
Dean of Students
IT Manager
Facilities/Plant Operations Manager (Facilities, Security, Safety)
Chancellor's Administrative Assistant

Safety Team

Facilities/Plant Operations Manager (Facilities, Security, Safety)
Dean of Students
All other as required by the Plan Coordinator or Facilities/Plant Operations
Manager

Security Team

City/Parish Police
Contract Security
All other as required by Plan Coordinator

Communications Team

IT Manager
Chancellor's Administrative Assistant
All other as required by the Plan Coordinator or IT Manager

Building Assessment Teams:

Building Coordinators and Department Heads or their designees

APPENDIX D

GENERAL EMERGENCY PREPAREDNESS PLAN

Stage I — Preseason Preparation

Building Coordinators

Identify materials around the outside of the building that may need to be moved should a threat of hurricane arise.

Communicate with Departments in your Building to remind them to perform Stage I requirements for their areas.

Departments

Meet with pre identified essential personnel and remind them of their responsibilities during a Hurricane Emergency.

Update all pertinent information for communication purposes with these individuals. (Phone numbers, pagers, etc.)

Stage II — Threat Assessment

Building Coordinators

Identify any physically impaired persons in your building that may need assistance.

Distribute flier reminding departmental offices about files, equipment, and departmental items that are on the exterior of the building. (Flier #1)

Survey the area in and around your building.

Note any items that may cause problems in high winds and could end up as projectiles.

Report these items to their proper custodian. These items should be picked up and disposed of, or secured in a safe place where they will no longer pose any danger.

Departments

Identify any physically impaired persons in your department that may need assistance.

Alert your Building Coordinator of this person being in your office.

Identify files and equipment that may need to be moved away from windows and/or picked up off of the floor.

Survey the area in and around your department:

Note any items that may cause problems in high winds and could end up as projectiles.

If your department stores items outside of the building, be prepared to pick them up and dispose of them, or secured them in a safe place where they will not pose any danger.

Stage III — Class Cancellation

Building Coordinators

Contact any physically impaired persons in your building that may need assistance.

Post warning signs on classroom doors. (Flier #2)

Survey the area in and around your building.

Note any items that may cause problems in high winds and could end up as projectiles.

Report these items to their proper custodian. These items should be picked up and disposed of, or secured in a safe place where they will no longer pose any danger.

Departments

Remind your essential personnel of their duties in case an evacuation is called for.

Contact any physically impaired persons in your department and see if they need assistance.

Identify files and equipment that may need to be moved away from windows and/or picked up off of the floor.

Back up your files to transportable media. (i.e. floppy disks, zip disks, tapes, etc.)

Survey the area in and around your department.

Note any items that may cause problems in high winds and could end up as projectiles.

If your department stores items outside of the building, they should be picked up at this time and disposed of, or secured in a safe place where they will not pose any danger.

If the departments do not secure exterior items, they will be disposed of by Facility Services.

Stage IV — College Closure

Building Coordinators

Survey the area around your building.

Note what items that you reported or any new items still pose a danger.

Report these items to proper custodian and also to Facilities personnel

If the departments do not secure exterior items, they will be disposed of by Facility Services.

The day the administration issues the campus closure/evacuation order:

If you are in your building, follow the General Guidelines for Building Evacuations for your building.

If you are not in your building, call Facilities/Plant Operations Manager and communicate you are not on campus so that a designee can secure your building.

Departments

Survey the area around your Department.

Pick up any last minute items that belong to your department and are stored outside of the building.

Move files and equipment away from windows; place them onto a high location. Empty all refrigerators of food and other items that will spoil. Please dispose of these materials in the dumpster outside of the building and not in your office waste basket.

If your department does not secure exterior items, they may be disposed of by Facility Services.

At the time the administration issues the campus closure order:

Shut off all lights, unplug all appliances, close and lock all doors as evacuation proceeds.

Evacuate the building and the campus.

ONCE BUILDINGS HAVE BEEN EVACUATED THEY WILL BE SECURED BY BUILDING COORDINATORS

Stage V – Aftermath –assessment, recovery, reopen and return to classes

Building Coordinators/ Departments

After the campus has been assessed and the recovery stage is over, the Chancellor or his/her designee will announce the reopen stage. At this point the Building Coordinators and Department personnel will be allowed to get back into their buildings. In order to get their buildings ready to open, the building coordinators and departments should remove all signs that were placed on the building doors, reset all offices and departmental areas to pre storm conditions. They should also survey their buildings and report anything that is out of the ordinary to Director of Facilities at 337.521.8901 or to the Plan Coordinator at 337.521.8949.

Once the departments are deemed ready to open to the public, they should communicate this to their Deans and Directors. The Deans and Directors should communicate this to the Plan Coordinator. The Plan Coordinator communicates with the Chancellor of the College to inform her of the status of the campus and to obtain a decision on when to proceed to the return to classes' stage.

Plan Coordinator updates the Emergency Information Hotline announcing the official end of the emergency. Plan Coordinator notifies the Chancellor's Administrative Assistant. The Chancellor's Administrative Assistant changes the message on the College telephone system , on the College Web site, and informs the media of the change in status.

NOTE: To all Departments
In this Building!!!

Due to the approaching storm please remember to identify any files and equipment that may have to be moved away from windows and off the floor.

Also remember to secure all departmental items that your department may have around the exterior of the building.

Remember:

College Personnel will dispose of unsecured items left outside of the building as they may be a hazard.

Email - Flier #1

Thank you
Building Coordinator

Due to the
approaching
storm, PLEASE!!!

Close
all doors
and windows
when you leave
the room.

APPENDIX E

Matrix of Duties for Stages of Emergency & Shutdown Preparation Checklist

STAFF RESPONSIBLE		<u>Task List</u>
Primary	Alternate	
<u>Stage 1: Preparation</u>		
All Staff / Faculty	All Staff / Faculty	Personal Preparations <ul style="list-style-type: none"> • Building, area, regional personal evacuation plans • Family and business contact numbers • Tune to local radio and TV
<u>Stage 2: Threat Assessment</u>		
Chancellor <small>(Jan Brobst)</small>	V.C. Admin./Fin. <small>(Bryan Glatter)</small>	Identify development of an emergency threat.
Plan Coordinator <small>(Bryan Glatter)</small>	Facilities Manager <small>(Ed Lopez)</small>	Convenes the Emergency Preparedness Team (EPT)
Safety Officer <small>(Ed Lopez)</small>	Plan Coordinator <small>(Bryan Glatter)</small>	Monitor National and Local media
Plan Coordinator <small>(Bryan Glatter)</small>	Administrative Assistant <small>(Denetrice Leggans)</small>	Update the Emergency Information Hotline Notify the Administrative Assistant
Administrative Assistant <small>(Denetrice Leggans)</small>	Plan Coordinator <small>(Bryan Glatter)</small>	Change the College telephone system & E-mail department heads of the status change.
IT Manager <small>(Brian West)</small>	Plan Coordinator <small>(Bryan Glatter)</small>	Update the College web site
Facilities Manager <small>(Ed Lopez)</small>	Plan Coordinator <small>(Bryan Glatter)</small>	Test emergency equipment
Property Manager <small>(Johnnie Williams)</small>	Facilities Manager <small>(Ed Lopez)</small>	Gas up vehicles and transport to secondary emergency control center.
Emergency Preparedness Team	Plan Coordinator <small>(Bryan Glatter)</small>	Formulate recommendation to Chancellor whether or not to cancel classes. Continues to monitor to determine if closure or evacuation of the College is necessary.
Chancellor	Plan Coordinator <small>(Bryan Glatter)</small>	Determines if classes will be canceled or if College closure is needed.
<u>Stage Three: Classes Cancelled</u>		
Students		Required to leave campus.
Plan Coordinator <small>(Bryan Glatter)</small>	Administrative Assistant <small>(Denetrice Leggans)</small>	Updates the Emergency Information Hotline – announces effective time of class cancellation

Plan Coordinator (Bryan Glatter)	Administrative Assistant (Denetrice Leggans)	Update the Chancellor
Administrative Assistant (Denetrice Leggans)	Plan Coordinator (Bryan Glatter)	Update the College telephone system. Notify the media of class cancellation.
Budget Unit Heads		Notify off campus locations of cancellation of classes
All Faculty / Staff		Follow Emergency Preparations table below *
Stage Four: College Closure		
Plan Coordinator (Bryan Glatter)	Administrative Assistant (Denetrice Leggans)	Update the Emergency Information Hotline
Administrative Assistant (Denetrice Leggans)	Plan Coordinator (Bryan Glatter)	Update the College telephone system, e-mail all departments on the change in status. Inform the media of the closure.
All Faculty / Staff		Leave the Campus and activate personal evacuation plans.
Facilities Manager (Ed Lopez)	Plan Coordinator (Bryan Glatter)	Lock Campus Buildings

If the College is faced with the prospect of a major evacuation because of natural disaster, it may be necessary to close all the buildings on each campus.

The checklist below is developed to assist with protecting your College assets. The scope of preparation required depends on the location of the space, the type of construction of the building, the location within that building and the severity and characteristics of the expected storm. The checklist may be modified to address your particular requirements for your area.

Emergency Preparations *

STAFF RESPONSIBLE

Primary

Alternate

Task List

All Faculty / Staff	Dept. Supervisors	Unplug computers, printers and all other electrical equipment.
All Faculty / Staff	Dept. Supervisors	Protect valuable paper files, research samples and notes.
All Faculty / Staff	IT Manager	Back-up computer files, store off site
All Faculty / Staff	Dept. Supervisors	Check emergency contact phone numbers
All Faculty / Staff	Dept. Supervisors	Cover and secure or seal vulnerable equipment with plastic.
All Faculty / Staff	Facilities Manager	Remove all equipment and supplies stored or mounted outdoor or rooftop locations.
All Faculty / Staff	Dept. Supervisors	Remove equipment and supplies from the floor in areas that may flood.

