

FACILITIES AND PROPERTY COMMITTEE

(Following the Finance and Audit Committee)

Friday, April 29, 2011

Board of Supervisors' Meeting Room
2nd Floor, J.S. Clark Administration Building
Southern University and A & M College
Baton Rouge, Louisiana

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Informational Items
 - A. Correction of Ravine Erosion at Jesse N. Stone and E.C. Harrison (SUBR Campus Roads)
 - B. Emergency Preparedness Plans
 - 1.) Southern University and A & M College
 - 2.) Southern University at New Orleans
 - 3.) Southern University – Shreveport
 - 4.) Southern University Law Center
 - 5.) Southern University Agricultural Center
6. Other Business
7. Adjournment

Members

Mr. Walter Guidry, Jr. – Chair; Atty. Murphy Bell, Jr. - Vice Chair;
Mr. Richard J. Caiton, Jr., Atty. Walter C. Dumas, Atty. Warren A. Forstall, Mr. Myron K. Lawson, Mr. Murphy Nash
Mr. Darren G. Mire - Ex Officio



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

BATON ROUGE, LOUISIANA 70813
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Baton Rouge, New Orleans,
Shreveport/Bossier City
LOUISIANA

Office of Facilities Planning
(225) 771-3670

April 13, 2011

Fax Number:
(225) 771-2922

Dr. Ronald Mason
President
Southern University System
Baton Rouge, Louisiana 70813

RE: Board Informational Item

This project was approved by the Southern University Board of Supervisor's when presented in the Capital Outlay package. The project is being done to prevent a future catastrophic failure to a campus road that would be extremely costly to repair and close the only access road to Campus dormitories. This project is pending construction by the Corps of Engineers. Matching funding will come from State FP&C.

CAP SECTION 14 SOUTHERN UNIVERSITY CAMPUS ROAD PROJECT


Southern University Campus Road, Southern University, Baton Rouge, LA (CWIS No. (Correction of Ravine Erosion at Jessie Stone and E.C. Harrison))

Bank erosion is occurring along a 200-foot section of a major street on the Southern University Campus that provides the only vehicular access to the student dormitories. Erosion has progressed to the point that the retaining wall and footer for this street section have been exposed. Water levels in the creek vary from a trickle at 24 feet in elevation to more than 44 feet during very high stages when the downstream Mississippi River is combined with heavy rainfall runoff. Due to frequent fluctuations in water elevation, soil along the bank erodes rapidly as water levels decrease. Failure of the roadway is a real possibility and may fail catastrophically with a major rainfall event.

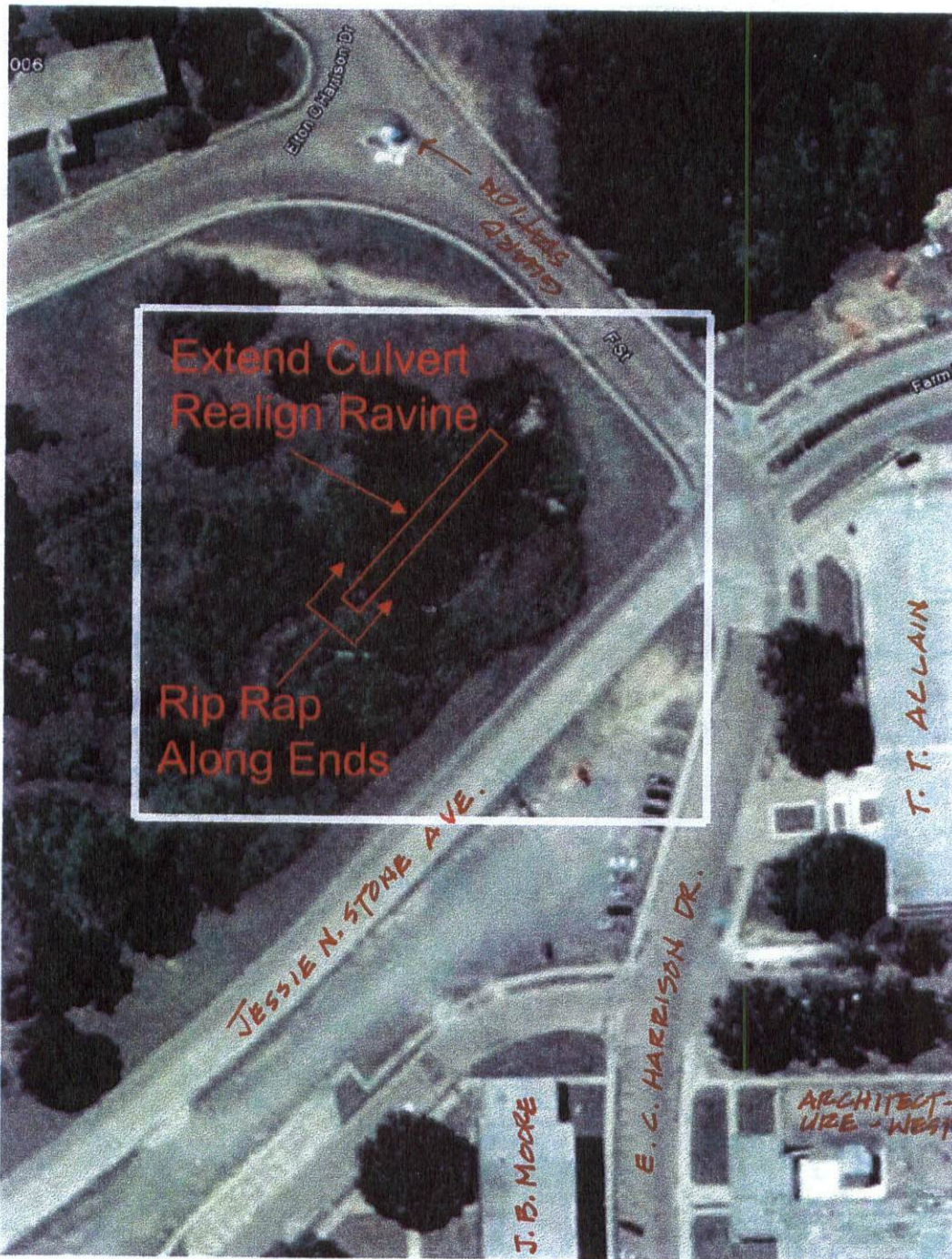
In order to protect this stretch of road, the Corps plans to align approximately 150 feet of the meandering ravine immediately south of the existing culvert, install a new 150-foot section of matching-sized culvert to extend the existing culvert, place earthen fill around the culvert, compact and grade the fill for proper drainage, and install rip-rap (rocks) for erosion protection near the end of the new culvert. The proposed action includes excavating approximately 1,500 cubic yards (cy) of earthen material to be redistributed as backfill, hauling in an additional 4,500 cy of material,

and installing about 60 cy of rip-rap. Total project costs are estimated at \$1,025,670, 35% of which (\$358,984) Southern University will be responsible for.

Sincerely,



Endas Vincent



US Army Corps
of Engineers
New Orleans District

Exhibit 2 Site Plan

Date: February 2011
Division: Mississippi Valley

**CAP SECTION 14: SOUTHERN UNIVERSITY (BATON ROUGE),
CAMPUS ROAD PROJECT FACT SHEET**

1. **Project Name:** Southern University, Campus Road, Southern University System, Baton Rouge, LA (CWIS No. 185083, P2 No. 129687).
2. a. Corps District: New Orleans
b. Non-Federal Sponsor: Southern University-Baton Rouge, a part of the Southern University System, by and through the Southern University System Board of Supervisors (University).
3. **Congressional Delegation:** House: Bill Cassidy, LA 6. Senators: Mary Landrieu and David Vitter.
4. **Location:** Southern University, Baton Rouge is a public Louisiana university owned and operated by Southern University, and is located along the Mississippi River approximately ninety (90) miles northwest of New Orleans, as depicted on the Area Map attached hereto as **Exhibit 1**. The Southern University campus ("Campus") is situated on a bluff approximately fifty feet (50') above the Mississippi River. A ravine, which is approximately thirty feet (30') deep and thirty to one hundred and fifty feet (30-150') wide, traverses the Campus into the Mississippi River. This ravine encompasses approximately one fourth (1/4) of the Campus land mass and provides drainage for both the Campus and also much of the surrounding areas. Water levels vary from elevation 24 to more than 44 feet during very high river stages when the Mississippi River backflows into the ravine and is combined with heavy rainfall runoff. The ravine meanders throughout the Southern University Campus from the affected site to the bank of the Mississippi River for approximately 1 mile. Erosion along the ravine causes sediments and other material to be deposited along the ravines length, eventually traveling to its confluence with the Mississippi River. Although this natural erosion is occurring along the ravines length, it does not currently impact any structures downstream toward the Mississippi River bank. The bank has been stabilized by a revetment and rock dike constructed under the authority of the Mississippi River and Tributaries project; however the bank is still subject to erosion due to annual high water stages causing the banks loess soil to lose its cohesive strength. The project site, known as the "Campus Road Erosion Site", is located commences at the intersection of Jesse N. Stone Avenue (a/k/a "F Street") and Elton Harris Drive, and continues downstream along Jesse N. Stone Ave. for approximately one hundred and fifty feet (150').
5. **Problem:** Fluctuations in water levels, the close proximity of the Jesse N. Stone Avenue road embankment, and an undesirable direction of flow toward the road are all causing soil and stream bank erosion along the banks of the ravine, particularly along this one hundred and fifty foot section of roadway, varying from approximately 30' to 150' in width. This section of roadway provides the only vehicular access to Toddy Hall, Shade Hall, J.S. Jones Hall, Boley Hall, U.S. Jones Hall, and the four University Apartments,

which collectively house approximately 2,000 students. While similar problems exist along the length of the ravine, erosion along this particular street section has progressed to the point that the retaining wall and footer are currently exposed. These public facilities have been properly maintained, but there is now an imminent threat of damage and/or failure to the facilities caused by natural erosion processes on the stream bank of this ravine. These problems warrant that protective measures be undertaken along this emergency area that will lead to minimal impacts downstream. The potential solution should reduce current erosion problems at this site location and prevent siltation deposit downstream at the confluence with the Mississippi River.

6. Alternative Plans Considered:

“No Action”: would allow the erosion to continue and possibly lead to failure of Jesse N. Stone Avenue (a/k/a “F Street”).

“Alternative 1”: Under Alternative 1, sheet piling would be installed to stabilize the ravine banks, preventing future erosion. This alternative would be an effective means of correcting the problem, but was ruled out due to the following:

- High costs for maintenance
- Potential misalignment caused by sheet bending, anchor failure and toe failure
- High surcharge behind the wall and an eroded dredge line
- Vibrations caused by installation can be detrimental to the integrity of existing embankments, soils, and nearby structures such as buildings and roadways.

“Alternative 2”: Under Alternative 2, a one hundred and fifty foot (150’) section of the ravine would be re-aligned and the bank slope would be protected by the placement of earthen fill and rip-rap along the entire graded and sloped area. This alternative was ruled out due to the high costs of the additional rip-rap needed to complete the entire reach.

“Alternative 3”: This alternative consists of excavating to align approximately one hundred and fifty foot (150’) of the ravine immediately south of the existing culvert, installing a new one hundred and fifty foot (150’) section of matching-sized culvert to extend the existing culvert, placing earthen fill around the culvert, compacting and grading the fill for proper drainage, and installing rip-rap (rocks) for erosion protection near the end of the new culvert, as depicted on the Site Plan attached hereto as **Exhibit 2**. The proposed project includes excavating approximately 1,500 cubic yards (cy) of earthen material to be redistributed as backfill, hauling in an additional 4,500 cy of material, and installing about 60 cy of rip-rap. The increase in flow velocity acquired as a result of channel constriction by the addition of the culvert will be retarded by rip-rap placed on the creek bottom at the exit location. Slightly widening the channel at the exit location will also help in dissipating the flow velocity and depth of flow. Due to this, alternative 3 will not lead to impacts downstream as the ravine will continue with its

natural processes. This is the Recommended Plan. Operations and Maintenance requirements are as anticipated to be as follows:

Maintenance	Maintenance options	Cost (\$)/Yr
Vegetation Maintenance	Cutting grass	7000.00
Removal of vegetation	Removal of weeds /shrubs	500.00
Rip-rap	Replace washed out rip-rap at culvert exit. (Assume 5% washedout during a 30 year span.	800.00
Unclog culvert	Remove debris from culvert.	500.00
Total		8800.00

7. Determination of Federal Interest:

a. The Recommended Plan will stabilize approximately 150 to 300 linear feet of banking in the immediate proximity of the eroding stream bank. The economic justification of the alternatives was determined by comparing the expected annual benefits, expressed in 2010 dollars, to the expected annual costs, also expressed in 2010 dollars, which will accrue over the 50-year period of review for the project. The total benefits for this project would include the avoidance of the future cost of roadway repair/replacement, estimated at \$1,915,100.00 by the New Orleans District, US Army Corps of Engineers Cost Engineering section. Using a project life of 50 years and the Federal Discount Rate of 4-1/8 percent, the average annual cost of the repair to this section of Jesse N. Stone Ave. totals \$91,065. The total cost of the Recommended Plan is \$1,025,669.00. Using a 50-year period of review and a 4-1/8 percent interest rate, the average annual cost for Alternative 3 is \$48,772, with a benefit to cost ratio of 1.58 (See Appendix A). The New Orleans District economic analysis is based on a best cost analysis, and the project is justified on the basis of average annual costs.

b. NED Plan: Same as Recommended Plan.

8. Views of the local sponsor: The Southern University System will serve as the non-Federal sponsor as evidenced by the Self-Certification of Financial Capability dated 3 January 2011, indicating the University's willingness and ability to, among other contractual requirements of the sponsor pursuant to the PPA, be responsible for thirty-five percent (35%) of the total project costs, pay five percent (5%) of the total project costs in cash, provide all LERRDs required for the project, and be responsible for one hundred percent (100%) of OMR&R.

9. Project Schedule:

- a. Submit CAP Fact Sheet: 14 January 2011.
- b. Negotiate PPA: 15 January – April 2011.

- c. FCSA: In accordance with ER 1105-2-100, Appendix F, Amendment #2 (dated 31 Jan 07), Section F-6(a) an FCSA is not applicable due to Feasibility costs not exceeding \$100,000.
- d. Execute non-deviated PPA: 15 April 2011
- e. Complete Plans & Specifications: 8 July 2011.
- f. Award Construction Contract: 19 September 2011.
- g. Project completion: 18 June 2012.

10. Authorization: Section 14 of the Flood Control Act of 1946, (P.L. 79-526), as amended for emergency stream bank and shoreline protection for public facilities and services. Projects authorized under Section 14 are limited to a Federal participation cap of 1,500,000.00 for the project.

11. Financial Information:

	Federal Share	Non-Federal Share
a. Feasibility Study Cost:	\$ 100,000.00	\$ 0
b. Design and Implementation Cost:	\$ 666,685.00	\$ 358,984.00
Total:	\$ 766,685.00	\$ 358,984.00

12. Funding History: Project was not "Named" by Congress. Amount shown are net allocations for Fiscal Year. Note: Remaining \$180,100.00 will be expended during the Design and Implementation Phase.

FY2005: \$ 67,000.00
 FY2006: \$ 86,000.00
 FY2007: \$ 27,100.00
 FY2008: \$ 100,000.00

Total: \$ 280,100.00

13. Supplemental Information:

- Table 1: Economic and Financial Data Recommended Plan
- Exhibit 1: Area Map
- Exhibit 2: Site Plan
- Appendix A: Economic Evaluation/Analysis
- Appendix B: EA and FONSI
- Appendix C: Real Estate Plan and Real Estate Certification
- Appendix D: ATR Checklist
- Appendix E: Drawings
- Appendix F: Cost Estimates
- Appendix G: Self-Certification of Financial Capability
- Appendix F: Statement of Legal Sufficiency

14. Views of Federal, State, and Regional Agencies: Federal, State, and Regional agencies are committed to solving the stream bank erosion issues at Southern University.

The project has, and will continue to have, close coordination with Southern University and all other Federal and State environmental agencies. The following agencies, as well as other interested parties, have been contacted and received a copy of the EA (**Appendix B**):

U.S. Department of the Interior, Fish and Wildlife Service – April 17, 2009
U.S. Environmental Protection Agency, Region VI – July 21, 2009
U.S. Department of Commerce, National Marine Fisheries Service – Aug 3, 2009
U.S. Natural Resources Conservation Service, State Conservationist – July 21, 2009
Advisory Council on Historic Preservation – July 21, 2009
Governor's Executive Assistant for Coastal Activities– July 21, 2009
Louisiana Department of Wildlife and Fisheries– July 21, 2009
Louisiana Department of Natural Resources, Coastal Management Division– July 21, 2009
Louisiana Department of Natural Resources, Coastal Restoration Division– July 21, 2009
Louisiana Department of Environmental Quality, PER-REGC– July 21, 2009
Louisiana Department of Environmental Quality, EP-SIP– July 21, 2009
Louisiana State Historic Preservation Officer– July 21, 2009

Each agency contacted indicated no known impacts to religious, cultural, or historical assets should occur in conjunction with the proposed project.

15. Status of Environmental Statutes compliance: Preparation of the Environmental Assessment (EA) has been coordinated with the appropriate Congressional, Federal, State, and local interests, as well as environmental groups and other interested parties. A FONSI was signed on 8 Sep 2009. An Environmental Impact Statement is not required.

16. Significant Effects: None.

17. Implementation Schedule:

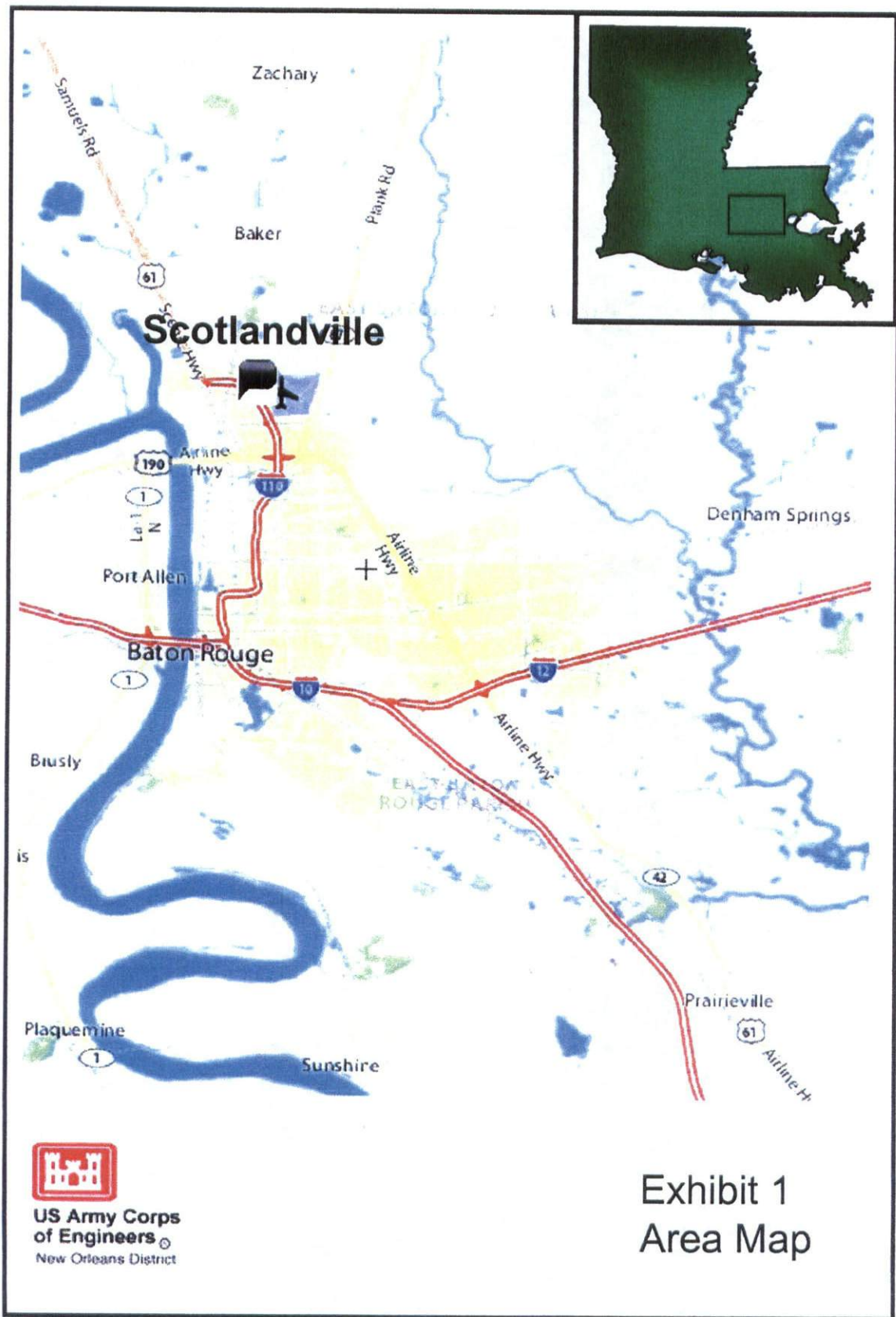
- a. Time from report approval and execution of the Project Partnership Agreement: 3 Months.
- b. Construction contract award: 5 months after PPA is executed.
- c. Construction completion: Completion 9 months after contract award.

Project: CAP 14 Southern University (CWIS No. 185083, P2 No. 129687)

TABLE 1

**ECONOMIC AND FINANCIAL DATA
RECOMMENDED PLAN**

<p>a. <u>Estimated Implementation Costs:</u> (May 2009 Price Level)</p> <p>Federal: \$666,685.00 Non-Federal: \$358,984.00 LERRRD: \$0.00 Cash: \$358,984.00 Totals \$1,025,669.00</p>	<p>b. <u>Economic Data</u> (4-1/8% 50 -Year Period of Review)</p> <p>Annual Charges: \$48,772</p> <p>Annual Benefits: \$91,065 BCR: 1.58</p>									
<p>c. <u>Allocations to Date:</u></p> <p>Feasibility Study/Planning</p>	<table border="1"> <thead> <tr> <th></th> <th><u>Federal</u></th> <th><u>Non-Federal</u></th> </tr> </thead> <tbody> <tr> <td>Feasibility Study/Planning</td> <td>\$100,000.00</td> <td>\$0</td> </tr> </tbody> </table>		<u>Federal</u>	<u>Non-Federal</u>	Feasibility Study/Planning	\$100,000.00	\$0			
	<u>Federal</u>	<u>Non-Federal</u>								
Feasibility Study/Planning	\$100,000.00	\$0								
<p>d. <u>Remaining Requirements:</u></p> <p>Feasibility Study/Planning</p> <p>Design and Implementation</p>	<table border="1"> <thead> <tr> <th></th> <th><u>Federal</u></th> <th><u>Non-Federal</u></th> </tr> </thead> <tbody> <tr> <td>Feasibility Study/Planning</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>Design and Implementation</td> <td>\$666,685.00</td> <td>\$358,984.00</td> </tr> </tbody> </table>		<u>Federal</u>	<u>Non-Federal</u>	Feasibility Study/Planning	\$0	\$0	Design and Implementation	\$666,685.00	\$358,984.00
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**US Army Corps
of Engineers**
New Orleans District

**Exhibit 1
Area Map**

**Southern University and Agricultural & Mechanical College
EMERGENCY RESPONSE PLAN**

April 2011

**Southern University and Agricultural & Mechanical College
EMERGENCY RESPONSE PLAN**

April 2011

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MICHEAL STUBBLEFIELD, Vice Chancellor for Research

*** * * ***

Compiled and written by

Preston De Jean

**Special Assistant to the Chancellor, in cooperation with the
Southern University Emergency Operations Team**

Contributing writer and graphic designer: Mercedes Mackey

Southern University and Agricultural & Mechanical College

EMERGENCY RESPONSE PLAN

April 2011

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- 1. Director ERT** (Building Emergency Coordinator)
- 2. University Police** (Chief of Police)
- 3. Site Communications** (University Police Dispatcher)
- 4. Site Safety** (Chemical and Hazardous Material Safety Officer)
- 5. Facilities** (Director of Physical Plant)
- 6. Custodial Services** (Director of Landscape and Custodial Services)
- 7. Human Resources** (Director of Human Resources)
- 8. Financial Services** (Associate Vice Chancellor for Financial Operations and Comptroller)
- 9. Purchasing** (Director of Purchasing)
- 10. Finance and Disbursement** (Associate Comptroller for Financial Accounting and Disbursement Operations)
- 11. Media Relations** (Assistant to the Chancellor, Media Relations)
- 12. Technology and Network Services** (Director of Technology and Network Services)
- 13. Food Services**
- 14. Housing** (Director of Residential Housing)
- 15. Medical Services** (Director of Health Services)
- 16. Mental Health/Well Being** (Director, University Counseling Center)
- 17. Academic Planning** (Vice Chancellor for Academic Affairs)
- 18. Administrative Services** (Vice Chancellor for

Southern University and Agricultural & Mechanical College

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Southern University and Agricultural & Mechanical College

EMERGENCY RESPONSE PLAN

April 2011

SECTION I. GENERAL

A. Introduction

This Emergency Response Plan is a basic guide for providing a response system, by Southern University at Baton Rouge, to major crises or emergencies occurring on the University campus. All personnel designated to carry out specific responsibilities are expected to know and understand the policies and procedures outlined in this plan.

B. Purpose

This Emergency Response Plan is designed to effectively coordinate the use of University resources to protect life and property during and immediately following a major crisis or emergency on the University campus. It is placed into operation whenever an emergency affecting the campus cannot be controlled through routine, daily and normal channels and procedures.

At Southern University at Baton Rouge, planning ahead for a major crisis or emergency is part of our normal business planning and campus life. All members of the University community share a responsibility for preparedness. An emergency can strike anytime, anywhere and can have a devastating impact on life and property.

Major objectives of this plan are:

- To protect the lives and well-being of the students, faculty and staff on the University campus and civilians in the surrounding community.
- To minimize damage to equipment, property, and campus facilities as well as that of our neighbors.
- To minimize economic loss and disruption to campus activities by the expediting the safe resumption of operations.
- To effectively coordinate all actions with external agencies providing regulatory and emergency assistance in the event of a crisis or emergency.

C. Authority

Emergency events do not always require the same level of response, and are dictated by the severity of the event and its effect on the health and safety of students, faculty, staff, and visitors. Events will be evaluated by the Emergency Operations Team in consultation with one or more members of the Chancellor's Command Team, as appropriate. Only the Chancellor or his designee has the authority to declare a campus emergency and activate this Emergency Response Plan.

D. Levels of Emergency

To aid in the determining the level of response and actions to be taken by the administration, emergencies have been generally classified into three levels.

1

Southern University and Agricultural & Mechanical College

EMERGENCY RESPONSE PLAN

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LEVEL I (Minor Emergency) -- A localized, contained incident that is quickly resolved with internal resources or limited help and does not affect the overall

functioning capacity of the University.

Examples of a level I minor emergency include, but are not limited to:

- o Small fire
- o Small hazardous material incident
- o Limited power outage

LEVEL II (Major Emergency – Depending on Circumstances) -- A serious emergency that completely disrupts one or more operations of University and may affect mission-critical functions or life safety. Outside emergency services, as well as major efforts from campus support services, would be required. Major policy considerations and decisions would usually be required.

Examples of a level II major emergency include, but are not limited to:

- o Hostage
- o Major fire
- o Civil disturbance
- o Widespread power outage
- o Bomb threat
- o Laboratory explosion
- o Suicide
- o Death of a student, faculty, or staff member (depending on circumstances)
- o Rape (depending on circumstances)
- o Shooting or stabbing
- o National terrorist incident

LEVEL III (Major Emergency) -- A community-wide emergency that seriously impairs or halts the operation of the University. Outside emergency services would be needed. Major policy considerations and decisions would always be required.

Examples of a level III emergencies include, but are not limited to:

- o Mass casualties
- o Natural disaster such as a hurricane or tornado
- o Large-scale hazardous material spill
- o Health epidemics
- o Major weather emergency

2

Southern University and Agricultural & Mechanical College

EMERGENCY RESPONSE PLAN

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SECTION II: ORGANIZATION AND RESPONSIBILITIES

The organization and the specific responsibilities for preparing for an emergency are described below. However, it is the responsibility of all faculty and staff to become familiar with the Emergency Response Plan and to be prepared for emergencies. Deans, Directors and Department Chairs have a special responsibility to assure that the faculty and staff within their departments are prepared to respond appropriately during an emergency. In addition, students must be made aware of the procedures that they will be expected to follow during an emergency, including building evacuation plans.

A. Incident Command System Structure

During an emergency, the University will set up an Incident Command System (ICS) to control and manage operations. A nationally recognized system, the Incident Command System creates an integrated organizational structure designed to meet the complexity and demands of whatever crisis or emergency occurs.

Clearly defining key leadership roles is essential to being prepared to respond effectively. During an emergency, there will be little or no time to establish a

leadership plan that defines the University's response, communications and core services responsibilities. Accordingly, an Incident Command System Structure has been developed to assure that appropriate University leadership will be available to respond to emergencies.

The Incident Command System Structure consists of the following teams:

1. Command Team which shall consist of the Chief Disaster Officer (CDO).
2. Emergency Operations Team (EOT)
3. Emergency Response Team (ERT)

See figures 2-1a and 2-1b.

B. Command Team

The Command Team is comprised of members of Southern University Baton Rouge administration. This team is the decision-making and policy-setting body during an emergency. The Chancellor will serve as the executive in charge of the Command Team and as **Chief Disaster Officer (CDO)**. In his absence, the Executive Vice Chancellor shall serve as the CDO. In the event the Executive Vice Chancellor is not available, the Vice Chancellor for Finance and Administration shall perform the duties of the CDO. The CDO shall appoint members of his staff or from within the University, as needed, to effectively perform the required functions of the Command Team. The primary responsibility of the CDO is to provide leadership and guidance to subordinate teams and to authorize emergency actions, closures and communications as recommended by the Emergency Operations Team (EOT). The CDO will be located at the Emergency Operations Center (EOC) or when necessary, at any other location on the university campus that requires his or her assistance. The Contact List for the Command Team can be found at **Appendix A.**

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East Baton Rouge

INCIDENT COMMANDER

E.B.R

HAZMAT TEAM

E.B.R

FIRE DEPARTMENT

E.B.R.

MEDICAL SERVICES

E.B.R.

CONTRACTORS

SUBR

COMMAND TEAM

Chief Disaster Officer

SUBR

EMERGENCY OPERATIONS TEAM

Campus Emergency Coordinator

INCIDENT COMMAND SYSTEM STRUCTURE

SUBR

EMERGENCY RESPONSE TEAM

Building Emergency Coordinator

Figure 2 – 1 a

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**SUBR INCIDENT COMMAND SYSTEM
FUNCTIONS**

SUBR

COMMAND TEAM

Chief Disaster Officer

- Provide leadership and guidance to subordinate teams
- Authorize emergency actions, closures, communications, etc.
- Major policy making body
- Strategic planning
- Coordinate with external state and federal agencies.

SUBR

**EMERGENCY OPERATIONS
TEAM**

**Campus Emergency
Coordinator**

- Immediate on-site response group
- Provide medical assistance
- Provide security
- Provide materials and manpower for repairs
- Provide other logistical support
- Assist external agencies in emergency procedures
- Provides feedback and communicates with EOT
- Lead team in the management of emergency response activities
- Implement strategy and planning of emergency response activities
- Coordinates logistical, finance, and personnel resources
- Communicate with field personnel / ERT
- Monitor progress of activities

SUBR

**EMERGENCY RESPONSE
TEAM**

**Building Emergency
Coordinator**

Figure 2 – 1 b

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C. Emergency Operations Team (EOT)

The Emergency Operations Team (EOT) will serve as the lead team for the University in the management of emergency response activities, in consultation with, and under the direction of, the Chief Disaster Officer. The EOT is responsible for coordinating the University's Emergency Response Plan. The EOT members' duties and responsibilities relate closely to their normal authority and functions. In the event of an emergency, however, coordination and organization of all operations at the University shall be directed by the EOT. The EOT members implement the strategy and planning of the response. They communicate with field personnel, issue instructions to particular units, and monitor progress in carrying out the instructions. The Campus Emergency Coordinator shall serve as the facilitator of the EOT. In his absence, the Associate Vice Chancellor for Facilities Operations shall serve as the CEC. In the event the Associate Vice Chancellor for Facilities Operations is not available, the Vice Chancellor for Student Affairs shall perform the duties of the CEC. The EOT is the supervising team and when all teams meet together, the CEC of the EOT leads the joint meeting. In addition to other response actions the EOT will determine whether the Emergency Response Team(s) need to convene for further response action. The EOT in its initial response to an emergency may elect to call other staff and faculty to join the team if it is deemed appropriate and useful to respond to the specific emergency. It is anticipated, but not required, that these additionally called individuals will most likely come from the Emergency Response Team as described below. Likewise, members of the EOT can serve on the Emergency Response Team if their expertise or skills are required.

Members of the EOT are responsible for insuring that the University is prepared and in the best possible position to respond to an emergency when it occurs. The responsibilities of the EOT include, but are not limited to:

1. Assessing the severity and level of the emergency and communicate immediately with the Chancellor's Office and others as appropriate.
2. Identifying the emergency and determine its impact. Decide the necessary level of response required to manage the emergency.
3. Coordinating the actions of the Emergency Response Team as needed.
4. Activating the Emergency Operations Center, as required.
5. Insuring that departments for which they are responsible have developed departmental plans to respond to various emergencies. Department plans will be general in nature and include the assignment of general duties and responsibilities to employees, perceived to be required for each type of emergency.
6. Insuring that staffs are familiar with the overall Emergency Response Plan and the specific requirements of departmental plans.
7. Maintaining adequate emergency resources and equipment particular to departmental plan requirements.

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8. Maintaining a call list of departmental employees designated as "essential personnel." This Call list will be updated as needed and a copy (including

updates) forwarded to the Campus Emergency Coordinator.

9. Ensuring the preservation of essential records, or other materials deemed essential.

10. Request emergency response support from outside agencies or any other University department as necessary.

The EOT will meet at least annually to review the Emergency Response Plan and provide recommendations for improvements. Members of the EOT also have an ongoing responsibility to assist with emergency preparedness activities related to their individual areas of administrative responsibility and expertise. The members of the EOT along with contact information can be found at **Appendix B**.

D. Emergency Response Team (ERT)

The Emergency Response Team (ERT) is the immediate response group for all onsite crises or emergencies. In the event of an emergency the ERT will provide information and recommendations to the EOT as needed and deemed necessary and appropriate to the situation. The Emergency Response Team is under the direction of the Building Emergency Coordinator for the affected building or area. See paragraph below for role and function of the Building Emergency Coordinator. The ERT may elect, in consult with the EOT and the Command Team, to call other staff and faculty to join the team if it is deemed appropriate and useful in response to the specific emergency.

Members of the Emergency Response Team (ERT) **MAY** include:

1. Director (ERT) Building Emergency Coordinators

Role/Responsibilities:

- Decide what level of response is initially required.
- Direct the overall emergency response operations and coordinate mutual aid requests.
- Advise building occupants of the nature and location of the emergency, what action is required.
- Direct and control personnel in Assembly Areas and obtain a head count.
- Coordinate with the EOT by providing situational reports.

2. University Police Chief of University Police

Role/Responsibilities:

- Provide a vehicle and officer to support the actions of the Building Emergency Coordinator. The officer's vehicle will serve as a Field Command Post. The Officer will serve as the Field Communications Officer.
- Direct access and security control, and coordinate for fire/rescue with external supporting agencies.
- Provide traffic control points and direct flow of traffic.

3. Site Communications University Police Dispatcher

Role/Responsibilities:

- Receive all incoming calls related to the emergency and forward inquiries and messages to appropriate emergency response personnel.

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- At the direction of the Campus Emergency Preparedness Coordinator or Building Emergency Coordinator, notify external law enforcement and regulatory agencies for assistance.

- Maintain log of all incoming and outgoing calls.

4. Site Safety Chemical and Hazardous Material Safety

Officer

Role/Responsibilities:

- Assess and direct efforts to contain and control hazardous materials.
- Serve as the Decontamination Officer and oversee procedures for decontaminating personnel and equipment in event of exposure to hazardous material.
- In a major emergency, coordinate with East Baton Rouge HAZMAT unit for assistance.
- Coordinate with University Health Services for medical assistance.

5. Facilities Director of Physical Plant

Role/Responsibilities:

- Assess building safety with Building Emergency Coordinator.
- Shutdown utilities if unsafe conditions exist and restore services when appropriate.
- Procure materials and/or equipment needed to support emergency response operations.
- Forward damage report to the Emergency Operations Team.

6. Custodial Services Director of Landscape and Custodial Services

Role/Responsibilities:

- Provide equipment and staff as necessary to support emergency response efforts.

7. Human Resources Director of Human Resources

Role/Responsibilities:

- Arrange for expedited services of temporary employees if required.
- Coordinate with other departments for cost recording.
- Notification of affected employees and families.

8. Financial Services Associate Vice Chancellor for Financial Operations and Comptroller

Role/Responsibilities:

- Initiate a record-keeping system for all expenditures associated with emergency operations.
- Coordinate with Purchasing on procedures for handling emergency expenditures.

9. Purchasing Director of Purchasing

Role/Responsibilities:

- Initiate/process emergency purchases.
- In coordination with the Director of Property Management, coordinate distribution of supplies.
- Initiate record-keeping system and coordinate with Financial Services regarding cost recording.

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10. Finance and

Disbursement

Associate Comptroller for Financial

Accounting and Disbursement Operations

Role / Responsibilities:

- Issuance of LaCarte purchasing card along with policies and procedures

11. Media Relations Assistant to the Chancellor, Media Relations Role/Responsibilities:

- Coordinate information to be disseminated during and after the emergency.
- Maintain communications with media and others affected by the incident.
- Organize press conferences and releases.
- In collaboration with the Chancellor, serve as official University spokesperson to the media.

12. Technology and Network Services

Director of Technology and Network Services

Role/Responsibilities:

- Provide phone service and computers for Emergency Operations Center.
- Repair and restore network services and re-establish affected networks.
- Implement technology network emergency procedures and recovery plans as needed.
- Secure critical data and information resources.
- Maintain and update University website.

13. Food Services Coordinator Food Services

Role/Responsibilities:

- Direct/arrange for emergency meals.
- Request necessary emergency food supplies.
- Coordinate with Vice Chancellor for Student Affairs regarding meal procedures.

14. Housing Director of Residential Housing

Role/Responsibilities:

- Operating and maintaining University housing facilities and emergency shelters.
- Coordinate with Red Cross if necessary.

15. Medical Services Director of Health Services

Role/Responsibilities:

- Provide medical assistance in collaboration and coordination with local and regional health providers and public health officials.
- Advise residents on water and food safety precautions.
- Maintain records on assistance provided.

16. Mental Health/Well-Being Director, University Counseling Center

Role/Responsibilities:

- Organize and implement appropriate mental health intervention in crisis situations.
- Facilitate mental health debriefing with Command Team and EOT after the emergency.
- Advise university officials regarding mental health referral list to secure appropriate community support in crisis or emergency situations.

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17. Academic Planning Vice Chancellor for Academic Affairs

Role/Responsibilities:

- Responsible for all academic issues that surface during an emergency.

- o Arrange for temporary classrooms or workspace if the need arises.

18. Administrative Services Vice Chancellor for Enrollment Management

Role/Responsibilities:

- o Ensure preservation and safekeeping of all records.
- o Arrange for temporary workspace and relocate essential services.

E. Role of Building Emergency Coordinators

In the event of emergencies, the Building Emergency Coordinators will play a key role in the implementation of emergency procedures. They will serve as essential contacts for each building or area in the event that emergency information must be distributed quickly. They may be called upon to take emergency actions within their buildings to lock doors or make emergency equipment available. A list of Building Emergency Coordinators will be maintained by the Campus Emergency Coordinator at the Emergency Operations Center. Building Emergency Coordinators may also function as a calling tree in the event that it is necessary to quickly disseminate emergency information. It is preferable that individuals assigned the role of Building Emergency coordinators have completed Community Emergency Response Team (CERT) training provided by the East Baton Rouge Parish Office of Homeland Security and Emergency Preparedness.

In the event of building evacuations Building Emergency Coordinators will organize assembly and accountability of evacuees at the designated evacuation locations described by this plan. After initially accounting for evacuees, Building Emergency Coordinators will report to the EOC. Due to the unpredictability of telephone services in emergencies, it may be necessary to communicate this information by messenger, portable radio or other available means. Each BEC will be equipped with a kit containing the Emergency Response Plan, along with relevant forms, signs and special procedures needed to complete their responsibility. The Campus Emergency Coordinator shall update and maintain a list of the designated Building Emergency Coordinators.

SECTION III: RESPONSIBILITIES OF FACULTY, STAFF AND, STUDENTS

A. Responsibilities of Faculty Members

Faculty members have a special responsibility for their students during emergencies that take place while classes are in session. Each faculty member should print and review a copy of the Emergency Response Plan which is made available on the University website. Faculty members are responsible for either providing classroom evacuating instructions to students once during each academic term (e.g., semester) either as a separate handout or as part of the course syllabi. Deans and Department Chairs and Building Emergency Coordinators should also routinely provide reminders to faculty of their responsibilities during an emergency.

The following are a list of specific procedures for faculty involvement during an emergency:

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1. Direct students to a prearranged assembly area in accordance with warning signals, written notification and/or verbal orders.
2. Conduct a roll call at the assembly area to determine if there are students who are unaccounted for.
3. Report any missing students to the Emergency Operations Center via the Building Emergency Coordinator or via telephone or messenger. The EOC will

collect roll call information.

4. Remain with your assigned students until relieved by authority of the Chief Disaster Officer or a representative from the Emergency Operations Center.

5. Send ambulatory students in need of first aid to the designated First Aid Station. Injured personnel who are not ambulatory should not be moved until cleared by authorized personnel, unless required to protect them from further injury.

6. Faculty members with specialized training, such as nursing and physical education instructors, may be requested to assist in providing first aid and identifying students with specialized training for a given area.

7. Faculty members are expected to provide and/or delegate assistance to students with disabilities in the event of an emergency.

8. If class is not in session at the time of an emergency, the faculty member should report at once to the designated assembly area for the building in which their office is located.

9. Contact the Emergency Operations Center to determine if your help is needed on emergency response teams. Keep the Emergency Operations Center informed of your whereabouts during any emergency.

B. Responsibilities of Staff Members

Many staff members will be expected to assist with emergency responses related to their departmental responsibilities, as determined in advance by their supervisors. Support staff may be asked to participate in various emergency response operations, including search and rescue activities, record keeping, and building monitoring.

Although not every staff member will be actively involved with emergency response activities, all staff have the responsibility for emergency preparedness for their own work area by inspecting for potential hazards and becoming familiar with the procedures to be followed during an emergency. Every staff member should review the Emergency Response Plan and contact their supervisor if there are any questions regarding the Plan and their role in emergency preparedness and response activities. Staff members who have not been contacted for an assignment, but are willing and able to assist with emergency response activities should make their availability and whereabouts known to the Emergency Operations Center, either directly or through their supervisors.

C. Responsibilities of Students

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Students have a responsibility to clearly follow the directions of faculty and staff in charge during an emergency, including the procedures for the orderly evacuation of buildings and assembly at the emergency assembly areas. No students should leave the assembly areas until permission has been granted. Buildings, including residence halls, should not be reentered until official notification has been provided that it is safe to do so.

Students should render assistance to disabled students in their class or elsewhere during building evacuations. Those students with special skills that might be useful during an emergency response should identify themselves to a faculty or response team member immediately following the roll calls at the assembly areas.

SECTION IV: EMERGENCY NOTIFICATION PROCEDURES

A. Notification of Campus Leadership

In the event of a major crisis or emergency, the Emergency Response Plan will be implemented in the following ways:

1. If telephone services are operational...
 - a. Upon obtaining information that constitutes an emergency, the Chancellor in collaboration with the Campus Emergency Coordinator will activate the Emergency Response Plan. The Chancellor will define the initial meeting location for the Emergency Operations Team.
 - b. The Campus Emergency Coordinator will immediately begin calling the members of the Emergency Operations Team, and advising them of the initial meeting location or to proceed to the Emergency Operations Center, if required.
 - c. Depending on the level and type of response required, the Campus Emergency Coordinator with the assistance of members of the EOT will immediately contact the Emergency Response Teams(s).
 - d. The Emergency Response Teams will proceed to the affected site and commence emergency response activities. The Emergency Response Team Leader shall provide situational updates to the EOC to determine if follow-on or additional actions are necessary.
2. If telephone services are **NOT** operational...
 - a. Designated members of the Command Team, to include the Chancellor, and the Emergency Operations Team will activate the Emergency Response Plan as soon as they are aware that a major crisis or emergency affecting the University campus may have occurred.
 - b. If the designated members of the Emergency Operations Team or the Emergency Response Team(s) do not respond in a reasonable amount of time, messengers may be dispatched.

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B. Non-Working Hours

There is likelihood that an emergency or disaster such as the one envisioned by this plan may occur before or after regular office hours, or on a holiday or a weekend when the organizational set-up of many departments is somehow out of the ordinary. While the structure of this plan remains precisely the same, its implementation may vary necessarily depending on, e.g. available resources and personnel until proper officials can be notified. Until that time, however, the individuals assuming the most responsibility will necessarily be those officials/individuals of highest rank who are available at the time. These individuals should seek to follow as nearly as possible the guidelines discussed in this plan, while simultaneously making an effort to notify superior officials of the situation so as to obtain verification or advice on their actions.

C. Notification of Campus Community

In case of an emergency, initial notification and widespread dissemination of information maybe communicated to the campus community in the following ways:

1. FIRSTCALL: A 24-hour emergency campus notification system that will alert members of the University community in the event of a campus emergency. To enroll in the system, please click on the FIRSTCALL icon located on the front page of the www.subr.edu website under events. All faculty, staff and students are encouraged to enroll.

2. Emergency E-Mail and Internet Notification System: If electric power and communications systems are operable during an emergency, faculty, staff and students should check their SUBR e-mail accounts and/or visit the SUBR homepage for information.

3. Public Address Systems: Portable megaphones are available from University Police and the Physical Plant. In addition, all University patrol vehicles have loudspeaker capability. Patrol vehicles can be used to announce messages on campus at various locations to alert the campus to the emergency and what steps should be taken.

4. Broadcast Communications: Emergency communications to the campus community will be made via broadcast communications (if possible) utilizing the SUTV75 Network.

5. Campus Emergency Information Hotline: Phone line 771-3784 is the designated Emergency Information (Hotline) number. All notices disseminated to the University Community in the event of a hurricane/tropical storm list this as the number to call to receive information.

SECTION V: EMERGENCY OPERATIONS CENTER

In the case of a general widespread emergency (Level II or III), the Emergency Operations Team under the direction of the Campus Emergency Coordinator will

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activate an Emergency Operations Center (EOC). The Emergency Operations Center will serve as the command and control center during an emergency. It may operate from a few hours, to a few days, weeks or months, depending upon the severity of the emergency. Each member of the Command Team should have identified at least one support staff member who is aware that he or she should report to the EOC immediately during an emergency. Their primary duties shall include assist in setting up the EOC, acting as messengers, and collecting roll call information from each of the emergency assembly areas.

The designated primary Emergency Operations Center is Room 218 in **J.B. Moore Hall**. In the event this facility is not operational, the designated secondary Emergency Operations Center site is the **William Lee Pass Station, University Police**.

See **Appendix C** for Emergency Operations Center Resources.

SECTION VI: EMERGENCY COMMUNICATIONS

Timely and accurate communication with the campus population during an emergency is very important. During a level III emergency, or when the nature of the emergency suggests there will be an influx of telephone inquiries concerning the well-being of faculty, staff, and students, a special incoming number will be established and distributed through the SUBR Web site. To minimize calls made to the University checking on the status of specific individuals, faculty, staff and students are encouraged to individually e-mail or phone family members to provide them with information about their whereabouts and condition during an emergency. All efforts will be made to maintain or restore phone communications. However, in the event of a power outage the University telephone system will not operate. Three independent phones are installed to facilitate communications with the university administration and external agencies. These phones are at the following locations:

- o Physical Plant, (one phone)
- o University Police at Williams Lee Pass Station, (two phones)

In the event phone (including cell phone) communication is not possible, hand held radios will be used to communicate between the Emergency Operations Center and personnel in the field. All radios will be signed out through the University Police Dispatcher. In some cases, it may be necessary to use messengers to deliver information.

SECTION VII: COMMUNICATIONS/MEDIA RELATIONS PRINCIPLES

In a crisis or emergency, the University must respond immediately and be open and candid in disseminating accurate and complete information to the public. The communications portion of the Emergency Response Plan presumes that it is in the University's best interest to take a pre-emptive approach to public relations in an emergency situation and our preferred strategy will be one of forthcoming disclosure of as much confirmed information as possible. The goal is to minimize speculation, inaccurate reporting, and negative publicity. By acting in this manner, the institution has more influence on what the media reports.

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The Assistant to the Chancellor, Media Relations (or designee) will serve by default as the University's official spokesperson to whom media questions will be referred. The Office of Media Relations will assist in developing strategy and appropriate messages, in preparing "*talkingpoints*" and fact sheets, and in providing text for fliers/posters, e-mail distributions, and postings to the University website. It shall also prepare and distribute all news releases to on-campus and off-campus media. Where major incidents are concerned, or where especially sensitive issues are involved, an appropriate informed high-level administrator (Vice Chancellor, Associate, Dean, e.g.) will be designated as official spokesperson throughout the particular emergency-reporting period. This individual must be available and accessible to the media relations office and/or news media at all times during the emergency. Responsibilities to media may include participating in press conferences and being interviewed in person or by telephone.

SECTION VIII: HEALTH SERVICES AND COUNSELING

A. Medical / First Aid

The primary First Aid Station to be used in case of an emergency is located in the Baranco-Hill Student Health Center. If, for some reason, this station is not available, or if additional space should be required to treat injuries, a temporary station will be established as determined by the Emergency Operations Team.

The names and phone numbers of all University faculty and staff who could assist with first aid and patient care during an emergency should be kept on a roster at the primary First Aid Station. Those individuals should be made aware by the Campus Emergency Coordinator and the Health Center Nurse Manager that they would be expected to report to the designated First Aid Station during an emergency to determine if they are needed to assist with the treatment of injuries. It is the joint responsibility of the Campus Emergency Coordinator and Health Center Nurse Manager to keep the list of individuals current and to identify other University personnel who might assist with first aid during an emergency. During an emergency, the Health Center Nurse Manager or her designee will determine how each individual should assist in the administration of first aid.

Students should be aware that Health Center appointments for routine health care that is not of a life threatening nature might have to be cancelled and rescheduled during an emergency.

The Nurse Manager of the University Health Center and her staff will assist in triage of the injured and other health related activities as needed. In the absence of a physician, the Nurse Manager will direct all personnel assisting in providing emergency first aid.

The responsibilities of the Nurse Manager and staff during an emergency include:

- o Coordinating all emergency first-aid activities.

- o Establishing first aid station(s).
- o Establishing a triage area(s) to administer first aid as needed.
- o Assisting in the evacuation of injured or disabled faculty, staff, students, and visitors.

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- o Supervising continuing first aid treatment until outside medical assistance arrives.

Medical activities to be performed by the Nurse Manager and her staff at the time of a disaster include:

- o Setting up first aid station(s) and gathering appropriate supplies.
- o Posting large sign(s) designating the site as a first aid station.
- o Identifying persons who require skilled medical care. Administer first aid to the injured, helping the critically injured first.
- o Verifying, if possible, the conditions and needs of those with serious medical needs.
- o Assessing physical and psychological needs of those arriving and provide appropriate treatment.

B. Counseling

The Student Counseling Center will provide counseling services during and after emergencies. Counselors should be prepared to work with both large and small groups as well as individuals. However, prior to an emergency, it is important that those who will be involved with counseling give some thought to their roles and responsibilities.

SECTION IX: FOOD SERVICES

Aramark Food Services will be responsible for providing food services during an emergency, including food for University commuters who might be unable to leave campus. In the event of a power outage, Aramark Food Services has indicated that it typically has enough food to feed faculty, staff and resident students for 48 hours. However, full meals will not be available. The Coordinator for Food Service in conjunction with the Vice Chancellor for Student Affairs will arrange a meal feeding schedule and for procurement and distribution of drinking water in event the normal water supply becomes contaminated.

SECTION X: HOUSING AND SHELTER

Following most types of emergencies, it is likely that the majority of university housing will be usable after initial safety checks by the Facilities Services and residential housing maintenance staff to determine if they can be opened. However, it is possible that some housing may not be habitable, especially in the case of severe weather or a serious fire in an individual residence hall. Therefore, plans must be in place for emergency shelter. The first priority for emergency shelter will be to utilize vacant rooms in residence halls that are deemed suitable for occupancy with particular emphasis on the usage of Jones and Boley Halls as the primary sites. Decisions regarding which building areas are suitable for emergency shelters and temporary housing will be made jointly by the Director of Residential Housing and the Executive Director for Facilities Services.

SECTION XI: MAINTAINING COMPUTER INFORMATION SYSTEMS

Prior to an emergency, it is important that essential University records be safeguarded. Since most records are now computerized, this will require the

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leadership of the Director of Technology and Network Services, working in collaboration with the Vice Chancellor for Finance and Administration and Director for Information Systems. A detailed Computer and Information Systems Contingency Plan will be developed by each office maintaining vital computer databases and included in their department emergency response plans. The plan shall include the following provisions:

- Incorporate procedures for the regular back up of all computerized University records.
- The data will be removed from the University and stored in a secure location in case of an event that would prohibit the recovery of records and computer data.
- Duplicate and retain off-site all critical business records and other documents, as determined by the Command Team. A listing of these documents will be maintained by respective offices and reviewed with the Vice Chancellor for Finance and Administration and Director of Technology and Network Services.
- With approval of the Vice Chancellor for Finance and Administration, obtain a back-up computer system, compatible with the University's computers to establish an off-premises "hot site" as an alternate operating location in the event of a catastrophe that renders the University's computer systems inoperable.
- Advise all appropriate University administrators of the location of an alternate operations site.

SECTION XII: EMERGENCY TOOLS, EQUIPMENT, AND SUPPLIES

Tools and other equipment that might be required during an emergency may be found at the following sites:

- Motor Pool Garage
- Facility Operations Center
- Grounds Maintenance Yard

The emergency response truck is also equipped with first aid supplies. Each University vehicle should be equipped with a small first aid kit. Some tools and other equipment that might be needed during an emergency are also available in the emergency response truck.

A designated person from each department should be issued a LaCarte Purchasing Card which can be used for emergency purchases. Refer to the University Policies and Procedures for restrictions on purchases.

SECTION XIII: EVACUATION PROCEDURES

Notice to evacuate any building will be received via an audible or visual alarm or telephonic message. In an emergency situation, the public address system may also be activated to provide oral instructions. If the alarm systems and public address system are disabled, University Police officials will provide the notice to evacuate by verbal commands.

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When an evacuation notice is given, occupants of the building **must evacuate** observing the procedures listed below.

A. Emergency Evacuation Plan of a Campus Building

1. Evacuate whenever a fire alarm sounds, the Building Emergency Coordinator

or senior staff member on site will inform you to evacuate. Personnel should ensure other building occupants are aware of the evacuation request and help all building occupants to leave.

2. Stop what you are doing and walk, **do not run**, to the nearest stairwell and proceed down the stairwell to the first floor, and from the first floor to the designated safe area for your group. If you are working in an area away from your regular work station, follow the instructions of the coordinator for the area in which you are working when you learn of the emergency. **Do not attempt to return to your regular work area if an emergency is announced.**

3. **Do not use elevators** in any emergency situation.

4. Take personal belongings, such as purse, coat, and car keys if they are within easy reach and can be collected quickly.

5. Office doors should be closed but not locked when personnel exit.

6. Listen to instructions from work area leaders and area coordinators or those provided via the public address system. Follow these instructions.

7. Regroup with your co-workers or classmates in the designated safe area for accountability. Because of the possibility of flammables, do not smoke in designated safe areas until the "All Clear" notice is received.

8. Do not re-enter the building until the "All Clear" signal is announced by University Police officials.

9. Return to your work area via stairwells.

B. Campus Wide Evacuation Plan

1. Evacuate your building through the nearest fire exit and go to the Campus Emergency Evacuation Assembly Areas.

2. Bring any available first aid kit, keys, needed personal items, medication, eyeglasses, etc. with you to the Evacuation Assembly Areas.

3. Once at the Evacuation Assembly Areas the Building Emergency Coordinator with assistance of faculty members will account for all personnel.

4. Do not attempt to leave the campus immediately until directed to do so.

Trying to drive and/or walk long distances after a major disaster may prove to be dangerous given debris and other hazards.

C. Evacuation of Persons with Disabilities

If a disabled occupant is unable to exit a building unassisted, building personnel should assist the individual(s) to the nearest fire exit landing. Transporting of disabled individuals should be avoided until emergency personnel arrive unless imminent life-threatening conditions exist in close proximity.

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Faculty members are expected to provide and/or delegate assistance to students and others on campus with disabilities in the event of an emergency in accordance with the following procedures.

D. Procedures for Non-Ambulatory Persons (in wheelchairs)

Most ambulatory persons will be able to exit from the ground floor safely without assistance. However, assistance may be necessary in the event that elevators have stopped working from upper and lower floors or in the case of fires, when elevators should never be used.

If assistance is needed and not life threatening to the carriers, allow the person to instruct the carrier(s) as to the safest method of lifting and/or carrying the person. This may include removing the person from the chair or carrying the person in the

chair. (Battery operated chairs are extremely heavy.)

As conditions allow, ask the person's preference with regard to:

- Method(s) of being removed from the chair.
- The number of persons necessary for assistance (in the event the person must be carried more than three flights of stairs, a relay team concept may be necessary.)
- Whether it is necessary to bring along a seat cushion or pad for the person to rest upon.
- Whether the person should be carried forward or backward.
- Whether after care is necessary if the person is removed from the chair, and whether a stretcher, chair with cushion or pad, car seat, or medical/ambulance assistance is necessary.
- Some persons have no upper body strength. If a seat belt is available on the wheelchair, secure the person in the chair.

E. Evacuation Routes

Maps showing evacuation routes have been posted in all University buildings, classrooms and laboratories. Faculty members will provide specific directions to students regarding evacuation routes and assembly areas and will lead the students to the designated assembly areas.

The University Police will determine the evacuation route for all individuals using personally owned vehicles. Instructions will be given over public address systems relative to the emergency.

Individuals without personal vehicles will be provided for through organized transportation. Instructions will be given to gather at a particular location for an immediate and orderly pickup and evacuation from the campus.

Evacuation routes for departing the campus will most likely be as follows:

Primary Route is Harding Boulevard. It is the widest street and it offers access to Scenic (North and South) Highway, Interstate 110 (total access to the city and other highways, Plank Road (North and South), and all other streets and communities to the East. The Harding Boulevard Bridge prevents any potential delays by the railroad because it passes above the railroad tracks.

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Secondary Route is Swan Street. It is one block North of Harding Boulevard. Swan Street has an East and West direction, but it is limited to only one block off the campus before it stops at Scenic Highway. A right turn on Scenic will connect with Harding Boulevard. A left turn at Scenic Highway will connect with Interstate 110 or follow Scenic Highway, North to a less industrialized area including Baker, Zachary, Port Hudson or St. Francisville.

Alternate Route is Mills Avenue which represents the only street on the North side of the campus for evacuation. It also has an East and West direction. It is accessible from the campus on B. A. Little Drive (East side of T. T. Allain). A right turn on Mills Avenue from B. A. Little Drive will place you one minute from Interstate 110. Mills Avenue connects to Scenic Highway. A left turn at Scenic Highway will provide quick access to 1-110.

F. Emergency Assembly Areas

Emergency assembly areas have been established for all University buildings, as identified in **Appendix D**. Faculty will conduct roll calls at each of these assembly areas. It will be the responsibility of individual faculty members to assemble their students in a specific portion of the designated assembly area. This will be especially

important in those areas, such as the Smith Brown Memorial Union, where students from many classes will be assembling. All students must stay within these designated areas until roll calls have been completed. Roll call information plays an essential role in resolving the chaos during and after an emergency. Information collected will be used to determine those who need assistance and reassure families that community members are safe and accounted for.

Staff and faculty who are not in class during the time of an emergency should also assemble in specific areas, in accordance with their departmental affiliation. Through discussions with each other, it should be determined if anyone is unaccounted for and may need assistance. Roll calls and other evacuation results or questions should be presented to the Building Emergency Coordinator for each building or department. Building Emergency Coordinators will provide status reports and updates from their assembly area to the Campus Emergency Coordinator.

Separate assembly areas have been established for each residence hall. Residential Life Coordinators should play lead roles in determining if all students who were known to be in the buildings have been accounted for. Missing and accounted for students should be reported to the Building Emergency Coordinator or the Campus Emergency Coordinator.

Section XIV: PROCEDURES FOR SPECIFIC TYPES OF EMERGENCIES

This section provides more specific information regarding what to do in case of different types of emergencies. The evacuation and assembly procedures described previously should be used for all types of emergencies when the evacuation of buildings is necessary. Faculty and members of the Emergency Operations Team and Emergency Response Team should also consult Section II and III for descriptions of their specific responsibilities.

A. Fire or Explosion

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Deans, Chairs, department heads and/or Fire Safety Coordinators will conduct an annual review of fire emergency plans. An evacuation diagram, including predesignated outside assembly area, should be prepared, posted, and reviewed with staff. The location of fire alarm pull stations should also be reviewed.

In preparation for such a disaster as a fire, the following measures should be taken:

- o Maintain all fire extinguishers in a fully charged condition and have them inspected annually.
- o Update evacuation diagram and post it; include an outside assembly area for faculty and staff.
- o Maintain back-up computer data and copies of difficult-to-replace information in fireproof safe or other secure location.
- o Maintain employee phone and address list.
- o Conduct a supervised fire drill as appropriate.
- o Discuss any special arrangements for handicapped evacuation.

1. Fire Emergency Activities

- o Protect the safety of students, faculty and staff. Make sure handicapped individuals are assisted out of the building.
- o Notify Fire Department with pertinent information or activate fire alarm pull station.
- o Notify immediate supervisor.
- o Attempt to contain or extinguish fire if fire is small.
- o Evacuate building if fire is not immediately extinguished. DO NOT USE

ELEVATOR DURING A FIRE EMERGENCY.

- Do not allow reentry into the building until cleared by authorities at the scene.
- If possible, safely secure all valuable records.
- Keep all doors and windows surrounding the fire area closed in order to contain the fire.
- If conditions permit, move equipment or furnishings out of fire vicinity to minimize damage.
- Execute notification plan after emergency is under control or as time permits.

2. Salvage and Restoration

- Secure building and/or property from further damage or loss. Arrange for temporary protection such as boarding up windows, rigging tarpaulin, and so forth.
- Arrange security if needed to prevent looting or vandalism.
- Risk Management must be notified of every fire, regardless of size, even if it is already extinguished.
- Do not throw away any damaged material until you are authorized to do so by Risk Management or until after they have seen it. This does not prohibit you from removing burned or damaged material to the outside of the building. Place this material in a "hold area" until adjuster has seen it.

B. Severe Weather / Storms

Although tornadoes are not frequent in the Baton Rouge area, severe thunderstorms which can create conditions susceptible for the formation of tornadoes are common.

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The following precautions should be taken in such an event. Generally there will be a brief warning period, which is insufficient to take major emergency protection measures for the facility, but hopefully sufficient time for last minute survival efforts.

1. Thunderstorms / Tornadoes

Severe Thunderstorm Warning means a thunderstorm producing lightning and damaging winds may be moving toward the immediate vicinity.

- If you receive notification of a Severe Thunderstorm Warning stay away from windows and areas with a large expanse of glass.
- Notification may be received via local media, public address system, or weather alert radio.

TORNADO WATCH means atmospheric conditions favor the development of storm in which a tornado may develop. Keep your radio, TV or NOAA weather radio tuned to a local station for information and advice from Weather Service.

Be prepared to take emergency action if situation changes to a **TORNADO**

WARNING. Tornado Warning means a tornado has been spotted in East Baton Rouge Parish or the immediate area.

- If you receive notification of a tornado warning or sight a tornado, move to the lowest level in the interior hallway of the building as quickly as possible. Notification may be received via East Baton Rouge Warning Siren, public address system, or weather alert radio.
- Stay away from windows and areas with a large expanse of glass.
- Avoid auditoriums, gymnasiums, and other large rooms with free-span roofs.
- DO NOT USE ELEVATORS. DO NOT PANIC.
- If disabled cannot safely move to the lowest level, direct or assist them to an

interior hallway away from windows and areas with a large expanse of glass.

- Protect your head and face. If possible, get under a sturdy table or other structure.
- After the tornado, stay alert! Take extreme care when moving about in an area damaged by a tornado. Watch for downed power lines, shattered glass, splintered wood, or other sharp protruding objects.

2. Tropical Storms and Hurricanes

Hurricane season is from June 1 through November 30. The Campus Emergency Coordinator will track tropical storm development by monitoring the local radio station, NOAA website and other external information sources. The Command Team and Emergency Operations Team shall be immediately notified if there is any indication of a storm tracking toward the Baton Rouge area. As a Level III (major emergency) under this Plan, all personnel will be instructed to evacuate the campus except those assigned duties in this plan and resident students who intend to remain in the dormitories during the emergency. The activation of the Emergency Operations Center and those assigned responsibilities will be carried out in accordance with this Plan for major emergencies. Contained at **Appendix E** are the action steps that should occur based on the status of the tropical storm or category of the hurricane.

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When a hurricane or other disaster occurs, time for preparation may not be available. Therefore, each unit of the University should do advance preparation, with periodic backup of data and contingencies for destruction by fire, flood or other cause.

3. Pre-Hurricane / Storm

Deans and department heads are required to take appropriate measures to ensure the preservation of University property and safety of personnel. Below is a list of those actions, which include but are not limited to the following:

1. Review Department Emergency Response Plans, updating as necessary any of the following: Names, addresses, and telephone numbers of all personnel.
2. Distribute Department Emergency Response Plans to all personnel (especially new hires) and review it to ensure that the staff is familiar with its contents.
3. Make arrangements for appropriate remote storage of critical computer disks, back-up files, and archival records.
4. Identify and inspect all areas and equipment which may cause or be subject to a disaster. e.g. wiring systems, electrical appliances, lab equipment, etc.
5. Designate essential personnel who shall remain on campus during a disaster and/or to report back as soon as possible after a disaster.
6. Ensure that the "Emergency Contact Telephone Number(s) for the University" are known by all employees and who to contact once a disaster is over so their status can be communicated to University administration and any special needs of employees can be determined.

PRIOR TO A HURRICANCE STRIKING and EVACUATION --

7. Turn off (preferably disconnect) all electrical equipment including typewriters, computers, lights, window air conditioners, microwaves, etc. Refrigerators should be left on at the coldest setting and covered with a blanket, if available.
8. If practical, move desks, file cabinets and equipment away from windows and off the floor; store as much equipment as possible in closets or in windowless

rooms away from external walls.

9. Clear desk tops completely of paper and other articles. Protect books and equipment by covering with plastic sheeting and using masking tape to secure.

10. Remove any food and perishable supplies from the office area.

11. In locations where flooding is a possibility, to the extent practical, relocate critical equipment from the ground floor to a higher floor or a higher off-site location.

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12. Lock all file cabinets and desk drawers. Lock and secure all doors and windows.

13. Remove all loose items (garbage receptacles, chairs, tables, plants, etc.) from outside of buildings. Remove all items from window ledges.

14. EVACUATE!

NO UNIVERSITY BUILDING IS DESIGNATED AS AN OFFICIAL HURRICANE SHELTER.

Non-essential employees are discouraged from seeking shelter in University facilities. They should remain at home, stay with friends, or go to a public shelter. Essential employees are likely to be expected to stay in a University facility.

4. During Hurricane/Tropical Storm

The Emergency Operations Center will be in operation and will remain in communication with the East Baton Rouge Parish EOC and other critical staffed areas on campus and will coordinate appropriate support as feasible. Priority will be placed on the protection of students in the dormitories and other persons on campus and the safeguarding of property.

The Campus Emergency Coordinator will fully activate the Emergency Operations Center and will immediately implement the following:

- o Continue communication with the East Baton Rouge Emergency Operations Center.
- o Establish an emergency communications network
- o Maintain contact with the Chancellor, members of the Emergency Operations Team and other personnel assigned duties in this plan.
- o Notify all deans and directors of the closing of the University and the release of employees.
- o Instruct Building Emergency Coordinators to evacuate and lock each building, except for those dormitories occupied by resident students who are remaining on campus during the hurricane, buildings with critical operations, and other exceptions designated by the Command Team. Building Emergency Coordinators are advised to check each room within evacuated buildings to verify that there is no one remaining before locking the building.

The Physical Plant will be responsible for coordination of pre-season preparations. This includes procuring emergency supplies, boards, tools, batteries and other provisions needed, before, during, and after a hurricane disaster. The Director of Physical Plant shall coordinate appropriate personnel to implement the following:

- o Ensure functioning of emergency generator power source to the Emergency Operations Center and other areas based upon pre-established priority list.
- o Provide appropriate stand-by personnel for emergency work in each Physical Plant department.
- o Provide personnel and equipment necessary to keep access to the University roads and driveways clear by removing limbs, fallen trees, and debris.

- Secure all Physical Plant Division material and equipment subject to damage or potential hazard.
- Maintain contact with Emergency Operations Center.

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- Secure refuse containers and other objects on campus grounds that would be potential hazards.
- Every effort will be made by the Physical Plant Division to maintain campus utilities, and respond to the need for emergency repairs as they occur.

5. Post Hurricane/Tropical Storm

As soon as it is safe to do so, the Building Emergency Coordinators should return to their assigned buildings, make a damage survey and report the conditions of their buildings to the Emergency Operations Center or appropriate work management center as directed.

The Director of Physical Plant will be responsible for post-hurricane clean-up operations and will provide maximum support with available resources. Physical Plant Division will provide interim repairs to facilities, boarding of damaged doors and windows to reduce subsequent damage and erecting barricades to provide protection from hazards.

The Office of Media Relations will continue providing coordination and dissemination of information regarding the event and recovery through appropriate means.

The University will coordinate, as appropriate, with representatives of FEMA, state and local authorities.

Classes and other normal operations will resume as the situation permits.

6. Damage Assessment Forms

The timely collection of storm related damage is critical to the ability to recover eligible funds from insurances and where insurance coverage does not exist, under FEMA. A photographic record of the damage is an important part of the process. One should always place a location indicator within the field of the photograph such as building and room number written on a pad placed in the photo. The following forms provide a vehicle for collecting the required information.

See **Appendix F** for Damage Assessment Forms.

C. Flooding

Flooding in the University area will typically be the result of torrential rains or mechanical problems. Water damage will probably be confined to ground floor areas and for short periods of time. Accomplishment of shutdown procedures of the areas that may be affected by flooding is of primary consideration to prevent fire, explosion and electrical hazards. Concurrently, pumping will begin as soon as water levels threaten. Any area flooded or evacuated will be sealed off by barricades to prevent injury to employees, pilferage and interference with emergency operations.

Once the dangerous conditions to employees have been reduced, immediate attention will be turned to minimizing the damage or loss to property and equipment by water. Sand bags will be used where feasible to protect against flood waters. Teams will be organized to remove material and equipment to safety. Damage assessment will be continually reported to the Campus Emergency Coordinator or the EOC.

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1. Flooding caused by pipe break, sink overflow, or other plumbing problem:

- Try to identify the source of the water and turn it off if this can be done safely.
- If flooding is caused by pipe break, sink overflow, or other plumbing problem notify Facilities Operations. Do not leave a voice mail message, make sure you talk with Facilities Operations staff. After hours notify University Police.
- Provide sufficient information (building, floor, room, degree of flooding, or potential damage due to the flooding).

2. Flooding caused by heavy rain:

- If the flooding is caused by heavy rains, notify Facilities Operations. Do not leave a voice mail message, make sure you talk with Facilities Operations staff. After business hours notify University Police.
- Attempt to close doors and windows to prevent water from entering, if possible and safe to do so.
- Focus resources on minimizing the spread of water into other areas of the building.
- Do not enter a flooded area until staff electricians have deactivated all electrical circuits.

3. Protect property and equipment:

- Protect property and records by removing items from floors and / or covering with water resistant coverings.
- Unplug electrical equipment such as computers and printers, etc.
- After business hours, the department head or responsible individual(s) for the area affected should be notified.
- The department head or other responsible party should make necessary arrangements to salvage damaged movable equipment, supplies and other materials.

4. Evacuate personnel and report additional problems:

- Evacuate personnel as needed. Notify University Police or utilize the fire alarm system if an immediate evacuation is required.
- Post a staff member at the entrance to the flooded area to keep out unauthorized personnel.
- Complete Damage Assessment Forms as required.

D. Bomb Threats

Most bomb threats are hoaxes and are primarily made to disrupt business operations. However, the possibility that a threat may be authentic requires action on the part of the University for the safety of personnel and property. In the event a threat is received during normal business hours, NOTIFY UNIVERSITY POLICE IMMEDIATELY and evacuate immediately. If a threat is received during non-business hours NOTIFY UNIVERSITY POLICE IMMEDIATELY, but it will be the responsibility of the dean, department head or senior supervisor to notify employees that evacuation is necessary.

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a. General Threat: This type of caller will generally only indicate there is a bomb, but will not give any other information.

b. Specific Threats: This caller will generally indicate a specific location, time, and often the reason for making the call.

c. What to do:

1. Individual Actions

Get as much information as you can, asking them to repeat what they have said, and remembering all details of the conversation. Record this information on the Bomb Threat Checklist / Telephone Procedures located at **Appendix G**. Listen for background noises, foreign accents, speech impediments, gender, etc., that may help identify the caller. Immediately report the incident to your supervisor. If a bomb is discovered prior to local authorities arriving, evacuate all remaining individuals immediately. Do not touch, move or cover the object. Make note of its description and exact location. Do not use walkie-talkie devices or cell phones in the area. Restrict all access to the building(s) to authorized personnel only. Following an evacuation, do not let anyone re-enter building(s) until authorized. The Director of Physical Plant or his designee will determine if gas or fuel lines should be shut off.

2. Supervisor Actions

Immediately report the incident to University Police. They will contact other units (i.e., bomb squad, emergency services, etc.). Start building evacuation, and be sure each person is out of building. Arrange to have members of staff or qualified personnel available to accompany emergency services on inspection.

3. Conducting the Search

The search for and dismantling of a bomb or explosive device should be conducted by a trained professional. However, university personnel may be required to assist in the search. If a suspicious object is found, **DO NOT TOUCH IT**. Report it to emergency services and clear the area.

E. Armed Intruder / Assailant

Recently, armed intruders have resulted in an alarming number of injuries and deaths on college, university and high school campuses. Usually an intruder is an angry student or employee or someone from off-campus who is extremely upset with a specific student, faculty or staff member. However, armed intruders can also include several individuals, such as members of a gang or persons who are bound together by a common cause or grudge.

Although the motive of the intruder(s) might be to kill or injure a single individual, events involving armed intruders often escalate to include large numbers of people, including the taking of hostages.

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The University Police will notify the Chancellor or the highest ranking person available in the Chancellor's Office in any cases involving known or suspected armed intruders. Depending on the circumstances and time of the event, it may be determined by the Chancellor or his representative to be necessary and feasible to convene the Emergency Operations Team to assist with response activities, including making a decision to initiate lock-down procedures. Under circumstances where a delay in seeking direction from the Chancellor or the EOT would result in significant risks to the lives of the University community, lock-down procedures will be initiated immediately by the University Police. However, in any cases involving the need to initiate lock-down procedures, the Chancellor's Office will be notified immediately and the EOT will be asked to convene in the Emergency Operations Center to provide further direction with regards to University response activities.

Lock down procedures will include: calling tree notification of Building Emergency Coordinators to begin the lock down process, physical securing of campus buildings

by the BECs and campus security and posting signs indicating that a lock-down is in place.

If armed intruders are present on campus, the Baton Rouge Police Department and other local and state law enforcement agencies will be contacted immediately by the University Police (or through a 911 call from an individual). The University Police will serve as the liaison with off campus law enforcement officials and assist with the coordination with other University units and the EOT.

1. What to do if you suspect an event involving an armed intruder may possibly occur on campus:

- o Notify the University Police if you are aware of any threats or have other information that makes you suspect an event involving an armed intruder might be possible. If you are a resident student, also notify your Residence Life Coordinator.
- o Trust your instincts. Better to be wrong than to ignore warning signs of possible tragic events.

2. What to do if you know or suspect an armed intruder is present on campus:

- o Call University Police and/or 911 and provide the information requested. Stay on the line until being told that it is okay to disconnect.
- o If indoors, remain in your room, behind a locked door (if possible) and away from windows. If you suspect an armed intruder is in close proximity, try to find a safe hiding place.
- o If outdoors, find refuge in a nearby building.
- o Remain calm and quiet.
- o Wait for police to arrive.
- o If instructed by authorities to evacuate a building or the campus grounds, follow directions exactly.
- o If you should witness any injuries or deaths, identify yourself to authorities as soon as it is safe to do so.

3. What not to do if you know or suspect an armed intruder is on campus:

- o Do not leave your room to try to "see what's happening".

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- o Do not confront or try to apprehend the intruder.
- o Do not assume that someone else has called the University Police and/or 911.

4. What to do after an armed intruder has been apprehended:

- o Contact the Office University Police if you have any information to share about the incident.
- o Contact your friends and families to let them know you are okay.
- o Check the SUBR homepage for information and announcements regarding possible changes to safety and security provisions.
- o Contact the Counseling Center if you are in the need of counseling.

After an immediate crisis involving an armed intruder, the Emergency Operations Team will meet to discuss the event and determine if anything needs to be done to improve campus safety and security. The Office of Media Relations will meet to determine how news of the event and related issues involving campus safety and security should be communicated to the University community, media, parents of students, alumni, donors and other external groups.

F. Hazardous Material Incident

The Baton Rouge metropolitan area is highly industrialized where multiple risks of hazardous material exist. The University is bordered by the Mississippi River on the west, a major petrochemical plant on the south, a major highway which serves as a main thoroughfare for the transportation of chemical and petroleum products, and two (2) major railroad routes on the east. More petrochemicals plants, a municipal landfill, a hazardous waste disposal company and a nuclear power plant are located further north of the campus. In addition, several underground petroleum pipelines traverse the campus, particularly in the vicinity of the Laboratory School. Administrators should remain cognizant of this in planning for emergency assembly areas.

1. Off-Campus Release

A major off-campus release could require sheltering or evacuation of all or part of the campus. The implementation of this protective action on the campus will be closely coordinated with the Parish EOC to ensure the timely integration of the traffic flow from the University campus into the routing designated by the Parish.

2. On-Campus Incident

If you create or discover a spill or release and are unable to control or clean up the spill, someone is injured or ill, or there is fire or an explosion this is an emergency and you should:

- Close off area to prevent further contamination, and restrict access to the area.
- Activate fire alarm. Evacuate building or area. Follow Building Evacuation Procedures.
- Immediately report any spill or release of a hazardous chemical, from a safe location using the Hazardous Material Release/Spill Report.
- Call University Police and provide:

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- Your name
 - Name of material spilled, if known
 - Estimated amount
 - Exact location of spill
 - Report injuries
 - Actions you have taken
 - Once outside, move to an area that is at least 300 feet away from the affected building, and not downwind. Keep streets and walkways clear for emergency vehicles and crews.
 - DO NOT RETURN TO AN EVACUATED BUILDING unless authorized by responding emergency personnel.
- If the release or spill of hazardous material is "minor" and capable of being cleaned up without the assistance of emergency personnel, the following steps should be taken:
- Wear respiratory protection and other appropriate personal protective equipment. Check the Material Safety Data Sheet for specific instructions.

- If a flammable material, eliminate all sources of ignition in the area. This may involve shutting off electrical power and vehicular or motorized equipment in the area.
- Clean spill area with appropriate cleaning solution. (Check MSDS).
- Should decontamination be required for employees or other personnel exposed to hazardous materials, contact the University Chemical and Hazardous Material safety Officer for assistance.

3. Radioactive Spill Response

If a spill of radioactive material cannot be controlled or cleaned up with available resources, results in a person being injured and/or there is a fire or explosion, the Emergency Response Plan should be activated:

Immediate Actions

- Close off the area
- Pull fire alarm and evacuate building
- Call University Police or 9-911 (from a Campus phone) or 911

4. Response to Minor Radioactive Spills

Minor spills are those spills of a few microcuries of activity where the radionuclide does not become airborne and emergencies where there is no personal injury. Lab personnel can utilize a spill response kit to handle most minor spills.

a. Prevent Spread of Contamination

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- Immediately notify all persons in room or area about the spill.
 - Limit access to the area of the spill to those persons needed for cleanup purposes. Do not let other persons into the area until spill is decontaminated.
 - Confine spill and prevent spread of contamination, (i.e., cover the spill with absorbent materials). If a liquid spilled from an intact container, return container to the upright using gloves or a lever.
 - If volatile (dusts, fumes, gases) materials are involved, turn off all fans and shut off room ventilation system, but keep fume hood on to keep the room under negative pressure.
 - Limit the movement of persons involved who may be contaminated, and do not let them leave area until they are surveyed for contamination.
 - Survey potentially contaminated personnel. If the spill is on clothing, remove / cut contaminated clothing, and package it separately as radioactive. If skin is contaminated, immediately wash it with water and soap.
 - Survey the entire area and mark contaminated areas using magic markers.
- #### **b. Pre-Decontamination Procedures**
- Wear protective attire (heavy-duty rubber gloves, lab coat, safety glasses, footwear).
 - Re-evaluate (i.e., monitor) the extent of the contamination, survey the entire lab/area. Make sure all contaminated areas are identified and marked.
 - Make a decontamination plan. What to clean first, how many people need to be involved, who should remain in clean area to bring supplies... etc.

c. Decontamination

- Clean wet spills or wet contamination using absorbent paper/towels by wiping it. Start at the outside edge of the spill and work inward. After the liquid is cleaned, treat the residue as dry contamination (see next item).
- For dry contamination, dampen absorbent paper towel and/or the contaminated surface. (Generally, water may be used, except where a chemical reaction with the water could generate an air contaminant or a chemical or physical hazard. Mineral oil or another predetermined organic solvent should then be used.)
- Wipe down area starting at the outside edge of the contaminated area and working inward.
- Powder or resin bead spills, do not dry mop it. If dusts are possible, wear appropriate respiratory protection, and decontaminate using a high efficiency HEPA filter vacuum. If HEPA-filtered vacuum is not available, carefully dampen the contaminated area making sure the solution used (e.g., water, vinegar, etc.) does not react with the spill.
- Once moistened, clean using the procedures for a wet spill.
- Dispose of the absorbent paper into yellow plastic radioactive waste bags after each use, mark the waste with "Caution Radioactive Material" tape. Decontamination solutions must not be allowed to drip onto other surfaces.

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d. Decontamination Supplies

- Yellow plastic bags, "Caution Radioactive Material" tape, absorbent materials (e.g., absorbent paper, "floor dry"), decontamination detergents (e.g., mild soap, lava, vinegar), and rope or tape, bucket of water, decontamination solutions, scrubbers, brushes, mops....etc.
- Protective clothing, heavy duty plastic gloves or a box of disposable gloves, lab coat, footwear, and safety glasses.
- Portable radiation survey meter, swipes and alcohol (to moisten wipes).

G. Terrorist Attacks

Terrorism is "the unlawful act of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives" [28CFR0.85(l)]. What makes terrorist acts so dangerous is that they are systematic, unpredictable and indiscriminate criminal acts intended to cause damage, to inflict harm, and to kill. The purpose is to achieve maximum disruption of normal activity and to create extreme anxiety and paralyze the target population. Its success depends upon the fear it creates. The nature of hazards resulting from terrorist attacks or other off-campus disasters range from chemical, biological, nuclear/radiological and/or explosive. See **Appendix H** for various types of terrorist incidents. The initial detection of a terrorist attack will likely occur through responses to 911 calls where unusual multiple injuries and deaths have occurred or unusual symptoms have been noticed. In the case of chemical attacks, general indicators of a terrorist attack include unexplained casualties and an unusual liquid, spray or vapor. In the case of a biological attack, hospitals and health centers may notice an unusual illness and a definite pattern inconsistent with natural disease. If the Student Health Center notices any such illnesses and inconsistent patterns they will report them immediately to local health authorities.

It is important to recognize that terrorism is a criminal act and effort should be made to coordinate with law enforcement agencies to preserve physical evidence where feasible without compromising medical care to the victims.

1. Preparation

Given the open environment of academic institutions it would be easy for a terrorist to access most of these facilities. Obvious targets include public gathering points (stadium, auditorium, etc.), laboratories, and food service. Although the probability of a terrorist event is very low, the consequences are high. It is not possible to plan for every contingency; however, the following are considered reasonable steps to reduce the opportunities for a terrorist.

- Enhance awareness of daily environments, i.e., normal activities, mail, packages, persons, vehicles, etc. Anything unusual or "out of the ordinary" should be considered in the context of a potential terrorist event and promptly reported to the University Police.
- Monitor activities and groups that might indicate a potential terrorist event.

Examples include:

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- Groups fostering anti-University, anti-government, or anti-U.S. agitation, intimidation, etc.
- Meetings, rallies, and demonstrations being organized; inflammatory speeches and charges; provocation of authorities to intervene or overreact.
- Dissent for political, social, or ethnic reasons.
- New spokespersons for animal, or environmental causes emerging or out-of-town organizers arriving.
 - Control access to laboratories and other areas that could pose likely targets. Lock doors when laboratory personnel are not present.
 - Perform background checks of employees and students working with materials or in areas that might pose targets.
 - Monitor and report any unusual cases of upper respiratory disease, rash, or other unusual symptoms.
 - Design new facilities and workspaces with focus on safety and security.

2. Response Activities

If a terrorist event or other off-campus disaster that would have direct or significant indirect impacts on the campus should occur, the Emergency Operations Team will assemble immediately at the Emergency Operations Center to determine what role the University should play in the response activities. It is likely that major assistance from Federal, State and City agencies will be necessary to respond to a major event. However, using the same basic procedures and leadership structure that has been identified for responding to other types of emergencies will help to assure that the safety and health of the University community is given a high priority. The EOT will play an important role in making certain that the University's needs are well understood by those agencies and organizations involved with emergency response activities. In the case of a major event that does not directly impact the University, the Chancellor will decide if the EOT should be assembled to help to determine if any

special University actions are necessary.

In some types of terrorist attacks there could be a significant number of casualties and/or damage to university buildings or infrastructure. This could lead to the need to consider the temporary closure of the University or major changes in University operations. If such circumstances should occur, the Chancellor will convene an emergency meeting with the System President and the Board of Supervisors to receive their advice and direction regarding University operations and facilities.

What individuals should do in case of a known or potential terrorist attack:

- Notify the University Police if you notice any suspicious activities that might indicate a potential terrorist attack. These could include a rental truck parked in an unusual location where many students congregate, an unusual object or package that you suspect could be a bomb, unusual odors or powders, or

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even sticky substances that appear to have been applied to doorknobs or computer keyboards.

- Notify the Health Center if you are ill, especially if you notice that others have similar symptoms. Remember that illness such as smallpox and anthrax initially result in flu-like symptoms that you might typically ignore. Cures are likely if treated early, but many deaths could occur if symptoms are ignored. Don't try to self-medicate with antibiotics that you or your friends might have available. The National Center for Disease Control can provide vaccines and antibiotics for most types of biological agents within only a few hours, once they are notified of a problem by local health and disease control agencies.
- Keep yourself informed of opportunities to receive inoculations to protect yourself from bacteria and viruses that could be spread by terrorists. If in doubt, contact the Health Center or your family physician.
- Obey all instructions if quarantine is determined by University or local health officials to be necessary. You may feel fine, but if you leave the campus while infected, your disease can easily be spread to others who have not previously been exposed, including members of your family.
- Be wary of mail sent to you by an unknown person, especially if the envelope or package appears to contain any sort of powder, stain or unusual odor. If you do open mail that contains an unusual substance, leave your room immediately, tell others in or near your room to evacuate the building, and contact the University Police. Do not return to your room until you have been notified that it is safe to do so. Seek medical help immediately for evaluation to determine if you have been exposed to an infectious disease or chemical agent.
- Check your e-mails and the University webpage for accurate information regarding the nature of any known or potential terrorist attack. Unless the University computer information system is affected, accurate information and advice regarding emergency procedures will be provided via emails and the University webpage.

3. Suspicious Packages/Envelopes

Although a package could contain a biological, chemical or explosive agent, the likelihood is remote. Experience demonstrates that most are a hoax. We must use common sense. The fact that you receive a package without a return address is no reason in itself to be alarmed, particularly if you are accustomed to getting those types of package from a known sender. However, it is our responsibility to remain

vigilant and treat packages that you find suspicious as if there is a real threat. Staff responsible for incoming mail should be especially vigilant.

4. What is a suspicious package?

A good rule of thumb to use when evaluating a package would be "Is it unusual, considering normal incoming mail and packages?" The following are some indicators that may help you in this evaluation:

- Grease stains or discoloration on paper
- Strange odors
- Lopsided or uneven envelope
- Protruding wires or tinfoil
- Excessive securing material, such as masking tape, string, etc.

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- Excessive weight
- Wrapped in brown paper with twine
- No return address
- Insufficient or excessive postage
- Return address and postmark are not from same area
- Foreign mail
- Restrictive markings such as Confidential, Personal, or Hand Deliver
- Hand-written or poorly typed addresses
- Incorrect titles
- Titles but no names
- Misspellings of common words
- Is addressee familiar with name and address of sender?
- Is addressee expecting package/letter?

5. Opened Package

If you have opened a package containing a threat, powder, or unknown substance or have handled an unopened package with a substance spilling out of or bleeding through:

- Place it down gently at the location where you opened or touched it. Try to keep the substance from becoming airborne. Do not shake or empty the contents of the package.
- You may place the package and contents in a zip-lock style plastic bag if available.
- Do not move the package from its current location.
- Leave the room and close the windows and doors behind you. Move to an area that will minimize you exposing others.
- If possible, wash your hands with soap and water to prevent spreading any powder to your face.
- Immediately contact University Police.
- Do not allow others to enter the area.
- University Police will notify the appropriate agencies and University departments, depending on the situation.
- List the names and telephone numbers of all the people present in the room or area when this suspicious letter or package was opened. Give this list to the law enforcement officers when they arrive.
- Remain calm. Exposure does not mean that you will become sick.
- Depending on your situation, responding emergency personnel may ask you

to shower and change clothes. It is important to place contaminated clothing in a sealable plastic bag for analysis and evidence.

- Testing of individual exposed to an unknown substance for an infectious agent by use of nasal swabs or blood tests is usually not appropriate until Health Department test results are available.

6. Unopened Package

If the suspicious package is unopened with no leakage, spillage or bleeding:

- You may place the package and contents in a zip-lock style sealable plastic bag if one is available.
- Immediately contact University Police.

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- University Police will notify the appropriate agencies and University departments, depending on the situation.
- Individuals that may have been exposed will be contacted as soon as any test results are known.

H. Communicable Diseases

A communicable disease is an infectious disease that is spread from person-to-person through casual contact or respiratory droplet, to include, but not exclusively, the following: Tuberculosis (TB), measles (Rubella), German measles (Rubella), hepatitis, and meningitis. Additionally, the University community and the Student Health Center should pay particular attention to the many different subtypes of type A influenza viruses. Included in this category is the avian influenza or bird flu which continues to spread worldwide. This type of disease can have a devastating impact on the health and welfare of the students, employees, and the surrounding community.

Communicable diseases which can potentially threaten the health of the campus community as an epidemic include:

- measles (Rubella)
- German measles (Rubella)
- Tuberculosis (TB)
- hepatitis
- meningitis

The Director of the Student Health Services shall be notified about all known acute and suspected cases of any of the above diseases involving any member of the University community (students, faculty, or staff).

1. Procedures

After receiving this information, the Director of the Student Health Services will convey only the necessary information to the Campus Emergency Coordinator and/or the Chancellor.

The Director of Student Health Services will also contact the East Baton Rouge Public Health Department to obtain the latest recommendations about the management and prevention of the spread of the specific strain of communicable microbe, requesting appropriate vaccines and/or medications, as well as requesting additional professional and clerical assistance, if deemed necessary. The Public Health professionals will be asked to assist the Student Health Clinic staff with surveillance and outbreak containment measures, including administration of appropriate vaccines and medications.

All available health professionals will monitor the index cases, look for linked cases, and provide appropriate diagnostic, prophylactic, and therapeutic measures to the

affected individual(s). Although the route of transmission and degree of infection varies depending on the specific infectious disease, individuals with the following relationships to the index case will be educated about the disease in question to the extent possible respecting confidentiality.

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Students, faculty, and staff will be told to report any signs and symptoms of the illness to their private physician or to the professionals at the Student Health Center, where they can be seen, to receive a confidential medical consultation, appropriate treatment, and/or referral to community health organizations, as medically indicated.

2. Media Relations

The Director of Student Health Services will work with the Office of Media Relations to provide medical information concerning the communicable disease to the media, students, staff, and family members. When appropriate, such as in cases involving meningococcal meningitis, the Director will prepare a letter to the University community and parents of students to inform them of the following: signs and symptoms, clues to early recognition, who is at risk, preventive measures including vaccination when appropriate, treatment procedures, and local sources for referral (Student Health Center, public health clinics, hospital emergency rooms, private offices, etc.).

3. General Infection Control Measures

a. Visual Alerts

- When warranted and as instructed by the Director of Student Health Services, post visual alerts (in appropriate languages) prominently at the entrances to all locations where individuals congregate.
- Place informational literature in easily visible and accessible locations

b. Respiratory hygiene/cough etiquette

To contain respiratory secretions, all persons with signs and symptoms of a respiratory infection, regardless of presumed cause, should:

- Cover the nose/mouth when coughing or sneezing.
- Use tissues to contain respiratory secretions.
- Dispose of tissues in the nearest waste receptacle after use.
- Perform hand hygiene after contact with respiratory secretions and contaminated objects/materials.

c. Masking and separation of persons with symptoms of respiratory infection

- During periods of increased respiratory infection in the community, offer masks to persons who are coughing. (Respirator masks are not necessary.)
- Encourage coughing persons, however, to sit at least 3 feet away from others in common areas.

d. Physical safeguards

- Ensure the availability of waste receptacles.
- Ensure the availability of soap and disposable towels for hand washing where sinks are available.

e. General hand washing

In addition to respiratory hygiene, always wash your hands after:

- Going to the bathroom.
- Before and after eating.
- After contact with or being near someone who is ill.

- o Before and after handling and preparing food.
- o After touching animals.

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IMPORTANT: Become informed about the signs and symptoms of acute respiratory illnesses that might pose a public health threat. Visit the web site of the Centers for Disease Control and Prevention at www.cdc.gov for detailed information on many illnesses. If you are ill, stay home to avoid infecting others. See a health care professional for evaluation if you are concerned.

SECTION XV: POST-DISASTER / RECOVERY OPERATIONS

Following a disaster, the Chancellor, based on recommendations from the Command Team and Emergency Operations Team, will decide when employees will report to work. This information will be conveyed to deans and department heads, who in turn will insure the information is passed on to faculty and staff reporting to them. Deans and department heads are responsible for verifying the status of each employee in their unit after a disaster in the Baton Rouge area. For this purpose, each unit will maintain a current list of all employee addresses and phone numbers. Each employee should be instructed to call their supervisor or other designated contact after a disaster.

Deans and department heads are responsible for assessing the extent of damage, if any, to the work spaces of their unit. A Damage Assessment form should be completed and submitted to the Building Emergency Coordinator as soon as practical after the disaster to pre-identify damages in their area of responsibility. The purpose of this form is to provide Facilities Operations with a starting point for repairs. The following represents the basic information needed to establish a claim for damaged or destroyed equipment:

- o Separate damaged equipment from undamaged equipment.
- o If water damage to electrical equipment is suspected, do not attempt to start. Tag this equipment indicating possible water damage and contact Risk Management to set up an inspection of all water-damaged equipment.
- o Secure all equipment against further damage or theft.
- o Call Risk Management to set up an inspection of all damaged equipment, giving the name and phone number of the contact person and the location where the damaged equipment may be seen.
- o Make no attempt to replace equipment until approval has been given by the University's insurance carrier and Risk Management.
- o Failure to provide information in a timely manner could result in claims being denied.

For further information and claim forms, contact Risk Management.

SECTION XVI: DOCUMENT PREPARATION FOR FEMA CLAIMS

These procedures will serve as a documentation guideline for University departments in order for the University to receive financial reimbursement from the Federal Emergency Management Agency (FEMA).

1. Primary Responsibility

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The Office of Finance and Administration is responsible for the actual completion of

FEMA claim forms, the coordinating of data collection from all departments, and is the primary auditor of all documentation received. It is the University's intention that all claims made to FEMA will be eligible and fully documented.

2. General Record Keeping

The importance of proper and accurate documentation cannot be overemphasized. It is extremely important that proper record-keeping is initiated when hurricane preparation begins. This allows for information to be collected as it occurs and also allows for rapid reimbursement after the storm. After the work is done, it is virtually impossible to accurately and properly complete the necessary documentation. The University could lose considerable FEMA funding if claims cannot be fully justified.

3. Background

When a hurricane (or other disaster) hits, a community may be eligible for federal assistance. The sequences of events, leading up to the award of funds, are as follows:

- a. Local declaration of an emergency and request for State Assistance.
- b. Initial Damage Assessment.
- c. State emergency declaration.
- d. Preliminary joint State/Federal damage assessment.
- e. Request for Presidential declaration.
- f. Declaration declared or denied.
- g. Declared declaration requires FEMA/State agreement.
- h. Federal disaster funds are made available.
- i. Disaster recovery centers are established.
- j. Applicant's briefings are held for public assistance.
- k. Applicant's briefings are held for hazard mitigation.
- l. Applicants file a NOI (Notice of Interest).
- m. Once the NOI is approved, the process of inspections and Damage Survey Report (DSR) writing begins. DSRs are completed by federal/state inspection teams and become the scope of work for an eligible project. After being reviewed, the funds are allocated, suspended, or denied.

4. Public Assistance Categories

Public assistance is available for the following categories:

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- a. Debris Clearance
- b. Emergency Protective Measures
- c. Road Systems
- d. Water Control Facilities
- e. Buildings and Equipment
- f. Public Utility Systems
- g. Other

5. Announcement to Departments

If a disaster is declared, the Office of Finance and Administration will notify all those departments directly involved in the disaster recovery effort: Medical Facilities, Facilities Operations, University Police, Technology and Network Services, etc. These departments will then be instructed at that time what types of costs have been declared eligible and what the schedule will be for the collection of the documentation. The Office of Finance and Administration will then compile the information for the claim, submit the claim to FEMA, and distribute the reimbursement when received. This process will take several months depending

upon the size of the disaster.

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A. Command Team

B. Emergency Operations Team

C. Emergency Operations Center Resources

D. Evacuation Assembly Areas

E. Action Steps for Tropical Storm and Hurricanes

F. Damage Assessment Forms

G. Bomb Threat Checklist / Telephone Procedures

H. Categories of Terrorist Incidents

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APPENDIX A COMMMAND TEAM

NAME TITLE OFFICE PHONE

Kofi Lomotey Chancellor 771-5020

Margaret Ambrose Executive Vice Chancellor 771-5020

Flandus McClinton Vice Chancellor for Finance
and Administration

771-5021

Mwalimu J. Shujaa Provost and Executive Vice
Chancellor

771-2360

Julie Wessinger Assistant Vice Chancellor for
Student Affairs

771-3922

Jacqueline Howard-Matthews Associate Provost

771-4150

Micheal Stubblefield Vice Chancellor for Research
and Strategic Initiatives

771-3890

Huey Lawson Director of Technology and
Network Services

771-3935 ext. 200

Ed Pratt Assistant to the Chancellor
for Media Relations

771-4545

Sandy Pugh Interim Athletics Director 771-2712

Mary Wells Facilities Planner 771-3671

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APPENDIX B EMERGENCY OPERATIONS TEAM

NAME TITLE OFFICE PHONE

Kevin Johnson Deputy Administrator / Campus
Emergency Coordinator

771-2770

Tony Moudgil Associate Vice Chancellor for Facilities
Operations
771-4585
Eli Guillory Executive Director for Facilities
Services
771-4740
Henry Thurman Assistant Director for Facility Services 771-4740
Cordell Veal Director of Landscaping Services 771-4743
Neal Long Risk Manager 771-5151
Welton Bowie Manager, Activity Center 771-3821
Julie Wessinger Interim Vice Chancellor for Student
Affairs
771-3922
J. DJ Baker III Interim University Ombudsperson 771-4917
Kelwin Williams Judicial Officer 771-5280
Dolores Brown Director of Campus Dining (Food
Contracting / Catering)
771-2363
Shirley Wade Student Health Services - Nurse
Manager
771-4770
Mercedes Mackey Office of Academic Affairs 771-2360
Sandra Scarborough Financial Aid Counselor 771-2790 ext. 215
Gwendolyn Bennett Associate Vice Chancellor for Financial
Operations
771-2704
Wilbert Jones Assistant Director (Contracts)
Purchasing
771-4580
Linda Antoine Director of Purchasing 771-4580
Lucretia Jenkins ITSPC Supervisor Information
Systems Division
771-4410
Rachel Carriere TNS Web Services Coordinator 771-3935
Terrence Cyriaque Technology and Network Services 771-3935
Goldie Davenport SUTV75 771-3590
Darrell Roberson SUTV75 771-5790
LaTonya Green-Jones Director of Auxiliary Services 771-4856
Trisha Wright Director of Human Resources 771-2680
Earl Hill Assistant Director
Department of Athletics
771-2737
Alvin Washington Emergency/Security Coordinator, SU
Law Center
771-2139
Ronnie Harrison Director, Laboratory School 771-3490
James Mahomes SU Agricultural Center 771-2242
Louis Hightower Director, Health, Physical Education
and Recreation
771-2954
Anner Young Centrex Office 771-4500
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APPENDIX C Emergency Operations Center Resources

The Emergency Operations Center will contain the following:

- 5 copies of the Emergency Response Plan
- 5 telephones and 5 cellular phones
- 6 computer terminals with printers and Internet and University network connections
- Large campus map
- Building plans
- 2 flipcharts
- Fax machine
- 3 mobile radio units
- 5 University phone directories, 3 Baton Rouge white pages phone directories and 3 Baton Rouge yellow pages phone directories
- List of evacuation assembly locations
- List of media contacts
- Multiple copies of forms that would be used during an emergency
- Emergency food and water rations, if required.
- First aid kits

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APPENDIX D EVACUATION ASSEMBLY AREAS

DESIGNATED ASSEMBLY AREAS

NUMBER BUILDING LOCATION

181 Agricultural Research and Extension Center

Lawn area near adjacent to Hunt Street

002 Archives Building Across street on west side of Mayberry Dining Hall on lawn

020 & 029 AROTC and Offices South to gravel parking lot

056 A.A. Lenoir Law Center Lawn area near Steptoe Avenue

049 A.W. Mumford Stadium Parking lots surrounding stadium

039 Auditorium / Gymnasium West of building near river bank

179 Augustus Blanks Hall Open area north of building

138 Benjamin Kraft Bldg. Parking lot near Hunt Street

171 Central Stores Lawn area near Hunt Street

054 Dairy Cottage Dairy Creamery parking lot

136 Dairy Creamery Dairy Creamery parking lot

091 Debose Hall Open area north of building

158C Dunn Hall Cafeteria Intramural field east of cafeteria

127 Engineering West Across Harrison Drive to Moore Hall parking lot

128 Engineering East Across Smith Boulevard in parking lot

163 F.G. Clark Activity Center West to grassy area beyond parking lot

090 Fisher Hall Lawn area south of building

176 Headhouse/Greenhouse Lawn area east of Headhouse/Greenhouse

154 Hayden Hall Open area northeast of building

153A Health Research Center Lawn area south of building

042 Hill Bldg. (old infirmary) Across street on west side near river bank

Honor's College Gravel parking lot east of Pinchback building

091B Isaac Greggs Band Bldg. Lawn area south of bldg. at Stone Ave. and Harrison Drive

167 J.B. Cade Library Front lawn area near Steptoe Ave.
161 J.B. Moore Hall South to east side lawn of Pinkie Thrift Hall
040 J.S. Clark Annex Southwest of bldg. near the grave site
166 J.S. Clark Admin. Bldg. Southwest of bldg. near the grave site
129 Laboratory School Parking lot surrounding Mumford Stadium
153 Lee Hall Lawn area south of building
032 SU Museum of Art Across street on west side of Mayberry Dining Hall on lawn
165 Mayberry Dining Hall West side of building on lawn
018 McNair Hall South to the gravel parking lot
169 Meat Processing Plant Parking lot near Little Drive
172 Motor Pool Lawn area near Hunt Street
180 National Plant Data Center Lawn area east of Headhouse/Greenhouse
021 NROTC Supply South to gravel parking lot
126 Netterville Hall Across Stone Ave. on grassy area northeast of Thrift Hall
182 P.B.S. Pinchback Eng. Bldg. Gravel parking lot east of building
091A Performing Arts Theater Open area north of building
125 Pinkie Thrift Hall Open space at southeast corner of building
169 President's Residence Across street on west side of Mayberry Dining Hall on lawn

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017 Riverside Hall South to gravel parking lot
178 Rodney Higgins Hall Across Avenue on grass northeast of Thrift Hall
174 Ruffin Paul, Sr. Central Plant
Lab School football practice field east of building
170 School of Nursing Across Swan Street to Mumford Stadium
039 Seymour Hall Parking lot
135 Smith-Brown Memorial Union
Open area east of food court
173 Swine Farm Open area north of building near Hunt Street
139 T.H. Harris Hall Across Harrison Drive to open grassy area
156 T.T. Allain Across Harrison Drive to open grassy area
164 University Bookstore Lawn area east of building at Stone Avenue and Harrison Drive
160 W.W. Stewart Hall Open are at Stone Avenue and Harrison Drive
William James Hall Across Harrison Drive in Moor Hall parking lot
066 William Pass Station Open grassy are south of building at Stone Avenue and Little Drive

RESIDENTIAL HOUSING ASSEMBLY AREAS/PICK-UP POINTS

NUMBER BUILDING LOCATION

144 Alice Thomas Hall Across Harrison Drive in open area south of dormitory
143 Bernice Lange Hall Across Harrison Drive in large open area north of dormitory
124 Bethune Hall East side of dormitory in parking lot
158 C Boley Hall Intramural Field east of dormitory
43 Bradford Hall J.S. Clark Administration parking lot
81 Building 81 Closed

119 Building 119 Closed
048 Grandison Hall Parking lot in rear of Seymour Hall
44 Lottie Anthony Hall J. S. Clark Administration parking lot
46 Jessie Owens Hall Parking lot in rear of Seymour Hall
158 A Jones Hall Jones Hall parking lot behind basketball goals
145 Magnolia Triangle Lounge Across Harrison Drive in open area south of Triangle
146 Mary Booker-Baranco Hall Across Harrison Drive in open area south of dormitory
141 Mildred M. Satterwhite Hall Across Harrison Drive in parking lot north of dormitory
142 Morris H. Carroll Hall Intramural Field, north of dormitory
131 A Octavia Head Clark Hall Across Harrison Drive and southeast of Cottage 4
140 Ollie B. Moore Hall Across Harrison Drive in large open area south of dormitory
100 Reed Hall Parking lot on west side of Mumford Stadium
98 Washington Hall North side of dormitory in Union parking lot
143 Totty Hall Intramural Field, north of dormitory
144 Shade Hall Intramural Field, north of dormitory
099 White Hall Parking lot on west side of Mumford Stadium
188 U.S. Jones Hall Open grassy area west of dormitory
TBA Millenium Apartments Parking lot

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APPENDIX E ACTION STEPS FOR TROPICAL STORM AND HURRICANES

ACTION STEPS – TROPICAL STORM

Alert (Storm Strike 72 – 36 hours away)

1. Command Team meets as needed and monitors the situation (meetings may be conducted by telephone).

Watch (Storm Strike 36 – 24 hours away)

1. Command Team and/or Emergency Operations Team meets as needed and monitors the situation (meetings may be conducted by telephone).
2. University Information Hotline and the EOC may be activated.
3. Facilities Services / Physical Plant secures the campus.

Warning (Storm Strike 24 – 0 hours away)

1. Command Team and/or Emergency Operations Team meets as needed and monitors the situation continually.
2. Individual departments are informed of the situation by meeting, e-mail, fax, or voice.
3. University Information Hotline is activated.
4. EOC is activated.
5. Facilities Services / Physical Plant continues to secure the campus.
6. If travel or campus conditions become (or are about to become) dangerous:
 - a. classes are cancelled.
 - b. non-essential personnel may be released.

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ACTION STEPS – CATEGORY #1 and 2 HURRICANES

Alert (Hurricane Strike 72 – 36 hours away)

1. Command Team meets as needed and monitors the situation (meetings may be conducted by telephone).
2. University Information Hotline is activated.
3. Web announcement is activated.
4. Facilities Services secures the campus.

Watch (Hurricane Strike 36 – 24 hours away)

1. Command Team and/or Emergency Operations Team meets as needed and monitors the situation continually.
2. Individual departments kept informed of the situation by meeting, email, fax, or voice.
 - a. Individual departments are instructed to execute pre-disaster preparations.
 - b. Individual Units may be instructed to secure building and office contents.
 - c. Students are instructed to prepare their rooms.
3. Facilities Services / Physical Plant continues to secure the campus.

Warning (Hurricane Strike 24 – 0 hours away)*

1. Command Team and/or Emergency Operations Team meets as needed and monitors the situation continually (meetings may be conducted by telephone).
2. The EOC is activated.
3. University Information Hotline is manned.
4. Classes are cancelled.
5. Individual Units kept informed of the situation by meeting, e-mail, fax, or voice.
 - a. Individual Units are instructed to execute pre-disaster preparations.
 - b. Individual Units may be instructed to secure building & office contents.
6. Facilities Services / Physical Plant continues to secure the campus.
7. Once work areas are secured, all non-essential personnel are released.

*These steps should commence **at the beginning of the Warning Period.**

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ACTION STEPS – CATEGORY #3, 4, and 5 HURRICANES

Alert (Hurricane Strike 72 – 36 hours away)

1. Command Team meets as needed and monitors the situation (meetings may be conducted by telephone).
2. University Information Hotline is activated.
3. Web announcement is activated.
4. Facilities Services secures the campus.
5. Watch Period Action Steps should commence during the Alert Period, no later than the 48-hour mark.

Watch (Hurricane Strike 36 – 24 hours away)

1. Command Team and/or Emergency Operations Team meets as needed and monitors the situation continually.

2. The EOC is activated.
3. University Information Hotline is manned.
4. Individual departments kept informed of the situation by meeting, email, fax, or voice.
 - a. Individual departments are instructed to execute pre-disaster preparations.
 - b. Individual Units may be instructed to secure building and office contents.
 - c. Students are instructed to prepare their rooms.
5. Facilities Services continues to secure the campus.
6. Warning Period Action Steps should commence during the Watch Period.

Warning (Hurricane Strike 24 – 0 hours away)*

1. Command Team and/or Emergency Operations Team meets as needed and monitors the situation continually (meetings may be conducted by telephone).
2. Classes are cancelled.
3. Individual Units kept informed of the situation by meeting, e-mail, fax, or voice.
 - a. Individual Units are instructed to execute pre-disaster preparations.
 - b. Individual Units may be instructed to secure building & office contents.
6. Facilities Services continues to secure the campus.
7. Once work areas are secured, all non-essential personnel are released.

*These steps should be completed **by the beginning of the Warning Period.**

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APPENDIX F DAMAGE ASSESSMENT FORMS

ROOM ASSESSMENT FORM

Storm/Event: Assessment Date: Room Number:

Building Name: Building Number: Mark if update to previous

Name of Assessor: Control Number: form: _____

CAUSE OF DAMAGE: (Check One)

IMPACT (Wind or Debris) _____ WIND (hit by tree or limb) _____

Water Damage (Rain or Leak) _____ Power Surge or Lightning _____

Water Damage (Flooding) _____ Other (describe) _____: _____

DAMAGE DETAIL:

Contents/Items Description of Damages

Carpet/Flooring

Walls

Ceiling Tile

Windows

Furniture

Built-in Furniture

Lighting

HVAC

(Additional Items)

Emergency Repairs or Preventive Actions (leave blank if no actions taken)

Action Taken:

Name of Person: Date of Repair: Labor Time (hrs.):

Photograph: (Please attach)

Take digital photograph(s) of damages. Include building name and room number on a piece of paper or

dry erase board that is visible in photograph.

Name of Person Submitting: Date:

Contact Information:

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BUILDING ASSESSMENT FORM

Storm/Event: Assessment Date: Room Number:

Building Name: Building Number: Mark if update to previous

Name of Assessor: Control Number: form: _____

CAUSE OF DAMAGE: (Check One)

IMPACT (Wind or Debris) _____ WIND (hit by tree or limb) _____

Water Damage (Rain or Leak) _____ Power Surge or Lightning _____

Water Damage (Flooding) _____ Other (describe) _____: _____

DAMAGE DETAIL:

Contents/Items Description of Damages

Roof

Gutters

Entry

Stairs

Landscaping

Walls

Power

Elevators

Windows

(Additional Items)

Emergency Repairs or Preventive Actions (leave blank if no actions taken)

Action Taken:

Name of Person: Date of Repair: Labor Time (hrs.):

Photograph: (Please attach)

Take digital photograph(s) of damages. Include building name and room number on a piece of paper

or dry erase board that is visible in photograph.

Name of Person Submitting: Date:

Contact Information:

Southern University and Agricultural & Mechanical College

EMERGENCY RESPONSE PLAN

September 2009

APPENDIX G

BOMB THREAT

TELEPHONE PROCEDURES

NAME OF PERSON RECEIVING THE

CALL: _____

DEPARTMENT: _____ **PHONE:** _____

CALLER'S IDENTITY:

SEX: Male _____ Female _____ Juvenile _____ Approximate Age _____

ORIGIN OF CALL:

Local _____ Long Distance _____ Booth _____ Internal (From within campus?) _____

Internal note the extension _____

BOMB FACTS

PRETEND DIFFICULTY WITH HEARING – KEEP CALLER TALKING IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour _____

Time Remaining _____

Where is it located? Building _____

What kind of bomb? _____

Where are you now? _____

How do you know so much about the bomb? _____

What is your name and address?

If building is occupied, inform caller that detonation could cause injury or death.

Upon receipt of a bomb threat remember to:

1. Remain Calm
2. Listen – do not interrupt the caller
3. Gather as much information as possible
4. Notify supervision by prearranged signal when caller is on the line to contact the police.
5. Inform the caller that detonation could cause injury or death

Southern University and Agricultural & Mechanical College

EMERGENCY RESPONSE PLAN

April 2011

BOMB THREAT

ACTION TO TAKE IMMEDIATELY AFTER CALL

Did Caller appear familiar with campus or building by his description of the bomb location? _____

Notify supervision as instructed. Talk to no one other than instructed by supervision.

Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

VOICE CHARACTERISTICS LANGUAGE BACKGROUND NOISES

___ Loud ___ Excellent ___ Factory Machines

___ High Pitch ___ Fair ___ Bedlam

___ Raspy ___ Foul ___ Music

___ Intoxicated ___ Good ___ Office Machines

___ Soft ___ Poor ___ Mixed

___ Deep ___ Other ___ Street Traffic

___ Pleasant ___ Trains

___ Other ___ Animals

___ Quiet

___ Voices

___ Airplanes

___ Party Atmosphere

SPEECH MANNER

___ Fast ___ Calm

___ Distinct ___ Rational

___ Stutter ___ Coherent

___ Slurred ___ Deliberate

___ Slow ___ Righteous

___ Distorted ___ Angry

___ Nasal ___ Irrational

___ Lisp ___ Incoherent

___ Other ___ Emotional

___ Laughing

Southern University and Agricultural & Mechanical College

EMERGENCY RESPONSE PLAN

April 2011

APPENDIX H CATEGORIES OF TERRORISTS INCIDENTS

There are five categories of terrorist incidents: biological, nuclear, incendiary, chemical, and explosive.

1. Biological agents pose serious threats considering their fairly accessible nature and the potential for their rapid spread. These agents can be disseminated in the following ways: aerosols, oral (contaminating food or water), dermal (direct skin contact), or injection. Inhalation or ingestion is the most likely.

The Centers for Disease Control list approximately 20 biological agents (bacterial agents, viral agents and biological toxins) which are considered as possibilities for terrorist use. Following is a list of those considered most likely to be used.

- **Anthrax** (*Bacillus anthracis*) infection is a disease acquired following contact with infected animals or contaminated animal products or following the intentional release of anthrax spores as a biological weapon. Exposure to an aerosol of anthrax spores could cause symptoms as soon as 2 days or as late as 6-8 weeks after exposure. Further, the early presentation of anthrax disease would resemble a fever or cough and would therefore be exceedingly difficult to diagnose without a high degree of suspicion. Once symptoms begin, death follows 1-3 days later for most people. If appropriate antibiotics are not started before development of symptoms, the mortality rate is estimated to be 90%.

- **Botulinum toxin** (produced by *Clostridia botulinum*) is the single most poisonous substance known, and poses a major bio-weapons threat because of its extreme potency and lethality; its ease of production, transport and misuse; and the potential need for prolonged intensive care in affected persons. Natural cases of botulism typically result from food contamination (food not or incompletely heated) with absorption of the toxin from the gut or a wound. The incubation period for food-borne botulism can be from 2 hours to 8 days after ingestion. Patients with botulism typically present with difficulty speaking, seeing and/or swallowing and may initially present with gastrointestinal distress, nausea, and vomiting preceding neurological symptoms.

• **Plague** (*Yersinia pestis*) is an infectious disease of animals and humans found in rodents and their fleas. Pneumonic plague occurs with infection of the lungs. The incubation period is 1 to 6 days and the first signs of illness are fever, headache, weakness, and cough productive of bloody or watery sputum. The pneumonia progresses over 2 to 4 days and may cause septic shock and, without early treatment, death. Person-to-person transmission of pneumonic plague occurs through respiratory droplets, which can only infect those who have face-to-face contact with the ill patient. Early treatment of pneumonic plague with antibiotics is essential.

• **Smallpox** (*variola major*) has an incubation period of 7 to 17 days following exposure. Initial symptoms include high fever, fatigue, and head and back aches. A characteristic rash, most prominent on the face, arms, and legs, follows in 2-3 days. Smallpox is spread from one person to another by infected saliva droplets that expose a susceptible person having face-to-face contact with the ill person.

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Cisella tularensis) is one of the most infectious pathogenic bacteria known, requiring inoculation or inhalation of as few as 10 organisms to cause disease. It is a zoonosis, with natural reservoirs in small mammals such as voles, mice, water rats, squirrels, rabbits and hares. Naturally acquired human infection occurs through a variety of mechanisms such as: bites of infected arthropods; handling infectious animal tissues or fluids; direct contact or ingestion of contaminated water, food, or soil; and inhalation of infective aerosols. Human to human transmission has not been documented. Aerosol dissemination by a terrorist would be expected to result in the abrupt onset of acute, non-specific febrile illness beginning 3 to 5 days later (incubation range, 1-14 days). Treatment is with antibiotics.

2. Nuclear incidents are expected to take one of two forms: threatened or actual detonation of a nuclear bomb or threatened or actual detonation of a conventional explosive incorporating nuclear materials. It is unlikely that a terrorist could acquire or build a functional nuclear weapon. Dispersal of nuclear materials with a conventional explosive would contaminate the bombsite and raise environmental decontamination and long-term health issues.

Nuclear indicators, short of actual detonation or obvious involvement of radiological materials, include observation for a Department of Transportation placard or decal, and radiation detection devices.

3. Incendiary incidents could be any mechanical, electrical, or chemical device used to cause a fire. Indicators of incendiary devices include multiple fires, remains of incendiary device components, odors of accelerants (e.g., gasoline), and unusually heavy burning or fire volume.

4. Chemical agents fall into five classes: nerve (disrupt nerve impulse transmission), blister (severe burns to eyes, skin, respiratory tract), blood (interfere with oxygen transport), choking, and irritating (designed to incapacitate).

• Nerve agents are similar to organophosphate pesticides, but with higher toxicity. Early symptoms include uncontrolled salivation, lacrimation, urination, and defecation. These agents may resemble water or light oil and possess no odor, and are best dispersed as an aerosol. Many dead animals at the scene may indicate a nerve agent.

• Blister agents are also referred to as mustard agents due to their characteristic smell. They can be absorbed through the skin, and clinical symptoms may not appear for hours or days. These agents are heavy, oily

liquids, dispersed by aerosol or vaporization.

- Blood agents interfere with oxygen transport by the blood, resulting in asphyxiation. Clinical symptoms include respiratory distress, vomiting and diarrhea, and vertigo and headaches. These agents are gasses, although precursor chemicals are typically cyanide salts and acids. All have the aroma of bitter almonds or peach blossoms.

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- Choking agents stress the respiratory tract by causing edema (fluid in the lungs) which can result in asphyxiation. Clinical symptoms include severe eye irritation and respiratory distress. Most people recognize the odor of chlorine; phosgene has the odor of newly cut hay. Both are gases and must be stored and transported in cylinders.

- Irritating agents, also known as riot control agents or tear gas are designed to incapacitate. Generally, they are nonlethal; however, they can result in asphyxiation. Clinical symptoms include eye and throat irritation, respiratory distress, and nausea and vomiting.

5. Explosive agents, i.e., bombs, can be 1) readily made from commonly available materials (e.g., ammonium nitrate fertilizer and diesel fuel), 2) obtained from commercial sources (e.g., blasting agents and explosives), or 3) obtained from the military. These devices account for 70 percent of terrorist attacks.

SOUTHERN UNIVERSITY AT NEW ORLEANS

HURRICANE EMERGENCY PLAN

June 1, 2011

TABLE OF CONTENT

Section	1	Introduction and Mission
Section	2	Hurricane Emergency Preparedness Team
Section	3	Emergency Information
Section	4	Hurricane Season
Section	5	Hurricane Emergency Plan
		Stage 1 – Pre-Storm Preparation
		Stage 2 – Threat Assessment
		Stage 3 – Classes Canceled
		Stage 4 – University Closing
		Stage 5 -- Aftermath
Appendix	1.	Hurricane Information Guide
	2.	Departmental Contact Person
	3.	Departmental Staff Contact Sheet

Introduction

This Disaster Management Plan will be the basis to establish policies and procedures which will assure maximum and efficient utilization of all resources on the Southern University at New Orleans (SUNO) campus, minimize the loss of life and/or injury to the population, and protect and conserve resources and facilities of SUNO during a disaster. The plan is effective June 2010 and supersedes all previous plans. The plan is updated yearly by the Safety Director and approved by the Chancellor.

For the purpose of this plan, "disaster" shall be defined as any condition – man-made or natural which results in a significant disruption to the academic mission of SUNO. The on-set of most disasters is considered to be very rapid, allowing a minimum of time for preparation. The scale of a "disaster" is determined by the potential loss of life, damage to facilities, and the amount of external resources necessary for the University to return to its normal academic mission.

This Hurricane Emergency Preparedness Plan is intended to serve as a living guide to be used in responding to and recovering from a hurricane at Southern University at New Orleans.

Mission

Southern University at New Orleans will provide for the protection of students, faculty, staff, visitors, and material resources of the campus in order to minimize injury, loss of life, and damage resulting from any kind of disaster. The administration of Southern University at New Orleans will provide for continuity of management function, damage assessment, -- public and private – and immediate attention to the re-establishment of normal operations so as to support the University's academic mission.

HURRICANE EMERGENCY PREPAREDNESS TEAM

The Southern University at New Orleans Plan is effective June 1, 2010 and supersedes all previous plans. The Chancellor designated the Director of Safety and Transportation as the Plan Coordinator and chartered a team to collaborate during the development and implementation of the emergency plan. The Hurricane Emergency Preparedness Team (HEPT) is responsible for making recommendations during the pre-season preparation, active season and post storm season.

The Emergency Preparedness Team is listed below.

Administrative Leaders:

Ukpolo, Victor – *Chancellor*

White, Woodie – *Vice Chancellor for Administration and Finance*

Team Members:

Bishop, Wesley – Assistant Vice Chancellor of Academic Affairs

Taplin, Vonda – Executive Secretary/Office Manager

Bopp, Alvin – Professor of Chemistry

Cannon, Robert – Facilities Management

Crosby Sheryl – Health Service

Cummings, Edmond – ITC Director

Davis, Gilda – Registrar

Dukes, Randy – Director of Human Resources

Grant, Donna – Vice Chancellor of Student Affairs

George, Joel – Director of Safety and Transportation

Gulley, Shawn - Associate Comptroller

Howard, Shawanda – Student Activity, Director

Johnson, Renee- Director of Internal Audit

Mims, Yolanda – Director of Disabled Students

Moultrie, Gloria – Vice Chancellor for Community Outreach/ University Advancement

Pinkney, Adrell – Director of Student Housing

Sullivan, John – Property Control Manager

Thomas, Ira – Police Chief

EMERGENCY INFORMATION

During hurricane emergencies, accurate information is important, so to greatly decrease chances of misinformation, the University will use the following as the main sources of for disseminating information:

1. The University main web site at www.suno.edu. Updated information including the approved Hurricane Emergency Preparedness Plan will be posted at the site.
2. SUNO's email address at suno.edu is the official e-mail address for the University and will be used for all official communications.
3. Rave alert texting system. All staff is continuously encouraged to provide up to date contact information and to register with Rave at www.getrave.com.
4. The SUNO switchboard, 504-286-5000 will provide updated information for staff and students.
5. The Public Relations Office will provide announcements to local TV and radio.
6. SUNO's emergency number 1-866-749-1935 or 1-866-384-8893 for information.
7. Facebook Social Network - <http://www.facebook.com/sunoknights56>
8. Twitter Social Network - <https://twitter.com/sunoknight>

To avoid false information during an emergency period, information will be provided via the office of the Vice Chancellor of Community Outreach by approval of the Chancellor.

HURRICANE SEASON

The U.S. East coast and Gulf of Mexico hurricane season extends from June 1 to November 30. Information regarding hurricanes can be located at the National Hurricane Center, <http://www.nhc.noaa.gov/>, and the City of New Orleans Office of emergency Preparedness website at <http://www.cityofno.com/portal.aspx?portal=46>.

HURRICANE EMERGENCY PLAN

The Hurricane 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 storm and time of day in which the stage occurs. The plan is prepared, reviewed, and updated on an annual basis.

Be Prepared– Do not wait until a hurricane threatens our area then create a plan

STAGE 1: PRE-STORM PREPARATION

During the start of the Fall Registration, students are required to submit a Personal Emergency Evacuation Plan to the Director of Housing on a form providing during the registration process. Students should communicate this plan with family and friends.

To prepare the Personal Emergency Evacuation Plan

Students are discouraged from making non-refundable airline reservations for winter break until the end of October due to the possibility of the fall semester being extended because of prior university closures for inclement weather.

Students with family/friends within a 200 mile radius out of the scope of a targeted inland storm are encouraged to identify ahead of time where they could go if they are told to evacuate. Students should choose several places and communicate immediately with people at their predetermined evacuation destination.

Students should include their mode of transportation for an evacuation and are encouraged to assist other students with transportation during an evacuation.

Regarding hurricanes, generally, it is safer to evacuate to the north, further inland, than it is to evacuate to the east or west along the Gulf coast.

If for any reason Students Personal Emergency Evacuation Plan has changed, **immediately** notify the Director of Housing so a new plan can be developed.

Conditions during and after a hurricane can deteriorate and supplies may be limited so students and staff should prepare for many contingencies. A **Disaster Supplies Kit** should be prepared in advance.

The American Red Cross suggest that you include the following:

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

STAGE 2: THREAT ASSESSMENT

Stage 2 is initiated after officials report inclement weather elevated to a tropical storm and poses a possible danger to Louisiana. Depending on conditions, the university may be under Stage 2 for several days or weeks before predicted storm landfall.

1. HEPT convenes to assess available factual information and begin implementation of the plan. The National Weather Service and the City of New Orleans Office of Emergency Preparedness will be continuously monitored.
2. The Safety Director will advise the Office of Community Outreach and Public Relations to update the university website with emergency information, status information and special instructions. In addition to the website, information will also be distributed via official emails, faxes, posted signs and Rave alerts.
3. Students residing in dorms will receive additional information from the Director of Housing.
4. During this period, students are encouraged to begin preparations for their already existing emergency evacuation plan.
5. International students are encouraged to communicate plans with relatives or friends.
6. Safety Director, Campus Police, Facilities Management and ITC Director shall test emergency equipment and check supplies. All university vehicles will be fully fueled and checked by Safety and Transportation Department.

HURRICANE EMERGENCY PREPAREDNESS PLAN

7. Within 5 days of predicted landfall, the Chancellor directs Safety Director to alert HEPT to enact University's Hurricane Emergency Preparedness Plan.
8. Within 72 hours of predicted landfall, HEPT makes recommendations to the Chancellor whether or not to cancel classes.
9. Once the decision has been made to cancel classes, HEPT monitors the ongoing weather conditions and decides whether/when to close the University.

STAGE 3: CLASSES CANCELLED

1. Once the Chancellor decides to cancel classes, non-resident students will be required to leave campus and will not be permitted to return until the university is safe and services can be provided.
2. Residents of the university are to proceed with their predetermine plan to evacuate with family and or friends. International students who are unable to relocate as indicated in their survey of emergency plans during registration are to remain in dorm rooms until housing is officially closed and instructions are provided by the Director of Housing.
3. The students identified in the plan survey needing shelter will be contacted and advised to pack minimal personal belongings to include the following: change of clothing, medications, toiletries, and towel. They must be ready to relocate to a safe destination. **NO SUITCASES WILL BE ALLOWED.** All personal belongings must be in a small duffle or gym type bag. Details will be made available at such time evacuation is necessary.
4. **ALL STUDENTS UNABLE TO EVACUATE** must comply with the university evacuation plan, continue of operations plan and oral and written instructions from the Director of Housing.
5. HEPT members will be required to begin preparations for the next stage.

STAGE 4: UNIVERSITY CLOSING

1. The Safety Director will advise Community Outreach and Public Relations to update Emergency Information on the website, Rave alert (Safety Director), Emergency Information Line, SUNO switchboard (504-286-5000) (ITC) to include special instructions emergency closures and next scheduled update.

HURRICANE EMERGENCY PREPAREDNESS PLAN

2. Campus Police and Facility Management lock campus buildings. All students, faculty, and staff must vacate.
3. Campus Police will check all buildings for compliance with this requirement. All interior doors are locked, exterior doors are chained and locked if possible, and laminated as well as official "keep out/no trespassing" warning notices shall be posted.
4. HEPT will be activated and Emergency Preparedness Plan Implemented
6. All department heads will ensure contact information is current and make certain staffs are aware of scheduled contact times.
7. Chancellor's Office, Safety Department, Facility Management, Campus Police and Community Outreach exchanges contact information and proposed contact schedule before leaving the campus to assist with critical communications.

STAGE 5: AFTERMATH

1. The Chancellor or his designee, communicate available factual information from the City of New Orleans Office of Emergency Preparedness, including flooding, road closures, curfews, etc.
2. Post-emergency Safety Director, Campus Facility Management and members of HEPT will return to campus and assess damages to determine whether others can return to the campus.
3. During recovery, essential personnel are allowed back onto the campus to prepare for reopening.
4. During reopening, all university faculty, staff and resident students are allowed back onto campus and classes will resume.

APPENDIX

Hurricane Information Guide for Faculty and Staff Emergency Preparedness

Preparing in advance and working as a team can help Southern University at New Orleans employees cope with the threat of hurricane. Hurricane season runs from June 1st to November 30th. The guidelines should be followed before and after a storm.

Preparing for Hurricane

Each department should prepare a plan for safeguarding university property. The plan should, at a minimum, outline procedures for safeguarding or relocating to a secure area all important equipment, research materials, books and documents.

Departments should also:

- Identify a departmental contact person. This is the employee who will be responsible for maintaining contact information of departmental employees after the storm. This employee will be in constant contact with the Vice Chancellor.
- Have an updated list of all employees' names and home phone numbers and distribute a copy to all employees.
- Complete and update inventory of all computers and office equipment including description and serial numbers.
- Ensure that original historical information i.e. permanent student records, employee personnel files brought to the North Campus are limited to needed documents only.

Tracking of Storm

Up-to-date information regarding the process of the storm will be provided to students, faculty and staff. Instructions regarding campus preparation, announcements about campus closing and reopening and other relevant instructions will be provided.

When a hurricane threat begins, the university's top administration will assess the storm and determine the level of campus preparation. The group will continue to track the storm and provide updates.

The Chancellor or his designee will announce when the university will close. Essential personnel with prescribed duties prior to, during and after the hurricane must report at the time assigned by their supervisor. All non-essential employees will prepare their

HURRICANE EMERGENCY PREPAREDNESS PLAN

work areas and then leave campus to take shelter or evacuate the area, as recommended in the official city announcements.

Preparation of Work Area When a Storm Threatens

- Secure all critical papers, picture, books and loose items in a cabinet or desk. Back-up computer hard drives. Make two copies. Secure a copy in your office and take other with you.
- Unplug all electrical equipment.
- Move as much as possible away from windows to an interior area or against an interior wall.
- Raise equipment up off of the floor.
- Cover with plastic and secure with tape office equipment, scientific instruments and computers that cannot be stowed or moved away from windows.
- Close and lock all filing cabinets.
- Close and lock all windows and doors.
- Store telephones in desk or cabinets.
- Take personal items and backup disks with you.
- Before leaving, meet with your supervisors to confirm telephone numbers and learn when you are expected to call your supervisor after the storm.
- Assist other departments as needed.

What to do After the Storm

(Assuming we can come back to SUNO's Campus)

- Stay tuned to website and local news for instructions and important information.
- Call the emergency number 1-866-749-1935 for information.
- Once the university communicates that employees can return to campus, begin assessing the damage to your work area.

HURRICANE EMERGENCY PREPAREDNESS PLAN

(Assuming we cannot come back to SUNO's Campus)

- Contact your department contact person as soon as possible.
- Call the emergency number 1-866-749-1935 for information.
- Provide your department with the telephone number where you can be reached and the status of you and your family.
- Stay tuned to website and local news for instructions and important information.

SOUTHERN UNIVERSITY AT NEW ORLEANS

Departmental Contact Person

Name	
Home Address	
City/State/Zip	
Home Phone	
Cell Phone	
E-mail Address Alternate E-mail Address	
Emergency Contact Name/Phone	

SOUTHERN UNIVERSITY AT NEW ORLEANS

Your Staff

(One form per each staff member)

Name	
Home Address	
City/State/Zip	
Home Phone	
Cell Phone	
E-mail Address Alternate E-mail Address	
Emergency Contact Name/Phone	



Excellence • Integrity • Accountability • Service

Office of the Chancellor

April 12, 2011

Dr. Ronald Mason, Jr., President
Southern University System
4th Floor, J. S. Clark Administration Bldg
Baton Rouge, Louisiana 70813

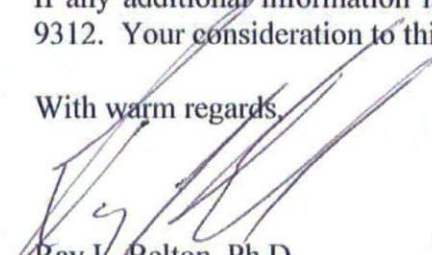
RE: SUSLA Emergency Preparedness Plan

Dear Dr. Mason:

Please find attached the "*Emergency Preparedness Plan*" for Southern University at Shreveport Louisiana (SUSLA).

If any additional information is needed, please feel free to let me know by calling (318) 670-9312. Your consideration to this request is greatly appreciated.

With warm regards,

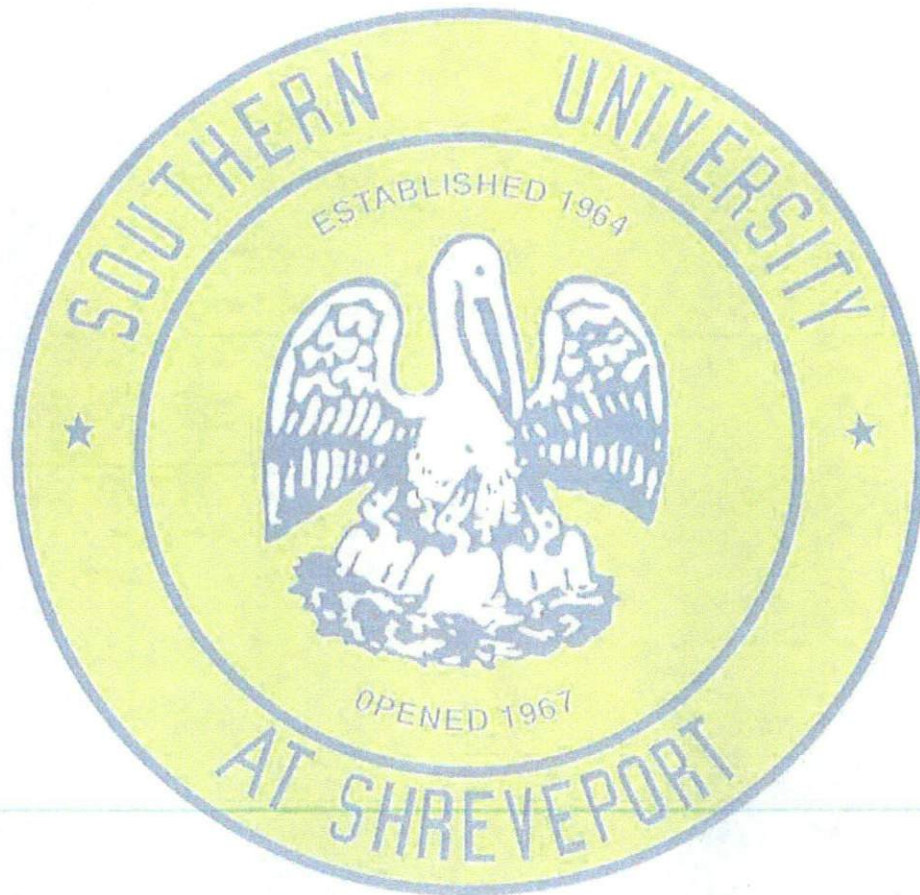


Ray L. Belton, Ph.D.
Chancellor

RLB/cw

3050 MARTIN LUTHER KING, JR. DRIVE – SHREVEPORT, LOUISIANA 71107
PHONE: (318) 670-6312 – FAX (318) 670-6374
TOLL FREE: 1-800-458-1472, #6312
WWW.SUSLA.EDU

"AN EQUAL OPPORTUNITY EMPLOYER BY CHOICE, REGARDLESS OF RACE, CREED, SEX, DISABILITY OR VETERAN STATUS"



EMERGENCY PREPAREDNESS PLAN

Version 2.0
JUNE 2009

Presented by:
CHIEF OF POLICE
MARSHALL W. NELSON

SOUTHERN UNIVERSITY at SHREVEPORT **EMERGENCY MANAGEMENT PLAN**

INTRODUCTION

The Federal Emergency Management Agency (FEMA) describes an emergency as “any unplanned event that can cause deaths or significant injuries to employees, customers or the public; or that can shut down your business, disrupt operations, cause physical or environmental damage, or threaten the facility’s financial standing or public image.”

One measure of an organization’s strength is its ability to respond well in an emergency, since every scenario cannot be predicted, an emergency management plan must be able to quickly adapt to events as they unfold. The following plan designates areas of responsibility and defines for Southern University at Shreveport the administrative framework necessary to respond to emergency situations. This plan is tailored to respond to campus emergencies. It is divided into three sections – **administrative framework, response operational framework, and emergency management response team**. It is imperative that individual departments develop response plans for situations that may develop under their purview. The University response needs to be quick, professional, supportive, and meet the emerging demands of any emergency or emergency situation. Obviously, numerous events can be “emergencies”; and will be handled according to appropriate protocol.

PURPOSE AND SCOPE:

This document establishes the Emergency Management Plan (Plan) for SUSLA, and assigns responsibilities for the development, implementation, and maintenance of the Plan.

The Plan is designed to maximize human safety and survival, preserve property, minimize danger, restore normal activities of the University, and assure responsible communications with University constituents.

Individual academic and administrative units are responsible for developing unit-specific emergency plans to maintain continuity of business, instruction, or research operations in order to recover from an emergency as quickly as possible.

The University Emergency Management Response Team will manage the Plan and will provide it to authorities with local and state emergency units for incorporation into their plans.

POLICY STATEMENT:

The University is committed to supporting the safety and welfare of its students, faculty, staff and visitors.

All members of the University Community are expected to take personal responsibility for following the policies and procedures of the University in the event of an emergency and for acting in accordance with instructions given by the Emergency Management Response Team.

“SPIRIT OF SERVICE”

The University will conduct continuous planning to minimize the risk of personal injury, property, and research loss from critical incidents; will cooperate with local, state and federal agencies and public bodies that have responsibilities related to disaster preparedness, response and control; and will take necessary and prudent steps to assure continuity of operations and restoration of normal activities as quickly as possible following an emergency or disaster.

ADMINISTRATIVE FRAMEWORK:

Levels of Emergency Management and Definitions

Level 1—Covers a short term internal emergency that is responded to by facilities service unit. Limited outside agency involvement may be required (e.g. Physical Plant responds to a broken water pipe)

Level 2 – Emergencies, which are primarily, **people**, focused. In particular, many student issues can become quite complex because of varied institutional and student support responses that must be coordinated (e.g. Assaults, Sexual Assaults, Building/Office Occupation, Hate Crimes, or Bomb Threats).

Level 3 – A major emergency that impacts a sizeable portion of the campus and/or outside community. Level #3 emergencies may be single or multi-hazard situations, and often require considerable coordination both within and outside the University. Level #3 emergencies also include imminent events on campus or in the general community that may develop into a major University Emergency or a full disaster (e.g. Physical Plant failure, extended power outage, severe storms, major fire, contagious disease outbreak, or domestic water contamination).

Level 4 – A catastrophic emergency event involving the entire campus and surrounding community. Immediate resolution of the disaster, which is usually multi-hazard, is beyond the Emergency Management capabilities of campus and local resources (e.g. Toxic spill, Tornado, Major Flood/Ice Storm, or Pandemic which would require State and Federal assistance).

Major University Emergency or a Full Disaster (e.g. Physical Plant failure, extended power outage, severe storms, major fire, contagious disease outbreak, or domestic water contamination)

***SULSA EMERGENCY MANAGEMENT RESPONSE TEAM (EMRT)**

Executive Management Team:

Will evaluate information from various sources during the progress of the event and advise on appropriate actions requiring their decision. The EMT is also responsible for the review and approval of the **Emergency Operations Team**. The Executive Management Team will convene to coordinate policy and procedure issues specific to response and recovery activities necessitated by the nature of the event. Members shall remain accessible to the Emergency Operation Center for updates and guidance as necessary. Communication with their liaison at the EOC shall be maintained by telephone if possible or by radio, cell phone or other means as necessary.

Approve overall priorities and strategies

Issue public information reports and instructions

Liaison with governmental and external organizations

Mass Notification of Campus Community (First Call)

Members:

Chancellor (as required)

Special Assistant to the Chancellor (Institutional Advancement)

Vice Chancellor for Finance and Administration (with links to EOT)

Vice Chancellor for Student Affairs (with links to Students and EOT)

Vice Chancellor for Academic Affairs (with links to Faculty and EOT)

Vice Chancellor for Workforce Development

Director for Information Technology Center

Director of Communication

***Chief of Police (Links to Outside Emergency Agencies and all other appropriate entities)**

Emergency Operations Team:

The Emergency Operations Team (EOT) is organized under the **Incident Command System** and headed by the Chief of University Police or designee. The EOT members are activated based on the type and nature of the incident, to manage the operational aspects of the University's response to an emergency event. It should be noted that, for any given incident, it might not be necessary for all members of the Emergency Management Response Team (EMRT) to be part of the incident stabilization and recovery effort. **The Incident Commander** will be responsible for notifying members of the (**Executive Management Team**) when their services are needed.

Document, confirm and evaluates incident information

Defines and implements tactics/actions to resolve specific priority situations

Identifies resource needs and shortfalls

Reassign / deploy individuals in support of critical needs

Members:

Vice Chancellor for Finance and Administration

Vice Chancellor for Student Affairs (group leader for Level 3 emergency)

Chief of Police / or Designee (SUSLA Police)

Director of Facilities and Physical Plant (group leader for level 3 and 4 emergencies)

Safety Coordinator / Risk Manager

University Communications Representative (s)

SUSLA Housing and Residential Life Representative (s)

Chair of Allied Health

Individuals from the following units may be asked to join the Emergency Operations Team (EOT) as the situation dictates:

Academic Division Chairs
Coordinator for Student Activities
Athletics Coaches, University Student Services
Counseling Services
Director of Human Resources

Emergency Operation Center (EOC):

In cases of general widespread emergencies (Level 3 or 4), the Vice Chancellor for Finance & Administration will direct *Risk Management to activate an Emergency Operation Center (EOC)*, which shall serve as the workspace for the **Emergency Operations Team**. Normally, it will be located at University Police Headquarters, but under certain conditions it may be relocated to other locations where necessary support facilities exist. The EOC (regardless of location) shall have easy access to:

2 phone lines (one for each member of the Emergency Operations Team)

1 phone line with SU-SHREVEPORT switch bypass capability (cell phone & Centrex 676-5517)

Radio access via a scanning radio for all campus and local municipal frequencies

2 campus computer network connections (Wireless Laptops)

Large-scale campus map

Reassignment of cell phones / pagers as necessary

Radio or cell phone communication for up to 5 people

Designated FAX machine

RESPONSE FRAMEWORK:

Direction and Coordination of an Unpredicted Emergency

When an unpredicted emergency occurs or condition exists, it will be reported immediately to SU-Shreveport Police Department at: (318) 670-6349 or cell phone number: (318) 286-6647.

The Police Department Dispatcher/Officer will follow a defined sequence of responses. The sequence, defined below, will be followed for nearly all emergency situations. Some situations

might require a deviation from this sequence, but in all situations full and complete communication with **University Officials is required**. The usual sequence to be followed is:

1. Dispatch police officers and make appropriate fire, law enforcement and/or medical rescue calls

2. Notify the Chief of Police, or designee if unavailable, who will determine whether or not to initiate their emergency notification telephone call list (located at University Police) or selectively notify individuals.

3. If the emergency notification list is initiated, the Vice Chancellor for Finance & Administration (or the Chief of Police), acting as the "Emergency Operations Team Leader" (EOTL), will determine the appropriate level of emergency management and to what extent the **(Key Level of Notification)* Emergency Management and Response Team (EMRT), the Operations Team and/or the Executive Management Team, will become involved.

Response to a Level 3 Situation:

University Executive Management Team members comprises a critical group that must evaluate Level 3 situations. This team needs to be convened by the **Vice Chancellor for Student Affairs**. The key element in this process is the notification of these individuals (or their representatives) so they can evaluate all facets and potential ramifications of a Level 3 situation. Certain situations that emerge as minor have the potential to evolve into a major Emergency if not appropriately handled. An example would be a simple assault that is later determined to be racially motivated. The University could suffer significant personal and institutional consequences if a situation such as this was not dealt with appropriately. A variety of issues can become quite complex because of the varied institutional, student, and community responses that must be coordinated. Examples of situations that have the potential to become of a magnitude that the University and its community will suffer include *assaults, sexual assaults, building /office occupation, hate crimes, bomb threats, controversial speakers, symbolic structures, and bias related crimes*. This list is not inclusive; therefore if there is ever any question, appropriate senior administrative individuals must be informed.

Response to a Level 4 Emergency:

When a Level 4 emergency has been declared, the **Vice Chancellor for Finance & Administration** or the Chief of Police shall notify the EMRT Operations Team and assemble them, as appropriate, to address the emergency. In the absence of the Vice Chancellor or the Chief of Police, the Vice Chancellor for Student Affairs will automatically assume this role. In the absence of all these individuals, the Special Assistant to the Chancellor shall assume the role.

Prior to the assembling of the EMRT Operations Team, **on scene responders are authorized to make necessary operational decisions and to commit resources to mitigate and control the Emergency**. University Police may also request help from other departments on an as needed basis.

Direction and Coordination of a Predicted Emergency

When conditions permit and the impending emergency situation (example: major snow or ice storm) provides ample time, the Vice Chancellor for Finance and Administration or the Chief of Police will assemble the EMRT Operations Team to formulate a plan of action for recommendation to the **Executive Management Team**, or if time is of the essence, to the most **Senior Executive Administrator (s)** available on campus.

EMERGENCY NOTIFICATION SYSTEM:

During the occurrence of the various levels of emergencies, the appropriate response units i.e., First Responders (UPD), will alert and notify affected building monitors, department heads, and/or faculty and staff. This can be accomplished in person or by telephone, and/or by additional means necessary, given the circumstances. Periodic updates will be provided to affected areas as required.

During a level 3 or 4 emergency making timely internal and external emergency announcements requires a broader approach involving many participants. Students, faculty, staff, administrators, researchers, and visitors must know what happened, where it happened, and what to do next.

The Special Assistant for University Advancement, or his designee, is responsible for coordinating all internal and external communications during an emergency and is an integral part of the Executive Management Team.

The Office of University Communications will contact the news media for dissemination of information as directed by the Chancellor or his designee; prepare announcements for the media concerning the emergency; arrange for public announcements through local radio and TV stations; and establish, if necessary, an appropriate communications center for media operations during the emergency that is near, but not in the same location as the **Emergency Operation Center (EOC)**.

SUSLA's, Emergency Mass Notification System (First Call) will be used to disseminate information to all LISTSERV subscribers.

The telephone, if functional, will be used to notify other affected personnel and departments. All academic and administrative departments will establish unit specific emergency contact lists for emergency notifications of employees and/or students. Periodic updates and sign offs by the appropriate administrator are required.

Building fire alarm systems may be used to evacuate buildings during fire and other emergencies.

Emergency fax messages can be faxed to all University fax machines for posting.

The University Video Monitors, local bulletin boards, campus marquee, as well as local television/radio stations and print media will be used to broadcast emergency information and status reports.

The University's web page, <http://www.susla.edu>, will also be used to publish emergency information, status reports, and information about reporting to work or class.

Declaration of an Emergency:

The primary responsibility for monitoring emergency threats and events resides with the University Police Department. UPD operates on a continuous 24/7/365 basis and is always available to receive emergency communication from a variety of official and public sources. In any type of emergency, the UPD on-duty supervisor or senior officer should follow standard operating procedures. If the emergency warrants, he/she should communicate immediately with the Chief of Police or his designee. If neither is available, UPD personnel will follow the succession chain depicted in the Emergency Operations Team. At which time the level of the emergency will be declared and such portion of the Emergency Management Response Plan to the extent necessary to control the situation will be activated.

Executive Management Team Duties and Responsibilities:

Chancellor / CEO - Serves as the Executive Management Team Leader, Providing approval and oversight to all emergency responses. However, as Team Leader conferring of law enforcement emergency related responsibilities to the University Police Chief is optional.

Vice Chancellor for Finance and Administration—Provides support for human resource elements of staffing, mass notification and recovery. Monitors costs related to the incident, provides accounting, procurement, time recording, cost analysis, and overall fiscal guidance.

Special Assistant to the Chancellor / Institutional Advancement – Responsible for the coordination of all internal and external communications to faculty, staff, students and the general public during an emergency. Provides for the issuing of all media and news related items released through the Office of University Communications. This includes information posted to the University web site, <http://www.susla.edu>.

Vice Chancellor for Student Affairs – Provides support to all affected areas of student affairs including housing, admissions and enrollment, athletics, and the Johnny Vance Student Center

Vice Chancellor for Academic Affairs – Provides direction and coordination of all faculty matters including instructional facilities and decisions concerning cancelling or resuming classes. Coordinates the notification process to academic chairs!

Director for Information Technology – Responsible for maintaining the central data and computing infrastructure, assessing the operational status of computing services, directing restoration of central computing and networking infrastructure, and as needed, establishing alternate means of computing services to support the priorities of the Emergency Management Response Team.

Vice Chancellor for Workforce Development – Available to provide insight and to serve as a to the Chancellor in providing the framework for response and recovery including general task assignments

The University's Executive Management Team will normally meet in the Chancellor's Conference Room, but if that space is unavailable then it will be relocated to Conference Room A-23.

Emergency Operations Team:

Vice Chancellor for Finance & Administration

Vice Chancellor for Student Affairs (Group Leader for Level 3 Emergency)

Chief of Police / or Designee

Director of Facilities, facilities and Physical Plant – (Group Leader for Level 3 and 4 emergencies)

Safety Coordinator

University Communications Representative

SUSLA Housing and Residential Life Representative (s)

Chair of Allied Health & Director of Nursing

Individuals from the following units may be asked to join the Operations Team as the situation dictate:

Academic Division Chairs

Coordinator of Student Activities

Athletics Coaches, University Students Services

Information Technology Center

Manager of American Red Cross Shelter (HPE Building)

Human Resource Director / Counseling Services, Student Support Services

Logistics & Support:

Risk Management / Safety Coordinator

In emergency situations that require and warrants mutual aid of other agencies, such activities of the (EMRT) must be coordinated with the local emergency preparedness officials.

KEY ROLES:

The following University offices/personnel are expected to assume various roles, as outlined, in an effort to provide a coordinated response to an emergency. In some circumstances, it may be necessary to request faculty or staff to assume temporary roles outside the normal scope of their duties, taking into consideration their ability to carry out those temporary roles. It is understood that if any department does not have specific roles for their personnel to carry out, such persons will automatically become part of a "pool" of reserve personnel to assist as assigned by those coordinating the specific emergency (i.e., Registrars Office, Admissions and Financial-Aid)

Academic Division Chairs	Identify and resolve instructional and research issues. Coordinate necessary faculty resources to include alternate facilities
Facilities Planning and Operation	Arrange for fit-up of temporary quarters for displaced units. Provide structural evaluations and repair estimates.
Athletics	Coordinate use of the Health and Physical Education Gym Complex as a staging area; open bay temporary shelter, and/or temporary morgue.
University Counseling Center	Assist employees and students in coping with trauma and emotional distress. Identify internal/external partners to assist and develop support
Allied Health & Medical Personnel	Provide medical support and back up. Assist in providing services to those with minor injuries and provide trauma support. Coordinate with First-aid Services. May be asked to assist/provide onsite medical triage.
Facilities Planning and Operation	Provide site and building information. Coordinate radio and pager support. Reschedule classes and public events to include off campus accommodations
Graphic and Mail Center	Provide courier services to executive and operations teams. Post signs and Notices. Provide printed material as directed (letters to parents, posters, etc.)
Physical Plant	Mitigate facility and ground damages and restore to functional level. Assist the Police Department with creating a safety perimeter at the site of the incident.
Police Department	Law enforcement-crowd control, evacuation, site security, and mobile Communications: Liaison with onsite fire and medical command personnel and all other appropriate duties.
Purchasing-Financial	Obtain emergency goods and services; include pick-up/delivery to site of Emergency.
Student Affairs	Coordinate housing operations (including any temporary shelters).
Allied Health & Nursing Personnel	Treat immediate injuries. Establish Medical Command in multi-injury situations.

Risk Management	Identify cause and scope of loss, coordinate insurance adjustment, Establish and support Emergency Coordination Center. Link with State Environmental Authorities when necessary.
Student Affairs	Coordinate student notification and response. Liaison with parents.
Telecommunications	Coordinate temporary telephone, fax, and computer hookups, Communications: Provide "broadcast" capability for Phone-mail. Arrange phone bank for necessary student calls-outs to family. Activate "800" number if necessary.
Transportation/Parking (Facilities & Coaches) (Facilities Personnel)	Provide transportation services as required. Assist University police with perimeter control and related functions.
University Communications	Media coordination and spokesperson. Coordinate with all internal and external sources
Finance & Administration	Coordinate dining services for displaced personnel and emergency workers.

MAJOR UNIVERSITY EMERGENCIES OR FULL DISASTERS

Southern University at Shreveport will extend itself to address all internal emergencies and those external to its immediate environs. However, this Emergency Response Plan attempts to deal with fourteen specific hazards:

Bomb Threat

Explosion

Fire

Hazardous Material Incidents

Active Shooter-Law Enforcement

Major Demonstration

Infrastructure Failure

Medical Emergencies and Community Health Issues (Epidemic/Pandemic)

Public Relations Emergencies

Severe Weather (Tornado, Winter Storm, Flood, Hurricane)

Terrorism

Technology, Telecommunications and Information Services

Emergency incidents External to Campus

Violent or Criminal Behavior (including Hostages)

EMERGENCY INCIDENTS EXTERNAL TO CAMPUS AND SHREVEPORT-BOSSIER

Purpose – Significant events outside of our campus and region, either state, nationally or internationally, may have an impact on the University Community and its' operations. Heightened Homeland Security Advisory Levels, activation of certain national response organizations, such as the American Red Cross may require an active response on the University' Campus.

Immediate Action – Upon receiving from federal, state, or local authorities of a credible threat or significant event and evaluating the effects on the University Community, the Chancellor's Office may decide to have University departments take necessary actions, such as warranted for each Threat Level or natural disaster response (e. g. activation of HPE Building as Red Cross Shelter).

Decision Maker (s) – The Chancellor's Office, in consultation with the Executive Management Team, will decide on actions to be taken in the event of a significant incident occurring outside of our region but which has an impact on University operations or the community.

Subsequent Procedures / Information – Depending on the nature and degree of the incident, other support agencies and University resource units may be brought in for services or assistance.

RECOVERY/ DEACTIVATION

When conditions have stabilized and normal University operations can resume, the Plan will be deactivated by the Executive Management Team based upon advice and recommendations from members of the Emergency Operations Team and external participants, as appropriate. An official announcement will be disseminated to local radio-TV stations and the website, also through our mass notification system (First Call).

If the nature of the incident requires continuation of some emergency services, the Executive Management Team may appoint special work groups to coordinate those activities.

Continuing concerns may include: ongoing repairs to structures; academic or administrative space adjustments; support services for affected students, faculty and staff; and community relief efforts.

If necessary, the Executive Management Team may appoint an Emergency Cost Recovery Work Group. The composition of the work group will be related to the nature and magnitude of the emergency, but will include a core membership representing the Chancellor's Office, the Vice Chancellor for Finance and Administration, Human Resources and Facility Services Directors, Vice Chancellors for Student Services and Academic Affairs, along with Student Services and Residential Housing Personnel.

Academic and administrative groups will prepare post-event claims based on their loss (es) and submit them to the work group. Additional materials and documents from external funding sources, such as the Louisiana Office of Emergency Preparedness Division and FEMA, will be distributed as needed.

University Building Monitors: To aid and assist in the evacuation process and the assembling of occupants from respective building to a predesignated location only.

Wearing orange reflector vest will identify monitors:

BUILDING MONITORS EMERGENCY RESPONSE ROLES AND RESPONSIBILITIES

General Expectations:

- Act as point of contact for routine and special communications pertaining to the building and/or department.
- Make yourself familiar with emergency equipment location and operation (fire extinguishers) and evacuation routes.

Responsibilities during a Fire Incident:

- Alert faculty, staff, students and guests to the activated fire alarm in your specific area.
- Encourage faculty staff, students and guests to leave the area quickly and quietly.
- Close any open doors along the exit corridor route, if possible.
- Check elevators in your area (if applicable).
- Note any personnel who did NOT leave the area and advise UPD
- Convene to the pre-determined assembly area. Provide head-count to UPD
- Notify UPD of those unaccounted and who did not evacuate from their location.
- Make note of any lighting/equipment that is malfunctioning and forward info to UPD.

Responsibilities during a Power Outage:

Power outages which occur during daylight:

- Alert faculty, staff, students and guests to the loss of power.
- Notify the Physical Plant of the power outage.

- Activities in academic departments may continue as normal, however, science laboratory facilities lab/research activities must cease.

Power outages which occur without daylight:

- Alert faculty, students, staff and guests of the loss of power and the requirement to vacate the area.
- Notify the Physical Plant of the power outage.
- To the best of your ability, obtain a head count, confirming the count after all members have relocated out of their respective areas.
- Convene to pre-determined assembly area.
- Notify UPD of those unaccounted or who did not evacuate from their location

UNIVERSITY POLICE	Entire Department (First Responders)
ADMINISTRATION	Carolyn O'Neal Linda Evans Marie Edwards Nathaniel Morris
LIBRARY	Carl Owens Nora Ware
SCIENCE LECTURE HALL	Cotilda Rene Davis
NATURAL SCIENCE BUILDING	Barry Hester
HEALTH AND P.E.	Charles Washington
NCR BUILDING	Violet Boxley
PHYSICAL PLANT	Tommy Lewis
UNIVERSITY WAREHOUSE	Judy McIntosh
JOHNNY VANCE STUDENT CENTER	Rebecca Gilliam
AREOSPACE TECHNOLOGY	Stephen Owens
METRO CENTER (610 Texas)	?
JAGUAR COURTYARD	Residential Life Personnel
BUSINESS INCUBATOR	

The University Safety Committee will include the following members:

- ◆ Chief of Police Department (Chief Marshall Nelson)-----670-6349
- ◆ Vice Chancellor for Finance & Administration (Mr. Ben Pugh).....670-6481
- ◆ Director of Human Resources (Ms. Diane Neal).....670-6230
- ◆ Director of Facilities/Physical Plant (Mr. Layne Chenevert)-----670-6378

- ◆ Director of Testing & Assessment (Mrs. Kaye Washington)-----670-6750
- ◆ Chair of Allied Health (Ms. Pat Brown)-----670-6350
- ◆ Director of Information Technology Center (Dr. Gabriel Fagbeyiro)-----670-6490
- ◆ Coordinator for EAP/EEO (Mrs. Murner Jenkins).....670-6351

The Committee will assemble following each emergency to evaluate how the situation was handled and make recommendations to better handle similar situations in the future. The Emergency Management Response Team will also assemble at least once per year to review the overall campus plan, individual department plans, and to evaluate available training and emergency notification procedure literature.

Date of Revision

01/28/2010

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SOUTHERN UNIVERSITY AT SHREVEPORT EMERGENCY MANAGEMENT PLAN

BOMB THREAT:

- Anyone who receives a bomb threat should follow these procedures in the order shown:
- **Important: Do not touch any suspicious object or potential bomb.**
- **If a written message is received, keep track of the following information:**
- Who found it?
- Who else was present?
- Where was it found or how was it delivered?
- When was it found or delivered?
- Who touched it?
- Have any previous threats been received?
- **If the threat is received by telephone, in a calm voice, try to obtain as much information as possible about the bomb and the caller:**

- Record the conversation if at all possible
- Date and exact time of call
- Time set to explode
- Which building is it in?
- Where is it?
- Type of bomb
- Estimated age and gender of the caller
- Emotional state: agitated, calm, excited
- Background noises: traffic, music, and voices (listen closely to caller's voice, speech pattern)
- Why it was set?
- Who is the target?
- Who is the caller?
- If practicable, do not hang up the phone, but phone the police from a different telephone. Call E911 & ext. 6349/286-6647 university cell and report the threat.
- The Administration, with the assistance of University Police and Local public safety authorities will determine a plan of action. A decision **whether or not to evacuate** will be based on all available information received.
- If the decision is made to evacuate, instruct occupants to take their Personal items (e.g. lunches, purses, brief cases) they could be mistaken as explosives and **EXIT** the building.
- If ordered to evacuate, move at least 300 feet away from the building To a **designated** evacuation area and wait for Instructions. Stay away from glass.
- Once removed to evacuation site, Instructors will call roll. Advise building monitor of missing students.
- Building(s) **cannot be** re-entered until cleared by Fire or Police Personnel.

Bomb Threat: Identifying Suspicious Items:

- Look closely around work area when you arrive for work. This will help you if you are called on to identify unusual or suspicious items later.
- Report potential safety or security problems to University Police (ext. 6349 or 286-6647 cell #). **(Do not call within close proximity of area identified.)**
- Be on the lookout for anything unusual, particularly packages or large items seemingly left behind or thrown out. Note time and location of anything odd.
- If asked to assist in a search for a bomb:
 - Be thorough
 - Remove your pager

DO NOT USE 2-way RADIOS OR CELLULAR PHONES

Do not touch anything you suspect

If necessary move people away from the suspicious item

Look for anything and everything that might conceal a bomb

Do not panic persons in the area

FOLLOW ALL INSTRUCTIONS FROM THE POLICE

Identifying Suspicious Mail Packages:

- No Return Address
- Insufficient postage
- Is addressee familiar with name and address of sender?
- Is addressee expecting package/letter? If so, verify contents
- Return address and postmark are not from same area.
- Wrapped in Brown paper w/twine
- Grease stains or discolorations on paper
- Strange odors
- Foreign Mail, Air Mail and Special Delivery
- Restrictive markings such as Confidential, Personal, etc.
- Excessive Postage
- Hand written or poorly typed addresses
- Incorrect Titles
- Titles but no names
- Misspellings of common words
- Excessive weight
- Rigid Envelope
- Lopsided or Uneven envelope
- Protruding wires or tinfoil
- Excessive securing material such as masking tape, string, etc.
- Visual Distractions

SOUTHERN UNIVERSITY AT SHREVEPORT

EMERGENCY MANAGEMENT PLAN

EXPLOSIONS ON CAMPUS:

- Report an explosion by calling **E911** immediately & University Police **ext. 6349** or Cell **286-6647**
- If necessary, or when directed to do so, activate the building fire Alarm system to evacuate the building

CAUTION: The building alarms rings inside the building, but the

- Alarm system does not automatically notify an emergency dispatcher.
- Someone must report the emergency via telephone (**E911**). University Police **ext. 6349** or Cell **286-6647**
- When the building evacuation alarm is sounded, an emergency exists. All rooms should be evacuated. **Closing doors will help contain a fire.**
DO NOT LOCK DOORS.

Assist the disabled to an enclosed stairwell and notify emergency Personnel of their location

SOUTHERN UNIVERSITY AT SHREVEPORT

EMERGENCY MANAGEMENT PLAN

FIRE:

- In all cases of fire, activate the nearest fire alarm to warn other occupants of the building to evacuate.
- In all cases of fire, call the Shreveport Fire Department immediately (**E911**) & University Police **ext. 6349** or **Cell 286-6647**
- **CAUTION:** The building fire alarm will sound in the building, but the alarm does not automatically notify emergency personnel. Someone must report the alarm via telephone (**E911**). & University Police ext. 349 or Cell 286-6647 **do not assume someone else is making this call, you call!**
- When the building fire alarm is sounded, walk quickly and quietly to exist. All rooms should be evacuated. Leave the lights on. Close, but *Do Not lock the doors.*
- **Assist the disabled to the nearest stairwell in the building. Have them Wait on the landing. Stairwells are constructed to provide a high degree of protection, do not use elevators.**
- Immediately notify the police or fire department if a disabled individual is present.
- Building monitors will aid in the evacuation process and move occupants to a designated area.
- Instructors are to take class roster to evacuation site. Call roll after being evacuated. Advise University Police / Fire or Police Personnel of missing students.
- Building(s) cannot be re-entered until cleared by Fire or Police Personnel.

SOUTHERN UNIVERSITY AT SHREVEPORT **EMERGENCY MANAGEMENT PLAN**

FUMES/VAPORS:

Toxic fumes can infiltrate into or through a building from various sources.

Improperly stored chemicals, faulty refrigeration, equipment fires, gasoline engines and anything near air intake systems should be closely observed.

If toxic fumes are suspected to be within a particular area, personnel located in that area should be removed.

Use a telephone away from this area and always call E911 if it is an emergency or ext. 6349 (University Police) Cell # 286-6647 whether it is an emergency or not.

Ventilate the contaminated area(s)

It may be possible to clear an affected area by opening windows and/or activating exhaust fans, Provided by trained personnel undertake such action.

- Do not ring fire alarm. Building monitors will aid in evacuation process if necessary.
- If evacuation occurs, instructors should take class roster to evacuation site and call roll of students.
- Room(s), area(s), building(s) should not be re-entered until cleared by Fire or Police personnel.

EMERGENCY TREATMENT:

1. Don't endanger yourself or others
2. Remove victims from area only if safely possible.
3. Call E911 for Police/Ambulance Services
4. Assist victims as necessary.

SOUTHERN UNIVERSITY AT SHREVEPORT EMERGENCY MANAGEMENT PLAN

FLOODING:

If flooding conditions occur:

- Business hours (7:30 AM – 4:30 pm, Monday through Friday)
- *Phone Physical Plant (318) 670-6377.*
- After hours or on weekends, phone
- *University Police (318) 670-6349 or 286-6647.*

Please provide sufficient information as *to building, floor, room, and degree* of flooding, or potential damage due to the flooding.

NOTE: If difficulty is encountered and flooding is extensive, call **E-911**

SOUTHERN UNIVERSITY AT SHREVEPORT

EMERGENCY MANAGEMENT PLAN

HAZARDOUS SUBSTANCE SPILLS:

- Any major spill of a hazardous substance must be reported immediately, first to the Shreveport Fire Department (E911) and then to University Police (674-3349) Cell 286-6647
Risk Management Services (ext. 6379).
- During non-business hours (before 8:00 a.m. and after 4:30 pm Monday through Friday
And also on weekends and holidays) please call ext. 6349 or (318) 286-6647 to have a
University Police Officer contacted.
- **Personnel on site should be evacuated from the affected area at once. Seal off the
contaminated area to prevent further contamination until the arrival of trained
responders.**
- Persons who may be contaminated by a spill/release are to:
 1. Seek medical attention immediately.
 2. Avoid contact with others.
 3. Alert responders/emergency personnel of injury.

SOUTHERN UNIVERSITY AT SHREVEPORT
EMERGENCY MANAGEMENT PLAN

MECHANICAL FAILURES:

Any emergency related to building or facility problems, such as equipment failure or erratic operation, must be reported to the Physical Plant Department as soon as possible.

Call ext. 6378 during normal working hours.
(7:00 AM – 4:00 PM Monday thru Friday)

If a failure occurs after-hours, weekends, or holidays, notify University Police Department at ext 6349 or 286-6647

NOTE: If there is potential danger to building(s), and/or its occupants, Call E911 immediately.

SOUTHERN UNIVERSITY AT SHREVEPORT **EMERGENCY MANAGEMENT PLAN**

MEDICAL EMERGENCY **COMMUNITY HEALTH ISSUES:**

- Report any serious injury or illness by calling E911 immediately!
- Non-emergency injuries or illness should be reported to University Police (ext. 6349 or cell (318) 286-6647)
- Begin first aid, if qualified, or seek someone who can. University Police Officers and/or trained personnel (Ambulance, Shreveport Fire Department, Shreveport Police Officers, etc.) will respond shortly, however do not wait to start necessary first aid treatment you're qualified to offer.
- Community Health Problems Response will be coordinated by the University Health Services
(Ext. 6410)
- Personal safety is your first priority. Use protective equipment when in contact with the victim's blood or any other bodily fluids.
- Time should be allowed for training of employees in emergency techniques, if the job requires it. Contact Safety and Risk Management (ext. 6379) to coordinate trainings.

SOUTHERN UNIVERSITY AT SHREVEPORT

EMERGENCY MANAGEMENT PLAN

PUBLIC RELATIONS EMERGENCIES:

While public scandals are rare in higher education, virtually every institution must occasionally deal with such situations. This might involve a highly visible lawsuit, accusations of wrongdoing on the part of a university official, an egregious case of student misconduct or a variety of unspecified events that carry the potential of having a negative impact on the institution's reputation. The impact of these events is exacerbated when they result in potential or actual news coverage.

When such events occur, the Director of University Relations, in close consultation with the Chancellor and System Legal Counsel, exercises the following responsibilities:

- Assessment of the potential impact on the university's reputation.
- Legal implications of the event; laws and policies pertaining to its disposition.
- Recommendations on steps to diffuse or eliminate the problem before it goes public; or when that it's not possible, steps to lessen the negative impact on the university's reputation.
- Developments of messages and channels of communication to the various constituents (including the news media) associated with the event. Assurance that all privacy laws and the Louisiana Public Records laws are obeyed.

SOUTHERN UNIVERSITY AT SHREVEPORT EMERGENCY MANAGEMENT PLAN

SEVERE WEATHER: LIGHTNING/TORNADO:

IDENTIFY SAFE AREA/BUILDING (S)

Severe Weather: Tornado Watch:

The National Weather Service will issue a watch bulletin to local authorities as well as to local radio and television stations via NOAA Weather Stations (*National Weather Service, weather channel. All of which will be monitored by SUSLA Police*)

Severe Weather: Tornado Warning: When severe weather or tornado conditions occur, the National Weather Service alerts all weather stations and local authorities, including *SUSLA University Police*. If severe weather or a tornado is approaching, a continuous sounding of emergency sirens will signal the warning. (*University Police Vehicles and other means of alerting the community will be utilized*)

In case of severe weather:

When the emergency warning sirens alarm sounds, it is **YOUR** responsibility to get to shelter. Take a battery-operated radio with you to listen for the "all clear" signal. The University Police Department, if time permits, may telephone the Chancellor, Vice Chancellors, and Computing Center Director. These offices will in turn notify their subordinates. The university police may also announce the warning *via car loudspeakers*. When the emergency sirens are sounded, all persons should immediately seek shelter in the nearest strong building. Go to the basement or interior walls of lower floors. Auditoriums, gymnasiums and similar large rooms with wide roofs should be avoided. Stay away from all windows and exterior doors.

SOUTHERN UNIVERSITY AT SHREVEPORT **EMERGENCY MANAGEMENT PLAN**

STUDENT EMERGENCY:

Please contact the University Police Department (ext. 6349) cell (286-6647) or the Vice Chancellor for Student Affairs (ext. 6336) in the event of emergency situations such as the following involving students of SUS. That office will make appropriate contacts and referrals.

- Alcohol and other drug use emergencies
- Disruptive behavior in the classroom
- Death of a student, friend or family member
- Discipline issues
- Mental health/behavioral incidents or concerns
- Physical injury
- Sexual assault
- Threats to public welfare

SOUTHERN UNIVERSITY AT SHREVEPORT
EMERGENCY MANAGEMENT PLAN

INFORMATION TECHNOLOGY
CENTER:

The Disaster Recovery Plan for the Information Technology Center was written and maintained by the Technology & Information Services staff. The purpose of this plan is to document actions necessary to recover and resume operation after a disaster, which disrupts central computing, telephone, and/or campus network equipment, facilities or services. The plan assumes that the University will move as quickly as is possible to resume learning and information technology related operations and that support services would be sustained.

If an emergency/disaster situation occurs that disrupts Technology & Information Services facilities, equipment or services, contact one of the following individuals:

Gabriel Fabreyiro ext. 6491

Carolyn Miller ext. 6475

If these individuals are not available, contact the University Police Department
ext. 6349 or cell (318) 286-6647

SOUTHERN UNIVERSITY AT SHREVEPORT
EMERGENCY MANAGEMENT PLAN

UTILITY FAILURE:

- All utility failures must be reported to the Physical Plant Department as soon as possible.
- During normal working hours (7:00 AM – 4:00 PM Monday thru Friday) call ext. 6378.
- If utility failure occurs after-hours, weekends, or holidays, notify the SUS Police at Ext. 6349 or cell –286-6647.
- If there is potential danger to building(s) and/or its occupants, call E911 immediately.
- If telephone service is not available, go to the Police Building and request they contact Physical Plant.
- AEP SWEPSCO and CENTERPOINT ENERGY can also be contacted to help shut down natural gas or electricity services. They can be reached by calling 1-88-216-3523 and 1-888-218-3918, respectively

SOUTHERN UNIVERSITY AT SHREVEPORT

EMERGENCY MANAGEMENT PLAN

VIOLENT OR CRIMINAL BEHAVIOR:

ACTIONS TO TAKE:

All violent /criminal behavior should be reported by calling E911 immediately

To report threats and other crime reports notify the University Police Department at ext. 6349, or cell – 286-6647.

Practice crime prevention and learn self-defense techniques. If you do, the likelihood of being involved as a victim of violent or criminal behavior will be greatly reduced. Don't just leave the job of preventing crime to others; you can be your own best security.

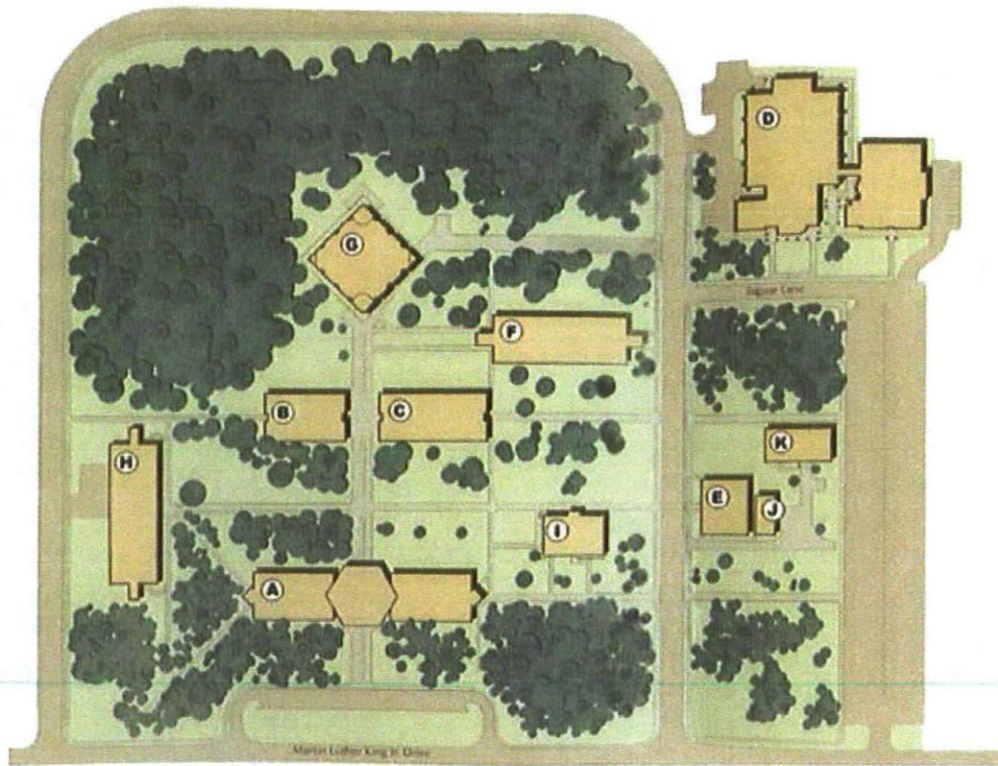
PREVENTIVE MEASURES:

- Protect yourself! Be aware of your surroundings. Walk in well-lit areas, and do not walk alone. Consider carrying pepper spray for self-protection or carry a personal security alarm to alert others if you have trouble.
- Learn self-defense techniques.
- Lock your doors.
- Keep inventories of your valuables and engrave them.
- Register your bike with the City of Shreveport Police Department and the Southern University At Shreveport Police Department.
- Use a good lock to protect your bicycle.
- Lock your vehicle and do not leave valuables inside of it in plain sight.
- Register your vehicle with the University Police Department.

MAJOR NOTIFICATION CALL OUT LIST

<u>Name</u>	<u>Job Title</u>	<u>Office Number</u>	<u>Home Number</u>
Anthony, Arcenia	Director of Continuing Educ.	318-670-6635	318-747-9710
Belton, Dr. Ray	Chancellor	318-670-6311	318-688-3850
Boxley, Eddie	Safety & Risk Mgmt.	318-670-6379	318-221-0965
Brown, Pat	Chair Allied Health	318-678-4651	318-635-2555
Chenevert, Layne	Physical Plant	318-674-3378	318-631-2286
Fagbeyiro, Dr. Gabriel	Director Information Tech.	318-674-3491	318-631-1063
Green, Sharon	VC Student Affairs	318-674-3336	318-631-9380
Hester, Dr. Barry	Chair Science & Technology	318-674-3407	318-671-7548
Holt, Rosalyn	Chair of Behavioral Sciences	318-674-3436	318-673-1076
Jackson, Theron	Exec. Asst. to Chancellor	318-678-4683	318-686-1177
Lewis, Gwendolyn	Chair Academic Outreach	318-674-3461	318-747-7642
Neal, Diane	Director of Human Resources	318-670-6230	318-635-2482
Nelson, Marshall	Chief of Police	318-674-3349	318-221-2201/ 564-3982
Orban, Dr. Joseph	Dean Liberal Arts & Science	318-674-3360	318-688-5279
Phillips, June	Chair Humanities	318-674-3365	318-221-5957
Pugh, Benjamin	VC Finance & Admin.	318-674-3481	318-525-1248
Robinson, Regina	Dean Allied Health	318-678-4690	318-687-6287
Scere, Ruby	Director of Counseling	318-674-3473	318-223-4408
Sneed, Janice	VC Title III & Wfce. Dev.	318-674-3471	318-747-9706
Tucker, Dr. Sandra	Dean of Nursing	318-678-4687	318-561-8109
Gilliam, Rebecca	Director Student Activities	318-670-6357	318-

Campus Buildings and Location Codes



Southern University at Shreveport
3050 Martin Luther King, Jr. Drive
Shreveport, LA 71107

318.674.3300

Martin Luther King, Jr. Drive Buildings

000A - L.C. Barnes Administration Bldg.
000B - Stone Lecture Hall
000C - Fine Arts Bldg.
000D - Health & Physical Education Bldg. (Gym)
000E - Physical Plant
000F - New Classroom Bldg. (NCR)

Other Site Codes

000X - Metro Center
000Y - Aerospace Technology Center

000G - University Library
000H - Collier Hall
000I - Vance Student Activity Ctr.
000J - University Police
000K - Shipping & Receiving

000Z - Internet (WEB) Delivered

SOUTHERN UNIVERSITY LAW CENTER

Post Office Box 9294
Baton Rouge, Louisiana 70813-9294

(225) 771-2315
(225) 771-6254

Memorandum

To: All Law Center Personnel and Students

From: Alvin Washington
Building Emergency Coordinator

Re: **Contingency Plan (Evacuation Procedures)**

Date: July 1, 2007

This communication is to inform you that I have been designated as the **Building Emergency Coordinator** for A. A. Lenoir Hall. A building emergency coordinator has the following responsibilities:

- **Whenever there is an emergency situation such as a hazardous substance release, fire, explosion, bomb threat, hurricane, tornado, flooding, armed intruder / assailant or terrorist attack; the Building Emergency Coordinator needs to identify the character, exact source, amount or extent of the emergency. This may be done by observation, review of facility records, and/or if necessary, by chemical analysis.**
- Determine the need for outside resources and off-site notifications and make, or have someone make, the necessary calls.
- Advise building occupants of the nature and location of the emergency, what action is required and where to assemble.
- Notify the Campus Emergency Coordinator (CEC) as to who is in the building.
- If evacuation is required, see that all occupants have safely left the building.

- Turn off, or direct someone to turn off, the building HVAC System and close all doors and windows in case an external gas leak is involved.
- Direct and control personnel in Emergency Assembly Area.
- Coordinate with the CEC to obtain a head count of all personnel.
- Coordinate all on-the-scene emergency response activities and work with the off-site response personnel to control or contain the emergency.
- Remain on the scene until relieved by a senior member of the Emergency Response Team.

Along with the above responsibilities, I will coordinate scheduled and unscheduled fire drills. Please refer to **SECTION XIII. EVACUATION PROCEDURES** and **SECTION XIV. PROCEDURES FOR SPECIFIC TYPES OF EMERGENCIES** of the **SUBR EMERGENCY RESPONSE PLAN** and the **EVACUATION PLAN FOR A. A. LENOIR HALL**. After reading the information provided, if there are any questions concerning evacuation procedures, please contact my office.

Please note the **designated emergency assembly area** for the Law Center in **APPENDIX D, Item 4**. It is strongly suggested that you read all referenced information at your earliest convenience.

ARW/kb

xc: Chancellor Freddie Pitcher, Jr.

SECTION XIII EVACUATION PROCEDURES

Notice to evacuate any building will be received via an audible or visual alarm or telephonic message. In an emergency situation, the public address system may also be activated to provide oral instructions. If the alarm systems and public address system are disabled, University Police officials will provide the notice to evacuate by verbal commands.

When an Evacuation Notice is given, occupants of the building must evacuate observing the procedures listed below:

A. EMERGENCY EVACUATION OF A CAMPUS BUILDING

1. Evacuate whenever a fire alarm sounds, the Building Emergency Coordinator or senior staff member on site will inform you to evacuate. Personnel should ensure other building occupants are aware of the evacuation request and help all building occupants to leave.
2. Stop what you are doing and walk, **do not run**, to the nearest stairwell and proceed down the stairwell to the first floor, and from the first floor to the designated safe area for your group. If you are working in an area away from your regular work station, follow the instructions of the coordinator for the area in which you are working when you learn of the emergency. **Do not attempt to return to your regular work area if an emergency is announced.**
3. **Do not use elevators in any emergency situation.**
4. Take personal belongings, such as purse, coat, and car keys if they are within easy reach and can be collected quickly.
5. Office doors should be closed but not locked when personnel exit.
6. Listen to instructions from work area leaders and area coordinators or those provided via the public address system. Follow these instructions.
7. Regroup with your co-workers or classmates in the designated safe area for accountability. Because of the possibility of flammables, do not smoke in designated safe areas until the "All Clear" notice is received.
8. **Do not re-enter the building until the "All Clear" signal is announced by University Police officials.**
9. Return to your work area via stairwells.

B. CAMPUS WIDE EVACUATION PLAN:

1. Evacuate your building through the nearest fire exit and go to the Campus Emergency Evacuation Assembly Areas.

2. Bring any available first aid kit, keys, needed personal items, medication, eyeglasses, etc. with you to the Evacuation Assembly Areas.
3. Once at the Evacuation Assembly Areas the Building Emergency Coordinator with assistance of faculty members will account for all personnel.
4. Do not attempt to leave the campus immediately until directed to do so. Trying to drive and/or walk long distances after a major disaster may prove to be dangerous given debris and other hazards.

C. EVACUATION OF PERSONS WITH DISABILITIES

If a disabled occupant is unable to exit a building unassisted, building personnel should assist the individual(s) to the nearest fire exit landing. Transporting of disabled individuals should be avoided until emergency personnel arrive unless imminent life-threatening conditions exist in close proximity.

Faculty members are expected to provide and/or delegate assistance to students and others on campus with disabilities in the event of an emergency in accordance with the following procedures.

D. PROCEDURES FOR NON-AMBULATORY PERSONS (IN WHEELCHAIRS)

Most ambulatory persons will be able to exit from the ground floor safely without assistance. However, assistance may be necessary in the event that elevators have stopped working from upper and lower floors or in the case of fires, when elevators should never be used.

If assistance is needed and not life threatening to the carriers, allow the person to instruct the carrier(s) as to the safest method of lifting and/or carrying the person. This may include removing the person from the chair or carrying the person in the chair. (Battery operated chairs are extremely heavy.)

As conditions allow, ask the person's preference with regard to:

- Method(s) of being removed from the chair.
- The number of persons necessary for assistance (in the event the person must be carried more than three flights of stairs, a relay team concept may be necessary.)
- Whether it is necessary to bring along a seat cushion or pad for the person to rest upon.
- Whether the person should be carried forward or backward.
- Whether after care is necessary if the person is removed from the chair, and whether a stretcher, chair with cushion or pad, car seat, or medical/ambulance assistance is necessary.

- Some persons have no upper body strength. If a seat belt is available on the wheelchair, secure the person in the chair.

E. EVACUATION ROUTES

Maps showing evacuation routes have been posted in all University buildings, classrooms and laboratories. Faculty members will provide specific directions to students regarding evacuation routes and assembly areas and will lead the students to the designated assembly areas.

The University Police will determine the evacuation route for all individuals using personally owned vehicles. Instructions will be given over public address systems relative to the emergency.

Individuals without personal vehicles will be provided for through organized transportation. Instructions will be given to gather at a particular location for an immediate and orderly pickup and evacuation from the campus.

Evacuation routes for departing the campus will most likely be as follows:

Primary Route is Harding Boulevard. It is the widest street and it offers access to Scenic (North and South) Highway, Interstate 110 (total access to the city and other highways, Plank Road (North and South), and all other streets and communities to the East. The Harding Boulevard Bridge prevents any potential delays by the railroad because it passes above the railroad tracks.

Secondary Route is Swan Street. It is one block North of Harding Boulevard. Swan Street has an East and West direction, but it is limited to only one block off the campus before it stops at Scenic Highway. A right turn on Scenic will connect with Harding Boulevard. A left turn at Scenic Highway will connect with Interstate 110 or follow Scenic Highway, North to a less industrialized area including Baker, Zachary, Port Hudson or St. Francisville.

Alternate Route is Mills Avenue which represents the only street on the North side of the campus for evacuation. It also has an East and West direction. It is accessible from the campus on B. A. Little Drive (East side of T. T. Allain). A right turn on Mills Avenue from B. A. Little Drive will place you one minute from Interstate 110. Mills Avenue connects to Scenic Highway. A left turn at Scenic Highway will provide quick access to 1-110.

F. EMERGENCY ASSEMBLY AREAS

Emergency assembly areas have been established for all University buildings, as identified in **APPENDIX D, EVACUATION ASSEMBLY AREAS.** Faculty will

conduct roll calls at each of these assembly areas. It will be the responsibility of individual faculty members to assemble their students in a specific portion of the designated assembly area. This will be especially important in those areas, such as the Smith Brown Memorial Union, where students from many classes will be assembling. All students must stay within these designated areas until roll calls have been completed. Roll call information plays an essential role in resolving the chaos during and after an emergency. Information collected will be used to determine those who need assistance and reassure families that community members are safe and accounted for.

Staff and faculty who are not in class during the time of an emergency should also assemble in specific areas, in accordance with their departmental affiliation. Through discussions with each other, it should be determined if anyone is unaccounted for and may need assistance. Roll calls and other evacuation results or questions should be presented to the Building Emergency Coordinator for each building or department. Building Emergency Coordinators will provide status reports and updates from their assembly area to the Campus Emergency Coordinator.

Separate assembly areas have been established for each residence hall. Residential Life Coordinators should play lead roles in determining if all students who were known to be in the buildings have been accounted for. Missing and unaccounted for students should be reported to the Building Emergency Coordinator or the Campus Emergency Coordinator.

SECTION XIV PROCEDURES FOR SPECIFIC TYPES OF EMERGENCIES

This section provides more specific information regarding what to do in case of different types of emergencies. The evacuation and assembly procedures described previously should be used for all types of emergencies when the evacuation of buildings is necessary. Faculty and members of the Emergency Operations Team and Emergency Response Team should also consult Section II and III for descriptions of their specific responsibilities.

A. FIRE OR EXPLOSION

Deans, Chairs, department heads and/or Fire Safety Coordinators will conduct an annual review of fire emergency plans. An evacuation diagram, including pre-designated outside assembly area, should be prepared, posted, and reviewed with staff. The location of fire alarm pull stations should also be reviewed.

In preparation for such a disaster as a fire, the following measures should be taken:

- Maintain all fire extinguishers in a fully charged condition and have them inspected annually.
- Update evacuation diagram and post it; include an outside assembly area for faculty and staff.
- Maintain back-up computer data and copies of difficult-to-replace information in fireproof safe or other secure location.
- Maintain employee phone and address list.
- Conduct a supervised fire drill as appropriate.
- Discuss any special arrangements for handicapped evacuation.

1. Fire Emergency Activities

- a. Protect the safety of students, faculty and staff. Make sure handicapped individuals are assisted out of the building.
- b. Notify Fire Department with pertinent information or activate fire alarm pull station.
- c. Notify immediate supervisor.
- d. Attempt to contain or extinguish fire if fire is small.
- e. Evacuate building if fire is not immediately extinguished.

DO NOT USE ELEVATOR DURING A FIRE EMERGENCY.

- f. Do not allow reentry into the building until cleared by authorities at the scene.
- g. If possible, safely secure all valuable records.
- h. Keep all doors and windows surrounding the fire area closed in order to contain the fire.
- i. If conditions permit, move equipment or furnishings out of fire vicinity to minimize damage.
- j. Execute notification plan after emergency is under control or as time permits.

2. Salvage and Restoration

- a. Secure building and/or property from further damage or loss. Arrange for temporary protection such as boarding up windows, rigging tarpaulin, and so forth.
- b. Arrange security if needed to prevent looting or vandalism.
- c. Risk Management must be notified of every fire, regardless of size, even if it is already extinguished.
- d. Do not throw away any damaged material until you are authorized to do so by Risk Management or until after they have seen them. This does not prohibit you from removing burned or damaged material to the outside of the building. Place this material in a "hold area" until adjuster has seen it.

B. SEVERE WEATHER / STORMS

Although tornadoes are not frequent in the Baton Rouge area, severe thunderstorms which can create conditions susceptible for the formation of tornadoes are common. The following precautions should be taken in such an event. Generally there will be a brief warning period, which is insufficient to take major emergency protection measures for the facility, but hopefully sufficient time for last minute survival efforts.

1. Thunderstorms / Tornadoes

Severe Thunderstorm Warning means a thunderstorm producing lightning and damaging winds may be moving toward the immediate vicinity.

- a. If you receive notification of a Severe Thunderstorm Warning stay away from windows and areas with a large expanse of glass.
- b. Notification may be received via local media, public address system, or weather alert radio.

TORNADO WATCH means atmospheric conditions favor the development of storm in which a tornado may develop. Keep your radio, TV or NOAA weather radio tuned to a local station for information and advice from Weather Service.

Be prepared to take emergency action if situation changes to a **TORNADO WARNING**. Tornado Warning means a tornado has been spotted in East Baton Rouge Parish or the immediate area.

- c. If you receive notification of a tornado warning or sight a tornado, move to the lowest level in the interior hallway of the building as quickly as possible. Notification may be received via East Baton Rouge Warning Siren, public address system, or weather alert radio.
- d. Stay away from windows and areas with a large expanse of glass.
- e. Avoid auditoriums, gymnasiums, and other large rooms with free-span roofs.
- f. DO NOT USE ELEVATORS. DO NOT PANIC.
- g. If disabled cannot safely move to the lowest level, direct or assist them to an interior hallway away from windows and areas with a large expanse of glass.
- h. Protect your head and face. If possible, get under a sturdy table or other structure.
- i. After the tornado, stay alert! Take extreme care when moving about in an area damaged by a tornado. Watch for downed power lines, shattered glass, splintered wood, or other sharp protruding objects.

2. Tropical Storms and Hurricanes

Hurricane season is from June 1 through November 30. The Campus Emergency Coordinator will track tropical storm development by monitoring the local radio station, NOAA website and other external information sources. The Command Team and Emergency Operations Team shall be immediately notified if there is any indication of a storm tracking toward the Baton Rouge area. As a Level III (major emergency) under this Plan, all personnel will be instructed to evacuate the campus except those assigned duties in this plan and resident students who intend to remain in the dormitories during the emergency. The activation of the Emergency Operations Center and those assigned responsibilities will be carried out in accordance with this Plan for major emergencies.

When a hurricane or other disaster occurs, time for preparation may not be available. Therefore, each unit of the University should do advance preparation,

with periodic backup of data and contingencies for destruction by fire, flood or other cause.

PRE-HURRICANE / STORM

Deans and Department Heads are required to take appropriate measures to ensure the preservation of University property and safety of personnel. Below is a list of those actions, which include but are not limited to the following:

- a. Review Department Emergency Response Plans, updating as necessary any of the following: Names, addresses, and telephone numbers of all personnel.
- b. Distribute Department Emergency Response Plans to all personnel (especially new hires) and review it to ensure that the staff is familiar with its contents.
- c. Make arrangements for appropriate remote storage of critical computer disks, back-up files, and archival records.
- d. Identify and inspect all areas and equipment which may cause or be subject to a disaster. e.g. wiring systems, electrical appliances, lab equipment, etc.
- e. Designate essential personnel who shall remain on campus during a disaster and/or to report back as soon as possible after a disaster.
- f. Ensure that the "Emergency Contact Telephone Number(s) for the University" are known by all employees and who to contact once a disaster is over so their status can be communicated to University administration and any special needs of employees can be determined.

PRIOR TO A HURRICANE STRIKING and EVACUATION --

- g. Turn off (preferably disconnect) all electrical equipment including typewriters, computers, lights, window air conditioners, microwaves, etc. Refrigerators should be left on at the coldest setting and covered with a blanket, if available.
- h. If practical, move desks, file cabinets and equipment away from windows and off the floor; store as much equipment as possible in closets or in windowless rooms away from external walls.
- i. Clear desk tops completely of paper and other articles. Protect books and equipment by covering with plastic sheeting and using masking tape to secure.

- j. Remove any food and perishable supplies from the office area.
- k. In locations where flooding is a possibility, to the extent practical, relocate critical equipment from the ground floor to a higher floor or a higher off-site location.
- l. Lock all file cabinets and desk drawers. Lock and secure all doors and windows.
- m. Remove all loose items (garbage receptacles, chairs, tables, plants, etc.) from outside of buildings. Remove all items from window ledges.
- n. **EVACUATE!**

NO UNIVERSITY BUILDING IS DESIGNATED AS AN OFFICIAL HURRICANE SHELTER. Non-essential employees are discouraged from seeking shelter in University facilities. They should remain at home, stay with friends, or go to a public shelter. Essential employees are likely to be expected to stay in a University facility.

DURING HURRICANE / TROPICAL STORM

The **Emergency Operations Center** will be in operation and will remain in communication with the East Baton Rouge Parish EOC and other critical staffed areas on campus and will coordinate appropriate support as feasible. Priority will be placed on the protection of students in the dormitories and other persons on campus and the safeguarding of property.

The Campus Emergency Coordinator will fully activate the Emergency Operations Center and will immediately implement the following:

- o. Continue communication with the East Baton Rouge Emergency Operations Center.
- p. Establish an emergency communications network
- q. Maintain contact with the Chancellor, members of the Emergency Operations Team and other personnel assigned duties in this plan.
- r. Notify all deans and directors of the closing of the University and the release of employees.
- s. Instruct Building Emergency Coordinators to evacuate and lock each building, except for those dormitories occupied by resident students who are remaining on campus during the hurricane, buildings with critical operations, and other exceptions designated by the Command Team. Building Emergency

Coordinators are advised to check each room within evacuated buildings to verify that there is no one remaining before locking the building.

The **Physical Plant** will be responsible for coordination of pre-season preparations. This includes procuring emergency supplies, boards, tools, batteries and other provisions needed, before, during, and after a hurricane disaster. The Director of Physical Plant shall coordinate appropriate personnel to implement the following:

- t. Ensure functioning of emergency generator power source to the Emergency Operations Center and other areas based upon pre-established priority list.
- u. Provide appropriate stand-by personnel for emergency work in each Physical Plant department.
- v. Provide personnel and equipment necessary to keep access to the University roads and driveways clear by removing limbs, fallen trees, and debris.
- w. Secure all Physical Plant Division material and equipment subject to damage or potential hazard.
- x. Maintain contact with Emergency Operations Center.
- y. Secure refuse containers and other objects on campus grounds that would be potential hazards.
- z. Every effort will be made by the Physical Plant Division to maintain campus utilities, and respond to the need for emergency repairs as they occur.

POST HURRICANE / TROPICAL STORM

As soon as it is safe to do so, the Building Emergency Coordinators should return to their assigned buildings, make a damage survey and report the conditions of their buildings to the Emergency Operations Center or appropriate work management center as directed.

The Director of Physical Plant will be responsible for post-hurricane clean-up operations and will provide maximum support with available resources. Physical Plant Division will provide interim repairs to facilities, boarding of damaged doors and windows to reduce subsequent damage and erecting barricades to provide protection from hazards.

The Office of Media Relations will continue providing coordination and dissemination of information regarding the event and recovery through appropriate means.

The University will coordinate, as appropriate, with representatives of FEMA, state and local authorities.

Classes and other normal operations will resume as the situation permits.

3. Damage Assessment Forms

The timely collection of storm related damage is critical to the ability to recover eligible funds from insurances and where insurance coverage does not exist, under FEMA. A photographic record of the damage is an important part of the process. One should always place a location indicator within the field of the photograph such as building and room number written on a pad placed in the photo. The following forms provide a vehicle for collecting the required information.

See **APPENDIX E & F, DAMAGE ASSESSMENT FORMS.**

C. FLOODING

Flooding in the University area will typically be the result of torrential rains or mechanical problems. Water damage will probably be confined to ground floor area; and for short periods of time. Accomplishment of shutdown procedures of the areas that may be affected by flooding is of primary consideration to prevent fire, explosion and electrical hazards.

Concurrently, pumping will begin as soon as water levels threaten. Any area flooded or evacuated will be sealed off by barricades to prevent injury to students and employees; and to prevent pilferage and interference with emergency operations.

Once the dangerous conditions to students and employees have been reduced, immediate attention will be turned to minimizing the damage or loss to property and equipment by water. Sand bags will be used where feasible to protect against flood waters. Teams will be organized to remove student records and other SULC vital documents to safety. Damage assessment will be continually reported to the Campus Emergency Coordinator or the Emergency Operations Center.

1. Flooding caused by pipe break, sink overflow, or other plumbing problem:

- a. Try to identify the source of the water and turn it off if this can be done safely.
- b. If flooding is caused by pipe break, sink overflow, or other plumbing problem notify Facilities Operations. Do not leave a voice mail message, make sure you talk with Facilities Operations staff.
- c. After hours notify University Police.

- d. Provide sufficient information (building, floor, room, degree of flooding, or potential damage due to the flooding).

2. Flooding caused by heavy rain:

- a. If the flooding is caused by heavy rains, notify Facilities Operations. **Do not leave a voice mail message; make sure you talk with Facilities Operations staff.**
- b. After business hours notify University Police.
- c. Attempt to close doors and windows to prevent water from entering, if possible and safe to do so.
- d. Focus resources on minimizing the spread of water into other areas of the building.
- e. Do not enter a flooded area until staff electricians have deactivated all electrical circuits.

3. Protect property and equipment:

- a. Protect property and records by removing items from floors and / or covering with water resistant coverings.
- b. Unplug electrical equipment such as computers and printers, etc.
- c. After business hours, the department head or responsible individual(s) for the area affected should be notified.
- d. The department head or other responsible party should make necessary arrangements to salvage damaged movable equipment, supplies and other materials.

4. Evacuate personnel and report additional problems:

- a. Evacuate personnel as needed. Notify University Police or utilize the fire alarm system if an immediate evacuation is required.
- b. Post a staff member at the entrance to the flooded area to keep out unauthorized personnel.
- c. Complete Damage Assessment Forms as required.

D. BOMB THREATS

Most bomb threats are hoaxes and are primarily made to disrupt business operations. However, the possibility that a threat may be authentic requires action on the part of the University for the safety of personnel and property. In the event a threat is received during normal business hours, NOTIFY UNIVERSITY POLICE IMMEDIATELY and evacuate immediately. If a threat is received during non-business hours NOTIFY UNIVERSITY POLICE IMMEDIATELY, but it will be the responsibility of the dean, department head or senior supervisor to notify employees that evacuation is necessary. What to do:

General Threat: This type of caller will generally only indicate there is a bomb, but will not give any other information.

Specific Threats: This caller will generally indicate a specific location, time, and often the reason for making the call.

1. Individual Actions

Get as much information as you can, asking them to repeat what they have said, and remembering all details of the conversation. Record this information on the **BOMB THREAT CHECKLIST / TELEPHONE PROCEDURES** located at **APPENDIX G**. Listen for background noises, foreign accents, speech impediments, gender, etc., that may help identify the caller. Immediately report the incident to your supervisor.

If a bomb is discovered prior to local authorities arriving, evacuate all remaining individuals immediately. Do not touch, move or cover the object. Make note of its description and exact location. Do not use walkie-talkie devices or cell phones in the area. Restrict all access to the building(s) to authorized personnel only. Following an evacuation, do not let anyone re-enter building(s) until authorized.

The Director of Physical Plant or his designee will determine if gas or fuel lines should be shut off.

2. Supervisor Actions

Immediately report the incident to University Police. They will contact other units (i.e., bomb squad, emergency services, etc.). Start building evacuation, and be sure each person is out of building. Arrange to have members of staff or qualified personnel available to accompany emergency services on inspection.

3. Conducting the Search

The search for and dismantling of a bomb or explosive device should be conducted by a trained professional. However, university personnel may be required to assist in the search. If a suspicious object is found, **DO NOT TOUCH IT**. Report it to emergency services and clear the area.

E. ARMED INTRUDER / ASSAILANT

Recently, armed intruders have resulted in an alarming number of injuries and deaths on college, university and high school campuses. Usually an intruder is an angry student or employee or someone from off-campus who is extremely upset with a specific student, faculty or staff member. However, armed intruders can also include several individuals, such as members of a gang or persons who are bound together by a common cause or grudge.

Although the motive of the intruder(s) might be to kill or injure a single individual, events involving armed intruders often escalate to include large numbers of people, including the taking of hostages.

The University Police will notify the Chancellor or the highest ranking person available in the Chancellor's Office in any cases involving known or suspected armed intruders. Depending on the circumstances and time of the event, it may be determined by the Chancellor or his representative to be necessary and feasible to convene the Emergency Operations Team to assist with response activities, including making a decision to initiate lock-down procedures. Under circumstances where a delay in seeking direction from the Chancellor or the EOT would result in significant risks to the lives of the University community, lock-down procedures will be initiated immediately by the University Police. However, in any cases involving the need to initiate lock-down procedures, the Chancellor's Office will be notified immediately and the EOT will be asked to convene in the Emergency Operations Center to provide further direction with regards to University response activities.

Lock down procedures will include: calling tree notification of Building Emergency Coordinators to begin the lock down process, physical securing of campus buildings by the BEC's and campus security and posting signs indicating that a lock-down is in place.

If armed intruders are present on campus, the Baton Rouge Police Department and other local and state law enforcement agencies will be contacted immediately by the University Police (or through a 911 call from an individual). The University Police will serve as the liaison with off campus law enforcement officials and assist with the coordination with other University units and the EOT.

- 1. What to do if you suspect an event involving an armed intruder may possibly occur on campus:**
 - a. Notify the University Police if you are aware of any threats or have other information that makes you suspect an event involving an armed intruder might be possible. If you are a resident student, also notify your Residence Life Coordinator.
 - b. Trust your instincts. Better to be wrong than to ignore warning signs of possible tragic events.
- 2. What to do if you know or suspect an armed intruder is present on campus:**
 - a. Call University Police and/or 911 and provide the information requested. Stay on the line until being told that it is okay to disconnect.
 - b. If indoors, remain in your room, behind a locked door (if possible) and away from windows. If you suspect an armed intruder is in close proximity, try to find a safe hiding place.
 - c. If outdoors, find refuge in a nearby building.
 - d. Remain calm and quiet.
 - e. Wait for police to arrive.
 - f. If instructed by authorities to evacuate a building or the campus grounds, follow directions exactly.
 - g. If you should witness any injuries or deaths, identify yourself to authorities as soon as it is safe to do so.
- 3. What not to do if you know or suspect an armed intruder is on campus:**
 - a. Do not leave your room to try to "see what's happening".
 - b. Do not confront or try to apprehend the intruder.
 - c. Do not assume that someone else has called the University Police and/or 911.
 - d. Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempted to exit.
- 4. What to do after an armed intruder has been apprehended:**
 - a. Contact the Office of University Police if you have any information to share about the incident.

- b. Contact your friends and families to let them know you are okay.
- c. Check the SULC homepage for information and announcements regarding possible changes to safety and security provisions.
- d. Contact the SULC Office of Academic Support if you are in the need of counseling.

After an immediate crisis involving an armed intruder, the Emergency Operations Team will meet to discuss the event and determine if anything needs to be done to improve campus safety and security. The Office of Media Relations will meet to determine how news of the event and related issues involving campus safety and security should be communicated to the University community, media, parents of students, alumni, donors and other external groups.

F. HAZARDOUS MATERIAL INCIDENT

The Baton Rouge metropolitan area is highly industrialized where multiple risks of hazardous material exist. The University is bordered on by the Mississippi River on the west, a major petrochemical plant on the south, a major highway which serves as a main thoroughfare for the transportation of chemical and petroleum products, and two (2) major railroad routes on the east. More petrochemicals plants, a municipal landfill, a hazardous waste disposal company and a nuclear power plant are located further north of the campus.

1. Off-Campus Release

A major off-campus release could require sheltering or evacuation of all or part of the campus. The implementation of this protective action on the campus will be closely coordinated with the Parish EOC to ensure the timely integration of the traffic flow from the University campus into the routing designated by the Parish.

2. On-Campus Incident

If you create or discover a spill or release and are unable to control or clean up the spill, someone is injured or ill, or there is fire or an explosion this is an emergency and you should:

- a. Close off area to prevent further contamination, and restrict access to the area.
- b. Activate fire alarm.
- c. Evacuate building or area.
- d. Follow Building Evacuation Procedures.

- e. Immediately report any spill or release of a hazardous chemical, from a safe location using the Hazardous Material Release/Spill Report.
- f. Call University Police and provide:
 - Your name
 - Name of material spilled, if known
 - Estimated amount
 - Exact location of spill
 - Report injuries
 - Actions you have taken
- g. Once outside, move to an area that is at least 300 feet away from the affected building, and not downwind. Keep streets and walkways clear for emergency vehicles and crews.

DO NOT RETURN TO AN EVACUATED BUILDING unless authorized by responding emergency personnel.

If the release or spill of hazardous material is "minor" and capable of being cleaned up without the assistance of emergency personnel, the following steps should be taken:

- h. Wear respiratory protection and other appropriate personal protective equipment. Check the Material Safety Data Sheet for specific instructions.
- i. If a flammable material, eliminate all sources of ignition in the area. This may involve shutting off electrical power and vehicular or motorized equipment in the area.
- j. Clean spill area with appropriate cleaning solution. (Check MSDS).
- k. Should decontamination be required for employees or other personnel exposed to hazardous materials, contact the University Chemical and Hazardous Material safety Officer for assistance.

3. Radioactive Spill Response

If a spill of radioactive material cannot be controlled or cleaned up with available resources, results in a person being injured and/or there is a fire or explosion, the Emergency Response Plan should be activated:

Immediate Actions

- Close off the area
- Pull fire alarm and evacuate building

- Call University Police or 9-911 (from a Campus phone) or 911

4. Response to Minor Radioactive Spills

Minor spills are those spills of a few micro-curies of activity where the radionuclide does not become airborne and emergencies where there is no personal injury. Lab personnel can utilize a spill response kit to handle most minor spills.

a. Prevent Spread of Contamination

- (1) Immediately notify all persons in room or area about the spill.
- (2) Limit access to the area of the spill to those persons needed for cleanup purposes. Do not let other persons into the area until spill is decontaminated.
- (3) Confine spill and prevent spread of contamination, (i.e., cover the spill with absorbent materials). If a liquid spilled from an intact container, return container to the upright using gloves or a lever.
- (4) If volatile (dusts, fumes, gases) materials are involved, turn off all fans and shut off room ventilation system, but keep fume hood on to keep the room under negative pressure.
- (5) Limit the movement of persons involved who may be contaminated, and do not let them leave area until they are surveyed for contamination.
- (6) Survey potentially contaminated personnel. If the spill is on clothing, remove / cut contaminated clothing, and package it separately as radioactive. If skin is contaminated, immediately wash it with water and soap.
- (7) Survey the entire area and mark contaminated areas using magic markers.

b. Pre-Decontamination Procedures

- (1) Wear protective attire (heavy-duty rubber gloves, lab coat, safety glasses, footwear).
- (2) Re-evaluate (i.e., monitor) the extent of the contamination, survey the entire lab/area. Make sure all contaminated areas are identified and marked.

- (3) Make a decontamination plan. What to clean first, how many people need to be involved, who should remain in clean area to bring supplies... etc.

c. Decontamination

- (1) Clean wet spills or wet contamination using absorbent paper/towels by wiping it. Start at the outside edge of the spill and work inward. After the liquid is cleaned, treat the residue as dry contamination (see next item).
- (2) For dry contamination, dampen absorbent paper towel and/or the contaminated surface. (Generally, water may be used, except where a chemical reaction with the water could generate an air contaminant or a chemical or physical hazard. Mineral oil or another predetermined organic solvent should then be used.)
- (3) Wipe down area starting at the outside edge of the contaminated area and working inward.
- (4) Powder or resin bead spills, do not dry mop it. If dusts are possible, wear appropriate respiratory protection, and decontaminate using a high efficiency HEPA filter vacuum. If HEPA-filtered vacuum is not available, carefully dampen the contaminated area making sure the solution used (e.g., water, vinegar, etc.) does not react with the spill.
- (5) Once moistened, clean using the procedures for a wet spill.
- (6) Dispose of the absorbent paper into yellow plastic radioactive waste bags after each use; mark the waste with "Caution Radioactive Material" tape. Decontamination solutions must not be allowed to drip onto other surfaces.

d. Decontamination Supplies

- (1) Yellow plastic bags, "Caution Radioactive Material" tape, absorbent materials (e.g., absorbent paper, "floor dry"), decontamination detergents (e.g., mild soap, lava, vinegar), and rope or tape, bucket of water, decontamination solutions, scrubbers, brushes, mops....etc.
- (2) Protective clothing, heavy duty plastic gloves or a box of disposable gloves, lab coat, footwear, and safety glasses.
- (3) Portable radiation survey meter, swipes and alcohol (to moisten wipes).

G. TERRORIST ATTACK

Terrorism is "the unlawful act of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives" [28CFR0.85(l)]. What makes terrorist acts so dangerous is that they are systematic, unpredictable and indiscriminate criminal acts intended to cause damage, to inflict harm, and to kill. The purpose is to achieve maximum disruption of normal activity and to create extreme anxiety and paralyze the target population. Its success depends upon the fear it creates.

The nature of hazards resulting from terrorist attacks or other off-campus disasters range from chemical, biological, nuclear/radiological and/or explosive. The initial detection of a terrorist attack will likely occur through responses to 911 calls where unusual multiple injuries and deaths have occurred or unusual symptoms have been noticed. In the case of chemical attacks, general indicators of a terrorist attack include unexplained casualties and an unusual liquid, spray or vapor. In the case of a biological attack, hospitals and health centers may notice an unusual illness and a definite pattern inconsistent with natural disease. If the Student Health Center notices any such illnesses and inconsistent patterns they will report them immediately to local health authorities.

It is important to recognize that terrorism is a criminal act and effort should be made to coordinate with law enforcement agencies to preserve physical evidence where feasible without compromising medical care to the victims.

1. Preparation

Given the open environment of academic institutions it would be easy for a terrorist to access most of these facilities. Obvious targets include public gathering points (stadium, auditorium, etc.), laboratories, and food service. Although the probability of a terrorist event is very low, the consequences are high. It is not possible to plan for every contingency; however, the following are considered reasonable steps to reduce the opportunities for a terrorist.

- a. Enhance awareness of daily environments, i.e., normal activities, mail, packages, persons, vehicles, etc. Anything unusual or "out of the ordinary" should be considered in the context of a potential terrorist event and promptly reported to the University Police.
- b. Monitor activities and groups that might indicate a potential terrorist event. Examples include:
 - Groups fostering anti-University, anti-government, or anti-U.S. agitation, intimidation, etc.

- Meetings, rallies, and demonstrations being organized; inflammatory speeches and charges; provocation of authorities to intervene or overreact.
 - Dissent for political, social, or ethnic reasons.
 - New spokespersons for animal, or environmental causes emerging or out-of-town organizers arriving.
- c. Control access to laboratories and other areas that could pose likely targets. Lock doors when laboratory personnel are not present.
- d. Perform background checks of employees and students working with materials or in areas that might pose targets.
- e. Monitor and report any unusual cases of upper respiratory disease, rash, or other unusual symptoms.
- f. Design new facilities and workspaces with focus on safety and security.

2. Response Activities

If a terrorist event or other off-campus disaster that would have direct or significant indirect impacts on the campus should occur, the **Emergency Operations Team** will assemble immediately at the **Emergency Operations Center** to determine what role the University should play in the response activities. It is likely that major assistance from Federal, State and City agencies will be necessary to respond to a major event. However, using the same basic procedures and leadership structure that has been identified for responding to other types of emergencies will help to assure that the safety and health of the University community is given a high priority. The EOT will play an important role in making certain that the University's needs are well understood by those agencies and organizations involved with emergency response activities. In the case of a major event that does not directly impact the University, the Chancellor will decide if the EOT should be assembled to help to determine if any special University actions are necessary.

In some types of terrorist attacks there could be a significant number of casualties and/or damage to university buildings or infrastructure. This could lead to the need to consider the temporary closure of the University or major changes in University operations. If such circumstances should occur, the Chancellor will convene an emergency meeting with the System President and the Board of Supervisors to receive their advice and direction regarding University operations and facilities.

What individuals should do in case of a known or potential terrorist attack:

- a. Notify the Office of Security and Safety if you notice any suspicious activities that might indicate a potential terrorist attack. These could include a rental truck parked in an unusual location where many students congregate, an unusual object or package that you suspect could be a bomb, unusual odors or powders, or even sticky substances that appear to have been applied to doorknobs or computer keyboards.
- b. Notify the Health Center if you are ill, especially if you notice that others have similar symptoms. Remember that illness such as smallpox and anthrax initially result in flu-like symptoms that you might typically ignore. Cures are likely if treated early, but many deaths could occur if symptoms are ignored. Don't try to self-medicate with antibiotics that you or your friends might have available. The National Center for Disease Control can provide vaccines and antibiotics for most types of biological agents within only a few hours, once they are notified of a problem by local health and disease control agencies.
- c. Keep yourself informed of opportunities to receive inoculations to protect yourself from bacteria and viruses that could be spread by terrorists. If in doubt, contact the Health Center or your family physician.
- d. Obey all instructions if quarantine is determined by University or local health officials to be necessary. You may feel fine, but if you leave the campus while infected, your disease can easily be spread to others who have not previously been exposed, including members of your family.
- e. Be wary of mail sent to you by an unknown person, especially if the envelope or package appears to contain any sort of powder, stain or unusual odor. If you do open mail that contains an unusual substance, leave your room immediately, tell others in or near your room to evacuate the building, and contact the University Police. Do not return to your room until you have been notified that it is safe to do so. Seek medical help immediately for evaluation to determine if you have been exposed to an infectious disease or chemical agent.
- f. Check your e-mails and the University webpage for accurate information regarding the nature of any known or potential terrorist attack. Unless the University computer information system is affected, accurate information and advice regarding emergency procedures will be provided via emails and the University webpage.

4. Suspicious Packages/Envelopes

Although a package could contain a biological, chemical or explosive agent, the likelihood is remote. Experience demonstrates that most are a hoax. We must use common sense. The fact that you receive a package without a return

address is no reason in itself to be alarmed, particularly if you are accustomed to getting those types of package from a known sender. However, it is our responsibility to remain vigilant and treat packages that you find suspicious as if there is a real threat.

Staff responsible for incoming mail should be especially vigilant.

5. What is a suspicious package?

A good rule of thumb to use when evaluating a package would be "Is it unusual, considering normal incoming mail and packages?" The following are some indicators that may help you in this evaluation:

- Grease stains or discoloration on paper
- Strange odors
- Lopsided or uneven envelope
- Protruding wires or tinfoil
- Excessive securing material, such as masking tape, string, etc.
- Excessive weight
- Wrapped in brown paper with twine
- No return address
- Insufficient or excessive postage
- Return address and postmark are not from same area
- Foreign mail
- Restrictive markings such as Confidential, Personal, or Hand Deliver
- Hand-written or poorly typed addresses
- Incorrect titles
- Titles but no names
- Misspellings of common words
- Is addressee familiar with name and address of sender?
- Is addressee expecting package/letter?

6. Opened Package

If you have opened a package containing a threat, powder, or unknown substance or have handled an unopened package with a substance spilling out of or bleeding through:

- a. Place it down gently at the location where you opened or touched it. Try to keep the substance from becoming airborne. Do not shake or empty the contents of the package.
- b. You may place the package and contents in a zip-lock style plastic bag if available.
- c. Do not move the package from its current location.
- d. Leave the room and close the windows and doors behind you. Move to an area that will minimize you exposing others.
- e. If possible, wash your hands with soap and water to prevent spreading any powder to your face.
- f. Immediately contact University Police.
- g. Do not allow others to enter the area.
- h. University Police will notify the appropriate agencies and University departments, depending on the situation.
- i. List the names and telephone numbers of all the people present in the room or area when this suspicious letter or package was opened. Give this list to the law enforcement officers when they arrive.
- j. Remain calm. Exposure does not mean that you will become sick.
- k. Depending on your situation, responding emergency personnel may ask you to shower and change clothes. It is important to place contaminated clothing in a sealable plastic bag for analysis and evidence.
- l. Testing of individual exposed to an unknown substance for an infectious agent by use of nasal swabs or blood tests is usually not appropriate until Health Department test results are available.

7. Unopened Package

If the suspicious package is unopened with no leakage, spillage or bleeding:

- a. You may place the package and contents in a zip-lock style sealable plastic bag if one is available.
- b. Immediately contact University Police.
- c. University Police will notify the appropriate agencies and University departments, depending on the situation.

- d. Individuals that may have been exposed will be contacted as soon as any test results are known.

H. COMMUNICABLE DISEASES

A communicable disease is an infectious disease that is spread from person-to-person through casual contact or respiratory droplet, to include, but not exclusively, the following: Tuberculosis (TB), measles (Rubella), German measles (Rubella), hepatitis, and meningitis. Additionally, the University community and the Student Health Center should pay particular attention to the many different subtypes of Type A influenza viruses. Included in this category is the avian influenza or bird flu which continues to spread worldwide. This type of disease can have a devastating impact on the health and welfare of the students, employees, and the surrounding community.

Communicable Diseases which can potentially threaten the health of the campus community as an epidemic include:

- measles (Rubella)
- German measles (Rubella)
- Tuberculosis (TB)
- hepatitis
- meningitis

The Director of the Student Health Services shall be notified about all known acute and suspected cases of any of the above diseases involving any member of the University community (students, faculty, or staff).

1. Procedures

After receiving this information, the Director of the Student Health Services will convey only the necessary information to the Campus Emergency Coordinator and/or the Chancellor.

The Director of Student Health Services will also contact the East Baton Rouge Public Health Department to obtain the latest recommendations about the management and prevention of the spread of the specific strain of communicable microbe, requesting appropriate vaccines and/or medications, as well as requesting additional professional and clerical assistance, if deemed necessary. The Public Health professionals will be asked to assist the Student Health Clinic staff with surveillance and outbreak containment measures, including administration of appropriate vaccines and medications.

All available health professionals will monitor the index cases, look for linked cases, and provide appropriate diagnostic, prophylactic, and therapeutic measures to the affected individual(s). Although the route of transmission and degree of infection varies depending on the specific infectious disease, individuals with the following relationships to the index case will be educated about the disease in question to the extent possible respecting confidentiality.

Students, faculty, and staff will be told to report any signs and symptoms of the illness to their private physician or to the professionals at the Student Health Center, where they can be seen, to receive a confidential medical consultation, appropriate treatment, and/or referral to community health organizations, as medically indicated.

2. Media Relations

The Director of Student Health Services will work with the Office of Media Relations to provide medical information concerning the communicable disease to the media, students, staff, and family members. When appropriate, such as in cases involving meningococcal meningitis, the Director will prepare a letter to the University community and parents of students to inform them of the following: signs and symptoms, clues to early recognition, who is at risk, preventive measures including vaccination when appropriate, treatment procedures, and local sources for referral (Student Health Center, public health clinics, hospital emergency rooms, private offices, etc.).

3. General Infection Control Measures

a. Visual Alerts

- (1) When warranted and as instructed by the Director of Student Health Services, post visual alerts (in appropriate languages) prominently at the entrances to all locations where individuals congregate.
- (2) Place informational literature in easily visible and accessible locations

b. Respiratory hygiene/cough etiquette

To contain respiratory secretions, all persons with signs and symptoms of a respiratory infection, regardless of presumed cause, should:

- (1) Cover the nose/mouth when coughing or sneezing.
- (2) Use tissues to contain respiratory secretions.

- (3) Dispose of tissues in the nearest waste receptacle after use.
- (4) Perform hand hygiene after contact with respiratory secretions and contaminated objects/materials.

c. Masking and separation of persons with symptoms of respiratory infection

- (1) During periods of increased respiratory infection in the community, offer masks to persons who are coughing. (Respirator masks are not necessary.)
- (2) Encourage coughing persons, however, to sit at least 3 feet away from others in common areas.

d. Physical safeguards

- (1) Ensure the availability of waste receptacles.
- (2) Ensure the availability of soap and disposable towels for hand washing where sinks are available.

e. General hand washing

In addition to respiratory hygiene, always wash your hands after:

- Going to the bathroom.
- Before and after eating.
- After contact with or being near someone who is ill.
- Before and after handling and preparing food.
- After touching animals.

IMPORTANT: Become informed about the signs and symptoms of acute respiratory illnesses that might pose a public health threat. Visit the web site of the Centers for Disease Control and Prevention at www.cdc.gov for detailed information on many illnesses. If you are ill, stay home to avoid infecting others. See a health care professional for evaluation if you are concerned.

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**APPENDIX A
COMMAND TEAM**

CONTACT	SOUTHERN UNIVERSITY LAW CENTER TITLE / POSITION	SULC TELEPHONE NUMBER	HOME TELEPHONE
FREDDIE PITCHER, JR.	CHANCELLOR	771-2552	225-928-1663
JOHN PIERRE	VICE CHANCELLOR	771-2552	225-925-2393
RUTH BAILY WESTLY	EXECUTIVE ASSISTANT TO CHANCELLOR	771-2552	225-766-0629
ALVIN WASHINGTON	BUILDING EMERGENCY COORDIANATOR & MEDIATION CLINIC PROFESSOR	771-3776	225-755-1877
ROEDERICK WHITE	ASSOCIATE VICE CHANCELLOR STUDENTS	771-2552	225-936-9779
BERTELL DIXON	ASSOCIATE VICE CHANCELLOR FINANCE	771-2506	225-638-3881

APPENDIX B
OPERATIONAL TEAM

CONTACT	SOUTHERN UNIVERSITY LAW CENTER TITLE / POSITION	SULC TELEPHONE NUMBER	HOME TELEPHONE
ALVIN WASHINGTON	BUILDING EMERGENCY COORDIANTOR & MEDIATION CLINIC PROFESSOR	771-3776	225-755-1877
WILLIAM LOCKHART	LIBRARY SPECIALIST II	771-2146	225-355-3029
FELTON DEROUEN	FACILITIES COORDINATOR	771-5825	225-357-1825
TRAMELLE WILLIAMS	IT SPECIALIST	771-4987	225-357-6261 / 225-772-3236

APPENDIX C

ESSENTIAL EMPLOYEES

CONTACT	SOUTHERN UNIVERSITY LAW CENTER TITLE / POSITION	SULC TELEPHONE NUMBER	HOME TELEPHONE
FREDDIE PITCHER, JR.	CHANCELLOR	771-2552	225-928-1663
JOHN PIERRE	VICE CHANCELLOR	771-2552	225-925-2393
RUTH BAILY WESTLY	EXECUTIVE ASSISTANT TO CHANCELLOR	771-2552	225-766-0629
ALVIN WASHINGTON	BUILDING EMERGENCY COORDIANTOR & MEDIATION CLINIC PROFESSOR	771-3776	225-755-1877
WILLIAM LOCKHART	LIBRARY II	771-2146	225-355-3029
FELTON DEROUEN	FACILITIES COORDINATOR	771-5825	225-357-1825
TRAMELLE WILLIAMS	IT SPECIALIST	771-4987	225-357-6261 / 225-772-3236

**APPENDIX D
EVACUATION ASSEMBLY AREAS**

DESIGNATED ASSEMBLY AREAS		
NUMBER	BUILDING	LOCATION
181	Agricultural Research and Extension Center	Lawn area near adjacent to Hunt Street
002	Archives Building	Across street on west side of Mayberry Dining Hall on lawn
020 & 029	AROTC and Offices	South to gravel parking lot
056	A.A. Lenoir Law Center	Lawn East of Law Center between Blanks & Thrift Halls
	A.W. Mumford Stadium	Parking lots surrounding stadium
039	Auditorium / Gymnasium	West of building near river bank
179	Augustus Blanks Hall	Open area north of building
138	Benjamin Kraft Bldg.	Parking lot near Hunt Street
120	Building 120	Across Swan Street to parking stadium lot
171	Central Stores	Lawn area near Hunt Street
054	Dairy Cottage	Dairy Creamery parking lot
136	Dairy Creamery	Dairy Creamery parking lot
091	Debose Hall	Open area north of building
158C	Dunn Hall Cafeteria	Intramural field east of cafeteria
127	Engineering West	Across Harrison Drive to Moore Hall parking lot
128	Engineering East	Across Smith Boulevard in parking lot
163	F.G. Clark Activity Center	West to grassy area beyond parking lot
090	Fisher Hall	Lawn area south of building
176	Headhouse/Greenhouse	Lawn area east of Headhouse/Greenhouse
154	Hayden Hall	Open area northeast of building
153A	Health Research Center	Lawn area south of building
042	Hill Bldg. (old infirmary)	Across street on west side near river bank
	Honor's College	Gravel parking lot east of Pinchback building
091B	Isaac Greggs Band Bldg.	Lawn area south of bldg. at Stone Ave. and Harrison Drive
167	J.B. Cade Library	Front lawn area near Steptoe Ave.
161	J.B. Moore Hall	South to east side lawn of Pinkie Thrift Hall
040	J.S. Clark Annex	Southwest of bldg. near the grave site

166	J.S. Clark Admin. Bldg.	Southwest of bldg. near the grave site
129	Laboratory School	Parking lot surrounding Mumford Stadium
153	Lee Hall	Lawn area south of building
032	Martin L. Harvey Chapel	Across street on west side of Mayberry Dining Hall on lawn
165	Mayberry Dining Hall	West side of building on lawn
018	McNair Hall	South to the gravel parking lot
169	Meat Processing Plant	Parking lot near Little Drive
172	Motor Pool	Lawn area near Hunt Street
180	National Plant Data Center	Lawn area east of Headhouse/Greenhouse
021	NROTC Supply	South to gravel parking lot
126	Netterville Hall	Across Stone Ave. on grassy area northeast of Thrift Hall
182	P.B.S. Pinchback Eng. Bldg.	Gravel parking lot east of building
091A	Performing Arts Theater	Open area north of building
125	Pinkie Thrift Hall	Open space at southeast corner of building
169	President's Residence	Across street on west side of Mayberry Dining Hall on lawn
017	Riverside Hall	South to gravel parking lot
178	Rodney Higgins Hall	Across Avenue on grass northeast of Thrift Hall
174	Ruffin Paul, Sr. Central Plant	Lab School football practice field east of building
170	School of Nursing	Across Swan Street to Mumford Stadium
039	Seymour Hall	Parking lot
135	Smith-Brown Memorial Union	Open area east of food court
173	Swine Farm	Open area north of building near Hunt Street
139	T.H. Harris Hall	Across Harrison Drive to open grassy area
156	T.T. Allain	Across Harrison Drive to open grassy area
164	University Bookstore	Lawn area east of building at Stone Avenue and Harrison Drive
160	W.W. Stewart Hall	Open area at Stone Avenue and Harrison Drive
	William James Hall	Across Harrison Drive in Moor Hall parking lot
066	William Pass Station	Open grassy area south of building at Stone Avenue and Little Drive

RESIDENTIAL HOUSING ASSEMBLY AREAS/PICK-UP POINTS

NUMBER	BUILDING	LOCATION
144	Alice Thomas Hall	Across Harrison Drive in open area south of dormitory
143	Bernice Lange Hall	Across Harrison Drive in large open area north of dormitory
124	Bethune Hall	East side of dormitory in parking lot
158 C	Boley Hall	Intramural Field east of dormitory
43	Bradford Hall	J.S. Clark Administration parking lot
81	Building 81	Closed
119	Building 119	Closed
048	Grandison Hall	Parking lot in rear of Seymour Hall
44	Lottie Anthony Hall	J. S. Clark Administration parking lot
46	Jessie Owens Hall	Parking lot in rear of Seymour Hall
158 A	Jones Hall	Jones Hall parking lot behind basketball goals
145	Magnolia Triangle Lounge	Across Harrison Drive in open area south of Triangle
146	Mary Booker-Baranco Hall	Across Harrison Drive in open area south of dormitory
141	Mildred M. Satterwhite Hall	Across Harrison Drive in parking lot north of dormitory
142	Morris H. Carroll Hall	Intramural Field, north of dormitory
131 A	Octavia Head Clark Hall	Across Harrison Drive and southeast of Cottage 4
140	Ollie B. Moore Hall	Across Harrison Drive in large open area south of dormitory
100	Reed Hall	Parking lot on west side of Mumford Stadium
98	Washington Hall	North side of dormitory in Union parking lot
143	Totty Hall	Intramural Field, north of dormitory
144	Shade Hall	Intramural Field, north of dormitory
099	White Hall	Parking lot on west side of Mumford Stadium

APPENDIX E

DAMAGE: ROOM ASSESSMENT FORM		
Storm/Event:	Assessment Date:	Room Number:
Building Name:	Building Number:	Mark if update to previous form: _____
Name of Assessor:	Control Number:	
CAUSE OF DAMAGE: (Check One)		
IMPACT (Wind or Debris)	WIND (hit by tree or limb)	
Water Damage (Rain or Leak)	Power Surge or Lightning	
Water Damage (Flooding)	Other (describe)	
DAMAGE DETAIL:		
Contents/Items	Description of Damages	
Carpet/Flooring		
Walls		
Ceiling Tile		
Windows		
Furniture		
Built-in Furniture		
Lighting		
HVAC		
(Additional Items)		
Emergency Repairs or Preventive Actions (leave blank if no actions taken)		
Action Taken:		
Name of Person:	Date of Repair:	Labor Time (hrs.):
Photograph: (Please attach)		

Take digital photograph(s) of damages. Include building name and room number on a piece of paper or dry erase board that is visible in photograph.

DAMAGE: BUILDING ASSESSMENT FORM		
Storm/Event:	Assessment Date:	Room Number:
Building Name:	Building Number:	Mark if update to previous form:
Name of Assessor:	Control Number:	
CAUSE OF DAMAGE: (Check One)		
IMPACT (Wind or Debris)	WIND (hit by tree or limb)	
Name of Person Submitting:	Power Surge or Lightning	Date:
Water Damage (Rain or Leak)	Other (describe)	
Water Damage (Flooding)		
DAMAGE DETAIL:		
Contents/Items	Description of Damages	
Roof		
Gutters		
Entry		
Stairs		
Landscaping		
Walls		
Contact Information:		
Power		
Elevators		
Windows		
(Additional Items)		
Emergency Repairs or Preventive Actions (leave blank if no actions taken)		
Action Taken:		
Name of Person:	Date of Repair:	Labor Time (hrs.):
Photograph: (Please attach)		

APPENDIX F

Take digital photograph(s) of damages. Include building name and room number on a piece of paper or dry erase board that is visible in photograph.

Name of Person Submitting: _____

Date: _____

Contact Information: _____

**APPENDIX G
BOMB THREAT
TELEPHONE PROCEDURES**

Upon receipt of a bomb threat remember to:

1. Remain Calm
2. Listen – do not interrupt the caller
3. Gather as much information as possible
4. Notify supervision by prearranged signal when caller is on the line to contact the police.
5. Inform the caller that detonation could cause injury or death

NAME OF PERSON RECEIVING THE CALL: _____

DEPARTMENT: _____ PHONE: _____

CALLER'S IDENTITY: _____ SEX: Male _____ Female _____
Juvenile _____ Approximate Age _____

ORIGIN OF CALL:

Local _____ Long Distance _____ Booth _____
Internal (from within campus?) _____ Internal Calls (note the extension) _____

BOMB FACTS

***PRETEND DIFFICULTY WITH HEARING –KEEP CALLER TALKING;
IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:***

When will it go off? Certain Hour _____

Time Remaining _____

Where is it located? Building _____

What kind of bomb? _____

Where are you now? _____

How do you know so much about the bomb? _____

What is your name and address? _____

If building is occupied, inform caller that detonation could cause injury or death.

**BOMB THREAT
ACTION TO TAKE IMMEDIATELY AFTER CALL**

Did Caller appear familiar with campus or building by his description of the bomb location? _____

Notify supervision as instructed. Talk to no one other than instructed by supervision.

Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

VOICE CHARACTERISTICS

_____ Loud
_____ High Pitch
_____ Raspy
_____ Intoxicated
_____ Soft
_____ Deep
_____ Pleasant
_____ Other

LANGUAGE

_____ Excellent
_____ Fair
_____ Foul
_____ Good
_____ Poor
_____ Other

BACKGROUND NOISES

_____ Factory Machines
_____ Bedlam
_____ Music
_____ Office Machines
_____ Mixed
_____ Street Traffic
_____ Trains
_____ Animals
_____ Quiet
_____ Voices
_____ Airplanes
_____ Party Atmosphere

SPEECH

_____ Fast
_____ Distinct
_____ Stutter
_____ Slurred
_____ Slow
_____ Distorted
_____ Nasal
_____ Lisp

MANNER

_____ Calm
_____ Rational
_____ Coherent
_____ Deliberate
_____ Righteous
_____ Angry
_____ Irrational
_____ Incoherent

_____ Other

_____ Emotional

_____ Laughing

**APPENDIX H
FIRE WARDENS**

ZONE	CONTACT	SOUTHERN UNIVERSITY LAW CENTER TITLE / POSITION	SULC TELEPHONE NUMBER
1	JEROME HARRIS	DIRECTOR OF FINANCIAL AID	771-2141
	CAROL SEPTS	LAW REVIEW SECRETARY	771-2223
2	ALBERT ANDERSON	GUARD	771-2146
	KIMALA POOLER	STACK MAINTENANCE COORDINATOR	771-2146
	CLAUDETTE SMITH- BROWN	SECRETARY TO THE DIRECTOR LIBRARY SERVICES	771-2315
3	FACULTY MEMBER AT LOCATION	XX	XX
4	OLLIE LEWIS	LIBRARY SPECIALIST SUPERVISOR	771-2146
	WILLIAM LOCKHART, JR.	LIBRARY SPECIALIST II	771-2146
5	JEAN ALLEN	ACQUISITIONS LIBRARIAN	771-2189
6	WANDA LEE	LIBRARY SPECIALIST II	771-4973
	MARIE LOUIS	CHIEF CATALOGER	771-2196
7	HAROLD ISADORE	ASSOCIATE LAW LIBRARIAN	771-2669
	ADRIENNE SHIELDS	EVENING / WEEKEND REFERENCE LIBRARIAN	771-2316
8	SYLVIA BETTS	INFORMATION TECHNOLOGY EQUIPMENT OPERATOR I	771-2194
	ROSE HERBERT	LIBRARY SPECIALIST III	771-2194
9	FELTON DEROUEN	FACILITIES COORDINATOR	771-5825
	STAFF MEMBER PRESENT IN THE	XX	XX

	LOUNGE		
10	FACULTY MEMBER AT LOCATION	XX	XX

CONTINUED NEXT PAGE

ZONE	CONTACT	SOUTHERN UNIVERSITY LAW CENTER TITLE / POSITION	SULC TELEPHONE NUMBER
11	CYNTHIA REED	CONTINUING LEGAL EDUCATION & ALUMNI DIRECTOR	771-2155
	RAY HELEN JONES	RECORDS COORDINATOR	771-5340
12	LATA JOHNSON	DIRECTOR OF INFORMATION TECHNOLOGY	771-4912
	LENA JOHNSON	ADMINISTRATIVE ASSISTANT III	771-6297
13	BERTEL DIXON	ASSOCIATE VICE CHANCELLOR FINANCE	771-2506
	DOROTHY LEWIS	ADMINISTRATIVE ASSISTANT IV	771-2552
14	TINA WASHINGTON	ADMINISTRATIVE ASSISTANT II	771-4900
	ARIANNE ALEXANDER	ADMINISTRATIVE ASSISTANT II	771-4900
15	ERRICA WILLIAMS	ADMINISTRATIVE ASSISTANT III	771-4900
	JUANITA RICHARD	ADMINISTRATIVE ASSISTANT III	771-4900

**APPENDIX I
SUBR / SULC MEDICAL STAFF**

EMERGENCY OPERATIONAL TEAM

NAME	TITLE	OFFICE PHONE
Dr. Peter Dawson, M.D.	DIRECTOR OF STUDENT HEALTH SERVICES	771-4770
Wanda Warner, RN	NURSE MANAGER	771-4770
Muriel Miller	RN II	771-4770
Helen Carter	RN I	771-4770
Rhonda Diggs	LPN II	771-4770
Barbara Pierce	LPN II	771-4770
Georgia Hardesty	LPN II	771-4770
Cherlyn Martin	ADMINISTRATIVE COORDINATOR	771-4770
Carol Burls	STUDENT INSURANCE COORDINATOR	771-4770
Gwendolyn Young	BILLING	771-4770
Adonnie Singleton	MEDICAL ASSISTANT	771-4770

**APPENDIX J
SUBR COMMMAND TEAM**

NAME	TITLE	OFFICE PHONE
Margaret Ambrose	Interim Chancellor	771-5020
Margaret Ambrose	Executive Vice Chancellor	771-5020
Flandus McClinton	Vice Chancellor for Finance and Administration	771-5021
Johnny Tolliver	Vice Chancellor for Academic Affairs	771-2360
Lynn Dickerson	Interim Vice Chancellor for Student Affairs	771-3922
Dana Carpenter	Vice Chancellor for Enrollment Management	771-5766
Roberta Kramer	Director, Office of Planning, Assessment, and Institutional Research	771-4150
Mildred Smalley	Vice Chancellor for Research and Strategic Initiatives	771-3890
Huey Lawson	Director of Technology and Network Services	771-3935 ext. 200
Ed Pratt	Assistant to the Chancellor for Media Relations	771-4545
Greg LaFleur	Athletics Director	771-2712
Mayo Brew	Corporate Scholarship Coordinator	771-2060
Preston DeJean	Special Assistant to the Chancellor	771-0299
Mary Wells	Facilities Planner	771-3671

**APPENDIX K
SUBR EMERGENCY OPERATIONS TEAM**

NAME	TITLE	OFFICE PHONE
Kevin Johnson	Deputy Administrator / Campus Emergency Coordinator	771-2770
Tony Moudgil	Associate Vice Chancellor for Facilities Operations	771-4585
Eli Guillory	Executive Director for Facilities Services	771-4740
Henry Thurman III	Assistant Director for Facility Services	771-4740
Cordell Veal	Director of Landscaping Services	771-4743
Harold Brown	Director of Risk Management	771-5151
John Bibbins	Office of Facility Services / Fire Safety	771-2481
Graylin Quinn	Facility Manager / Fire and Safety	771-2650
Robert Nissen	Chemical and Hazardous Materials Safety Officer	771-3101
Welton Bowie	Custodian Manager (Activity Center)	771-3821
	Assistant Vice Chancellor for Student Affairs	771-3922
Marilyn Hill	Director of Residential Housing	771-3590
Robert J. Bennett	Director of Student Life	771-5280
Deloris Brown	Director of Campus Dining (Food Contracting / Catering)	771-2363
Wanda Warner	Student Health Services – Nurse Manager	771-4770
Mercedes Mackey	Office of Academic Affairs	771-2360
Sandra Scarborough	Financial Aid Counselor	771-2790 ext. 215
Gwendolyn Bennett	Associate Vice Chancellor for Financial Operations	771-2704
Wilbert Jones	Assistant Director (Contracts) Purchasing	771-4580
Linda Antoine	Director Purchasing	771-4580
Lucretia Jenkins	ITSPC Supervisor Information Systems Division	771-4410
Rachel Carriere	TNS Web Services Coordinator	771-3935
Terrence Cyriaque	Technology and Network Services	771-3935
Nekayla Reed	SUTV75	771-3590
Darrell Roberson	SUTV75	771-5790
LaTonya Green-Jones	Director of Auxiliary Services	771-4856
Lester Pourciau	Director of Human Resources	771-2680
	CONTINUED NEXT PAGE	

David Hawkins	Associate Director / Business Manager Department of Athletics	771-2737
Alvin Washington	Mediation Clinic Professor (SULC)	771-2315
Derrick Morgan	Director Laboratory School	771-3490
James Mahomes	SU Agricultural Center	771-2242
Louis Hightower	Director, Health, Physical Education and Recreation	771-2954
Anner J. Young	Centrex Office	771-4500

APPENDIX L
SUBR EMERGENCY OPERATIONS CENTER RESOURCES

The Emergency Operations Center will contain the following:

- 5 copies of the Emergency Response Plan
- 5 telephones and 5 cellular phones
- 6 computer terminals with printers and Internet and University network connections
- Large campus map
- Building plans
- 2 flipcharts
- Fax machine
- 3 mobile radio units
- 5 University phone directories, 3 Baton Rouge white pages phone directories and 3 Baton Rouge yellow pages phone directories
- List of evacuation assembly locations
- List of media contacts
- Multiple copies of forms that would be used during an emergency
- Emergency food and water rations, if required.
- First aid kits

APPENDIX M

SUBR CATEGORIES OF TERRORISTS INCIDENTS

There are five categories of terrorist incidents: biological, nuclear, incendiary, chemical, and explosive.

1. **Biological agents** pose serious threats considering their fairly accessible nature and the potential for their rapid spread. These agents can be disseminated in the following ways: aerosols, oral (contaminating food or water), dermal (direct skin contact), or injection. Inhalation or ingestion is the most likely.

The Centers for Disease Control list approximately 20 biological agents (bacterial agents, viral agents and biological toxins) which are considered as possibilities for terrorist use. Following is a list of those considered most likely to be used.

- **Anthrax** (*Bacillus anthracis*) infection is a disease acquired following contact with infected animals or contaminated animal products or following the intentional release of anthrax spores as a biological weapon. Exposure to an aerosol of anthrax spores could cause symptoms as soon as 2 days or as late as 6-8 weeks after exposure. Further, the early presentation of anthrax disease would resemble a fever or cough and would therefore be exceedingly difficult to diagnose without a high degree of suspicion. Once symptoms begin, death follows 1-3 days later for most people. If appropriate antibiotics are not started before development of symptoms, the mortality rate is estimated to be 90%.
- **Bacillus anthracis toxin** (produced by *Clostridia botulinum*) is the single most poisonous substance known, and poses a major bio-weapons threat because of its extreme potency and lethality; its ease of production, transport and misuse; and the potential need for prolonged intensive care in affected persons. Natural cases of botulism typically result from food contamination (food not or incompletely heated) with absorption of the toxin from the gut or a wound. The incubation period for food-borne botulism can be from 2 hours to 8 days after ingestion. Patients with botulism typically present with difficulty speaking, seeing and/or swallowing and may initially present with gastrointestinal distress, nausea, and vomiting preceding neurological symptoms.
- **Plague** (*Yersinia pestis*) is an infectious disease of animals and humans found in rodents and their fleas. Pneumonic plague occurs with infection of the lungs. The incubation period is 1 to 6 days and the first signs of illness are fever, headache, weakness, and cough productive of bloody or watery sputum. The pneumonia progresses over 2 to 4 days and may cause septic shock and, without early treatment, death. Person-to-person transmission of pneumonic plague occurs through respiratory droplets, which can only infect those who have face-to-face

contact with the ill patient. Early treatment of pneumonic plague with antibiotics is essential.

- **Smallpox** (*variola major*) has an incubation period of 7 to 17 days following exposure. Initial symptoms include high fever, fatigue, and head and back aches. A characteristic rash, most prominent on the face, arms, and legs, follows in 2-3 days. Smallpox is spread from one person to another by infected saliva droplets that expose a susceptible person having face-to-face contact with the ill person.
- **Tularemia** (*Francisella tularensis*) is one of the most infectious pathogenic bacteria known, requiring inoculation or inhalation of as few as 10 organisms to cause disease. It is a zoonosis, with natural reservoirs in small mammals such as voles, mice, water rats, squirrels, rabbits and hares. Naturally acquired human infection occurs through a variety of mechanisms such as: bites of infected arthropods; handling infectious animal tissues or fluids; direct contact or ingestion of contaminated water, food, or soil; and inhalation of infective aerosols. Human to human transmission has not been documented. Aerosol dissemination by a terrorist would be expected to result in the abrupt onset of acute, non-specific febrile illness beginning 3 to 5 days later (incubation range, 1-14 days). Treatment is with antibiotics.

2. **Nuclear incidents** are expected to take one of two forms: threatened or actual detonation of a nuclear bomb or threatened or actual detonation of a conventional explosive incorporating nuclear materials. It is unlikely that a terrorist could acquire or build a functional nuclear weapon. Dispersal of nuclear materials with a conventional explosive would contaminate the bombsite and raise environmental decontamination and long-term health issues.

Nuclear indicators, short of actual detonation or obvious involvement of radiological materials, include observation for a Department of Transportation placard or decal, and radiation detection devices.

3. **Incendiary incidents** could be any mechanical, electrical, or chemical device used to cause a fire. Indicators of incendiary devices include multiple fires, remains of incendiary device components, odors of accelerants (e.g., gasoline), and unusually heavy burning or fire volume.

4. **Chemical agents** fall into five classes: nerve (disrupt nerve impulse transmission); blister (severe burns to eyes; skin; respiratory tract; blood (interfere with oxygen transport), choking; and irritating (designed to incapacitate).

- Nerve agents are similar to organophosphate pesticides, but with higher toxicity. Early symptoms include uncontrolled salivation, lacrimation (secretion of tears,

especially in excess), urination, and defecation. These agents may resemble water or light oil and possess no odor, and are best dispersed as an aerosol. Many dead animals at the scene may indicate a nerve agent.

- Blister agents are also referred to as mustard agents due to their characteristic smell. They can be absorbed through the skin, and clinical symptoms may not appear for hours or days. These agents are heavy, oily liquids, dispersed by aerosol or vaporization.
 - Blood agents interfere with oxygen transport by the blood, resulting in asphyxiation. Clinical symptoms include respiratory distress, vomiting and diarrhea, and vertigo and headaches. These agents are gasses, although precursor chemicals are typically cyanide salts and acids. All have the aroma of bitter almonds or peach blossoms.
 - Choking agents stress the respiratory tract by causing edema (fluid in the lungs) which can result in asphyxiation. Clinical symptoms include severe eye irritation and respiratory distress. Most people recognize the odor of chlorine; phosgene has the odor of newly cut hay. Both are gases and must be stored and transported in cylinders.
 - Irritating agents, also known as riot control agents or tear gas are designed to incapacitate. Generally, they are non-lethal; however, they can result in asphyxiation. Clinical symptoms include eye and throat irritation, respiratory distress, and nausea and vomiting.
5. **Explosive agents**, i.e., bombs, can be 1) readily made from commonly available materials (e.g., ammonium nitrate fertilizer and diesel fuel), 2) obtained from commercial sources (e.g., blasting agents and explosives), or 3) obtained from the military. These devices account for 70 percent of terrorist attacks.



Southern University Law Center
Baton Rouge, Louisiana

Established in 1947

Southern University Law Center Evacuation Plan



For
A. A. Lenoir Hall

SOUTHERN UNIVERSITY LAW CENTER

Post Office Box 9294
Baton Rouge, Louisiana 70813-9294

(225) 771-2315 (225) 771-6254

Memorandum

To: All Law Center Personnel and Students

From: Alvin Washington
Mediation Clinic Professor / Building Emergency Coordinator

Re: **EVACUATION PLAN AND PROCEDURES REVISION**

Date: July 1, 2007

The purpose of this communication is to inform all personnel and students of various evacuation routes from the Southern University Law Center facility.

The facility is divided into fifteen (15) zones. Each zone has a primary and secondary exit route and some zones include an additional alternate route. There are fire wardens assigned to each zone to direct traffic flow and to make sure everyone is evacuated in case of an emergency. Please follow the instructions of your designated fire warden.

It is important that you become familiar with the entire evacuation plan since you can not be sure just where you will be located in the event of an emergency. You should become especially familiar with the evacuation route for your particular zone.

The following are evacuation routes from each zone of the Southern University Law Center facility:

PLEASE NOTE: The designated assembly area is east of the Law Center in open lawn across the street from Higgins Hall.

NEVER use elevators in the case of an emergency!

ZONE 1

Location: Rooms 100 – 125

Offices: Clinical Education Placement
Financial Aid Student Bar Association
Law Review Student Lounge
Learning Lab

Primary Exit: Exit your office and proceed west down main corridor. Exit building via west exit door. Proceed to designated assembly area.

Secondary Exit: Exit office and proceed down main corridor to east exit through double doors. Exit lobby via south exit door. Proceed to designated assembly area.

Fire Wardens: Mr. Jerome Harris and Ms. Carol Septs

ZONE 2

Location: Lobby

Primary Exit: Exit building via south or west lobby exit. Proceed to designated assembly area.

Secondary Exit: Exit building via east exit door in rear of lobby leading to paved parking lot. Proceed to designated assembly area.

Fire Wardens: Mr. Albert Anderson, Ms. Kimala Pooler & Ms. Claudette Smith-Brown

ZONE 3

Location: Classrooms 129 & 130
Primary Exit: Use rear exit from respective classrooms. Proceed to designated assembly area.
Secondary Exit: Exit double doors in front of respective classrooms and proceed to east lobby exit leading to paved parking lot. Proceed to designated assembly area.
Fire Wardens: Faculty Member at Location

ZONE 4

Location: Library: Rooms 139A – 147
Offices: Checkpoint Desk Librarians Office
Civil Rights Reading Room Reserve
Circulation Desk West Stacks (First and Second Level)
Primary Exit: Exit double door leading to lobby. Exit building via south or west lobby exit. Proceed to designated assembly area.
Secondary Exit: Proceed down main corridor to Acquisitions department and exit building via emergency exit door. Proceed to designated assembly area.
Fire Wardens: Mrs. Ollie Lewis & Mr. William M. Lockhart Jr.

ZONE 5

Location: Library: Rooms 148 & 149
Offices: Acquisitions Department
Primary Exit: Exit department via emergency exit door. Proceed to designated assembly area.
Secondary Exit: Exit Acquisitions Department, turn right and exit double doors leading to lobby. Exit building via south or west lobby exit. Proceed to designated assembly area.
Fire Warden: Ms. Jean Allen

ZONE 6

Location: Library: Rooms 134 -136 & 150

Offices: Cataloging Looseleaf
East Stacks (Levels1 – 4) Westlaw Room

Primary Exit: Proceed down main corridor to Acquisitions department. Exit building via emergency exit door. Proceed to designated assembly area.

Secondary Exit: Proceed to Reference room and exit building via emergency exit door nearest Higgins Hall. Proceed to designated assembly area.

Fire Wardens: Ms. Wanda Lee & Mrs. Marie Louis

ZONE 7

Location: Library: Rooms 158 - 164

Offices: Group Study Rooms Reference Office
Louisiana Reading Room Reference Room

Primary Exit: Exit building via emergency exit door on east side of Reference room nearest Higgins Hall. Proceed to designated assembly area.

Secondary Exit: Proceed to rear of Reference room and exit building via emergency exit door leading to paved parking lot. Proceed to designated assembly area.

Fire Wardens: Mr. Harold Isadore & Ms. Adrienne Shields

ZONE 8

Location: Library: Rooms 168 & 169

Offices: Computer Lab
Government Documents
Media

Primary Exit: Exit building via emergency exit door in rear of Reference room leading to paved parking lot. Proceed to designated assembly area.

Secondary Exit: Proceed to front of Reference room and exit building via emergency exit door nearest Higgins Hall. Proceed to designated assembly area.

Fire Wardens: Mrs. Sylvia Betts & Mrs. Rose Herbert

ZONE 9

Location: Rooms 200 – 221

Offices: Academic Counselor's Office Judges Chambers
Classrooms 207 & 216 Moot Court Room
Clinical Education Seminar Rooms 210 & 214
Facilities Coordinator's Office Staff Lounge

Primary Exit: Proceed west down main corridor, down stairs and exit building via west exit door. Proceed to designated assembly area.

Secondary Exit: Proceed east down main corridor to stairwell nearest Registrar's office, down stairs and exit to lobby. Exit building via south or west lobby exit. Proceed to designated assembly area.

Fire Warden: Mr. Felton DeRouen & staff member in lounge

ZONE 10

Location: Rooms 234 – 239 & 258 (front) – 259

Offices: Admissions Faculty Library
Computer Services Recruitment
Copy/Mail Room

Primary Exit: Proceed down main corridor to faculty area. Exit building via emergency exit door by secretarial area nearest Higgins Hall. Proceed to designated assembly area.

Secondary Exit: Proceed down main corridor. Turn right through double doors at end of corridor. Proceed down stairwell to Reference room (Library) and exit building via east exit door nearest Higgins Hall. Proceed to designated assembly area.

Fire Wardens: Mrs. Lata Johnson & Ms. Lena Johnson

ZONE 13

Location: Rooms 245 – 252, 261 – 264 & 275

Offices: Administrative Assistant to the Chancellor Executive Assistant to the to Chancellor
Chancellor's Conference Room Director of Fiscal Affairs
Chancellor's Office Registrar's Office
Chancellors Reception Area Vice Chancellor's Office

Primary Exit: Exit Chancellor's suite and proceed down main corridor to faculty area. Exit building via emergency exit door by secretarial area nearest Higgins Hall. Proceed to designated assembly area.

Secondary Exit: Exit Chancellor's suite and proceed down main corridor. Turn right through double doors at end of corridor. Proceed down stairwell to Reference room (Library) and exit building via east exit door nearest Higgins Hall. Proceed to designated assembly area.

Fire Wardens: Mr. Bertell Dixon & Ms. Dorothy Lewis

ZONE 14

Location: Rooms 277 – 291

Offices: Faculty Offices

Primary Exit: Proceed down main corridor and exit building via southeast stairwell nearest Higgins Hall. Proceed to designated assembly area.

Secondary Exit: Proceed down main corridor to rear (north) exit door. Exit building via northeast stairwell leading to paved parking lot. Proceed to designated assembly area.

Alternate Exit: Proceed out front door of faculty area to double doors. Descend stairwell to Reference room (Library). Exit building via east emergency exit doors nearest Higgins Hall or north emergency exit door leading to paved parking lot. Proceed to designated assembly area.

Fire Wardens: Mrs. Tina Washington & Arianne Alexander

ZONE 15

Location: Rooms 292 – 302

Offices: Faculty Offices

Primary Exit: Proceed down main corridor to rear (north) exit door. Exit building via northeast stairwell leading to paved parking lot. Proceed to designated assembly area.

Secondary Exit: Proceed down main corridor and exit building via southeast stairwell nearest Higgins Hall. Proceed to designated assembly area.

Alternate Exit: Proceed out front door of faculty area to double doors. Descend stairwell to Reference room (Library). Exit building via east emergency exit door nearest Higgins Hall or north emergency exit door leading to paved parking lot. Proceed to designated assembly area.

Fire Wardens: Ms. Errica Williams & Mrs. Juanita Richard

In addition to the above instructions, **I would like to restate that elevators should never be used in the event of an emergency.** Also, be reminded that the designated assembly area is east of the Law Center in the open lawn across the street from Higgins Hall.

Special provisions will be made for all persons with any handicap that would impede their speedy evacuation from the building.

All individuals with handicaps should register with the Building Emergency Coordinator in Room 109 G on the west wing of the Law Center. An activity grid will be made for each individual and distributed to all fire wardens.

If there are any questions, comments or suggestions for improvement of this evacuation plan please feel free to contact the **Building Emergency Coordinator in Room 109.**

Become familiar with this plan. A speedy evacuation saves lives!

SOUTHERN UNIVERSITY AG CENTER EMERGENCY RESPONSE PLAN AND SAFETY MANUAL



~ OCTOBER 2006 ~

“Linking Citizens of Louisiana with Opportunities for Success”

**P.O. Box 10010 ~ Ashford O. Williams Hall ~ Baton Rouge, Louisiana 70813
(225) 771-2242 / (225) 771-2262**



“Linking Citizens of Louisiana with Opportunities for Success”

Southern University and A & M College System
AGRICULTURAL RESEARCH AND EXTENSION CENTER

Ashford O. Williams Hall
P. O. Box 10010
Baton Rouge, LA 70813
(225) 771-2242
(225) 771-2861 Fax
www.suagcenter.com

Memorandum

To: Southern University Ag Center Personnel and Students

From: James Mahomes
Building Emergency Coordinator

Re: Contingency Plan (Evacuation Procedures)

Date: October 3, 2006

This communication is to inform you that I have been designated as the Building Emergency Coordinator for A. O. Williams Hall, M.A. Edmond Livestock Arena, Farm office and research station, poultry building, dairy station, machine storage building, and meat processing laboratory. A building emergency coordinator has the following responsibilities:

Whenever there is an emergency situation such as a hazardous substance release, fire, explosion, bomb threat, hurricane, tornado, flooding, armed intruder / assailant or terrorist attack; the Building Emergency Coordinator needs to identify the character, exact source, amount or extent of the emergency. This may be done by observation, review of facility records, and/or if necessary, by chemical analysis.

- Determine the need for outside resources and off-site notifications and make, or have someone make, the necessary calls.
- Advise building occupants of the nature and location of the emergency, what action is required and where to assemble.
- Notify the Campus Emergency Coordinator (CEC) as to who is in the building.
- If evacuation is required, see that all occupants have safely left the building.
- Turn off, or direct someone to turn off, the building HVAC System and close all doors and windows in case an external gas leak is involved.
- Direct and control personnel in Emergency Assembly Area.
Coordinate with the CEC to obtain a head count of all personnel.
Coordinate all on-the-scene emergency response activities and work with the off-site response personnel to control or contain the emergency.
- Remain on the scene until relieved by a senior member of the Emergency Response Team.

Along with the above responsibilities, I will coordinate scheduled and unscheduled fire drills. Please refer to SECTION XIII. EVACUATION PROCEDURES and SECTION XIV.

PROCEDURES FOR SPECIFIC TYPES OF EMERGENCIES of the SU Ag Center EMERGENCY RESPONSE PLAN and the EVACUATION PLAN FOR A. O. Williams Hall and other facilities listed above. After reading the information provided, if there are any questions concerning evacuation procedures, please contact my office.

Please note the designated emergency assembly area for the A.O. Williams Hall in APPENDIX D, Item 4. It is strongly suggested that you read all referenced information at your earliest convenience.

xc: Chancellor Leodrey Williams.

SECTION XIII EVACUATION PROCEDURES

Notice to evacuate any building will be received via an audible or visual alarm or telephonic message. In an emergency situation, the public address system may also be activated to provide oral instructions. If the alarm systems and public address system are disabled, University Police officials will provide the notice to evacuate by verbal commands.

When an Evacuation Notice is given, occupants of the building must evacuate observing the procedures listed below:

A. Emergency Evacuation of the A.O. Williams Hall

1. Evacuate whenever a fire alarm sounds, the Building Emergency Coordinator or senior staff member on site will inform you to evacuate. Personnel should ensure other building occupants are aware of the evacuation request and help all building occupants to leave.
2. Stop what you are doing and walk, do not run, to the nearest stairwell and proceed down the stairwell to the first floor, and from the first floor to the designated safe area for your group. If you are working in an area away from your regular work station, follow the instructions of the coordinator for the area in which you are working when you learn of the emergency. Do not attempt to return to your regular work area if an emergency is announced.
3. If the coordinator is absent, follow the posted emergency exit diagram.
4. Do not use elevators in any emergency situation.
5. Take personal belongings, such as purse, coat, and car keys if they are within easy reach and can be collected quickly.
6. Office doors should be closed but not locked when personnel exit.
7. Listen to instructions from work area leaders and area coordinators or those provided via the public address system. Follow these instructions.
8. Regroup with your co-workers in the designated safe area for accountability. Because of the possibility of flammables, do not smoke in designated safe areas until the "All Clear" notice is received.
 - a. Emergency assembly area is the area 500 feet north, between the Main entrance of A.O. Williams hall and the flag poles on B.A.Little Drive.
9. Do not re-enter the building until the "All Clear" signal is announced by Fire or law enforcement officials. Return to your work area via stairwells.

B. Emergency Evacuation of M. A. Edmond Livestock Arena:

1. Evacuate whenever a fire alarm sounds.
2. Stop what you are doing and walk to the nearest exit leading outside.
3. Take personal belongings within easy reach and move quickly.
4. If you are exiting the office, close but do not lock doors.
5. Follow the emergency exit posted instructions.
6. Regroup with co- workers in front of building for accountability.
7. Do not re- enter the building until “all clear” signal is announced by the fire or law enforcement officials.
8. Return to your work area.

C. Emergency Evacuation of Meat Processing Laboratory

1. Evacuate whenever a fire alarm sounds.
2. Stop what you are doing and walk to the nearest exit leading outside.
3. Take personal belongings within easy reach and move quickly.
4. If you are exiting the office, close but do not lock doors.
5. Follow the emergency exit posted instructions.
6. Regroup with co- workers in front of building for accountability.
7. Do not re- enter the building until “all clear” signal is announced by the fire or law enforcement officials.
8. Return to your work area.

D. Emergency Evacuation of the Farm Office and Research Station

Same as Section B, page 5

E. Emergency Evacuation of Poultry Building

Same as Section B, page 5

F. Emergency Evacuation of Dairy Station

Same as Section B, page 5

G. Emergency Evacuation of Machine Storage Building

Same as Section B, page 5

H. Evacuation of Persons with Disabilities

If a disabled occupant is unable to exit a building unassisted, building personnel should Assist the individual(s) to the nearest fire exit landing. Transporting of disabled individuals Should be avoided until emergency personnel arrive unless imminent life- threatening Conditions exist in close proximity.

I. Procedures for Non- Ambulatory Persons (in wheelchairs)

Most ambulatory persons will be able to exit from the ground floor safely without assistance. However, assistance may be necessary in the event that elevators have stopped working from upper and lower floors or in the case of fires, when elevators should never be used.

If assistance is needed and not life threatening to the carriers, allow the person to instruct the carrier(s) as to the safest method of lifting and/or carrying the person. This may include removing the person from the chair or carrying the person in the chair. (Battery operated chairs are extremely heavy.)

As conditions allow, ask the person's preference with regard to:

- Method(s) of being removed from the chair.
- The number of persons necessary for assistance (in the event the person must be carried, a relay team concept may be necessary.)
- Whether it is necessary to bring along a seat cushion or pad for the person to rest upon.
- Whether the person should be carried forward or backward.
- Whether after care is necessary if the person is removed from the chair, and whether a stretcher, chair with cushion or pad, car seat, or medical/ambulance assistance is necessary.
- Some persons have no upper body strength. If a seat belt is available on the wheelchair, secure the person in the chair.

E. EVACUATION ROUTES

Maps showing evacuation routes should be posted in A.O. Williams' hallways, stairways, and laboratories.

The University Police will determine the evacuation route for all individuals using personally owned vehicles. Instructions will be given over public address systems relative to the emergency.

Individuals without personal vehicles will be provided for through organized transportation. Instructions will be given to gather at a particular location for an immediate and orderly pickup and evacuation from the A.O. Williams Hall.

Evacuation routes for departing the campus will most likely be as follows:

Primary Route is Mills Avenue. It is the closest street and it offers access to Scenic (North and South) Highway, Interstate 110 (total access to the city and other highways, Plank Road (North and South), and all other streets and communities to the East.

Secondary Route is Swan Street. It is three block South of Mills Avenue. Swan Street has an East and West direction, but it is limited to only one block off the campus before it stops at Scenic Highway. A right turn on Scenic will connect with Harding Boulevard. A left turn at Scenic Highway will connect with Interstate 110 or follow Scenic Highway, North to a less industrialized area including Baker, Zachary, Port Hudson or St. Francisville.

F. EMERGENCY ASSEMBLY AREAS

Emergency assembly area is the area 500 feet north between the main entrance of A.O. Williams Hall and near the flag pole on B. A. Little Drive.

Through discussions with each other, it should be determined if anyone is unaccounted for and may need assistance. Roll calls and other evacuation results or questions should be presented to the Building Emergency Coordinator for each building or department. Building Emergency Coordinators will provide status reports and updates from their assembly area to the Campus Emergency Coordinator.

SECTION XIV PROCEDURES FOR SPECIFIC TYPES OF EMERGENCIES

This section provides more specific information regarding what to do in case of different types of emergencies. The evacuation and assembly procedures described previously should be used for all types of emergencies when the evacuation of buildings is necessary. Staff and members of the Emergency Operations Team and Emergency Response Team should also consult Section II and III for descriptions of their specific responsibilities.

A. FIRE OR EXPLOSION

Vice Chancellor, directors, and/or Fire Safety Coordinator will conduct an annual review of fire emergency plans. An evacuation diagram, including pre-designated outside assembly area, should be prepared, posted, and reviewed with staff. The location of fire alarm pull stations should also be reviewed.

In preparation for such a disaster as a fire, the following measures should be taken:

1. Maintain all fire extinguishers in a fully charged condition and have them inspected annually.
2. Update evacuation diagram and post it; include an outside assembly area for faculty and staff.
3. Maintain back-up computer data and copies of difficult-to-replace information in fireproof safe or other secure location.
4. Maintain employee phone and address list.
5. Conduct a supervised fire drill as appropriate.
6. Discuss any special arrangements for handicapped evacuation.

1. Fire Emergency Activities

- a. Protect the safety of staff. Make sure handicapped individuals are assisted out of the building.
- b. Notify Fire Department with pertinent information or activate fire alarm pull station.
- c. Notify immediate supervisor.
- d. Attempt to contain or extinguish fire if fire is small.
- e. Evacuate building if fire is not immediately extinguished.

~ NOTICE: DO NOT USE ELEVATOR DURING A FIRE EMERGENCY ~

- f. Do not allow re-entry into the building until cleared by authorities at the scene.
- g. If possible, safely secure all valuable records.
- h. Keep all doors and windows surrounding the fire area closed in order to contain the fire.
- i. If conditions permit, move equipment or furnishings out of fire vicinity to minimize damage.
- j. Execute notification plan after emergency is under control or as time permits.

2. Salvage and Restoration

- a. Secure building and/or property from further damage or loss. Arrange for temporary protection such as boarding up windows, rigging tarpaulin, and so forth.
- b. Arrange security if needed to prevent looting or vandalism.
- c. Risk Management must be notified of every fire, regardless of size, even if it is already extinguished.
- d. Do not throw away any damaged material until you are authorized to do so by Risk Management or until after they have seen them . This does not prohibit you from removing burned or damaged material to the outside of the building. Place this material in a "hold area" until adjuster has seen it.

B. SEVERE WEATHER / STORMS

Although tornadoes are not frequent in the Baton Rouge area, severe thunderstorms which can create conditions susceptible for the formation of tornadoes are common. The following precautions should be taken in such an event. Generally there will be a brief warning period, which is insufficient to take major emergency protection measures for the facility, but hopefully sufficient time for last minute survival efforts.

1. Thunderstorms / Tornadoes

Severe Thunderstorm Warning means a thunderstorm producing lightning and damaging winds may be moving toward the immediate vicinity.

- a. If you receive notification of a Severe Thunderstorm Warning stay away from windows and areas with a large expanse of glass.
- b. Notification may be received via local media, public address system, or weather alert radio.

***TORNADO WATCH** means atmospheric conditions favor the development of storm in which a tornado may develop. Keep your radio, TV or NOAA weather radio tuned to a local station for information and advice from Weather Service.*

*Be prepared to take emergency action if situation changes to a **TORNADO WARNING**. Tornado Warning means a tornado has been spotted in East Baton Rouge Parish or the immediate area.*

- c. If you receive notification of a tornado warning or sight a tornado, move to the lowest level in the interior hallway of the building as quickly as possible. Notification may be received via East Baton Rouge Warning Siren, public address system, or weather alert radio.
- d. Stay away from windows and areas with a large expanse of glass.
- e. Avoid auditoriums, gymnasiums, and other large rooms with free-span roofs.

~ NOTICE: DO NOT USE ELEVATOR DURING A TORNADO/HURRICANE ~

- f. If disabled cannot safely move to the lowest level, direct or assist them to an interior hallway away from windows and areas with a large expanse of glass.
- g. Protect your head and face. If possible, get under a sturdy table or other structure.
- h. After the tornado, stay alert! Take extreme care when moving about in an area damaged by a tornado. Watch for downed power lines, shattered glass, splintered wood, or other sharp protruding objects.

2. Tropical Storms and Hurricanes

Hurricane season is usually from June 1 through November 30. The Southern University Ag Center Campus Emergency Coordinator will track tropical storm development by monitoring the local radio station, NOAA website and other external information sources. The Command Team and Emergency Operations Team shall be immediately notified if there is any indication of a storm tracking toward the Baton Rouge area. As a Level III (major emergency) under this Plan, all personnel will be instructed to evacuate the campus except those assigned duties in this plan. The activation of the Emergency Operations Center and those assigned responsibilities will be carried out in accordance with this Plan for major emergencies.

When a hurricane or other disaster occurs, time for preparation may not be available. Therefore, each unit of the Ag Center should do advance preparation with periodic backup of data and contingencies for destruction by fire, flood or other cause.

PRE-HURRICANE / STORM

Vice Chancellors and directors are required to take appropriate measures to ensure the preservation of Ag Center property and safety of personnel. Below is a list of those actions, which include but are not limited to the following:

- a. Review Department Emergency Response Plans, updating as necessary any of the following: Names, addresses, and telephone numbers of all personnel.
- b. Distribute Department Emergency Response Plans to all personnel (especially new hires) and review it to ensure that the staff is familiar with its contents.
- c. Make arrangements for appropriate remote storage of critical computer disks, back-up files, and archival records.
- d. Identify and inspect all areas and equipment which may cause or be subject to a disaster. e.g. wiring systems, electrical appliances, lab equipment, etc.
- e. Designate essential personnel who shall remain on campus during a disaster and/or to report back as soon as possible after a disaster.
- f. Ensure that the "Emergency Contact Telephone Number(s) for the Ag Center" are known by all employees and who to contact once a disaster is over so their status can be communicated to Ag Center administration and any special needs of employees can be determined.

~ PRIOR TO A HURRICANE STRIKING and EVACUATION ~

- g. Turn off (preferably disconnect) all electrical equipment including typewriters, computers, lights, window air conditioners, microwaves, etc. Refrigerators should be left on at the coldest setting and covered with a blanket, if available.
- h. If practical, move desks, file cabinets and equipment away from windows and off the floor; store as much equipment as possible in closets or in windowless rooms away from external walls.
- i. Clear desk tops completely of paper and other articles. Protect books and equipment by covering with plastic sheeting and using masking tape to secure.
- j. Remove any food and perishable supplies from the office area.
- k. In locations where flooding is a possibility, to the extent practical, relocate critical equipment from the ground floor to a higher floor or a higher off-site location.
- l. Lock all file cabinets and desk drawers. Lock and secure all doors and windows.
- m. Remove all loose items (garbage receptacles, chairs, tables, plants, etc.) from outside of buildings. Remove all items from window ledges.

~ EVACUATE! ~

NO AGRICULTURAL BUILDING IS DESIGNATED AS AN OFFICIAL HURRICANE SHELTER. *Non-essential employees are discouraged from seeking shelter in the Ag facilities. They should remain at home, stay with friends, or go to a public shelter. Essential employees are likely to be expected to stay in a Agriculture Facility.*

DURING HURRICANE / TROPICAL STORM

The Emergency Operations Center will be in operation and will remain in communication with the East Baton Rouge Parish EOC and other critical staffed areas on campus and will coordinate appropriate support as feasible.

The Southern University Ag Center Emergency Coordinator will fully activate the Emergency Operations Center and will immediately implement the following:

- a. Continue communication with the East Baton Rouge Emergency Operations Center.
- b. Establish an emergency communications network
- c. Maintain contact with the Chancellor, members of the Emergency Operations Team and other personnel assigned duties in this plan.
- d. Instruct staff advisors to evacuate and do not lock each building.

Some Personal Advice

During a Hurricane:

If a hurricane is likely in your area, you should:

- Listen to the radio or TV for information.
- Turn off utilities if instructed to do so. Otherwise, turn the refrigerator thermostat to its coldest setting and keep its doors closed.
- Turn off propane tanks. Avoid using the phone, except for serious emergencies.

You should evacuate under the following conditions:

- If you are directed by local authorities to do so. Be sure to follow their instructions.
- If you feel you are in danger.

If you are unable to evacuate, go to your safe room. If you do not have one, follow these guidelines:

- Stay indoors during the hurricane and away from windows and glass doors.
- Close all interior doors- secure and brace external doors
- Keep blinds closed. Do not be fooled if there is a lull: it could be the eye of the storm- winds will pick up again.
- Take refuge in a small interior room, closet, or hallway on the lowest level.
- Lie on the floor under a table or another sturdy object.

Hurricane Hazards

- Hurricane Winds
- Rainfall and Flooding
- Storm Surge
- Tornadoes
- Hazard Forecast Updates

One of the most dramatic, damaging, and potentially deadly events that occur in this country is a hurricane.

Hurricanes are products of the tropical ocean and atmosphere. Powered by heat from the sea, they are steered erratically by the easterly trade winds and the temperate westerly winds, as well as by their own energy. As they move ashore, they bring with them a storm surge of ocean water along the coastline, high winds, tornadoes, torrential rains, and flooding.

Each year on average, ten tropical storms develop over the Atlantic Ocean, Caribbean Sea, or Gulf of Mexico. About six of these typically strengthen enough to become hurricanes. Many of these remain over the ocean with little or no impact on the continental United States. However, about five hurricanes strike the United States coastline every 3 years. Of these five, two will be major hurricanes measuring a category 3 or higher (defined as having winds above 111 miles per hour) on the Saffir-Simpson Scale. These storms can end up costing our nation millions, if not billions, of dollars in damages.

During a hurricane, homes, businesses, public buildings, and infrastructure may be damaged or destroyed by many different storm hazards. Debris can break windows and doors, allowing high winds and rain inside the home. In extreme storms (such as Hurricanes Hugo, Andrew and Katrina), the force of the wind alone can cause tremendous devastation, as trees and power lines topple and weak elements of homes and buildings fail. Roads and bridges can be washed away and homes saturated by flooding. Destructive tornadoes can also be present well away from the storms center during landfall. Yet, storm surge alone poses the highest threat to life and destruction in many coastal areas throughout the United States and territories. And these threats are not limited to the coastline -- they can extend hundreds of miles inland, under the right conditions.

Hazard Forecast Updates

- National Hurricane Center
- National Weather Service
- Storm Prediction Center
- River Forecast Centers
- Hydro meteorological Prediction Center
- Climate Prediction Centers

Health and Safety Guidelines

Your first concern after a disaster is your family's health and safety. You need to consider possible safety issues and monitor family health and well-being.

Aiding the Injured:

Check for injuries. Do not attempt to move seriously injured persons unless they are in immediate danger of death or further injury. If you must move an unconscious person, first stabilize the neck and back, then call for help immediately.

- If the victim is not breathing, carefully position the victim for artificial respiration, clear the airway, and commence mouth-to-mouth resuscitation.
- Maintain body temperature with blankets. Be sure the victim does not become overheated.
- Never try to feed liquids to an unconscious person.

Health:

- Be aware of exhaustion. Don't try to do too much at once. Set priorities and pace yourself. Get enough rest.
- Drink plenty of clean water. Eat well. Wear sturdy work boots and gloves.
- Wash your hands thoroughly with soap and clean water often when working in debris.

Safety Issues:

- Be aware of new safety issues created by the disaster. Watch for washed out roads, contaminated buildings, contaminated water, gas leaks, broken glass, damaged electrical wiring, and slippery floors.
- Inform local authorities about health and safety issues, including chemical spills, downed power lines, washed out roads, smoldering insulation, and dead animals.

The Southern University Physical Plant will be responsible for coordination of pre-season preparations. This includes procuring emergency supplies, boards, tools, batteries and other provisions needed, before, during, and after a hurricane disaster. The Southern University – Baton Rouge Campus, Director of Physical Plant shall coordinate appropriate personnel to implement the following:

- a. Ensure functioning of emergency generator power source to the Emergency Operations Center and other areas based upon pre-established priority list.
- b. Provide appropriate stand-by personnel for emergency work in each Physical Plan department.
- c. Provide personnel and equipment necessary to keep access to the University roads and driveways clear by removing limbs, fallen trees, and debris.
- d. Secure all Physical Plant Division material and equipment subject to damage or potential hazard.
- e. Maintain contact with Emergency Operations Center.
- f. Secure refuse containers and other objects on campus grounds that would be potential hazards.
- g. Every effort will be made by the Physical Plant Division to maintain campus utilities, and respond to the need for emergency repairs as they occur.

POST HURRICANE / TROPICAL STORM

As soon as it is safe to do so, the Building Emergency Coordinator should return to A.O. Williams Hall, make a damage survey and report the conditions of the building to the Emergency Operations Center or appropriate work management center as directed.

The Southern University – Baton Rouge Campus, Director of Physical Plant will be responsible for post-hurricane clean-up operations and will provide maximum support with available resources. Physical Plant Division will provide interim repairs to facilities, boarding of damaged doors and windows to reduce subsequent damage and erecting barricades to provide protection from hazards.

The Southern University Ag Center's Office of the Chancellor and Technology Services will continue providing coordination and dissemination of information regarding the event and recovery through appropriate means.

The University will coordinate, as appropriate, with representatives of FEMA, state and local authorities.

Damage Assessment Forms

The timely collection of storm related damage is critical to the ability to recover eligible funds from insurances and where insurance coverage does not exist, under FEMA. A photographic record of the damage is an important part of the process. One should always place a location indicator within the field of the photograph such as building and room number written on a pad placed in the photo. The following forms provide a vehicle for collecting the required information.

(See APPENDIX, DAMAGE ASSESSMENT FORMS)

C. FLOODING

Flooding in the agricultural area will typically be the result of torrential rains or mechanical problems. Water damage will probably be confined to ground floor area; and for short periods of time. Accomplishment of shutdown procedures of the areas that may be affected by flooding is of primary consideration to prevent fire, explosion, and electrical hazards.

Concurrently, pumping will begin as soon as water levels threaten. Any area flooded or evacuated will be sealed off by barricades to prevent injury to employees; and to prevent pilferage and interference with emergency operations.

Once the dangerous conditions to employees have been reduced, immediate attention will be turned to minimizing the damage or loss to property and equipment by water. Sand bags will be used where feasible to protect against flood waters. Teams will be organized to remove records and other Southern University Ag Center vital documents to safety. Damage assessment will be continually reported to the Campus Emergency Coordinator or the Emergency Operations Center.

1. Flooding caused by pipe break, sink overflow, or other plumbing problem:

- a. Try to identify the source of the water and turn it off if this can be done safely.
- b. If flooding is caused by pipe break, sink overflow, or other plumbing problem notify Facilities Operations. Do not leave a voice mail message; make sure you talk with Facilities Operations staff.
- c. After hours notify University Police.
- d. Provide sufficient information (building, floor, room, degree of flooding, or potential damage due to the flooding).

2. Flooding caused by heavy rain:

- a. If the flooding is caused by heavy rains, notify Facilities Operations. Do not leave a voice mail message; make sure you talk with Facilities Operations staff.
- b. After business hours notify University Police.
- c. Attempt to close doors and windows to prevent water from entering, if possible and safe to do so.
- d. Focus resources on minimizing the spread of water into other areas of the building.
- e. Do not enter a flooded area until staff electricians have deactivated all electrical circuits.

3. Protect property and equipment:

- a. Protect property and records by removing items from floors and / or covering with water resistant coverings.
- b. Unplug electrical equipment such as computers and printers, etc.
- c. After business hours, the department head or responsible individual(s) for the area affected should be notified.
- d. The department head or other responsible party should make necessary arrangements to salvage damaged movable equipment, supplies and other materials.

4. Evacuate personnel and report additional problems:

- a. Evacuate personnel as needed. Notify University Police or utilize the fire alarm system if an immediate evacuation is required.
- b. Post a staff member at the entrance to the flooded area to keep out unauthorized personnel.
- c. Complete Damage Assessment Forms as required.

D. BOMB THREATS

Most bomb threats are hoaxes and are primarily made to disrupt business operations. However, the possibility that a threat may be authentic requires action on the part of the University for the safety of personnel and property. In the event a threat is received during normal business hours, NOTIFY UNIVERSITY POLICE IMMEDIATELY and evacuate immediately. If a threat is received during non-business hours NOTIFY UNIVERSITY POLICE IMMEDIATELY, but it will be the responsibility of the Vice Chancellors to notify employees that evacuation is necessary. What to do:

***General Threat:** This type of caller will generally only indicate there is a bomb, but will not give any other information.*

***Specific Threats:** This caller will generally indicate a specific location, time, and often the reason for making the call.*

1. Individual Actions

Get as much information as you can, asking them to repeat what they have said, and remembering all details of the conversation. Record this information on the BOMB THREAT CHECKLIST / TELEPHONE PROCEDURES located at APPENDIX G Listen for background noises, foreign accents, speech impediments, gender, etc., that may help identify the caller. Immediately report the incident to your supervisor.

If a bomb is discovered prior to local authorities arriving, evacuate all remaining individuals immediately. Do not touch, move or cover the object. Make note of its description and exact location. Do not use walkie-talkie devices or cell phones in the area. Restrict all access to the building(s) to authorized personnel only. Following an evacuation, do not let anyone re-enter building(s) until authorized. The Director of Physical Plant or his designee will determine if gas or fuel lines should be shut off.

2. Supervisor Actions

Immediately report the incident to University Police. They will contact other units (i.e., bomb squad, emergency services, etc.). Start building evacuation, and be sure each person is out of building. Arrange to have members of staff or qualified personnel available to accompany emergency services on inspection.

3. Conducting the Search

The search for and dismantling of a bomb or explosive device should be conducted by a trained professional. However, university personnel may be required to assist in the search. If a suspicious object is found, DO NOT TOUCH IT. Report it to emergency services and clear the area.

E. ARMED INTRUDER / ASSAILANT

Recently, armed intruders have resulted in an alarming number of injuries and deaths on college, university and high school campuses. Usually an intruder is an angry student or employee or someone from off-campus who is extremely upset with a specific student, faculty or staff member. However,

armed intruders can also include several individuals, such as members of a gang or persons who are bound together by a common cause or grudge.

Although the motive of the intruder(s) might be to kill or injure single individual, events involving armed intruders often escalate to include large numbers of people, including the taking of hostages.

The University Police will notify the Chancellor or the highest ranking person available in the Chancellor's Office in any cases involving known or suspected armed intruders. Depending on the circumstances and time of the event, it may be determined by the Chancellor or his representative to be necessary and feasible to convene the Emergency Operations Team to assist with response activities, including making a decision to initiate lock-down procedures. Under circumstances where a delay in seeking direction from the Chancellor or the EOT would result in significant risks to the lives of the Ag community, lock -down procedures will be initiated immediately by the University Police. However, in any cases involving the need to initiate lock-down procedures, the Chancellor's Office will be notified immediately and the EOT will be asked to convene in the Emergency Operations Center to provide further direction with regards to University response activities.

Lock down procedures will include: calling the notification of Building Emergency Coordinators to begin the lock down process, physical securing of Ag buildings by the BEC's and campus security and posting signs indicating that a lock-down is in place.

If armed intruders are present on campus, the Baton Rouge Police Department and other local and state law enforcement agencies will be contacted immediately by the University Police (**or through a 911 call from an individual**). The University Police will serve as the liaison with off campus law enforcement officials and assist with the coordination with other University units and the EOT.

1. What to do if you suspect an event involving an armed intruder may possibly occur on campus:
 - a. Notify the University Police if you are aware of any threats or have other information that makes you suspect an event involving an armed intruder might be possible.
 - b. Trust your instincts. Better to be wrong than to ignore warning signs of possible tragic events.

2. What to do if you know or suspect an armed intruder is present on campus:
 - a. Call University Police and/or 911 and provide the information requested. Stay on the line until being told that it is okay to disconnect.
 - b. If indoors, remain in your office, behind a locked door (if possible) and away from windows. If you suspect an armed intruder is in close proximity, try to find a safe hiding place.
 - c. If outdoors, find refuge nearby building.
 - d. Remain calm and quiet.
 - e. Wait for police to arrive.
 - f. If instructed by authorities to evacuate a building or the campus grounds, follow

directions exactly.

- g. If you should witness any injuries or deaths, identify yourself to authorities as soon as it is safe to do so.

3. What not to do if you know or suspect an armed intruder is on campus:

- a. Do not leave your office to try to “see what’s happening”.
- b. Do not confront or try to apprehend the intruder.
- c. Do not assume that someone else has called the University Police and/or 911.

4. What to do after an armed intruder has been apprehended:

- a. Contact the Office of University Police if you have any information to share about the incident.
- b. Contact your friends and families to let them know you are okay.
- c. Check the Southern University Ag Center homepage for information and announcements regarding possible changes to safety and security provisions.
- d. Contact the Southern University Ag Center Office of Academic Support if you are in the need of counseling.

After an immediate crisis involving an armed intruder, the Emergency Operations Team will meet to discuss the event and determine if anything needs to be done to improve campus safety and security. The Office of Media Relations will meet to determine how news of the event and related issues involving campus safety and security should be communicated to the University community, media, parents of students, alumni, donors and other external groups.

F. HAZARDOUS MATERIAL INCIDENT

The Baton Rouge metropolitan area is highly industrialized where multiple risks of hazardous material exist. The University is bordered on by the Mississippi River on the west, a major petrochemical plant on the south, a major highway which serves as a main thoroughfare for the transportation of chemical and petroleum products, and two (2) major railroad routes on the east. More petrochemicals plants, a municipal landfill, a hazardous waste disposal company and a nuclear power plant are located further north of the campus.

1. Off-Campus Release

A major off-campus release could require sheltering or evacuation of all or part of the campus. The implementation of this protective action on the campus will be closely coordinated with the Parish EOC to ensure the timely integration of the traffic flow from the University campus into the routing designated by the Parish.

2. On-Campus Incident

If you create or discover a spill or release and are unable to control or clean up the spill, someone is injured or ill, or there is fire or an explosion this is an emergency and you should:

- a. Close off area to prevent further contamination, and restrict access to the area.
- b. Activate fire alarm.
- c. Evacuate building or area.
- d. Follow Building Evacuation Procedures.
- e. Immediately report any spill or release of a hazardous chemical, from a safe location using the Hazardous Material Release/Spill Report.

Call University Police and provide:

- Your name
- Name of material spilled, if known
- Estimated amount
- Exact location of spill
- Report injuries
- Actions you have taken

- a. Once outside, move to an area that is at least 300 feet away from the affected building, and not downwind. Keep streets and walkways clear for emergency vehicles and crews.

DO NOT RETURN TO AN EVACUATED BUILDING unless authorized by responding emergency personnel.

- f. If the release or spill of hazardous material is “minor” and capable of being cleaned up without the assistance of emergency personnel, the following steps should be taken:
 - g. Wear respiratory protection and other appropriate personal protective equipment. Check the Material Safety Data Sheet for specific instructions.
If a flammable material, eliminate all sources of ignition in the area. This may involve shutting off electrical power and vehicular or motorized equipment in the area.
 - h. Clean spill area with appropriate cleaning solution. (Check MSDS).
 - i. Should decontamination be required for employees or other personnel exposed to hazardous materials, contact the University Chemical and Hazardous Material safety Officer for assistance.

3. Radioactive Spill Response

If a spill of radioactive material cannot be controlled or cleaned up with available resources, results in a person being injured and/or there is a fire or explosion, the Emergency Response Plan should be activated:

Immediate Actions:

- Close off the area
- Pull fire alarm and evacuate building
- Call University Police or 9 -911 (from a Campus phone) or 911

4. Response to Minor Radioactive Spills

Minor spills are those spills of a few micro-curies of activity where the radionuclide does not become airborne and emergencies where there is no personal injury. Lab personnel can utilize a spill response kit to handle most minor spills.

A. Prevent Spread of Contamination

- a. Immediately notify all persons in room or area about the spill.
- b. Limit access to the area of the spill to those persons needed for cleanup purposes. Do not let other persons into the area until spill is decontaminated.
- c. Confine spill and prevent spread of contamination, (i.e., cover the spill with absorbent materials). If a liquid spilled from an intact container, return container to the upright using gloves or a lever.
- d. If volatile (dusts, fumes, gases) materials are involved, turn off all fans and shut off room ventilation system, but keep fume hood on to keep the room under negative pressure.
- e. Limit the movement of persons involved who may be contaminated, and do not allow them leave area until they are surveyed for contamination.
- f. Survey potentially contaminated personnel. If the spill is on clothing, remove / cut contaminated clothing, and package it separately as radioactive. If skin is contaminated, immediately wash it with water and soap.
- g. Survey the entire area and mark contaminated areas using magic markers.

B. Pre-Decontamination Procedures

- a. Wear protective attire (heavy-duty rubber gloves, lab coat, safety
- b. glasses, footwear).
- c. Re-evaluate (i.e., monitor) the extent of the contamination, survey the entire lab/area. Make sure all contaminated areas are identified and marked.
- d. Make a decontamination plan. What to clean first, how many people need to be involved, who should remain in clean area to bring supplies... etc.

C. Decontamination

- a. Clean wet spills or wet contamination using absorbent paper/towels by wiping it. Start at the outside edge of the spill and work inward. After the liquid is cleaned, treat the residue as dry contamination (see next item).

- b. For dry contamination, dampen absorbent paper towel and/or the contaminated surface. (Generally, water may be used, except where a chemical reaction with the water could generate an air contaminant or a chemical or physical hazard. Mineral oil or another predetermined organic solvent should then be used.)
- c. Wipe down area starting at the outside edge of the contaminated area
- d. and working inward.
- e. Powder or resin bead spills, do not dry mop it. If dusts are possible, wear appropriate respiratory protection, and decontaminate using a high efficiency HEPA filter vacuum. If HEPA-filtered vacuum is not available, carefully dampen the contaminated area making sure the solution used (e.g., water, vinegar, etc.) does not react with the spill.
- f. Once moistened, clean using the procedures for a wet spill.
- g. Dispose of the absorbent paper into yellow plastic radioactive waste bags after each use; mark the waste with "Caution Radioactive Material" tape. Decontamination solutions must not be allowed to drip onto other surfaces.

D. Decontamination Supplies

- a. Yellow plastic bags, "Caution Radioactive Material" tape, absorbent materials (e.g., absorbent paper, "floor dry"), decontamination detergents (e.g., mild soap, lava, vinegar), and rope or tape, bucket of water, decontamination solutions, scrubbers, brushes, mops... etc.
- b. Protective clothing, heavy duty plastic gloves or a box of disposable gloves, lab coat, footwear, and safety glasses.
- c. Portable radiation survey meter, swipes and alcohol (to moisten wipes).

G. TERRORIST ATTACK

Terrorism is “the unlawful act of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives” [28CFR0.85(1)]. What makes terrorist acts so dangerous is that they are systematic, unpredictable and indiscriminate criminal acts intended to cause damage, to inflict harm, and to kill. The purpose is to achieve maximum disruption of normal activity and to create extreme anxiety and paralyze the target population. Its success depends upon the fear it creates.

The nature of hazards resulting from terrorist attacks or other off-campus disasters range from chemical, biological, nuclear/radiological and/or explosive. The initial detection of a terrorist attack will likely occur through responses to 911 calls where unusual multiple injuries and deaths have occurred or unusual symptoms have been noticed. In the case of chemical attacks, general indicators of a terrorist attack include unexplained casualties and an unusual liquid, spray or vapor. In the case of a biological attack, hospitals and health centers may notice an unusual illness and a definite pattern inconsistent with natural disease.

It is important to recognize that terrorism is a criminal act and effort should be made to coordinate with law enforcement agencies to preserve physical evidence where feasible without compromising medical

care to the victims.

1. Suspicious Packages/Envelopes

Although a package could contain a biological, chemical or explosive agent, the likelihood is remote. Experience demonstrates that most are a hoax. We must use common sense. The fact that you receive a package without a return address is no reason in itself to be alarmed, particularly if you are accustomed to getting those types of package from a known sender. However, it is our responsibility to remain vigilant and treat packages that you find suspicious as if there is a real threat. *Staff responsible for incoming mail should be especially vigilant.*

2. What is a suspicious package?

A good rule of thumb to use when evaluating a package would be “Is it unusual, considering normal incoming mail and packages?” The following are some indicators that may help you in this evaluation:

- Grease stains or discoloration on paper
- Strange odors
- Lopsided or uneven envelope
- Protruding wires or tinfoil
- Excessive securing material, such as masking tape, string, etc.
- Excessive weight
- Wrapped in brown paper with twine
- No return address
- Insufficient or excessive postage
- Return address and postmark are not from same area
- Foreign mail
- Restrictive markings such as Confidential, Personal, or Hand Deliver
- Hand -written or poorly typed addresses
- Incorrect titles
- Titles but no names
- Misspellings of common words
- Is addressee familiar with name and address of sender?
- Is addressee expecting package/letter?

3. Opened Package

If you have opened a package containing a threat, powder, or unknown substance or have handled an unopened package with a substance spilling out of or bleeding through:

- Place it down gently at the location where you opened or touched it. Try to keep the substance from becoming airborne. Do not shake or empty the contents of the package.
- You may place the package and contents in a zip-lock style plastic bag if available.
- Do not move the package from its current location.

- Leave the room and close the windows and doors behind you. Move to an area that will minimize you exposing others.
- If possible, wash your hands with soap and water to prevent spreading any powder to your face.
- Immediately contact University Police.
- Do not allow others to enter the area.
- University Police will notify the appropriate agencies depending on the situation.
- List the names and telephone numbers of all the people present in the room or area when this suspicious letter or package was opened. Give this list to the law enforcement officers when they arrive.
- Remain calm. Exposure does not mean that you will become sick. Depending on your situation, responding emergency personnel may ask you to shower and change clothes. It is important to place contaminated clothing in a sealable plastic bag for analysis and evidence.
- Testing of individual exposed to an unknown substance for an infectious agent by use of nasal swabs or blood tests is usually not appropriate until Health Department test results are available.

4. Unopened Package

If the suspicious package is unopened with no leakage, spillage or bleeding:

- You may place the package and contents in a zip-lock style sealable plastic bag if one is available.
- Immediately contact University Police.
- University Police will notify the appropriate agencies depending on the situation.
- Individuals that may have been exposed will be contacted as soon as any test results are known.

H. COMMUNICABLE DISEASES

A communicable disease is an infectious disease that is spread from person-to person through casual contact or respiratory droplet, to include, but not exclusively, the following: Tuberculosis (TB), measles (Rubella), German measles (Rubella), hepatitis, and meningitis. Included in this category is the avian influenza or bird flu which continues to spread worldwide. This type of disease can have a devastating impact on the health and welfare of the employees, and the surrounding community.

Communicable Diseases which can potentially threaten the health of the campus community as an epidemic include:

- measles (Rubella)
- German measles (Rubella)
- Tuberculosis (TB)

- hepatitis
- meningitis

1. Procedures

After receiving this information, the Director will convey only the necessary information to the Campus Emergency Coordinator and/or the Chancellor.

The Director will also contact the East Baton Rouge Public Health Department to obtain the latest recommendations about the management and prevention of the spread of the specific strain of communicable microbe, requesting appropriate vaccines and/or medications, as well as requesting additional professional and clerical assistance, if deemed necessary.

All available health professionals will monitor the index cases, look for linked cases, and provide appropriate diagnostic, prophylactic, and therapeutic measures to the affected individual(s). Although the route of transmission and degree of infection varies depending on the specific infectious disease, individuals with the following relationships to the index case will be educated about the disease in question to the extent possible respecting confidentiality.

Staff will be told to report any signs and symptoms of the illness to their private physician where they can be seen, to receive a confidential medical consultation, appropriate treatment, and/or referral to community health organizations, as medically indicated.

General hand washing: (In addition to respiratory hygiene, always wash your hands after):

- Going to the bathroom.
- Before and after eating.
- After contact with or being near someone who is ill.
- Before and after handling and preparing food
- After touching animals.

IMPORTANT: Become informed about the signs and symptoms of acute respiratory illnesses that might pose a public health threat. Visit the web site of the Centers for Disease Control and Prevention at www.cdc.gov for detailed information on many illnesses. If you are ill, stay home to avoid infecting others. See a health care professional for evaluation if you are concerned.

The Workplace Safety Plan

At work, you may want to:

- Save any threatening emails or voicemail messages. You can use these to take legal action in the future, if you choose to. If you already have a restraining order, the messages can serve as evidence in court that the order was violated.
- Park close to the entrance of your building, and talk with security, the police, or a manager if you fear an assault at work.

- Have your calls screened, transfer harassing calls to security, or remove your name and number from automated phone directories.
- Relocate your workspace to a more secure area.
- Obtain a restraining order and make sure that it is current and on hand at all times. Include the workplace on the order. A copy should be provided to the police, the employee's supervisor, Human Resources, the reception area, the Legal department, and Security.
- Provide a picture of the perpetrator to reception areas and/or Security.
- Identify an emergency contact person should the employer be unable to contact you.
- Ask Security to escort you to and from your car or public transportation.
- Look into alternate hours or work locations.
- Review the safety of your childcare arrangements, whether it is on-site childcare at the company or off-site elsewhere. If you have a restraining order, it can usually be extended to the childcare center.

The Personal Safety Plan

In case you have to flee, have the following available:

- Important papers such as birth certificates, social security cards, insurance information, school and health records, welfare and immigration documents, and divorce or other court documents
- Credit cards, bank account number, and ATM cards.
- Some money
- An extra set of keys
- Medications and prescriptions
- Phone numbers and addresses for family, friends, doctors, lawyers, and community agencies.
- Clothing and comfort items for you and the children.

If you had the perpetrator evicted or are living alone, you may want to:

- Change locks on doors and windows.
- Install a better security system -- window bars, locks, better lighting, smoke detectors and fire extinguishers.
- Teach the children to call the police or family and friends if they are snatched.
- Talk to schools and childcare providers about who has permission to pick up the children.
- Find a lawyer knowledgeable about family violence to explore custody, visitation and divorce provisions that protect you and your children.
- Obtain a restraining order.

If you are leaving your abuser, ask yourself the following questions:

- How and when can you most safely leave? Where will you go?
- Are you comfortable calling the police if you need them?
- Who can you trust to tell that you are leaving?
- How will you travel safely to and from work or school or to pick up children?
- What community and legal resources will help you feel safer? Write down their addresses and phone numbers, and keep them handy.
- Do you know the number of the local shelter?
- What custody and visitation provisions will keep you and your children safe?
- Is a restraining order a viable option?

If you are staying with your batterer, think about:

- What works best to keep you safe in an emergency.
- Who you can call in a crisis.
- If you would call the police if the violence starts again. Can you work out a signal with the children or the neighbors to call the police when you need help?
- If you need to flee temporarily, where would you go? Think through several places where you can go in a crisis. Write down the addresses and phone numbers, and keep them with you.
- If you need to flee your home, know the escape routes in advance.

WHAT IS DOMESTIC VIOLENCE?

Domestic violence is about one person getting and keeping power and control over another person in an intimate relationship. The abusive person might be your current or former spouse, live-in lover or dating partner. A psychologist and law school professor who is an expert in domestic violence has described it as "a pattern of behavior in which one intimate partner uses physical violence, coercion, threats, intimidation, isolation and emotional, sexual or economic abuse to control and change the behavior of the other partner." (Mary Ann Dutton)

Domestic violence happens to people of all ages, races, ethnicities, and religions. It occurs in both opposite-sex and same-sex relationships. Economic or professional status does not indicate domestic violence - abusers and victims can be laborers or college professors, judges or janitors, doctors or orderlies, schoolteachers, truck drivers, homemakers or store clerks. Domestic violence occurs in the poorest ghettos, the fanciest mansions and white-picket-fence neighborhoods.

About 95% of victims of domestic violence are women. Over 50% of all women will experience physical violence in an intimate relationship, and for 24-30% of those women, the battering will be regular and on-going. Every 15 seconds the crime of battering occurs. (National Coalition Against Domestic Violence General Information Packet). Most abusers are men. They may seem gentle, mean, quiet or loud, and may be big or small. There is some evidence that shows boys who grow up with domestic violence often become abusers as adults, however, many abusers are from non-violent homes, and many boys from violent homes do not grow up to be abusive.

The law defines domestic violence in very specific ways. Every state and U.S. territory has laws that allow its courts to issue protection orders, as do many Indian tribes. Each state, territory or tribe decides for itself how to define domestic violence and how its laws will help and protect victims, so the laws are different from one jurisdiction to another. Although you may be a victim of domestic violence, the laws in your jurisdiction may be written in a way that does not include or protect you. This does not mean that you are not a victim, and it does not mean that you should not seek help.

The law is a useful and important tool for increasing safety and independence, but it is not the only tool. In addition to legal assistance, you might benefit from safety planning, medical care, counseling, economic assistance and planning, job placement, childcare, eldercare or pet care assistance, or many

other types of practical help and advice. You can seek assistance from advocates, shelters, support groups, the National Domestic Violence Hotline, and perhaps even your religious leader or doctor.

- ***DOMESTIC VIOLENCE:*** *is a pattern of abusive behavior which keeps one partner in a position of power over the other partner through the use of fear, intimidation and control.*
- ***PHYSICAL ABUSE:*** *Grabbing, pinching, shoving, slapping, hitting, hair pulling, biting, etc. Denying medical care or forcing alcohol and/or drug use.*
- ***SEXUAL ABUSE:*** *Coercing or attempting to coerce any sexual contact without consent, e.g., marital rape, forcing sex after physical beating, attacks on sexual parts of the body or treating another in a sexually demeaning manner.*
- ***ECONOMIC ABUSE:*** *Making or attempting to make a person financially dependent, e.g., maintaining total control over financial resources, withholding access to money, forbidding attendance at school or employment.*
- ***EMOTIONAL ABUSE:*** *Undermining a person's sense of self-worth, e.g., constant criticism, belittling one's abilities, name calling, damaging a partner's relationship with the children.*
- ***PSYCHOLOGICAL ABUSE:*** *Causing fear by intimidation, threatening physical harm to self, partner or children, destruction of pets and property, mind games or forcing isolation from friends, family, school and/or work.*

WHAT IS A PROTECTIVE OR RESTRAINING ORDER?

A protective order is a legal order issued by a state court which requires one person to stop harming another person. It is also sometimes called a protection order, a restraining order, a TPO or TRO ("temporary protection order" or "temporary restraining order"), or some other similar name. All protective order laws are state laws, not federal laws, and each state has a different law (also called a statute). You can get specific information on the laws in your state by using the [pull down menu](#) on the top, left-hand side of this page.

In general, domestic violence protective order laws establish who can file for an order, what protection or relief a person can get from such an order, and how the order will be enforced. While there are differences from state to state, all protective order statutes permit the court to order the abuser to stay away from you, your home, your workplace or your school ("stay away" provisions) and to stop contacting you. You generally also can ask the court to order that all contact, whether by telephone, notes, mail, fax, email or delivery of flowers or gifts, is prohibited ("no contact" provisions). Courts can also order the abuser to stop hurting or threatening you ("cease abuse" provisions).

Some statutes also allow the court to order the abuser to pay you temporary support or continue to make mortgage payments on a home owned by both of you ("support" provisions), to award you sole use of a home or car owned by both of you ("exclusive use" provisions), or to pay you for medical costs or property damage caused by the abuser ("restitution" provisions).

Some courts might also be able to order the abuser to turn over any guns, rifles and ammunition he has ("relinquish firearms" provisions), attend a batterers' treatment program, appear for regular drug tests, or start alcohol or drug abuse counseling.

Many jurisdictions also allow the court to make decisions about the care and safety of your children. Courts can order the abuser to stay away from and have no contact with your children's doctors, daycare, school or after-school job. Most courts can make temporary custody decisions, although many courts are very reluctant to do so. Some can issue visitation or child support orders. You can also ask the court to order supervised visitation, or to specify a safe arrangement for transferring the children back and forth between you and the abuser ("custody, visitation and child support" provisions).

When the abuser does something that the court has ordered him not to do, or fails to do something the court has ordered him to do, he has violated the order. The victim can ask the police or the court, or both, depending on the violation, to enforce the order. The police can generally enforce the stay away, no contact, cease abuse, exclusive use, and custody provisions - those that need immediate response. If you are unable to call them when the violation occurs, they should take a report if you call them soon afterwards. These types of violations can also later be addressed by the court, and it is often a good idea to bring them to the court's attention.

Other violations are not easily enforced by the police, such as failure to pay support or attend treatment programs - those are better enforced by the court. If you file a "motion for contempt" explaining how the abuser violated the order, the court will hold a hearing to determine if the facts prove that the abuser violated the order. If the court finds a violation did occur, it will determine a penalty. Depending upon the laws of your jurisdiction and the nature of the violation, the penalty might be a finding of civil or criminal contempt, which could result in a fine, jail time or both. In some cases, it might result in a misdemeanor or felony criminal conviction and punishment.

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APPENDIX A: SOUTHERN UNIVERSITY AG CENTER COMMAND TEAM

Zone I
~ Command Team ~

Contact	Southern University Ag Center Title/ Position	Telephone Number	Home/Cell Telephone
Leodrey Williams	Chancellor	771-2242	225-775-2398 h. 225-317-3274 c.
Adell Brown, Jr.	Vice Chancellor Finance and Administration	771-2242	225-926-2118 h. 225-317-3222 c.
Gina E. Eubanks	Vice Chancellor Extension	771-2242	225-658-4940 h. 225-317-3269 c.
James Mahomes	Building Emergency Coordinator	771-2242	225-766- 6722 h. 225-964-8184 c.
Christopher J. Rogers	Director of Technology	771-2242	225-767-6078 h. 225-317-3238 c.
Eual Hall	Business Development Specialist	771-2242	
James McNitt	Professor	771-2262	

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APPENDIX B: SOUTHERN UNIVERSITY AG CENTER OPERATION TEAM

Zone II
~ Operational Team ~

Contact	Southern University Ag Center Title/ Position	Telephone Number	Home Telephone
James Mahomes	Building Emergency Coordinator	771-2242	225-964-8184 c. 225-766-6722 h.
Angela Jackson	Agricultural Mediation Coordinator	771-2242	
Dexter Newman	Video Production Specialist	771-2242	
Sanjay Palle	Network/Database/Web Admin Specialist	771-2242	

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**APPENDIX C: SOUTHERN UNIVERSITY AG CENTER
ESSENTIAL EMPLOYEES**

Contact	Southern University Ag Center Title/ Position	Telephone Number	Home Telephone
Leodrey Williams	Chancellor	771-2242	225-775-2398 h. 225-317-3274 c.
Adell Brown	Vice Chancellor	771-2242	225-926-2118 h. 225-317-3222 c.
Kirkland Mellad	Vice Chancellor	771-2262	
James Mahomes	Building Emergency Coordinator	771-2242	225-964-8184 c. 225-766-6722 h.
Angela Jackson	Administrative Assistant for Extension	771-2242	
Dexter Newman	Video Production Specialist	771-2242	
Sanjay Palle	Network/Database/Web Admin Specialist	771-2242	

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**APPENDIX D: SOUTHERN UNIVERSITY AGCENTER
DESIGNATED EVACUATION ASSEMBLY**

Number	Building	Location
	A.O. Williams Hall	Lawn area near adjacent to Hunt Street and B. A. Little Drive
173	Swine Farm	Open area north of building near Hunt
	Dairy Cottage	Dairy Creamery parking lot
	Dairy Creamery	Dairy Creamery parking lot
169	Meat Processing Plant	Parking Lot near Little drive

APPENDIX E: DAMAGE - ROOM ASSESSMENT FORM

Storm/Event:		Date:	Room Number:
Building Name:		Building Number:	Mark if update to previous form: _____
Name of Assessor:		Control Number:	
CAUSE OF DAMAGE: (CHECK ONE)			
IMPACT (Wind or Debris) ____		WIND (hit by tree or limb) ____	
Water Damage (Rain or Leak) ____		Power Surge or Lightning ____	
Water Damage (Flooding) ____		Other (describe) ____	
DAMAGE DETAIL:			
Contents/Items	Description of Damages:		
Carpet/Flooring			
Walls			
Ceiling Tile			
Windows			
Furniture			
Built-in Furniture			
Lighting			
HVAC			
(Additional Items)			
Emergency Repairs or Preventive Actions (Leave blank if no actions taken)			
Action Taken:			
Name of Person:	Date of Repair:	Labor Time (hrs):	
Photograph: (Please attach)			
Take digital photograph(s) of damages. Include building name and room number on a piece of paper or dry board that is visible in photograph.			
Name of Person Submitting:		Date:	

Contact Information:			

APPENDIX F: DAMAGE - BUILDING ASSESSMENT FORM

Storm/Event:		Date:	Room Number:
Building Name:		Building Number:	Mark if update to previous form: _____
Name of Assessor:		Control Number:	
CAUSE OF DAMAGE: (CHECK ONE)			
IMPACT (Wind or Debris) ____		WIND (hit by tree or limb) ____	
Water Damage (Rain or Leak) ____		Power Surge or Lightning ____	
Water Damage (Flooding) ____		Other (describe) ____	
DAMAGE DETAIL:			
Contents/Items		Description of Damages:	
Carpet/Flooring			
Walls			
Ceiling Tile			
Windows			
Furniture			
Built-in Furniture			
Lighting			
HVAC			
(Additional Items)			
Emergency Repairs or Preventive Actions (Leave blank if no actions taken)			
Action Taken:			
Name of Person:		Date of Repair:	Labor Time (hrs):
Photograph: (Please attach)			
Take digital photograph(s) of damages. Include building name and room number on a piece of paper or dry board that is visible in photograph.			
Name of Person Submitting:		Date:	

Contact Information:			

**APPENDIX G: BOMB THREAT CHECKLIST
&
TELEPHONE NUMBERS**

Upon receipt of a bomb threat remember to:

1. *Remain Calm*
2. *Listen - do not interrupt the caller*
3. *Gather as much information as possible*
4. *Notify supervision by prearranged signal when caller is on the line to contact the police.*
5. *Inform the caller that detonation could cause injury or death*

NAME OF PERSON RECEIVING THE CALL:

DEPARTMENT: _____

PHONE: _____

CALLER'S IDENTITY:

SEX: Male _____ Female _____

Juvenile _____ Approximate Age _____

ORIGIN OF CALL (Please Check):

Local _____ Long Distance _____ Both _____
Internal (from within campus?) _____ Internal Calls (note the extension) _____

BOMB FACTS

PRETEND DIFFICULTY WITH HEARING -KEEP CALLER TALKING;

IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour _____

Time

Where is it located? Remaining _____

What kind of bomb? Building _____

Where are you now?

How do you know so much about the bomb?

What is your name and address? _____

If building is occupied, inform caller that detonation could cause injury or death.

BOMB THREAT ACTIONS TO TAKE IMMEDIATELY AFTER A CALL

Did Caller appear familiar with campus or building by his description of the bomb location?_____

Notify supervision as instructed. Talk to no one other than instructed by supervision.

Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

VOICE CHARACTERISTICS	LANGUAGE	BACKGROUND NOISES
Loud	Excellent	Factory Machines
High Pitch	Fair	Bedlam
Raspy	Foul	Music
Intoxicated	Good	Office Machines
Soft	Poor	Mixed
Deep	Other	Street Traffic
Pleasant		Trains
Other		Animals

SPEECH		MANNER
Fast		Calm
Distinct		Rational
Stutter		Coherent
Slurred		Deliberate
Slow		Righteous
Distorted		Angry
Nasal		Irrational
Lisp		Incoherent
Other		Emotional

APPENDIX H: A. O. WILLIAMS HALL FIRE WARDENS

ZONE	Contact	Southern University Ag Center Title/ Position	SUAG Telephone Number
1 st floor	Herman Langley	Supervisor	771-2242
1 st floor	Valerie Richardson	Research Associate	771-2262
2 nd floor	James McNitt	Professor	771-2262
2 nd floor	Belinda Mack	Director of Finance	771-2242
1 st floor	Mila Berhane	Research Associate	771-2262
2 nd floor	Angela Jackson	Admin. Asst. to V Chancellor	771-2242
1 st floor	Kasundra Cyrus	Associate Specialist	771-2242
2 nd floor	Andra Johnson	Professor	771-2262
Poultry	Lonnie Parker	Research Farm Manager	771-3836
Swine	C. Rueben Walker	Professor	771-3111
Dairy	Gary Simon	Veterinarian	771-3111
Goats	Teri Welsh	Research Associate	771-2262
Exp Station	Linus Harleaux	Farm Supervisor	771- 5760
Edmond	Christie Monroe	Director of Livestock Show	771-2242
Meat Lab	Albert Howard	Director of Plant	771-2262
Machine	Felix Mathieu	Assistant	771-2262
Research	Kretrice Joseph	Admin. Asst. IV	771-2262
Extension	Betty McCoy	Admin. Asst. Iv	771-2242
S. Stairs	Gabe Gilbeaux	Ass. Coordinator Fiscal	771-2242
N. Stairs	Justin Egbe	Community Develop Asst.	771-2262
Technology	Christopher J. Rogers	Director of Technology Services	771-2242
Research	Fatemeh Malekian	Ass. Professor	771-2262
Research	Yadong Qi	Professor	771-2262
Extension	Wanda Burke	Associate Specialist	771-2242
Extension	De'Shoyn York Friendship	Associate Specialist	771-2242
Break Rm	William Augustine	Technology	771-2242
Tel. Office	Alice Dyson	Admin. Asst. II	771-2262

APPENDIX I:
Southern University Ag Center
EMERGENCY OPERATIONS CENTER RESOURCES

The Emergency Operations Center will contain the following:

- a. 5 copies of the Emergency Response Plan
- b. 5 telephones and 5 cellular phones
- c. 6 computer workstations with printers and Internet and University network connections
- d. Large campus map
- e. Building plans
- f. 2 flipcharts
- g. Fax machine
- h. 5 mobile radio units
- i. 5 University phone directories, 3 Baton Rouge white pages phone directories and
- j. 3 Baton Rouge yellow pages phone directories
- k. List of evacuation assembly locations
- l. List of media contacts
- m. Multiple copies of forms that would be used during an emergency
- n. Emergency food and water rations, if required.
- o. First aid kits

APPENDIX J:
SOUTHERN UNIVERSITY AG CENTER
CATEGORIES OF TERRORISTS INCIDENTS

There are five categories of terrorist incidents: biological, nuclear, incendiary, chemical, and explosive.

Biological agents pose serious threats considering their fairly accessible nature and the potential for their rapid spread. These agents can be disseminated in the following ways: aerosols, oral (contaminating food or water), dermal (direct skin contact), or injection. Inhalation or ingestion is the most likely.

1. The Centers for Disease Control list approximately 20 biological agents (bacterial agents, viral agents and biological toxins) which are considered as possibilities for terrorist use. Following is a list of those considered most likely to be used.
 1. **Anthrax (*Bacillus anthracis*)** infection is a disease acquired following contact with infected animals or contaminated animal products or following the intentional release of anthrax spores as a biological weapon. Exposure to an aerosol of anthrax spores could cause symptoms as soon as 2 days or as late as 6 -8 weeks after exposure. Further, the early presentation of anthrax disease would resemble a fever or cough and would therefore be exceedingly difficult to diagnose without a high degree of suspicion. Once symptoms begin, death follows 1-3 days later for most people. If appropriate antibiotics are not started before development of symptoms, the mortality rate is estimated to be 90%.
 2. ***Bacillus anthracis* toxin (produced by *Clostridia botulinum*)** is the single most poisonous substance known, and poses a major bio-weapons threat because of its extreme potency and lethality; its ease of production, transport and misuse; and the potential need for prolonged intensive care in affected persons. Natural cases of botulism typically result from food contamination (food not or incompletely heated) with absorption of the toxin from the gut or a wound. The incubation period for food -borne botulism can be from 2 hours to 8 days after ingestion. Patients with botulism typically present with difficulty speaking, seeing and/or swallowing and may initially present with gastrointestinal distress, nausea, and vomiting preceding neurological symptoms.
 3. **Plague (*Yersinia pestis*)** is an infectious disease of animals and humans found in rodents and their fleas. Pneumonic plague occurs with infection of the lungs. The incubation period is 1 to 6 days and the first signs of illness are fever, headache, weakness, and cough productive of bloody or watery sputum. The pneumonia progresses over 2 to 4 days and may cause septic shock and, without early treatment, death. Person-to-person transmission of pneumonic plague occurs through respiratory droplets, which can only infect those who have face-to-face contact with the ill patient. Early treatment of pneumonic plague with antibiotics is essential.
 4. **Smallpox (*variola major*)** has an incubation period of 7 to 17 days following exposure. Initial symptoms include high fever, fatigue, and head and back aches. A characteristic rash, most prominent on the face, arms, and legs, follows in 2-3 days.

Smallpox is spread from one person to another by infected saliva droplets that expose a susceptible person having face-to-face contact with the ill person.

5. **Tularemia (*Francisella tularensis*)** is one of the most infectious pathogenic bacteria known, requiring inoculation or inhalation of as few as 10 organisms to cause disease. It is a zoonosis, with natural reservoirs in small mammals such as voles, mice, water rats, squirrels, rabbits and hares. Naturally acquired human infection occurs through a variety of mechanisms such as: bites of infected arthropods; handling infectious animal tissues or fluids; direct contact or ingestion of contaminated water, food, or soil; and inhalation of infective aerosols. Human to human transmission has not been documented. Aerosol dissemination by a terrorist would be expected to result in the abrupt onset of acute, non-specific febrile illness beginning 3 to 5 days later (incubation range, 1-14 days). Treatment is with antibiotics.

2. Nuclear incidents are expected to take one of two forms: threatened or actual detonation of a nuclear bomb or threatened or actual detonation of a conventional explosive incorporating nuclear materials. It is unlikely that a terrorist could acquire or build a functional nuclear weapon. Dispersal of nuclear materials with a conventional explosive would contaminate the bombsite and raise environmental decontamination and long-term health issues. Nuclear indicators, short of actual detonation or obvious involvement of radiological materials, include observation for a Department of Transportation placard or decal, and radiation detection devices.

Incendiary incidents could be any mechanical, electrical, or chemical device used to cause a fire. Indicators of incendiary devices include multiple fires, remains of incendiary device components, odors of accelerants (e.g., gasoline), and unusually heavy burning or fire volume.

- Chemical agents fall into five classes: nerve (disrupt nerve impulse transmission) ; blister (severe burns to eyes; skin; respiratory tract; blood (interfere with oxygen transport), choking ; and irritating (designed to incapacitate).
- Nerve agents are similar to organophosphate pesticides, but with higher toxicity. Early symptoms include uncontrolled salivation, lacrimation (secretion of tears, especially in excess), urination, and defecation. These agents may resemble water or light oil and possess no odor, and are best dispersed as an aerosol. Many dead animals at the scene may indicate a nerve agent.
- Blister agents are also referred to as mustard agents due to their characteristic smell. They can be absorbed through the skin, and clinical symptoms may not appear for hours or days. These agents are heavy, oily liquids, dispersed by aerosol or vaporization.
- Blood agents interfere with oxygen transport by the blood, resulting in asphyxiation. Clinical symptoms include respiratory distress, vomiting and diarrhea, and vertigo and headaches. These agents are gasses, although precursor chemicals are typically cyanide salts and acids. All have the aroma of bitter almonds or peach blossoms.

- Choking agents stress the respiratory tract by causing edema (fluid in the lungs) which can result in asphyxiation. Clinical symptoms include severe eye irritation and respiratory distress. Most people recognize the odor of chlorine; phosgene has the odor of newly cut hay. Both are gases and must be stored and transported in cylinders.
 - Irritating agents, also known as riot control agents or tear gas are designed to incapacitate. Generally, they are non-lethal; however, they can result in asphyxiation. Clinical symptoms include eye and throat irritation, respiratory distress, and nausea and vomiting.
3. Explosive agents, i.e., bombs, can be 1) readily made from commonly available materials (e.g., ammonium nitrate fertilizer and diesel fuel), 2) obtained from commercial sources (e.g., blasting agents and explosives), or 3) obtained from the military. These devices account for 70 percent of terrorist attacks.

APPENDIX K: SOUTHERN UNIVERSITY AG CENTER EVACUATION ZONES

Zone 1/Wing 2

Location: Chancellor’s Office Chancellor’s Administrative Secretary
Assembly Room (191) Chancellor’s Reception Area

Primary Exit: Use front entrance, turn right proceed to designated assembly area.

S/ Exit: Exit to your left (south). Exit through double doors near J.B. Hunt street and proceed to designated assembly area.

Fire Warden: Mr. Christopher Rogers

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Zone 1/ Wing 1

Location: Family and Human Development Department

P/Exit: Exit to right. Proceed east and exit via double doors near J.B. Hunt street. Proceed to designated assembly area.

S/Exit: Exit to left. Proceed down corridor through double doors into reception area. Proceed through double front entrance doors and assemble in designated area.

Fire Warden: Ms. Kasundra Cyrus

Location: Offices 178, 179, 180, 182, & 185

P/Exit: Exit office, turn right. Proceed through corridor door into reception area. Proceed through front entrance double doors. Proceed to designated assembly area.

S/Exit Exit Office, turn left. Proceed to “Fire Exit” Door on Left, exit. Proceed around building into the designated assembly area.

Fire Warden: Mr. Sanjay Palle

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Zone 2/Wing 2

Location: Studio

P/Exit Exit from studio using fire exit door to left. Proceed around building and go to the designated assembly area.

S/Exit Exit studio using fire exit to door to right. Proceed around building and go to the designated assembly area.

Fire Warden: Mr. Dexter Newman

=====

Zone 3

Location: Vice Chancellor for Research
Vice Chancellor's Conference Room and Reception Office
Lobby - Administrative Secretary for Research

P/Exit: Exit office using double doors. Proceed left and an immediate right, exiting outside through the double doors into the rear of building. Proceed around building to designated assembly area.

S/Exit: Proceed down hallway inside of office, pass mail station. Exit office rear door. Proceed west down corridor and exit corner door near west stairs. Proceed from building to designated assembly area.

Fire Warden: Mr. Herman Langley & Mrs. Alice Dyson

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Zone 4

Location: Office of Planning and Evaluation
Centrex Telephone Office, Room #138

P/Exit: Exit room using door facing east. Proceed to your right and exit double doors in rear of building. Proceed around building to designated assembly area.

S/Exit: Exit room using side door into corridor. Proceed west and go left at the first corridor. Exit building through side door facing east and proceed from rear of building to the designated assembly area.

Fire Warden: Mr. Oscar Udoh

Zone 5

Location: Laboratories #104,103,102,101,100,126 & 131

P/Exit: Enter corridor south. Proceed in corridor pass Centrex telephone office and go right. Exit through double doors into rear of building. Proceed around building to designated assembly area.

S/Exit: Enter corridor south, proceed in corridor pass Centrex telephone office, and go right. Exit through double doors into rear of building. Proceed around building to designated assembly area.

Fire Wardens: Ms. Theresa Walsh and Mr. Felix Mathieu

Zone 6

Location: Offices 113, 114, 117, 118, 120, 121 & 123

P/ Exit: Exit office using through double doors. Entering corridor, proceed left and an immediate right. Exit outside through the double doors into the rear of building. Proceed around building to designated assembly area.

S/Exit: Exit office via back/side door near mail boxes. Proceed west down corridor, pass lounge area and exit building through fire exit door located in corner near west staircase. Proceed to the designated assembly area.

Fire Warden: Ms. Aster Yoseph and Ms. Kretrice Joseph

Zone 8

Location: Offices 125, 127, 128, 129, 130, 132 & 133

P/Exit: Exit office into corridor going (West) to your right. Proceed through corridor, passing lounge and exit building through fire door directly in front of corridor. Proceed from building to designated assembly area.

S/Exit: Exit offices turning left. Proceed by exiting through double doors into corridor. Turn left then an immediate right. Exit building via double doors. Proceed from rear of building to the designated assemble area.

Fire Warden: Mr. Owuse Bandele

Zone B

Location: Atrium (2nd Floor)

P/Exit: Exit west. Take an immediate left into the stairway, proceed downward. Take a left and exit via fire door. Proceed from rear of building to the designated assembly area.

S/Exit: Exit east. Proceed through double doors into the extension reception lobby, proceed east to the rear of building, exit via stairway through the fire exit door. Proceed from side of building to the designated assembly area.

Fire Warden: Mr. Dexter Newman

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Zone C/Wing 2 - 2nd Floor

Location: Human Performance Laboratory
Microbiology Laboratory
Clinical Laboratory, Body Composition Laboratory

P/Exit: Exit into corridor east. Continue east through double doors, take a turn, continue down the stairway to the 1st floor, turn left and proceed through the fire exit. Proceed from rear of building to the designated assembly area.

S/Exit: Exit into corridor west. Continue down corridor west until the first corridor, turn left or north. Follow corridor to rear of building. Exit 2nd floor via stairway via fire door. Proceed from rear of building to the designated assembly area.

Fire Warden: Mr. William Augustine

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Zone C/Wing 1

Location: Small Business Office
Metabolic Kitchen, Dining Area

P/Exit: Exit into corridor east, continue east through double doors, take a right turn and follow the stairs to the first floor. Turn left and proceed through the fire exit door. Proceed from rear of building to the designated assembly area.

S/Exit: Exit into corridor west. Turn left (north) into next corridor. Follow corridor to rear wall. Turn left and immediately turn right into stairway. Follow stairway to first floor and exit through fire exit door. Proceed from rear of building and proceed to the designated assembly area.

Fire Warden: Eual Hall and Justin Egbe

Zone C/Wing 3

Location: Plant Pathology Ecology
Air Quality Animal Physiology
Offices 207 A-D, 225, 227, 229 A-B, 232, 234

P/Exit: Exit offices, turn north, go to rear of floor. Exit north stairways. Follow stairways to first floor and exit rear of building. Proceed to designated assembly area.

S/Exit: Exit offices, turn south. Go to first corridor, go west, and then south. Exit through west stairway. Proceed to the designated assembly area.

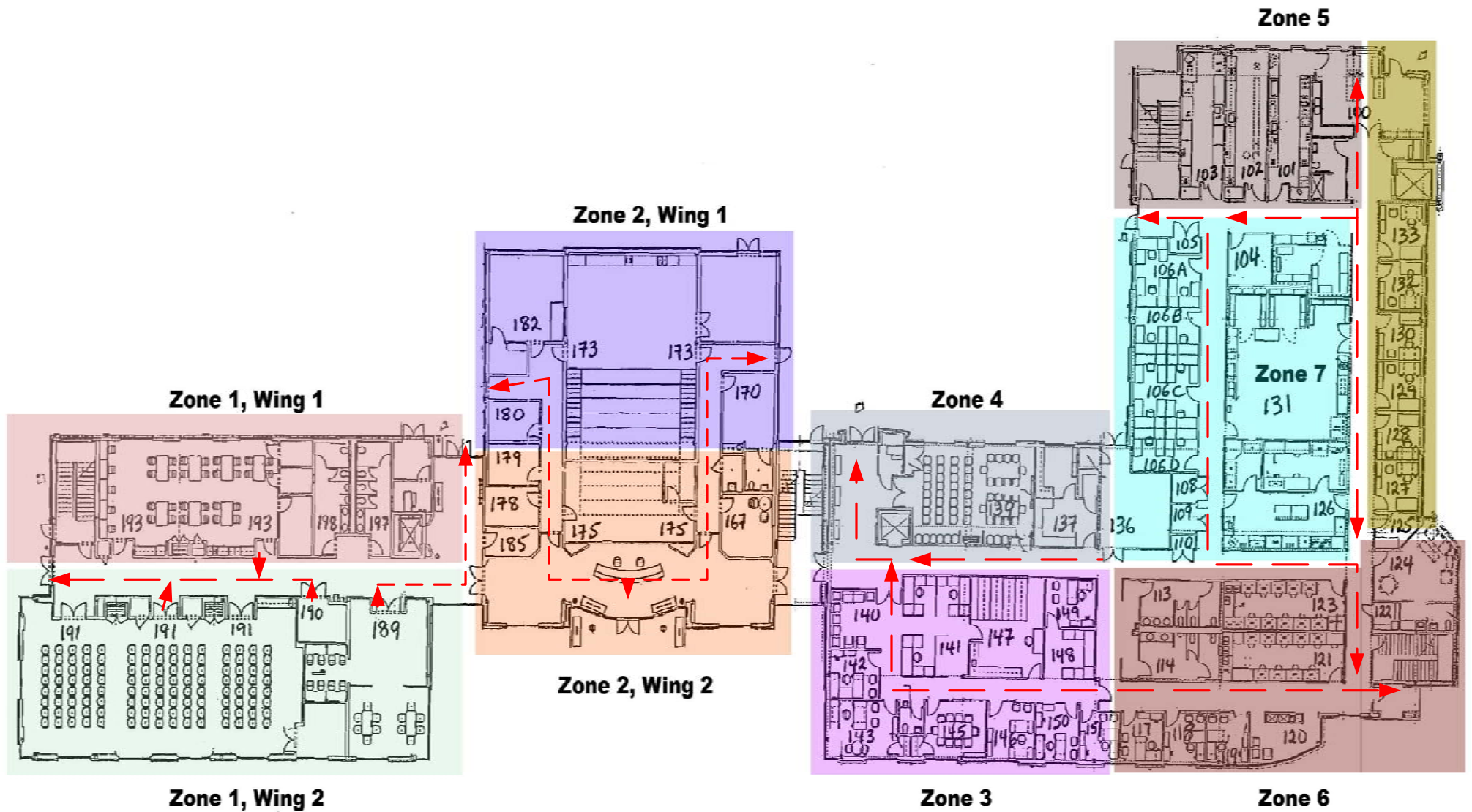
Fire Warden: Mr. James McNitt, Ms. Yadong Qi, Ms. Zhu Ning, and Mr. Daniel Collins

Zone C/Wing 4

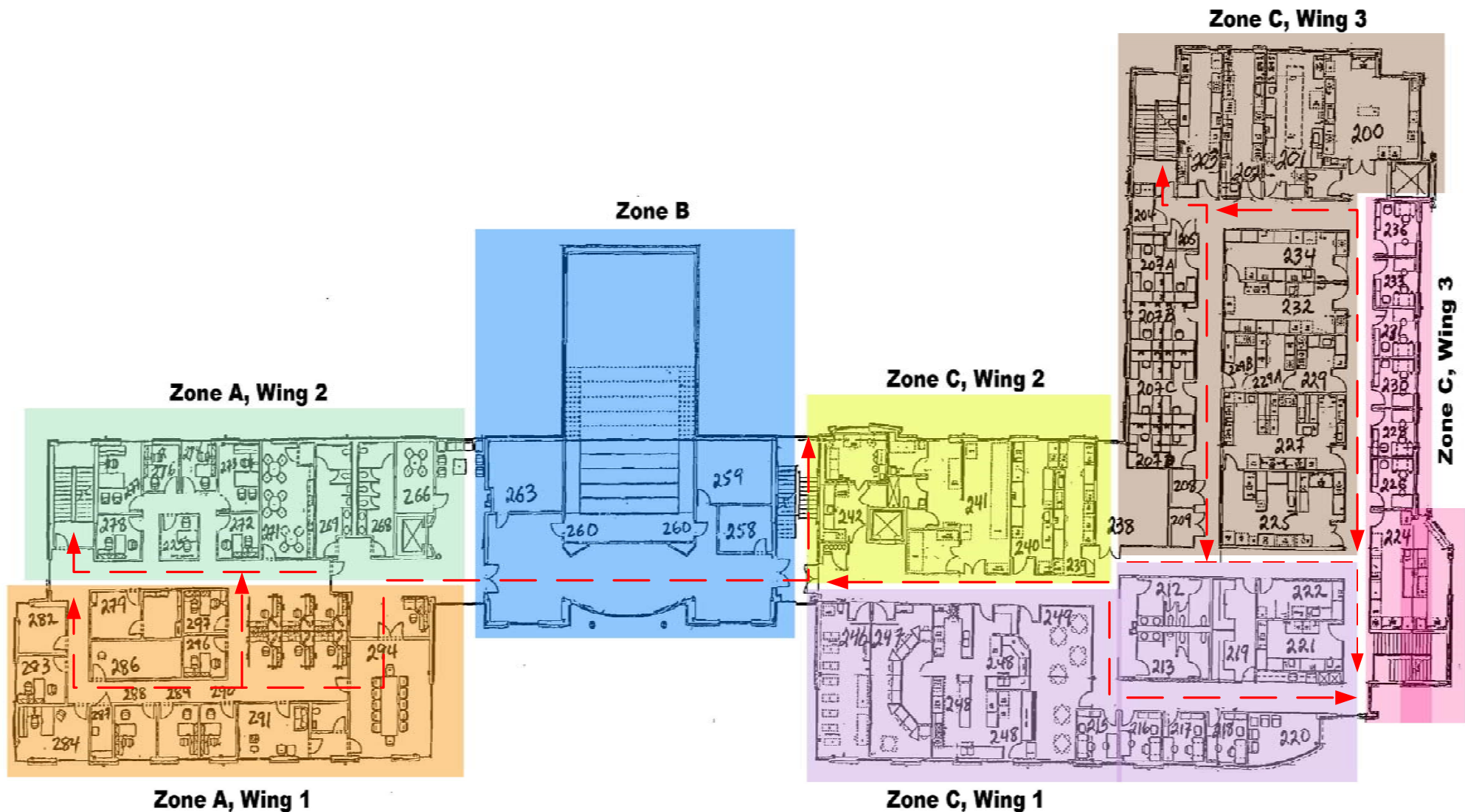
Location: Offices 224, 226, 228, 231, 223, 236

P/Exit: Enter corridor go east. Pass bathroom area and proceed left. Exit through the double doors, turn right into stairway. Follow stairway to first floor, turn left and exit building through fire exit door. Proceed from rear of building to the designated assembly area.

Fire Warden: Mr. Andra Johnson and Ms. Devona Dixon



Southern University
Agricultural Research and Extension Center
 Evacuation Plan 1st Floor



Southern University
Agricultural Research and Extension Center
 Evacuation Plan 2nd Floor

**APPENDIX L: SOUTHERN UNIVERSITY AG CENTER
RESEARCH LAB SAFETY AND EMERGENCY RESPONSE GUIDELINES**

Source: <http://www.practicingsafescience.org>



“Linking Citizens of Louisiana with Opportunities for Success”

**P.O. Box 10010 ~ Ashford O. Williams Hall ~ Baton Rouge, Louisiana 70813
(225) 771-2242 / (225) 771-2262**

Fire

Notes and Precautions

Small fires can be extinguished without evacuation. However, an immediate readiness to evacuate is essential in the event the fire cannot be controlled. Fire extinguishers should be used only by trained personnel. Never enter a room that is smoke filled. Never enter a room containing a fire without a backup person. Never enter a room if the top half of the door is warm to touch.

Small Fire

1. Alert people in laboratory and activate alarm.
2. Smother fire or use correct fire extinguisher.
3. Aim extinguisher at base of fire.
4. Always maintain accessible exit.
5. Avoid smoke or fumes.

Major Fire

1. Alert people in area to evacuate.
2. Activate nearest fire alarm or call **Fire Emergency Response** number.
3. Close doors to confine fire.
4. Evacuate to safe area or exit building through stairwell; **do not use elevator**.
5. Have person knowledgeable of incident and laboratory assist emergency personnel.

Chemical Spill

Notes and Precautions

The range and quantity of hazardous substances used in laboratories require preplanning to respond safely to chemical spills. The cleanup of a chemical spill should only be done by knowledgeable and experienced personnel. Spill kits with instructions, absorbents, reactants, and protective equipment should be available to clean up minor spills. A minor chemical spill is one that the laboratory staff is capable of handling safely without the assistance of safety and emergency personnel. All other chemical spills are considered major.

Minor Chemical Spill

1. Alert people in immediate area of spill.
2. Wear protective equipment, including safety goggles, gloves, and long-sleeve lab coat.
3. Avoid breathing vapors from spill.
4. Confine spill to small area.
5. Use appropriate kit to neutralize and absorb inorganic acids and bases.

6. Collect residue, place in container, and dispose as chemical waste.
7. For other chemicals, use appropriate kit or absorb spill with vermiculite, dry sand, or diatomaceous earth. Collect residue, place in container and dispose as chemical waste.
8. Clean spill area with water.

Major Chemical Spill

1. Attend to injured or contaminated persons and remove them from exposure.
2. Alert people in the laboratory to evacuate.
3. If spilled material is flammable, turn off ignition and heat sources.
4. Close doors to affected area.
5. Have person knowledgeable of incident and laboratory assist emergency personnel.

Radiation Spill

Notes and Precautions

Spreading of radiation beyond the spill area can easily occur by the movement of personnel involved in the spill or cleanup effort. Prevent spread by confining movement of personnel until they have been monitored and found free of contamination. A minor radiation spill is one that the laboratory staff is capable of handling safely without the assistance of safety and emergency personnel. All other radiation spills are considered major.

Minor Radiation Spill

1. Alert people in immediate area of spill.
2. Notify Radiation Safety Officer.
3. Wear protective equipment, including safety goggles, disposable gloves, shoe covers, and long-sleeve lab coat.
4. Place absorbent paper towels over liquid spill. Place towels dampened with water over spills of solid materials.
5. Using forceps, place towels in plastic bag. Dispose in radiation waste container.
6. Monitor area, hands, and shoes for contamination with an appropriate survey meter or method. Repeat cleanup until contamination is no longer detected.

Major Radiation Spill

1. Attend to injured or contaminated persons and remove them from exposure.
2. Alert people in the laboratory to evacuate.
3. Have potentially contaminated personnel stay in one area until they have been monitored and shown to be free of contamination.

4. Close doors and prevent entrance into affected area.
5. Have person knowledgeable of incident and laboratory assist emergency personnel.

Biological Spill

Notes and Precautions

Biological spills outside biological safety cabinets will generate aerosols that can be dispersed in the air throughout the laboratory. These spills are very serious if they involve microorganisms that require Biosafety Level (BSL) 3 containment, since most of these agents have the potential for transmitting disease by infectious aerosols. To reduce the risk of inhalation exposure in such an incident, occupants should hold their breath and leave the laboratory **immediately**. The laboratory **should not** be reentered to decontaminate and clean up the spill for at least 30 minutes. During this time the aerosol will be removed from the laboratory by the exhaust air ventilation system. Appropriate protective equipment is particularly important in decontaminating spills involving microorganisms that require BSL2 or BSL3 containment. This equipment includes lab coat with long sleeves, back-fastening gown or jumpsuit, disposable gloves, disposable shoe covers, and safety goggles and mask or full face shield. Use of this equipment will prevent contact with contaminated surfaces and protect eyes and mucous membranes from exposure to splattered materials.

BSL1 Lab Spill

1. Wear disposable gloves.
2. Soak paper towels in disinfectant and place over spill area.
3. Place towels in plastic bag for disposal.
4. Clean spill area with fresh towels soaked in disinfectant.

BSL2 Lab Spill

1. Alert people in immediate area of spill.
2. Put on protective equipment.
3. Cover spill with paper towels or other absorbent materials.
4. Carefully pour a freshly prepared 1 in 10 dilution of household bleach around the edges of the spill and then into the spill. Avoid splashing.
5. Allow a 20-minute contact period.
6. Use paper towels to wipe up the spill, working from the edges into the center.
7. Clean spill area with fresh towels soaked in disinfectant.
8. Place towels in a plastic bag and decontaminate in an autoclave.

BSL3 Lab Spill

1. Attend to injured or contaminated persons and remove them from exposure.
2. Alert people in the laboratory to evacuate.
3. Close doors to affected area.
4. Have person knowledgeable of incident and laboratory assist emergency personnel.

Personal Injury

Emergencies Involving Clothing on Fire

1. Roll person around on floor to smother flame, or drench with water if safety shower is immediately available.
2. Obtain medical attention, if necessary.
3. Report incident to supervisor.

Radiological Spill on Body

1. Remove contaminated clothing.
2. Rinse exposed area thoroughly with water.
3. Obtain medical attention, if necessary.
4. Report incident to supervisor and Radiation Safety Officer.

Chemical Spill on Body

1. Flood exposed area with running water from faucet or safety shower for at least 5 minutes.
2. Remove contaminated clothing at once.
3. Make sure chemical has not accumulated in shoes.
4. Obtain medical attention, if necessary.
5. Report incident to supervisor.

Biological Spill on Body

1. Remove contaminated clothing.
2. Vigorously wash exposed area with soap and water for 1 minute.
3. Obtain medical attention, if necessary.
4. Report incident to supervisor.

Hazardous Material Splashed in Eye

1. Immediately rinse eyeball and inner surface of eyelid with water continuously for 15 minutes.
2. Forcibly hold eye open to ensure effective wash behind eyelids.
3. Obtain medical attention.
4. Report incident to supervisor.

Minor Cuts and Puncture Wounds

1. Vigorously wash injury with soap and water for several minutes.
2. Obtain medical attention.
3. Report incident to supervisor.

Compressed Gas Cylinders Use and Storage

General

Compressed gas cylinders are found in many of the laboratories and shops throughout the University. Their storage and use pose a serious potential hazard for all employees and students who may be in the vicinity of or who may handle gas cylinders.

Supervisor's Responsibility

It is the responsibility of supervisory personnel where gas cylinders are used to see that the following safety rules are observed. They are also responsible to see that all employees and students under their supervision who use gas cylinders have been trained in the safe methods for storage, handling, and use of compressed gas cylinders.

Federal and State Codes and Regulations

This Federal and State Codes and regulations. They are practical and essential if compressed gases are to be used safely.

Handling and Use of Compressed Gas Cylinders

- A. All compressed gas cylinders (regardless of size) shall be secured to racks, walls, work benches, or hand trucks by a strong chain or strap, or secured by any other approved method capable of preventing the cylinder from falling or being knocked over.
- B. All questionable gas cylinders or equipment shall be reported immediately to the supplier for correction or replacement.
- C. All cylinders shall be clearly labeled to identify the contents.
- D. Only personnel trained in the proper transportation and safe use of gas cylinders should handle cylinders.
- E. Compressed gases shall be used only in areas with adequate ventilation for the gas being used.

- F. Cylinders shall not be intentionally dropped, struck, or permitted to violently strike each other and shall be reasonably protected from violent impact of any kind.
- G. All cylinders shall be kept far enough away or shielded while in the work area in order to prevent contact with sparks, flame, or radiant heat.
- H. Valve protection caps are required on all cylinders that are threaded to accommodate a cap unless the cylinder valve is actually connected for use to a regulator or manifold.
- I. All gas cylinders shall be equipped with a functioning gas regulator while in use.
- J. No one shall attempt to connect a regulator and/or accessory equipment by the use of improvised hookups or adapters.
- K. When personnel have finished using a compressed gas cylinder for the day, the cylinder valve shall be closed and the pressure in the regulator and associated equipment released.
- L. If a compressed gas is used to maintain a static pressure on a closed system, a clearly visible warning sign shall be posted indicating the approximate pressure the system is under and the gas involved.
- M. All empty cylinders shall have their valves closed.
- N. All empty cylinders shall be handled with the same care as full cylinder.
- O. Compressed gas or compressed air shall not be used for cleaning purposes (to blow dust and debris away) without appropriate reduction valves (30 p.s.i. maximum).
- P. Under no conditions shall a person direct high pressure gas at another person.
- Q. While in use, all cylinders of flammable gases shall be protected by a flashback protection device approved by the EH&S Division.
- R. Cylinders of flammable gas shall not be opened more than 1-1/2 turns of the cylinder valve to allow for quick closing. If a special wrench is required, the wrench shall be left in position on the stem of the valve while the cylinder is in use. This allows the gas flow to be shut off quickly in case of an emergency.
- S. All oxygen or nitrous oxide cylinders and manifolds shall be at least 20 feet away from or separated by a one-hour rated fire resistant partition from all flammable gases and materials (such as oil, grease, and all petroleum products in general) in the area of use.
- T. All manifold enclosures for oxygen and nitrous oxide in excess of 2000 cubic feet of manifold capacity shall be vented to the outside and the cylinder or manifold shall be protected with check valves or alarms.
- U. Due to the possibility of an explosion, all regulators and other equipment used for oxygen shall be identified as being "OXYGEN ONLY" and the equipment used for other gases shall not be used for oxygen.
- V. Due to the possibility of an explosion, all oxygen regulators, tubing, etc. shall be kept clean and free of all organic materials such as oil and lint.

- W. In the event a particularly hazardous gas (e.g., phosgene, hydrogen chloride, hydrogen cyanide) is used, a procedure shall be established for evacuating, sealing, and isolating the area of use. The EH&S Division shall be notified prior to procuring such hazardous gases.
- X. Only personnel properly instructed in the chemical and biological hazards of a corrosive and/or toxic gas are to release or use the gas or operate any equipment using the particular gas.
- Y. All supervisory personnel are to have available the necessary emergency treatment and first aid supplies and be able to administer or have administered the necessary first aid that may be required as a result of any hazardous gas being used.

Transportation of Compressed Gas Cylinders

- A. Only personnel of sufficient physical stature and strength are physically to move gas cylinders so as to minimize any potential hazard resulting from the size and weight of the cylinders.
- B. When cylinders are moved, they shall be disconnected from any regulators or manifolds, and where threaded to accept protective valve caps, the valve caps shall be secured in place before the cylinders are released from their securing device.
- C. Cylinders shall be moved only on a hand truck or other cart designed for handling gas cylinders.
- D. No more than one cylinder shall be handled at a time except on carts designed to transport more than one cylinder.

Storage of Compressed Gas Cylinders

- A. Compressed gas cylinder storage areas must be in a fire resistant enclosure located away from emergency exits and must be kept well-drained, well-ventilated, cool, and protected from the weather. Regardless of size, all cylinders shall be provided with supports (straps, chains, or other similar devices) capable of preventing the cylinders from falling.
- B. Under no Condition shall the temperature of gas cylinders exceed 50°(125°F). When Type E gas cylinders are being not exceed 34°C (93°F) since the relief valves of Type E cylinders are set to release above 35°C.
- C. Excessive storage time shall be prevented by the use of the smallest practical size cylinder for a particular gas application.
- D. Corrosive gases shall not be stored for more than six (6) months. Usually after this period of time, there is a deterioration of the gas purity which increases the possibility of cylinder valve malfunction.
- E. Oxygen or nitrous oxide shall not be stored in the same area with flammable gases unless separated by at least 20 feet or by a one-hour rated fire resistant partition. Cylinders stored in an area outside a building must be a minimum distance of 20 feet from flammable gases or combustible material.
- F. All storage rooms that contain in excess of 2000 cubic feet of oxygen and/or nitrous oxide

APPENDIX M: SOUTHERN UNIVERSITY AGCENTER

PROTOCOL FOR LABORATORY SAFETY AND HAZARDOUS WASTE DISPOSAL

General Laboratory Safety Protocol

1. **Barefeet** are not permitted in the lab.
2. Absolutely **no** smoking, **drinking**, or **eating** is allowed in any Science laboratory.
3. A laboratory **safety meeting** should be held before doing all experiments.
4. All materials **must be returned** to their proper storage area at the end of the lab period.
5. Glassware and instruments **must be cleaned and dried**.
6. Keep all common work areas clean and free of clutter and dirty dishes.
7. **Safety goggles** must be worn in the lab when instructed.
8. Gloves must be worn at all times while dissecting, working with preserved specimens, or hazardous chemicals.
9. Bandage all cuts on hands before dissecting or using chemical reagents.
10. No lab material of any kind may leave the laboratory.
11. Always **wash hands** before leaving the laboratory.
12. Never wear **loose** jewelry while working in a laboratory.
13. If supplies are running low, please notify the instructor **before** the supplies are completely exhausted.

General Chemical Safety Protocol

1. Some chemicals used in this laboratory should be **vented** under the hood while in use. Check with the lab instructor. Wear safety goggles during lab exercises that will involve chemicals.
2. In the event of any accident, **notify** the instructor immediately.
Do not attempt to clean up broken glass or spilled chemicals yourself.
3. Do not taste chemicals or pipet solutions by mouth.
4. Dispose of all chemical waste in the proper waste container.
NEVER pour any chemical down the sink without permission from your instructor.
5. When working with chemicals, you should know where Materials Safety Data Sheets (**MSDS**) from the manufacturers are located. A file should be located in the lab. In addition, MSDS

information can be accessed on World Wide Web. You are strongly urged to make use of this information prior to using a new chemical and certainly in the case of any accidental exposure or spill.

6. Safety water showers should be **checked** on a monthly basis for operational purposes.
7. **Always** wear gloves and a lab coat when using potentially hazardous chemicals.
8. The instructor **must be notified** immediately in the case of an accident involving any potentially hazardous reagents.
9. Please do not **waste chemicals** - use only what you need.

Proper Equipment Safety Protocol

1. Care must be taken when handling and operating microscopes. Operate microscopes with **both** hands.
2. Microscopes must be stored with the **lowest magnification** lens in position on the nosepiece. The **lens** must be **cleaned** with only lens paper. Lights should be turned off and camera burners also. All fluids must be **cleaned** from the **lenses and stage** before leaving the lab.
3. Make sure that **gas nozzles** and **water faucets** are turned **OFF** before leaving the lab.
4. Be cautious when using hot plates. Assume that any hot plate on a table is still **hot** and do not pick it up.
5. When using bunsen burners, long hair must be **tied back** and extreme care taken when working around the flame. The burner should be positioned on the lab work table beyond the immediate work area.
6. Chairs should be pushed under the tables at the end of the lab period.
7. Do **not write** on charts or research posters at any time.
8. All research equipment and visual aid equipment should be **returned** to their proper storage area at the end of each lab period.
9. **Report** any equipment malfunction immediately to the instructor.

Biohazard and Chemical Waste Protocol

1. **Always** dispose of chemical waste as instructed.
2. Place chemical waste in **properly labeled** storage containers.
3. **Never** pour any chemical down sink drains unless instructed to do so by your laboratory instructor.
4. Always place only **solid biohazard waste** in the orange-bag lined **Biohazard Waste**.
5. Dispose of broken slides, glassware, or any other small sharp objects (razors) into the proper disposal **Containers**.

APPENDIX N:

Southern University
AGRICULTURAL RESEARCH AND EXTENSION CENTER
AND
COLLEGE OF AGRICULTURE, FAMILY AND CONSUMER SCIENCE
Baton Rouge, Louisiana

**Meat Technology Laboratory
Occupational Safety Plan**

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Southern University Agricultural Research and Extension Center Baton Rouge, Louisiana

The Southern University Agricultural Research and Extension Center is committed to the belief that employees and students should be afforded a safe and orderly working and learning environment. This environment includes all facilities and operational equipment used indoor and outdoor to meet the needs of the operations.

Every effort shall be made to provide all reasonable precautions to protect the safety of all students, employees, visitors, and those present on University property or at University sponsored events.

The operation of the Meat Technology Laboratory (MTL) is under the auspices of the Dean of the College of Agricultural, Family and Consumer Sciences and the Vice-Chancellor for Research whom has deemed the development of the Occupational Safety Plan as the responsibility of the Faculty Advisor and AgCenter Safety Officer. The plan developed shall include but not be limited to the following:

1. Assessment of building and grounds.
2. Current and proposed safety procedures.
3. List of agencies and contact persons who can provide assistance when a crisis situation occurs.
4. Staff training.

The plan shall be reviewed and updated annually prior to the beginning of the fiscal year. The Faculty Advisor, or designee, shall make a report to the Dean and the Ag Center's Vice Chancellor for Research, on an annual basis, regarding the implementation of the plan.

MEAT TECHNOLOGY LABORATORY

OCCUPATIONAL SAFETY PLAN

Southern University
AGRICULTURAL RESEARCH AND EXTENSION CENTER
AND
COLLEGE OF AGRICULTURE, FAMILY AND CONSUMER SCIENCE
Baton Rouge, Louisiana

Components

The Meat Technology Laboratory Safety Plan is part of a multi step process to ensure the safety of the employees and the public we serve. There are four components to a comprehensive abattoir safety plan. Those components are:

1. Policies and procedures that afford a safe working environment.
2. Programs that promote a safe working environment.
3. Sanitation Standard Operating Procedures
4. Hazard Analysis, Critical Control Point

Responsibilities of Meat Technology Laboratory Personnel

Faculty Advisor

The Faculty Advisor advises the staff, and Plant Manager who are responsible for the Meat Technology Laboratory (MTL) safety plan. The Faculty Advisor monitors the implementation of the safety plan and tracks measurable improvements.

General responsibilities of the Faculty Advisor are as follows:

- ❖ Establish a structure and process for administering the safety plan.
- ❖ Advise the Plant Manager and staff.
- ❖ Assist Plant Manager in establishing and implementing safety plan.
- ❖ Review incident investigation reports for content. Assist the investigation process, if necessary, in complicated cases.
- ❖ Assist in developing an appropriate corrective action plan indicated by the incident investigation.
- ❖ Attend incident investigations as required.
- ❖ Monitor incident reports and records. Provide timely reports to the Dean and the Vice Chancellor of Research and the AgCenter safety committee.
- ❖ Establish routine, periodic inspections to monitor the MTL safety program effectiveness. Ensure that MTL employees receive the necessary training to conduct their job safely.
- ❖ Conduct site safety assessment.
- ❖ Provide training for first aid providers for minor injuries not requiring the services of a doctor.
- ❖

Plant Manager

While the Faculty Advisor is accountable for the success of the safety plan, it is the responsibility of the Plant Manager to implement the program at his or her location. The Plant Manager is the most knowledgeable about the employees' attitudes, work habits, and equipment use. The Plant Manager will monitor the application of the safety plan.

The Plant Manager will:

- ❖ Track incidents.
- ❖ Make recommendations to the Faculty Advisor.
- ❖ Hold safety meetings.
- ❖ Develop safety objectives.
- ❖ Develop and implement a training program including drills.
- ❖ Schedule training.
- ❖ Schedule safety/housekeeping inspections.
- ❖ Ensure that all full-time and part-time employees, including students, receive a safety orientation prior to assuming the duties of the job.

- ❖ Complete accident reports, workers compensation reports, and accident investigation reports.
- ❖ Conduct site safety assessment.
- ❖ Ensure full participation of the laboratory in drills and training.
- ❖ Maintain effective liaison with local emergency services and law enforcement.
- ❖ Inspect equipment, grounds and building to determine safety needs.
- ❖ Identify hazards and take corrective action.
- ❖ Review incidents and ensure that the first report of injury, the accident investigation report, the physician of choice form and the medical authorization form have been properly completed and filed with the personnel department.
- ❖ Contact and provide encouragement to injured employees.
- ❖ Develop a process for tracking safety work orders.
- ❖ Ensure that policies and procedures are in place for efficient handling of incidents.
- ❖ Provide safety information to each employee. Conduct a safety orientation program for new employees.
- ❖ Ensure medical supplies for minor injuries are available.
- ❖ Implement recommendations from the Faculty Advisor and University safety committee.
- ❖ Listen to employees and follow up on suggestions.
- ❖ Review and update fire prevention and emergency procedures.

Employees

Each employee is expected, as a condition of employment, to work in a safe manner. He/she is also expected to exercise maximum responsibility for the prevention of accidents and the safe use of machinery and equipment entrusted to his or her care.

Employee responsibilities include the following:

- ❖ Attend training sessions to learn safe work procedures.
- ❖ Maintain good housekeeping in work area.
- ❖ Wear proper dress and use equipment as required by the job.
- ❖ Keep machine guards in place.
- ❖ Report unsafe conditions to supervisor.
- ❖ Report all accidents and injuries to immediate supervisor at once.
- ❖ Know fire prevention and emergency procedures designed for your area.
- ❖ Obey the rules. Obey established rules of conduct and adhere to the safety plan.
- ❖ Be concerned about the safety of others. Refrain from horseplay or pranks while on the job.

Safety Procedures

Inspection

- ❖ The Faculty Advisor will conduct periodic inspections of MTL facilities using the MTL Safety Assessment Instrument (Appendix C) as an interim guide to detect and correct unsafe conditions and practices before injuries occur.
- ❖ After each inspection, a copy of the safety checklist will be reviewed with the Plant Manager, and corrective action, if necessary, will be taken to correct any hazards as identified.
- ❖ The Faculty Advisor will review the result of safety and housekeeping inspections with the Plant Manager to determine corrective follow-up action.
- ❖ Results of safety and housekeeping inspections, reports of unsafe act and safety policies and procedures will be communicated to all employees.

Techniques

- ❖ Regular safety and housekeeping inspections will serve to encourage employees to inspect their own work areas.
- ❖ The Faculty Advisor will determine the frequency for holding inspections, but will schedule at least two annually.
- ❖ The University safety committee will determine means of securing employee and student interest and encouraging cooperation in the University's safety program.

Procedures

Inspection procedures will vary in accordance with the type of inspection required. The responsibility of the University is to ensure that all inspectors are familiar with federal standards, state laws and local ordinances affecting the safety and health of workers.

A safety checklist will be developed around the avoidance of the following eleven basic work hazards:

- ❖ Pinch points, shear points
- ❖ Flying objects
- ❖ Falling objects
- ❖ Electricity
- ❖ Gas/vapors
- ❖ Chemical/flammable
- ❖ Heavy objects
- ❖ Hot/cold objects
- ❖ Sharp and pointed objects
- ❖ Slippery surfaces
- ❖ Trip/fall hazards

Safety Inspections

The AgCenter Safety Officer is authorized to enter, inspect, and investigate at any time, any work site or establishment to insure that all safety rules and regulations are being followed. The Faculty Advisor and Plant Manager are expected to cooperate.

Regular site inspections are the responsibility of the Faculty Advisor. Inspections may vary in type and frequency. Inspections may be conducted on an area basis, or an entire facility basis, or on a specific operation basis. They may be conducted with or without advance notice by the Faculty Advisor or AgCenter Safety Officer.

Safety citations may be issued to the Plant Manager or employees for unsafe acts or for allowing unsafe conditions to exist. Recipients of safety citations are subject to disciplinary action which shall be determined and assessed by the University.

Scheduled inspections are conducted no less than twice yearly by the AgCenter Safety Officer and Faculty Advisor. Equipment such as fire extinguishers will be inspected at required intervals as required by state law. Results should be submitted to the University safety committee. Personal protective equipment will be inspected constantly to make certain that it is in safe working condition. Intermittent inspections are conducted by the Plant Manager and are held on irregular intervals. These inspections serve to determine the need for regularly scheduled inspections in a particular department or work area.

Monitoring inspections are designed to observe equipment that is in continuous operation and are conducted by Plant Manager.

Special inspections are held when new equipment is installed, or during construction of new buildings or during the remodeling of old buildings, or because some change has created new hazards. Special inspections are the responsibility of the Plant Manager.

Accident Investigation

The first step in preventing a recurrence of an accident is to investigate and analyze one that has happened and take positive action to remove its causes. Each accident should be investigated by the injured employee's immediate supervisor. These findings should constitute a portion of the complete accident report. The investigator should:

- ❖ Determine the act or condition that triggered the accident.
- ❖ Cite any procedure or action that was not in accordance with standard safety policies.
- ❖ Indicate any corrective or disciplinary action that would prevent another accident of this type.

Accident Reports

Accident reports are required for any accident occurring on University property or during MTL operation. This report is to be completed and submitted to the Plant Manager within 24 hours of accident. The same report may be used to report incidents where hazards exist but where no injury or damage has occurred. Accident reports involving employees should be filed in the personnel office and accident reports involving students should be filed in the student 's record. There are a number of forms which may be used to report accidents (Appendix I-A is recommended), but the items listed below should be considered minimum information:

- ❖ Name, age, sex of the injured person.
- ❖ Occupation at time of accident-What he or she was actually doing.
- ❖ Nature and exact description of injury.
- ❖ Date and time of accident.
- ❖ Estimate of number of days that will be lost as a result of accident.
- ❖ Description of accident: Identify objects, operation, or substances most closely associated with the occurrence of the accident.
- ❖ Unsafe acts or conditions that contributed to the accident.
- ❖ Corrective action proposed in order to prevent the re-occurrence of a similar accident.
- ❖ Remarks, comments, or sketches.
- ❖ Date report was completed.
- ❖ Signature of supervisor.
- ❖ Signature of safety coordinator.

Employee Orientation

The MTL will seek to avoid or lower the rate of injury to its employees by providing each new employee with instruction regarding University safety methods and procedures. These instructions will include:

- ❖ An overall orientation program to familiarize the employee with the function or his or her job.
- ❖ A training period to ascertain the capabilities of the employee.
- ❖ An orientation period to familiarize the employee with safety practices and procedures.
- ❖ Testing and observing to ascertain the employee has mastered safety work habits.

First Aid

The Plant Manager will:

- ❖ Maintain a list of first aid providers for his or her building.
- ❖ Ensure the providers obtain first aid training from a certified body such as the American Red Cross.
- ❖ Obtain an approved first aid kit.
- ❖ Obtain an infection control kit.
- ❖ Ensure that ambulance and hospital emergency room telephone numbers are posted in an observable location.

- ❖ Maintain an adequate employee record that identifies family members and next of kin.

Responsibilities of the first aid providers will include the following:

- ❖ Provide for medical treatment of minor injuries not requiring the services of a doctor.
- ❖ Obtain first aid training from a certified body such as the American Red Cross.

Safety and Rule Book Requirements

The following are considered basic safety rules for all employees:

- ❖ Follow instructions. If you do not understand, ask for additional explanation.
- ❖ Correct unsafe conditions and report them promptly.
- ❖ Keep your work area clean.
- ❖ Use the proper tools or equipment for each job.
- ❖ Operate only the equipment you are authorized and qualified to use.
- ❖ Immediately report all accidents.
- ❖ If injured even slightly, get prompt first aid.
- ❖ If personal protective equipment is required by your job, wear it.
- ❖ Avoid fighting, horseplay, or other situations that could cause unnecessary injuries and distractions.
- ❖ Obey all safety rules and practices.
- ❖ Never run even during emergencies.
- ❖ Always be safety conscious when on MTL grounds.
- ❖ Do not use defective tools.

Safety awareness and a proper attitude will save lives, prevent disabling injuries, increase job effectiveness, and reduce costs.

Harvesting, Processing and Refrigerated Rooms Safety Rules

The following MTL rules should be adhered to at all times:

- ❖ Wear cut resistant gloves when using or cleaning machines and knives.
- ❖ Wear appropriate clothing and footwear for the working condition.
- ❖ Keep floors clean and free of grease residue. Excessive water, liquid or solid debris should be cleaned up promptly.
- ❖ Report any item of equipment that appears defective or unsafe, or any unsafe act observed.
- ❖ Wet floors must be posted with "WET FLOOR" signs.
- ❖ High traffic areas must be cleaned in such a fashion that provides a dry walk surface at all times.
- ❖ Report any accident, no matter how slight.
- ❖ Safety guards should never be removed or modified.
- ❖ Use proper lifting techniques.
- ❖ Horseplay, running, and practical jokes are not permitted.
- ❖ Machinery and tools must be used only for their intended purposes.
- ❖ Fire extinguishers are not to be removed from their location or used for any purpose other

- than control of a threatening fire.
- ❖ Wear only approved non-slip safety shoes.

PERSONNEL and FOOD PROTECTION

All practices detailed in the MTL Sanitation Standard Operating Procedures and Hazard Analysis Critical Control Points (HACCP) plan will govern the safe handling of products produced at the facility. These procedures and plans must be followed at all time to avoid contamination of products.

Smoking is not allowed.

Eating and drinking allowed in designated areas only.

STANDARD ROOM REQUIREMENTS

Lighting provided as required: fixtures shielded, endcaps.

Proper ventilation of rooms and equipment.

Clean and or soiled clothing and linen properly stored.

Complete separation from laundry.

Overall well-organized, clean, litter free environment.

MTL Building Safety Rules

The following safety rules should be observed in the office and classroom areas:

- ❖ Desk and cabinet drawers should be kept closed.
- ❖ All chairs should be used as designed to avoid unsafe conditions.
- ❖ Exercise caution when using sharp pointed objects such as shears, knives, and pencils to avoid injuries.
- ❖ Broken furniture and equipment should be removed and repaired promptly.
- ❖ Stairwells should be maintained with secure handrails and level, no-slip tread surfaces on the steps.
- ❖ Restrooms should be clean and well maintained.
- ❖ Wet floors must be posted with "WET FLOOR" signs.
- ❖ Horseplay, running, and practical jokes are not permitted.
- ❖ The Plant Manager will assure that all containers of hazardous products are appropriately marked and labeled. The label should identify the product and provide appropriate information and warnings.
- ❖ The Plant Manager will ensure that all containers of hazardous products are appropriately stored out of the reach of students.
- ❖ Keep walkways and exits clear.

Face and Eye Protection

Face and eye protection will be used for any task where there is reasonable probability of injury. Employees assigned to perform tasks which require eye protection must wear the protector provided. The consequences of failure to use eye protection at appropriate times are so serious that no exception to this policy is permitted.

Lifting and Material Movement

- ❖ Lift, push or pull only reasonable amounts of weight.
- ❖ Do not lift over 50 pounds without help.
- ❖ Lift correctly to prevent injury.

Hot Surfaces and Items and Energized Electrical Equipment

- ❖ Exercise caution when working around hot surfaces or items. Use insulating protective equipment (gloves, aprons, etc.) to prevent burns.
- ❖ Do not touch or work on any equipment which you suspect is energized (electrical shock hazard). De-energize first.
- ❖ Place lock-up warning tags on designated switches and panels.
- ❖ Any electrical repairs beyond resetting or replacing fuses should be performed by qualified maintenance personnel only.

Equipment Usage

- ❖ Check to be sure equipment you are using is in safe condition.
- ❖ Ladders should be properly secured (i.e. use on level surface, tie off extension ladders).
- ❖ Dollies or hand-trucks should be used to move heavy loads-do not use make-shift equipment.

Report Any Unsafe Condition Immediately

- ❖ Notify Plant Manager as soon as possible of unsafe conditions.
- ❖ Remain on-site at the unsafe location if needed to prevent accidents, or barricade the area if necessary to leave the unsafe location.
- ❖ File a Safe-Work Report signed by injured employee and you immediate manager.
- ❖ In an emergency, notify the Plant Manager or Faculty Advisor as soon as possible by phone.

General Rule

If you think or suspect an unsafe condition or equipment may reasonably cause bodily injury, call your immediate supervisor or Faculty Advisor. Do not perform any task that may cause personal harm without supervisory direction. Be prudent. Think about the safe way to do a task before starting. Get help when needed. Do not improvise just to get the job done.

Managers/Supervisors

Managers and supervisors are personnel assigned responsibilities to assess and make decisions about safety. Failure to comply or perform in accordance with a manager's directive regarding safe practice constitutes cause for termination of employment. If a manager's judgment is questioned, an employee must (1) explain concerns to the manager, and (2) if a solution is not identified, request an immediate review by the manager's supervisor.

Reports and Investigation:

If an employee is injured in any way, it is the responsibility of the employee to immediately notify the Plant Manager who will complete an Incident/Accident Report. The Plant Manager will file the report with the Faculty Advisor or AgCenter Safety Officer. Violation of this requirement constitutes cause for termination of employment. An investigation of each incident, even if suspected and not reported, shall be conducted by the Plant Manager responsible for the area of work where the incident occurred or suspected to have occurred. Procedures are listed below:

- ❖ The Plant Manager shall, within two working days after an incident or receipt of report, interview the person who was injured and others who may provide information.
- ❖ The Plant Manager shall complete an Incident/Accident Report citing summary statement(s) of testimony by name(s), findings and recommendations.
- ❖ The Plant Manager shall submit the Incident/Accident Report to the AgCenter Safety Officer within one working day after completion of the investigation.
- ❖ The Plant Manager will notify the AgCenter Safety Officer by phone as soon as possible.
- ❖ The AgCenter Safety Officer will at his or her discretion direct another investigation to obtain additional information or verify the report.
- ❖ The AgCenter Safety Officer will review the manager's recommendations and information regarding an incident and prescribe appropriate corrective action and/or penalties.

Penalties of Unsafe Work Practices:

For unsafe work practices, an employee will be issued a warning for the first offense. For the second offense, a three-day suspension without pay will be issued, and for the third offense, termination of employment or extended suspension will be issued at the discretion of the Superintendent. **A flagrant violation of a written regulation constitutes cause for immediate suspension or termination without a warning.**

Safety Events

Building Evacuation

The Plant Manager will update and post evacuation plans in each room of the building. This plan will be used for fire, bomb threat, explosion, loss of a building ' s structural integrity, hazardous materials and other crises requiring evacuation.

Emergency Procedure:

- ❖ Employees and students will move to assigned evacuation locations.
- ❖ Plant Manager or instructors will follow employee and students out.
- ❖ Plant Manager and instructors will call ensure all employees and students accounted for.
- ❖ Plant Manager or instructor will report missing employees or students to Faculty Advisor.
- ❖ Plant Manager will ensure no one re-enters the facility until the safety has been restored.

Fire

Definition: A fire occurs when combustible materials ignite in the presence of oxygen and heat.

Emergency Procedure:

- ❖ Call 9-911. Make sure the 911 operator understands the nature of the emergency. If possible, stay on the line until you are instructed to disconnect by the emergency operator.
- ❖ Evacuate immediately. Exit through the nearest safe exit using all available doors.
- ❖ Employees and students should not return to the building until Fire Department officials declare the area safe.
- ❖ All fires must be reported to the Fire Department, even if it is a very small fire or the fire has already been extinguished.
- ❖ The Faculty Advisor will update and post evacuation routes in each room annually.
- ❖ Extinguish small fires if it is possible to do so without endangering lives, but notification of the Fire Department is mandatory for all fires.
- ❖ Render first aid, if necessary.
- ❖ The Plant Manager will be responsible for conducting one fire drill quarterly.
- ❖ The Faculty Advisor will document actions and decisions concerning fire incident.

Medical Emergency

Definition: A medical emergency exists anytime a school incident exceeds the need for basic first aid.

Emergency Procedure:

- ❖ Call 9-911. Make sure the 911 operator understands that there is a medical emergency. If possible, stay on the line until you are instructed to disconnect by the 911 operator.
- ❖ Be prepared to state the nature of the emergency and location. Provide emergency medical personnel with any known information about the health concerns of the individual, medications, allergies, health care provider, etc.
- ❖ Administer first aid.
- ❖ Do not give medication by mouth unless specifically ordered to do so by the physician and appropriately signed authorizations from the parent and physician are on file.
- ❖ First aid provider will stay with the person until fully recovered or family member is present.
- ❖ In the event that an employee is transported to a health-care facility, the Faculty Advisor will designate a person to stay with the employee until a family member is present.
- ❖ All medical incidents should be documented.

Natural Gas Emergency

Definition: A natural gas emergency occurs when natural gas escapes from its controlled environment.

Emergency Procedure:

- ❖ Call 9-911. Make sure the 911 operator understands that there is a natural gas emergency. If possible, stay on the line until you are instructed to disconnect by the 911 operator.
- ❖ Call the Physical Plant.
- ❖ Authorized maintenance employee will shut-off gas and electricity.
- ❖ No smoking.
- ❖ The Plant Manger will initiate evacuation plan, if necessary.
- ❖ The Plant Manager will notify the Faculty Advisor's office who will immediately notify the proper departments.
- ❖ If evacuation becomes necessary, the Plant Manager will be responsible for ensuring all persons are accounted for.
- ❖ First aid providers will render first aid if necessary.
- ❖ The Faculty Advisor or designee will document actions and decisions concerning natural gas incident.

Appendix 0

Supervisors' Accident Investigation Report

NOTE TO SUPERVISOR
REMEMBER, AN ACCIDENT
INVESTIGATION IS NOT
DESIGNATED TO FIND
FAULT OR BLAME. IT IS AN
ANALYSIS TO DETERMINE
CAUSES THAT CAN BE
CONTROLLED OR
ELIMINATED.

WHEN COMPLETING THE
INVESTIGATION, TRY TO
ANSWER THESE
QUESTIONS

How did the accident occur?

Where did it happen?

What materials, machines,
equipment, or conditions
were involved?

Who was injured?

When did it happen?

MAKE
RECOMMENDATIONS

NO INVESTIGATION IS
COMPLETE UNLESS
CORRECTIVE ACTION IS
SUGGESTED.

FOLLOW-UP

Determine what action is
being taken on your
recommendations.

Supervisor's Accident Investigation Report

DATE _____ TIME _____

EMPLOYEE INVOLVED _____ AGE _____

POSITION _____ DATE EMPLOYED _____

SUPERVISOR _____ DEPARTMENT _____

HOW LONG WAS EMPLOYEE PERFORMING THIS OPERATION? _____

WAS THE EMPLOYEE INSTRUCTED? _____

DID THE ACCIDENT RESULT IN INJURY? _____

NATURE AND EXTENT OF INJURY _____

DATE INJURY REPORTED _____ LOSS OF WORK DAYS _____
Yes or No

IF SO, WHEN, AND BY WHOM? _____

HOW DID ACCIDENT OCCUR? _____

CAUSE OF ACCIDENT _____

RECOMMENDATIONS TO PREVENT A RECURRENCE _____

WHAT ACTION HAS BEEN TAKEN? _____

SIGNED _____ DEPT. _____

FACULTY ADVISOR COMMENTS

RECOMMENDATIONS _____

SIGNED _____ DATE _____

SAFETY OFFICER COMMENTS

SPECIAL ORDERS _____

SIGNED _____ DATE _____

SUPERVISOR'S ACCIDENT INVESTIGATION REPORT (continued)

CAUSES	DEFINITION OF CAUSE	SUGGESTED CORRECTIVE MEASURES
ENVIRONMENTAL 1. Unsafe procedure	Hazardous process; management failed to make adequate plans for safety.	A. Job analysis B. Formulation of safe procedure
2. Equipment Defective Through Use	Machines or equipment that have become rough, slippery, sharp-edged, worn, cracked, broken, or otherwise defective through use or abuse.	A. Inspection B. Proper maintenance.
3. Improperly Guarded Equipment	Machines or equipment that are unguarded or inadequately guarded.	A. Inspection. B. Checking plans, blueprints, purchase orders, contracts, and materials for safety. C. Include guards in original design, order, and contract. D. Provide guards for existing hazards.
4. Equipment Defective Through Design	Failure to provide for safety in the design, construction, and installation of building, machinery, and equipment, too large, too small, not strong enough.	A. Source of supply must be reliable. B. Checking plans, blueprints, purchase orders, contracts, and materials for safety. C. Correction of defects.
5. Unsafe Dress or Apparel	Management's failure to provide or specify the use of goggles, respirators, safety shoes, hard hats, and other articles of safe dress or apparel.	A. Provide safe dress or apparel or personal protective equipment if management could reasonably be expected to provide it. B. Specify the use or non-use of certain dress or apparel or protective equipment on certain jobs.
6. Unsafe Housekeeping Facilities	No suitable layout or equipment that are necessary for good housekeeping-shelves, boxes, bins, aisle markers, etc.	A. Provide suitable layout and equipment necessary for good housekeeping.
7. Improper Ventilation	Poorly ventilated or not ventilated at all.	A. Improve the ventilation.
8. Improper Illumination	Poorly illuminated or no illumination at all.	A. Improve the illumination.
BEHAVIORISTIC 9. Lack of Knowledge or Skill	Unaware of safe practice, unpracticed, unskilled, not properly instructed or trained.	A. Job training.
10. Improper Attitude	Worker was properly trained and instructed, but s/he failed to follow instruction because s/he was willful, reckless, absentminded, excitable, or angry.	A. Supervision. B. Discipline. C. Personnel work.
11. Health Impairments (physical)	Worker has poor eyesight, defective hearing, heart trouble, hernia, etc.	A. Pre-placement physical examinations. B. Periodic physical examinations. C. Appropriate job assignment of employees. D. Identification of workers with temporary health impairments.

APPENDIX P

Accident Report

**Southern University Agricultural Research and Extension
Center
Meat Technology Laboratory**

EMPLOYEE ACCIDENT REPORT

Name of Employee	Sex	Grade	Student/Visitor
Date of Accident	Time of Day	Location on Campus of Accident	
Description of Activity at Time of Accident:			
Supervisor:		Witness(es):	
Nature of Injury and Action Taken:			
Suggestions for Preventing a Similar Accident:			
Signatures required	Signature		Date
Signature of Supervisor			
Signature of Employee:			

APPENDIX Q

**SAFETY
ASSESSMENT
INSTRUMENT**

**Southern University Agricultural Research and Extension
Center
Meat Technology Laboratory**

SAFETY ASSESSMENT INSTRUMENT

Name of Recorder _____ Date _____

These guidelines are in the form of checklists for Bi-Annual Safety Inspections.

Mark each item below as follows:

-
- S (or checkmark) for Satisfactory
- R for Requires follow-up (within 10 days)
- U for Urgent response needed (within 1 day)

If all items in a category are satisfactory, circle 'Satisfactory' in the category heading.

Satisfactory

GENERAL

- _____ Are all exits and aisles unobstructed?
- _____ Are work areas clear and?
- _____ Do any potential tripping hazards exist?
- _____ Are equipment and materials stored safely?
- _____ Are waste containers labeled and in good condition?
- _____ Is glassware stored safely?
- _____ Are any unusual noises or odors present?
- _____ Is overall housekeeping good?
- _____ Supply of visitors' safety glasses is adequate
- _____ Machine guards are in place
- _____ Belts are in good condition
- _____ Safety shields are in place
- _____ Safety shield windows are clean and clear
- _____ Machines are free of debris
- _____ Power switches are unobstructed
- _____ Unobstructed access to emergency power disconnects
- _____ Machines have adequate working area and room to allow
operator to step back in an emergency
- _____ Clamping mechanisms are in good operating condition
- _____ All special tools for machine operation are properly
stored at machine
- _____ Machines are operating within manufacturers safety
specifications
- _____ Aisles to exit doors are unobstructed
- _____ No tripping hazards are present
- _____ Power cords are properly secured
- _____ Intact insulation on power cords
- _____ Lighting is adequate
- _____ Machines are anchored to floor

_____ Neat and orderly shop (general housekeeping)

_____ Other:

Satisfactory

SAFEGUARDS AND SAFE PRACTICES

_____ Are off-hours instructions for unattended operation posted?

_____ Is safety handbook available?

_____ Are protective shields in place if needed?

_____ Are machine guards in place if needed?

_____ Are emergency shutdown procedures posted?

_____ Are emergency shutoffs for house utilities
unobstructed?

_____ Have you observed any unsafe acts or noncompliance
with safety rules?

_____ Do any potential overhead hazards exist?

_____ Do any illumination problems exist?

_____ Is general ventilation acceptable?

_____ Is emergency door unobstructed?

_____ Is emergency door unlocked?

_____ Other:

Satisfactory

PROTECTIVE EQUIPMENT

_____ Is the safety cabinet stocked appropriately
with applicable items from the following list?

_____ Safety glasses

_____ Gloves

_____ Thermal gloves

_____ Splash goggles

_____ Other: _____

Satisfactory

EMERGENCY EQUIPMENT

_____ Is access to fire extinguisher unobstructed?

_____ Is fire extinguisher seal intact?

_____ Other:

Satisfactory

GENERAL LABELING

_____ Are chemicals properly labeled and tagged?

_____ If required, are "Hot" signs properly worded and clearly
visible?

_____ If required, are other signs properly worded and clearly
visible?

_____ Are electrical panels and other electrical
shut-off switches properly labeled?

_____ Other:

Satisfactory

MECHANICAL

- _____ Are all devices mechanically stable (suitable base for height and weight and anchored to floor, if appropriate)?
- _____ Are there any stored energy hazards?
 - _____ Pressure
 - _____ Other :
- _____ If required, are overpressure alarms installed?
 - On which units? _____
- _____ Are equipment/shelves/cabinets secured properly?
- _____ Are cabinet tops free of stored items?
- _____ Are any sharp edges present?
- _____ Are there any unmarked or unprotected protruding objects?
 - _____ Hazard removed
 - _____ Safety guard recommended
- _____ Other recommendations: _____

Satisfactory

ELECTRICAL

- _____ Are power strips secured?
- _____ Are any faulty or frayed wires present?
- _____ Are any electrical boxes open?
- _____ Are any electrical terminals exposed on instrumentation?
- _____ Is electrical equipment properly grounded?
- _____ Are any electrical circuits overloaded?
- _____ Are any ignition sources present?
- _____ Are GFCIs installed at appropriate locations?
- _____ Are posted signs adequate?
- _____ Are all the instruments/circuits adequately labeled?
- _____ Is access to electrical panels and other electrical shut-off switches unobstructed?
- _____ Do any lighting problems exist?

Satisfactory

PIPING PRACTICES

- _____ Are any inspections of regulators or relief valves out of date?
- _____ Are proper size catch pans in use?
- _____ Are house utility systems protected?

Satisfactory

HAZARDOUS MATERIALS

(Acids, Bases, Oxidizers, Toxics, Carcinogens, etc.)

- _____ Are chemicals properly stored and labeled?
- _____ Are incompatible chemicals properly segregated?
- _____ Are peroxide formers and other compounds subject to hazardous decomposition labeled to show date received?
- _____ Is chemical tag system properly used?
- _____ Is chemical inventory list available and up to date?
- _____ Other: _____

Satisfactory FLAMMABLE AND COMBUSTIBLE LIQUIDS

_____ Are all aerosol sprays with flammable propellants
stored in flammable-liquid storage cabinets?

_____ Is the storage cabinet inventory up to date?

_____ Other:

ADDITIONAL COMMENTS:

Appendix R

EMERGENCY CONTACTS

**Southern University Agricultural Research and Extension
Center
Meat Technology Laboratory**

EMERGENCY CONTACTS

Position	Name	Home	Cell	Office
Chancellor, AgCenter				
Vice Chancellor for Research				
Faculty Advisor				
Personnel Director				
AgCenter Safety Officer				
Plant Manager				
University Maintenance Supervisor				

Emergency Telephone Numbers

Department	Phone Number	Department	Phone
Sheriff 's Office		SU Police Department	
Fire Department		Baton Rouge Police Department	
Poison Control			

APPENDIX S:
MEMORANDUM OF UNDERSTANDING BETWEEN
Louisiana Society for the Prevention of Cruelty to Animals
And the
Southern University Agricultural Research and Extension Center



MEMORANDUM OF UNDERSTANDING

BETWEEN:

Louisiana Society for the Prevention of Cruelty to Animals
And
Southern University Agricultural Research and Extension Center

CONCERNING:

The housing of stray and/or rescued animals from the greater New Orleans area that have been displaced by a declared emergency or disaster

The Louisiana Society for the Prevention of Cruelty to Animals (LA/SPCA) is a private non-profit organization dedicated to the elimination of animal suffering. Chartered in 1888, it is the oldest, and the most comprehensive, animal welfare organization in the state. The LA/SPCA provides care and basic medical services for approximately 11,000 homeless and unwanted animals each year. It has many programs and services in place to educate the community, reduce pet overpopulation and improve the quality-of-life for the animals in the community.

Southern University and A&M College is a comprehensive institution offering four-year, graduate, professional, and doctoral degree programs. The University is the only historically black land grant university system in the United States. The University offers a multitude of degrees in various areas of study including bachelor's degrees in 42 areas, master's degrees in 19 areas, five doctoral, and two associate degrees. An average of 9,000 students is enrolled each year at the Baton Rouge campus. The Southern University Agricultural Research and Extension Center (SUAREC) was established on July 1, 2001 as the fifth campus of the Southern University System to conduct basic and applied research, and to disseminate information to the citizens of Louisiana in a manner that is useful in addressing their scientific, technological, social, economic and cultural needs. SUAREC encompasses the Center for Small Farm Research, the Cooperative Extension Program, the Maurice A. Edmond Livestock Arena and a 385-acre agricultural experiment station. Programs in SUAREC are multidisciplinary with collaboration among research scientists and cooperative extension personnel.

I. PURPOSE

This memorandum of understanding has been created to establish the relationship between the Southern University Agricultural Research and Extension Center (herein "SUAREC") and the Louisiana Society for the Prevention of Cruelty to Animals (herein "LA/SPCA") in preparing for and dealing with the housing of stray, abandoned or rescued animals in disaster situations.

The LA/SPCA would use SUAREC's Maurice A. Edmond Livestock Arena (herein "Livestock Arena") for housing rescued or stray animals from the Greater New Orleans area that have been displaced by an emergency or disaster until such point the LA/SPCA can resume normal operations at its own animal sheltering facility. This housing shall not exceed more than 30 days commencing from the initial date the first animal is housed.

II. CONCEPT OF OPERATIONS

Each party to this statement of understanding is a separate and independent organization. As such, each organization retains its own identity and each organization is responsible for establishing its own policies and financing its own activities.

III. DEFINITION OF A DISASTER

A disaster is the occurrence of one or more of the examples listed below and the declarations of emergency situations declared by the Governor of the State of Louisiana and/or one of the mayor's of the cities comprising the Greater New Orleans area. A disaster is a threatening or occurring event of such destructive magnitude and force as to dislocate people and animals, separate family members, damage or destroy homes, and injure or kill people and animals. A disaster produces immediate suffering and basic animal needs cannot be promptly or adequately addressed by the affected people. Natural disasters include floods, tornadoes, hurricanes, typhoons, winter storms, tsunamis, hail storms, wildfires, windstorms, epidemics and earthquakes. Human caused disasters - whether intentional or unintentional - include residential fires, building collapses, transportation accidents, hazardous materials releases, explosions and domestic acts of terrorism.

III. AUTHORITY

The Office of Emergency Preparedness established Emergency Support Function (ESF) #17 Animal Protection as part of the City of New Orleans Comprehensive Emergency Management Plan to identify, manage and organize a response and the resources needed for animals following a declared emergency or disaster, and to provide a coordinated response between local, state, and federal government, private and non-profit organizations. ESF #17 establishes the Louisiana SPCA as the Primary Agency for implementation of ESF #17 and is therefore responsible for all overall management, coordination and prioritization of animal care and control services and resources to support the animal needs once the Emergency Operations Center (EOC) is activated. The LA/SPCA is a private non-profit and receives no additional funding to provide rescue services.

IV. PROCEDURE

The LASPCA has established a Memorandum of Understanding with United Animal Nations (UAN) for the purpose of overseeing rescue animal shelter operations. All animal rescue shelter operations at the Livestock Arena will be managed and staffed by LA/SPCA personnel, UAN personnel, animal control or humane society professionals from other agencies, and qualified volunteers.

The LA/SPCA, with the support of other agencies such as UAN, will provide the following services in response to a disaster that hits the greater New Orleans area:

- Setup and staffing of temporary animal relief shelter
- Evacuation of animals from affected area
- Rescue of abandoned or stranded animals from affected area
- Implementation of record keeping and identification system
- Transportation of animals from affected area to shelter
- Coordination of veterinary care for sick and injured animals
- Coordination of animal food and supplies
- Compassionate removal of animals who don't survive the disaster
- Documentation of lost animal
- Reuniting animals with caregivers
- Arranging for the adoption of unclaimed or surrendered animals
- Removing animals and all necessary equipment from the Arena area to their next destination.

V. ADMINISTRATION

In order that the resources of LA/SPCA and SUAREC may be coordinated and used to the fullest advantage in rendering disaster relief, both organizations agree:

1. Close liaison will be maintained between LA/SPCA and SUAREC by telephone, email, facsimile and other means. This communication will include providing such information as disaster reports and situation reports. Each organization will share current data regarding disasters, disaster declarations and changes in personnel and policies. Interaction and liaison will be encouraged at all levels of both organizations.
2. LA/SPCA and SUAREC will keep each other updated as to the contact information of personnel who are available in an emergency situation 24 hours a day, 7 days a week to ensure that any issues or concerns that may arise will be attended to in a timely fashion.
3. Under the authority of LA/SPCA, UAN will coordinate animal shelter relief efforts in cooperation with local animal shelters, federal, state and local government officials, and other pertinent organizations or volunteers.
4. Recognizing the need for advising the public of the work of both organizations, LA/SPCA and SUAREC will make every effort, through their public information offices to keep the public informed of their cooperative efforts.

5. LA/SPCA and SUAREC will inform local, city, county and state officials of this agreement and will urge full cooperation.
6. LA/SPCA understands SUAREC's faculty, staff or student body will not be responsible for the care of the animals brought to the Livestock Arena by Animal Rescue or Transport Teams. All equipment necessary to house and care for the animals will be provided by the LA/SPCA, UAN, and/or other agencies through either purchase or donation.
7. LA/SPCA will install a wireless networking system at the Livestock Arena that will be utilized by both parties.
8. The number of cats and/or dogs to be housed in the Livestock Arena will not exceed 1500.
9. The LA/SPCA will provide 24 hour security during occupancy. It is understood that staff and volunteers working with the animal shelter relief efforts in the Livestock Arena may camp on the grounds but there are no utilities (electricity, water, sewage) outside the Livestock Arena.
10. This agreement is limited to the Livestock Arena and the immediate surroundings. Only SUAREC and Southern University personnel and others designated by them shall have access to the adjacent Experiment Station.
11. The LA/SPCA is responsible for maintenance of the facility during occupancy including cleaning and trash pickup and is responsible for returning the Livestock Arena to its pre-animal rescue facility condition upon ceasing animal rescue sheltering operations including spraying the facility for control of insect pests.
12. Modifications within the scope of the agreement shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by all parties, prior to any changes being performed.
13. LA/SPCA shall not be liable for any portion of any expenses incurred by SUAREC unless LA/SPCA has expressly agreed to assume such expenses, in writing, prior to the incurrence of such expenses by SUAREC.
14. SUAREC shall not be liable for any portion of any expenses incurred by LA/SPCA unless SUAREC has expressly agreed to assume such expenses, in writing, prior to the incurrence of such expenses by LA/SPCA.
15. SUAREC shall defend, hold harmless and indemnify the LA/SPCA and its officers, agents, employees, volunteers and each of them in all capacities from and against all claims, causes of action, lawsuits, costs, damages, fines, judgments, penalties, losses, liabilities or expenses arising from any services or activities undertaken by LA/SPCA pursuant to this MOU, excepting only any claims, causes of action, lawsuits, costs,

damages, fines, judgments, penalties, losses, liabilities or expenses arising from the negligent or intentional acts of LA/SPCA, its officers, agents, employees and volunteers.

16. LA/SPCA shall defend, hold harmless and indemnify SUAREC and its officers, agents, employees, volunteers and each of them in all capacities from and against all claims, causes of action, lawsuits, costs, damages, fines, judgments, penalties, losses, liabilities or expenses arising from any services or activities undertaken by SUAREC pursuant to this MOU, excepting only any claims, causes of action, lawsuits, costs, damages, fines, judgments, penalties, losses, liabilities or expenses arising from the negligent or intentional acts of SUAREC, its officers, agents, employees and volunteers.
17. No provisions in this MOU shall be so construed as to create a relationship of employer and employee, or principal and agent, partnership or joint venture as between LA/SPCA and SUAREC.
18. No provisions in this agreement shall be so construed as to provide either party with the authority to bind the other to any agreement, undertaking, cost, liability or expense of any nature without the express written consent of the other.
19. Neither party shall be entitled to any rights of possession, custody, ownership or control, either expressed or implied, of the tangible resources provided by the other party.
20. The use of the name and emblem of either organization by the other shall be allowed only in the case of particular projects undertaken pursuant to the prior express written consent of the organization and when such projects are in conformity with that organization's regulations.

VI. COMPLETE LIST OF CONTACTS

This paragraph provides a list of the personnel from each agency or cooperator that will have working knowledge of the agreement and will be overseeing its administration.

LA/SPCA

Laura K. Maloney
Executive Director
Office: 504-368-5191, ext 200
Cell: 504-329-5191

Deanna Davies
Disaster Response Advisor
Office: 847-717-4309
Cell: 847-890-0014

Kathryn Destreza
Director of Humane Law Enforcement
Office: 225-675-5302
Cell: 504-329-5209

Page 6 of 7

Evelyn Simon
Controller
Office: 504-368-5191, ext 102
Cell: 504-329-5210

SUAREC

Kirkland Mellad
Vice Chancellor for Research
225 771 2262

Christie Monroe
Assistant Livestock Show Manager
225-771-2242

Gary Simon
University Veterinarian
225-771-3111

Herman Langley
Farm Superintendent
225-771-2262

Linus Harleaux
Assistant Farm superintendent
225 771 2262

James McNitt
Chair, Southern University Institutional Animal Care and Use Committee
225-771-2262

Eugene Runles
Dairy Manager
225-771-2262

VII. COMMENCEMENT/EXPIRATION DATE

This Memorandum of Understanding (MOU) shall be effective upon signature and terminate on June 5, 2011. Six months prior to termination, the parties shall meet to review the progress and success of the MOU and determine whether it shall be extended for an additional five years. In no event shall any extension of this MOU be for a period exceeding five years. This MOU may be terminated at any time by written notification from either party to the other, within 30 days.

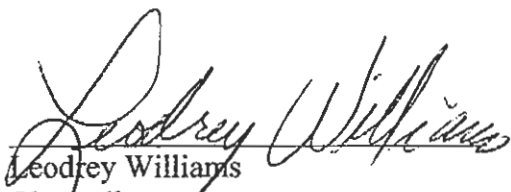
VIII. SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this MOU as of the last date written below.



Laura Maloney
Executive Director
Louisiana SPCA

June 5, 2006
DATE



Leodrey Williams
Chancellor
SUAREC

6/12/06
DATE

**APPENDIX T:
AMERICANS WITH DISABILITIES ACT
and
SOUTHERN UNIVERSITY – BATON ROUGE CAMPUS
DISCRIMINATION GRIEVANCE PROCEDURES**



Discrimination Grievance Procedures

Policy | Authority | Coverage | Rights of Grievant | Rights of the University and Individual Respondents | Grievance Procedure | Appeal Procedure | Document Dissemination and Storage

Policy

Southern University is committed to providing equal access for all persons with disabilities on the Baton Rouge Campus. The University recognizes that some persons with disabilities may require reasonable accommodations in order to achieve equal access to educational programs and activities. Federal and state laws protect both employees and students from illegal discrimination. Southern University is obligated to maintain compliance within all relevant laws pertaining to discrimination when alleged on the basis of race, sex, national origin, religion, disability, age, veteran status, marital status, parental status or other protected categories under state and federal law.

Any person denied reasonable accommodations, access to a university program or service, or who was offered an accommodation that is not acceptable to the individual is eligible to file a complaint through the Southern University internal Discrimination Grievance Procedure. Persons with discrimination concerns are encouraged to consider the Southern University internal Discrimination Grievance Procedure prior to seeking relief in an external forum. Seeking resolution through Southern University's internal Discrimination Grievance Procedure will not impair the person's right to pursue remedies in another forum outside of SUBR.

All ADA discrimination/504 complaints should be addressed to:

Mrs. Debra Ephrom
ADA Compliance Coordinator
Room 305, J.S. Clark Administration Building
Southern University and A&M College
Baton Rouge, Louisiana 70813
Ph: (225) 771-5021
Fax: (225) 771-3824 (TTY).

In the event that the ADA Compliance Coordinator has a conflict of interest and/or due to other circumstances is precluded from conducting an investigation, the Director of Disability Services, as listed below, will coordinate the University's investigation and resolution of allegations of discrimination.

Mrs. Patricia Hebert

Director of Disability Services
Dept. of Special Education
Southern University-Baton Rouge
246 Augustus C. Blanks Hall
Baton Rouge, LA 70813
Ph: (225) 771-3950
Fax: (225) 771-2959

Authority

The Office of Equal Opportunity and Affirmative Action, ADA Compliance Office and the ADA Advisory Council are responsible for investigating allegations of discrimination. This authority is delegated from the University President as system head and Chancellor as SUBR campus head. It carries the obligation to ensure that discriminatory practices and/or policies are prohibited at Southern University-Baton Rouge as a matter of policy.

When such practices or policies are identified, recommendations to the Chancellor will suggest corrective strategies. The Chancellor will direct implementation of the remedies and corrective action, as appropriate. These actions may include a specific remedy for the person filing the grievance; policy development and/or changes; disciplinary action against the alleged discrimination official; reconsideration of an action; or other remedies. A monitoring schedule also may be prescribed. This list is not exhaustive.

The relevant laws that must be followed by SUBR include, but are not limited to the following:

Title VII of the 1964 Civil Rights Act, as amended	Title VI of the 1964 Civil Rights Act, as amended
Title IX of the Educational Amendments of 1972	Age Discrimination Act of 1975
Section 504 of the Rehabilitation Act of 1973	
Americans with Disabilities Act of 1990, as amended, including Title II of the Act	

Other guidelines and interpretations also must be observed, including the Chancellor's Memoranda, Southern University Board & System policies and guidelines, directives from the Louisiana Board of Regents or other recognized external regulatory agencies.

TO TOP

Coverage

Discrimination in employment, student enrollment and to persons with disabilities is prohibited on the basis of:

- Race/ethnic group identification
- Sex (includes sexual harassment, which interferes with the working or learning environment. Discrimination on the basis of pregnancy is also prohibited.)
- National origin
- Religion
- Handicap or disability (a physical or mental condition that substantially limits one or more major life activities)
- Age
- Veteran's status (as a Vietnam-era veteran or a disabled veteran)

- Marital status
- Parental status
- Additional prohibitions exist to protect the rights of persons with a disability who seeks to access university programs or services in addition to employment and enrollment.

The Office of Equal Opportunity and Opportunity and affirmative Action, ADA Compliance Office and the ADA Advisory Council will determine whether the complaint states a claim under any of the relevant laws and guidelines.

Rights of Grievant

Federal and state laws protect every person who files a discrimination grievance or who assists in the investigation in any way from acts of retaliation. Confidentiality of files and information will be maintained in accordance with federal and state law. It is the philosophy of this office that the most effective resolutions depend on informal contacts with the individuals involved. Highly formalized hearings and depositions may be necessary, but development of evidence and attempts at resolution will precede such steps.

All discrimination grievances which request an individual remedy must carry the signature of the grievant authorizing investigation of the issue(s). Those, which anonymously allege discrimination, will be reviewed as time permits.

TO TOP

Rights of the University and Individual Respondents

Since the purpose of the investigation is to determine the facts surrounding the grievance and develop a possible solution, communication with those named in the grievance is essential. Complete statements of facts and response to concerns outlined in the grievance will be sought from all persons with relevant information. No reports or recommendations will be made to the President/Chancellor from the EEO/AA Office, ADA Compliance Office or the ADA Advisory Council without a thorough, objective investigation and opportunity for all involved parties to be heard.

The President/Chancellor will be briefed on key issues and progress made during the investigation. The President/Chancellor will receive the Investigation Report and recommendations from the Equal Opportunity and Affirmative Action Program Office, ADA Compliance Office or ADA Advisory Council. When the decision is announced, any remedies to be implemented will be communicated to the responsible administrators, to the grievant and to the respondent or as otherwise directed by the President/Chancellor.

Remedies may include an oral or written reprimand, suspension, dismissal, or other action. Personnel rules, collective bargaining agreements, and state/federal law will be consulted. Also, changes in policy or reconsideration of actions may be initiated. This list is by no means exhaustive.

The grievant is protected from retaliation with the same vigor as is applied to the prohibition against discrimination itself.

TO TOP

Grievance Procedure

- All complaints should be filed in writing, contain the name and address of the person filing it, and briefly describe the alleged violation(s).
- A complaint should be filed within 90 days after the grievable event or the date on which Complainant becomes aware of the alleged violation.
- An investigation, as may be appropriate, shall follow the filing of the complaint. The investigation shall be conducted and, barring extenuating circumstance, concluded within 60 days of filing, by either the ADA compliance coordinator or designee, depending on the nature of the grievance. These rules anticipate informal but thorough investigations, affording an interested person and their representative notice and an opportunity to be heard and to submit evidence relevant to the complaint.
- A written determination as to the validity of the complaint and a description of the resolution shall be issued by either the ADA Coordinator or other designee and a copy will be forwarded to the complainant, no later than 15 working days after its filing.
- The ADA compliance coordinator shall maintain the files and records of Southern University relating to complaints filed.

Appeal Procedure

- Should the grievant desire to appeal the written determination, the appeal should be filed in writing within 15 days of receiving the determination letter.
- The appeal should be addressed to Chancellor, Southern University and A&M College, 3rd floor, J.S. Clark Administration Building, Baton Rouge, Louisiana 70813.
- The appeal should set forth the basis or grounds for the appeal. No new evidence or information will be accepted unless it was not available at the time the matter was under review at the initial stage(s) of the investigation/review.
- A written determination as to the validity of the appeal and a description of the resolution shall be issued by the Chancellor or his designee and a copy will be forwarded to the complainant no later than 15 days after its filing. The determination of the Chancellor or his designee will be final and binding.

TO TOP

Document Dissemination and Storage

Once the investigation process is complete, the grievant and respondent(s) are notified of the outcome. Each party will receive a copy of the report at no charge.

Any report that contains evaluative information will be prepared in a format that allows the information to be mask prior to making it available to any one other than the evaluated employee.

The ADA/504 Compliance Coordinator will maintain all files and records relative to the grievance filed.

[Policy](#) | [Authority](#) | [Coverage](#) | [Rights of Grievant](#) | [Rights of the University and Individual Respondents](#) | [Grievance Procedure](#) | [Appeal Procedure](#) | [Document Dissemination and Storage](#)

[SUBR Home](#)

**APPENDIX U:
HAZARD ANALYSIS CRITICAL CONTROL POINTS
(HACCP) PLAN
FOR SAMPLING FOR GENERIC E. COLI**

**HAZARD ANALYSIS CRITICAL
CONTROL POINTS (HACCP) PLAN
FOR
Sampling for Generic E. Coli**

QUESTIONNAIRE

MEAT PROCESSING LABORATORY

Louisiana Establishment # LA 305

DIVISION OF AGRICULTURAL SCIENCES

**COLLEGE OF AGRICULTURAL, FAMILY AND
CONSUMER SCIENCES**


SOUTHERN UNIVERSITY AND A&M COLLEGE

BATON ROUGE, LOUISIANA 70813

This questionnaire has been reasserted and validated



Plant Manager Signature



Date

Effective Date January 2006

Sampling for Generic E. Coli

QUESTIONNAIRE

1. **What is the name, establishment number, and address of the plant?**

The name of this establishment is Southern University and A&M College Meat Technology Laboratory. Louisiana Establishment Number is 305. Address is the corner of B. A. Little Drive and J. L. Hunt Street, Southern University and A&M College, Baton Rouge, Louisiana 70813.

2. **Who is taking the sample?**

Samples are taken by Mr. Albert Howard, Plant Manager.

3. **What are you testing for?**

Samples are tested for Coliform and E. coli 0157.

4. **Where are you taking the sample from in the plant?**

The samples are taking from carcasses in the Chill Cooler.

5. **How do you achieve randomness in your samples?**

The first carcass of any species being harvested that day is swabbed. After which every fifth carcass of any species is swabbed.

6. **How do you insure the sample's integrity?**

Samples are performed within a 24-hour period after harvesting. The Meat Technology Laboratory has an E. coli Testing Protocol outlining the procedures to prevent other source contamination.

E. COLI TESTING PROTOCOL

MEAT TECHNOLOGY LABORATORY

Southern University and A&M College

Baton Rouge, Louisiana 70813

Louisiana Establishment Number 305

Species:

1. Bovine (Beef)
2. Porcine (Pork)
3. Caprine (Goat)

Person doing the sampling: Plant Manager

Materials Needed:

1. 3M quick swabs
2. Sterile gloves
3. 3M Petri Film Plate
4. Template

Procedure:

1. Wash hands
2. Sanitize template
3. Wash hands and forearms
4. Put on gloves
5. Label the swabs
6. Hold the top bulb end of the swab and twist the lower part of the swab tube to separate the swab end from the tube end.
7. Bend the red snap valve at a 45° angle, or until you hear a snapping sound.
8. This step will release the broth so that it flows through the hollow shaft of the swab and the swab tip,
9. Squeeze the bulb to transfer all of the broth to the tube.
10. Remove swab from the tube twist and pull upward on bulb end.
11. Swab the targeted area.
12. Firmly place the swab back into the tube.
13. E. coli test are preformed on site. To prevent contaminating the sample, swab remains in the tube until it is poured into the petri dish. Swabs are prepared for testing immediately after being taken.

Location of Samples: Chill Cooler

Sampling Time: 18 - 24 hours after harvesting.

Frequency and Carcass Selection Method: Swab is taken on every fifth carcass of eligible species harvested in greatest number. If less than five carcasses of the eligible species are available for testing, the carcasses will be numbered and a random drawing of the carcass numbers will be used to determine the carcass to be tested.

MICROBIAL ANALYSIS OF SAMPLE CARCASS FOR E. COLI TESTING

MEAT TECHNOLOGY LABORATORY
Southern University and A&M College
Baton Rouge, Louisiana 70813
Louisiana Establishment Number 305

Species:

1. Bovine (Beef)
2. Porcine (Pork)
3. Caprine (Goat)

Person doing the testing: Plant Manager

Materials Needed:

1. Label Sample Swab
2. 3M E. coli Plate
3. Solution spreader
4. Incubator
5. Bio-safety container

Procedure:

1. Prepare the label sample swab for plating by shaking for ten seconds to release the bacteria from the swab.
2. Pour the entire contents of the tube onto a labeled petri film plate.
3. Place discarded swab in bio-safety container.
4. Place solution spreader over petri film plate and rotate clockwise to spread media.
5. Place petri film plate in incubator at 35° celsius.
6. Read plates 18 - 24 hours after incubation.

RAPID MICROBIAL TESTING AND QUALITY ASSURANCE LABORATORY

TEST TYPE: Coliforms and Escherichia coli

SAMPLE TYPE: 3M Quick Swab

Plant: SU Animal Science, Baton Rouge, LA

Protocol type: Federal Register Rules and Regulations

Sample Number	Total coliforms (CFU/cm2)	E. coli (CFU/cm2)	Sample Date	Result (Pass/Fail)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				

**APPENDIX V:
MEAT TECHNOLOGY LABORATORY
CARCASS INSPECTION LOG**

MEAT TECHNOLOGY LABORATORY

Louisiana Establishment No LA 305
Southern University and A&M College

CARCASS INSPECTION LOG

For monitoring CCP-4B
Slaughter Process

NOTE:

Critical Limit: Zero tolerance for fecal, ingesta, milk, and/or pus contamination.

Carcass Number	Species	Carcass Weight	Was Contamination Found on Carcass?		Monitor's Initials/Time	Verifier's Initials/Time/Date
			Yes (Y)	No (N)		
					Time: Monitor's Initials:	Time: Log
					Time: Monitor's Initials:	Date: Proceed
					Time: Monitor's Initials:	Time: Log
					Time: Monitor's Initials:	Date: Proceed
					Time: Monitor's Initials:	Time: Log
					Time: Monitor's Initials:	Date: Proceed
					Time: Monitor's Initials:	Time: Log
					Time: Monitor's Initials:	Date: Proceed
					Time: Monitor's Initials:	Time: Log
					Time: Monitor's Initials:	Date: Proceed

Log - The verifier initials this block when verifying the monitoring log.

Proceed - The verifier initials this block when verifying the monitoring procedure.

Pre-Shipments Records Review Signature: _____

Date: _____

**APPENDIX W:
HAZARD ANALYSIS CRITICAL CONTROL POINTS
(HACCP) PLAN
FOR:**

- ❖ **BOVINE SPONGIFORM ENCEPHALOPATHY**
- ❖ **PORK SLAUGHTERING**
- ❖ **BEEF SLAUGHTERING**
- ❖ **GOAT AND LAMB SLAUGHTERING**

**HAZARD ANALYSIS CRITICAL
CONTROL POINTS (HACCP) PLAN
FOR**

**Bovine
Spongiform
Encephalopathy**

MEAT PROCESSING LABORATORY

Louisiana Establishment # LA 305

**DIVISION OF AGRICULTURAL SCIENCES
COLLEGE OF AGRICULTURAL, FAMILY AND
CONSUMER SCIENCES**

SOUTHERN UNIVERSITY AND A&M COLLEGE

BATON ROUGE, LOUISIANA 70813

This HACCP Plan has been reasserted and validated



Plant Manager Signature

1-4-06

Date

Effective Date January 2006

Reassessment of HACCP Plan for Bovine Spongiform Encephalopathy (BSE)

MEAT TECHNOLOGY LABORATORY

**Louisiana Establishment # LA 305
Division of Agricultural Sciences
College of Agricultural, Family and Consumer Sciences
Southern University and A&M College
Baton Rouge, Louisiana 70813**

In compliance with USDA Food Safety and Inspection Service (FSIS) Notice 4-04, dated January 9, 2004, the hazard analysis at Southern University Meat Technology Laboratory has been reassessed to determine if BSE is a significant food safety hazard in our slaughter process. After reassessing the hazard analysis, it has been determined that BSE is not a significant food safety hazard because of our written prerequisite program addressing the requirements of the new regulations outlines procedures to eliminate the Specified Risk Materials (SRMs) from our products.

Generally, Southern University slaughters a very small number of cattle annually and normally all of these cattle are less than 30 months of age. To comply with FSIS Notice 4-04, the following program has been implemented to ensure that our products are free of Specified Risk Materials.

BSE Prerequisite Program

Non-ambulatory Cattle

Southern University does not slaughter non-ambulatory cattle, including, but not limited to, those with broken appendages, severed tendons or ligaments, nerve paralysis, fractured vertebral column or metabolic conditions. If non-ambulatory cattle are brought to this establishment, they will not be accepted for slaughter and will be removed from the premises by the individual transporting the animal. Ambulatory cattle on the premises that become non-ambulatory prior to the ante-mortem inspection are humanly handled, killed, and disposed of in accordance with 9 CFR 309.13. They do not enter the establishment.

Stunning

Southern University does not employ the use of captive bolt stunners that inject air into the skull. The heads of all cattle slaughtered at Southern University are condemned and are

not saved for edible purposes. Therefore, eliminating the risk of SRMs contamination to edible product from the head.

Specified Risk Materials (SRMs)

The small intestines of all cattle slaughtered at this facility are condemned and disposed of in accordance with 9 CFR 309.13. Because Southern University does not process beef carcasses under inspection, the vertebral column and spinal cord are removed, condemned and disposed of in accordance with the previously mentioned regulation, on all cattle 30 months and older, prior to the carcass leaving the slaughter area and entering the cooler.

Segregation

Cattle are aged using the dentition method outlined in FSIS Notice 5-04, dated January 12, 2004. In the event of Southern University slaughtering cattle 30 months of age and older, the older cattle will be segregated from the younger cattle and the younger cattle will be slaughter first. Carcasses of cattle 30 months of age and older will be identified as such and the SRMs removed prior to the carcass entering the cooler from the slaughter area.

Bone-in Parts

Southern University does not receive Bone-in Parts from any other slaughtering establishments for further processing. Therefore, no documentation is needed for cattle less than 30 months of age. *Southern University will secure documentation from the originating slaughter establishments concerning any bone-in beef cuts it may receive for further processing. This documentation will state that these cuts were derived from carcasses of cattle less than 30 months of age.

In conclusion, Southern University believes that following the procedures outlined in this program will render their beef products free of Specified Risk Materials.

Manager: Albert Howard

Date: 3-4-04

**HAZARD ANALYSIS CRITICAL
CONTROL POINTS (HACCP) PLAN
FOR**

**Pork
Slaughtering**

MEAT PROCESSING LABORATORY

Louisiana Establishment # LA 305

DIVISION OF AGRICULTURAL SCIENCES

**COLLEGE OF AGRICULTURAL, FAMILY AND
CONSUMER SCIENCES**

SOUTHERN UNIVERSITY AND A&M COLLEGE

BATON ROUGE, LOUISIANA 70813

This HACCP Plan has been reasserted and validated



Plant Manager Signature

1-4-06

Date

Effective Date January 2006

**PRE HACCP STEP 2
PRODUCT(S) DESCRIPTION**

PRODUCT NAME: Pork Carcass

**THE FOLLOWING QUESTIONS NEED TO BE ANSWERED WHEN
DEVELOPING THE PRODUCT CATEGORY DESCRIPTION**

1. COMMON NAME? Pork Carcass (Skin-on)
2. HOW IS IT TO BE USED? Pork Carcass - Fabricated into pork wholesale and retail cuts, variety meats, and pork trim.
3. TYPE OF PACKAGE? None
4. WHERE WILL IT BE SOLD? Retail or wholesale on premise
5. LABELING INSTRUCTIONS? Legible marks of inspection.
6. IS SPECIAL DISTRIBUTION CONTROL NEEDED? Maintain refrigerated or frozen store conditions.

DATE: 9-17-06

APPROVED BY: Albert Howard

ESTABLISHMENT NAME:

Meat processing Laboratory
Division of Agricultural Sciences
College of Agricultural, Family and Consumer Sciences
Southern University and A&M College
Baton Rouge, Louisiana 70813

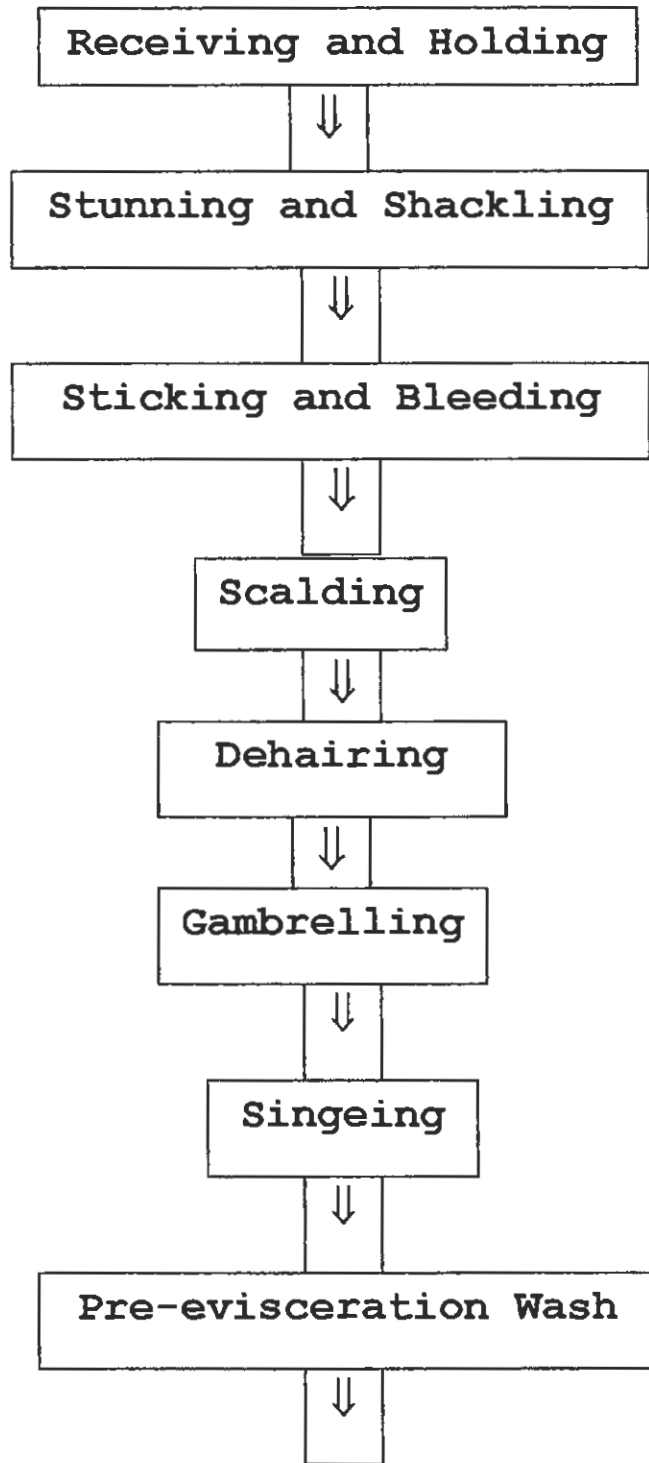
**PRE HACCP STEP 3
LIST PRODUCT AND INGREDIENTS**

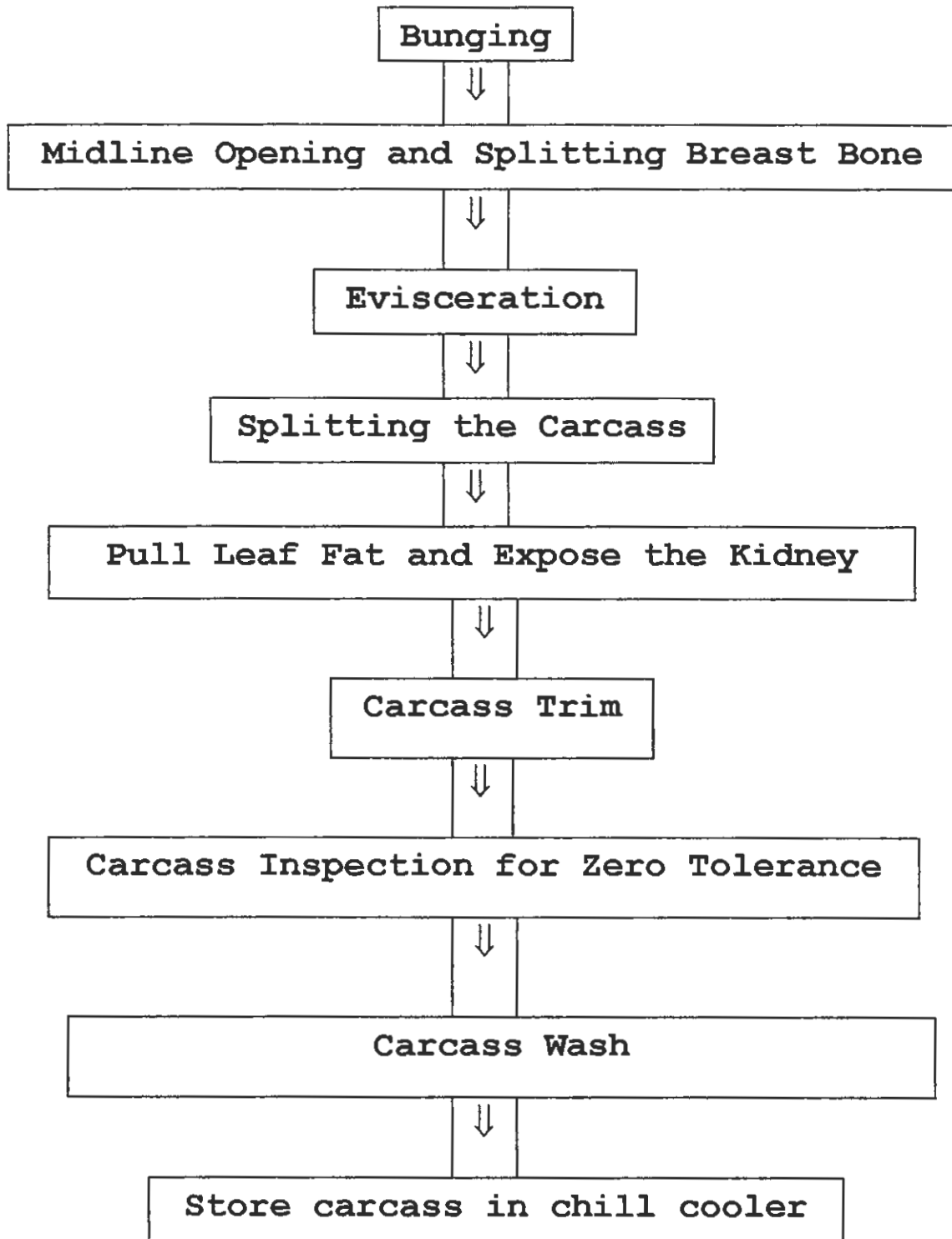
PRODUCTS NAME: Pork Carcass

MEAT & MEAT BY-PRODUCT	NON-MEAT FOOD INGREDIENTS	BINDERS/ EXTENDERS
Live Hogs Heart Liver Tongue Kidney	N/A	N/A
SPICES/ FLAVORINGS	RESTRICTED INGREDIENTS	PRESERVATIVES/ ACIDIFIERS
N/A	N/A	N/A
OTHER	PACKAGING MATERIAL	
N/A	Approved packaging material	

**PRE HACCP STEP 4 & 5
DEVELOP & VERIFY PROCESS FLOW CHART**

PRODUCT NAME: Pork Carcass





HAZARD ANALYSIS

PROCESS CATEGORY: Pork Slaughtering

PRODUCT: Pork Carcass

Process Step	Food Safety Hazard B: Biological C: Chemical P: Physical	Reason-ably Likely to Occur?	Basis	If Yes in Column 3, What Control Measures could be Applied to Prevent, Eliminate, or Reduce the Hazard to an Acceptable Level?	Critical Control Point
Receiving and Holding	B - None C - None P - None				
Stunning and Shacking	B - None C - None P - None				
Sticking and Bleeding	B - Pathogens C - None P - None	B - Yes	Potential for contamination from hide and gastrointestinal tract.	Preventative measures are addressed in Zero Tolerance Inspection Step.	
Scalding	B - None C - None P - None				
Dehairing	B - None C - None P - None				

HACCP PLAN

PROCESS CATEGORY: Pork Slaughtering PRODUCT EXAMPLE: Pork Carcass

PROCESS/STEP	BIOLOGICAL CHEMICAL PHYSICAL HAZARD DESCRIPTION	CCP	CRITICAL LIMITS	MONITORING PROCEDURES/FREQUENCY /PERSON RESPONSIBLE	CORRECTIVE/PREVENTIVE ACTION/PERSON RESPONSIBLE	HACCP RECORDS	VERIFICATION PROCEDURE/PERSON RESPONSIBLE
Carcass Inspection for Zero Tolerance	Biological	CCP- B1	Zero tolerance for fecal, ingesta, milk and/or pus contamination	Visual inspection of every fifth carcass for fecal, ingesta, milk, and/or pus contamination by Slaughter Personnel or designee. Person responsible is plant manager.	The cause of the deviation will be identified and eliminated. The CCP will be control after the corrective action is taken. Measures to prevent recurrence of the deviation are established. No product that is injurious to health or adulterated will enter commerce.	Carcass Inspection Log HACCP Corrective Action Report	The HACCP coordinator will verify the monitoring procedure and the Carcass Inspection Log once each day that slaughter operations are being conducted. A pre-shipment records review will be performed prior to product shipment.

Y. Howard
Plant Manager Signature

1-8-02

Date

**HAZARD ANALYSIS CRITICAL
CONTROL POINTS (HACCP) PLAN**

FOR

**Beef
Slaughtering**

MEAT PROCESSING LABORATORY

Louisiana Establishment # LA 305

DIVISION OF AGRICULTURAL SCIENCES

**COLLEGE OF AGRICULTURAL, FAMILY AND
CONSUMER SCIENCES**

SOUTHERN UNIVERSITY AND A&M COLLEGE

BATON ROUGE, LOUISIANA 70813

This HACCP Plan has been reasserted and validated

Alfred Howard

Plant Manager Signature

1-4-06

Date

Effective Date January 2006

**PRE HACCP STEP 2
PRODUCT(S) DESCRIPTION**

PRODUCT NAME: Beef Carcass

THE FOLLOWING QUESTIONS NEED TO BE ANSWERED WHEN
DEVELOPING THE PRODUCT CATEGORY DESCRIPTION

1. COMMON NAME? Beef Carcass (Steer/Heifer/Cow/Bull)
2. HOW IS IT TO BE USED? Beef Carcass - Fabricate into beef wholesale and retail cuts, variety meats, and beef trim.
3. TYPE OF PACKAGE? None
4. WHERE WILL IT BE SOLD? Retail or wholesale on premise
5. LABELING INSTRUCTIONS? Legible marks of inspection.
6. IS SPECIAL DISTRIBUTION CONTROL NEEDED? Maintain refrigerated or frozen.

DATE: 9-17-01

APPROVED BY: Albert Howard

ESTABLISHMENT NAME:

Meat processing Laboratory
Division of Agricultural Sciences
College of Agricultural, Family and Consumer Sciences
Southern University and A&M College
Baton Rouge, Louisiana 70813

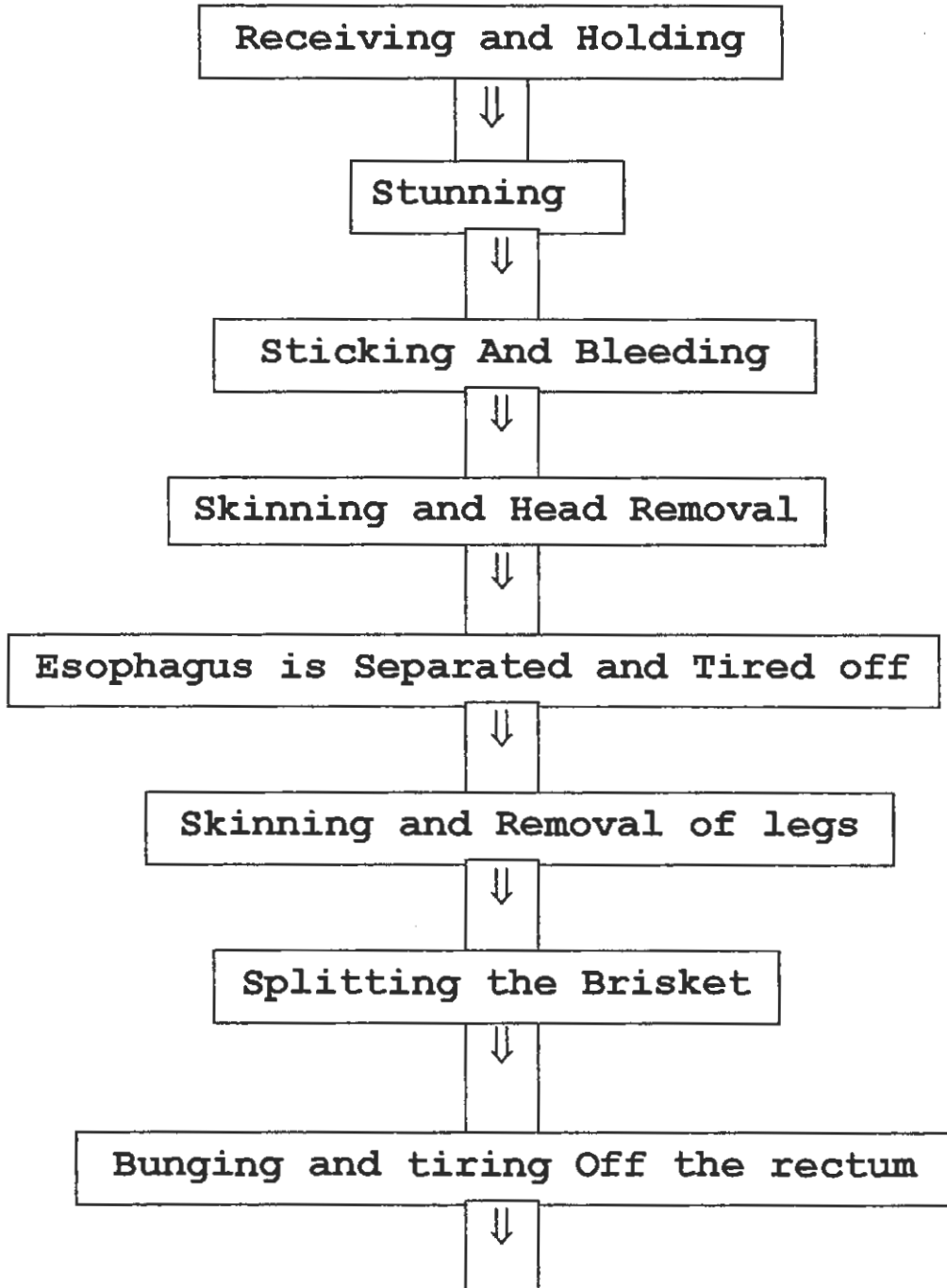
**PRE HACCP STEP 3
LIST PRODUCT AND INGREDIENTS**

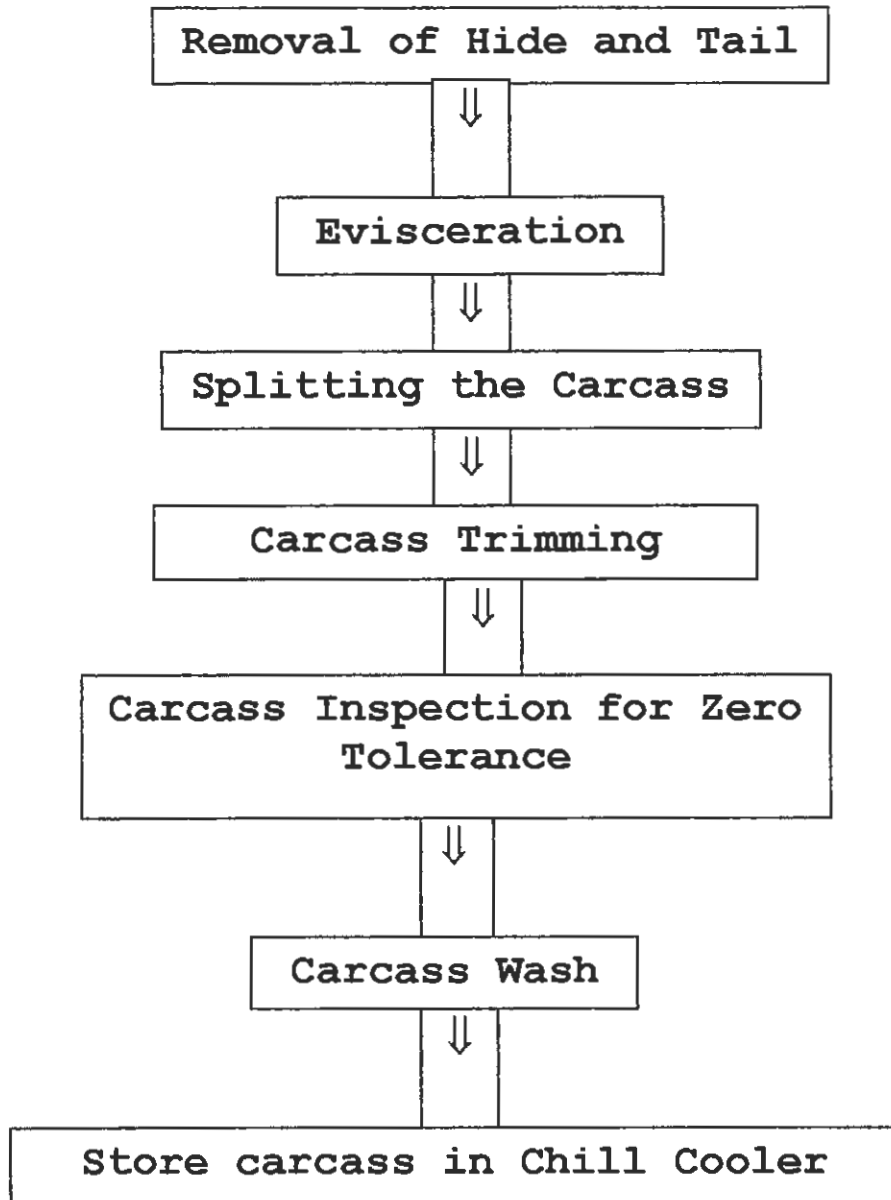
PRODUCTS NAME: Beef Carcass

MEAT & MEAT BY-PRODUCT	NON-MEAT FOOD INGREDIENTS	BINDERS/ EXTENDERS
Live Cattle Heart Liver Kidney Tongue Oxtail	N/A	N/A
SPICES/ FLAVORINGS	RESTRICTED INGREDIENTS	PRESERVATIVES/ ACIDIFIERS
N/A	N/A	N/A
OTHER	PACKAGING MATERIAL	
N/A	Approved packaging material	

**PRE HACCP STEP 4 & 5
DEVELOP & VERIFY PROCESS FLOW CHART**

PRODUCT NAME: Beef Carcass





HAZARD ANALYSIS

PROCESS CATEGORY: Beef Slaughtering PRODUCT: Steer, Heifer, Cow or Bull Carcass

Process Step	Food Safety Hazard B: Biological C: Chemical P: Physical	Reason ably Likely to Occur?	Basis	If Yes in Column 3, What Control Measures could be Applied to Prevent, Eliminate, or Reduce the Hazard to an Acceptable Level?	Critical Control Point
Receiving and Holding	B - None C - None P - None				
Stunning	B - None C - None P - None				
Sticking and Bleeding	B - Pathogens C - None P - None	B - Yes	Potential for contamination from hide and gastrointestinal tract.	Preventative measures are addressed in Zero Tolerance Inspection step.	

<p>Skinning and Head Removal</p>	<p>B - Pathogens C - None P - None</p>	<p>B - Yes</p>	<p>Potential for contamination from hide and gastro-intestinal tract.</p>	<p>Preventative measures are addressed in Zero Tolerance Inspection step.</p>	
<p>Esophagus is separated and tired off</p>	<p>B - Pathogens C - None P - None</p>	<p>B - Yes</p>	<p>Potential for contamination from gastro-intestinal tract.</p>	<p>Preventative measures are addressed in Zero Tolerance Inspection step.</p>	
<p>Skinning and Removal of Legs</p>	<p>B - Pathogens C - None P - None</p>	<p>B - Yes</p>	<p>Potential for contamination from hide.</p>	<p>Preventative measures are addressed in Zero Tolerance Inspection step</p>	
<p>Splitting the Brisket</p>	<p>B - Pathogens C - None P - None</p>	<p>B - Yes</p>	<p>Potential for contamination from hide and gastro-intestinal tract.</p>	<p>Preventative measures are addressed in Zero Tolerance Inspection step</p>	

Bunging and Tiring off the Rectum	B - Pathogens C - None P - None	B - Yes	Potential for contamination from hide and gastro-intestinal tract.	Preventative measures are addressed in Zero Tolerance Inspection step	
Removal of Hide and Tail	B - Pathogens C - None P - None	B - Yes	Potential for contamination from hide.	Preventative measures are addressed in Zero Tolerance Inspection step	
Evisceration	B - Pathogens C - None P - None	B - Yes	Potential for contamination from gastro-intestinal tract.	Preventative measures are addressed in Zero Tolerance Inspection step.	
Splitting Carcass	B - Pathogens C - Sanitizers, oil. Cleaning compounds P - None	B - No C - No	B - Low risk, saw is sanitized between carcass if contaminated. C - Low risk of chemical contamination.		

Carcass Trimming	B - Pathogens C - None P - None	B - Yes	Potential for fecal, ingesta, milk or pus contamination from previous processing steps.	Zero tolerances for fecal, ingesta, milk and/or pus contamination. Carcass are trimmed free of these contaminated.	
Carcass Inspection for Zero Tolerance	B - Pathogens C - None P - None	B - Yes	Potential for fecal, ingesta, milk, or pus contamination could contain pathogens injurious to health.	Zero tolerances for fecal, ingesta, milk and/or pus contamination. Carcass are trimmed free of these contaminated.	Yes/CCP-B1
Carcass Wash	B - None C - None P - None				
Store Carcass in Chill Cooler	B - None C - None P - None				

HACCP PLAN

PROCESS CATEGORY: Beef Slaughtering
PRODUCT EXAMPLE: Steer/Heifer Carcass and Cow/Bull Carcass

PROCESS/STEP	BIOLOGICAL CHEMICAL PHYSICAL HAZARD DESCRIPTION	CCP	CRITICAL LIMITS	MONITORING PROCEDURES/ FREQUENCY/PERSON RESPONSIBLE	CORRECTIVE/PREVENTIVE ACTION/PERSON RESPONSIBLE	HACCP RECORDS	VERIFICATION PROCEDURE/PERSON RESPONSIBLE
Carcass Inspection for Zero Tolerance	Biological	CCP -B1	Zero tolerance for fecal, ingesta, milk and/or pus contamination	Visual inspection of every fifth carcass for fecal, ingesta, milk, and/or pus contamination by Slaughter Personnel or designee. Person responsible is plant manager.	The cause of the deviation will be identified and eliminated. The CCP will be control after the corrective action is taken. Measures to prevent recurrence of the deviation are established. No product that is injurious to health or adulterated will enter commerce.	Carcass Inspection Log HACCP Corrective Action Report	The HACCP coordinator will verify the monitoring procedure and the Carcass Inspection Log once each day that slaughter operations are being conducted. A pre-shipment records review will be performed prior to product shipment.

Valued Howard

Plant Manager Signature

1-8-02

Date

**HAZARD ANALYSIS CRITICAL
CONTROL POINTS (HACCP) PLAN
FOR**

**Goat and Lamb
Slaughtering**

MEAT PROCESSING LABORATORY

Louisiana Establishment # LA 305

DIVISION OF AGRICULTURAL SCIENCES

**COLLEGE OF AGRICULTURAL, FAMILY AND
CONSUMER SCIENCES**

SOUTHERN UNIVERSITY AND A&M COLLEGE

BATON ROUGE, LOUISIANA 70813

This HACCP Plan has been reasserted and validated



Plant Manager Signature

1-4-06

Date

Effective Date January 2006

**PRE HACCP STEP 2
PRODUCT(S) DESCRIPTION**

PRODUCT NAME: Goat and Lamb Carcasses

**THE FOLLOWING QUESTIONS NEED TO BE ANSWERED WHEN
DEVELOPING THE PRODUCT CATEGORY DESCRIPTION**

1. COMMON NAME? Goat or Lamb Carcass
2. HOW IS IT TO BE USED? Goat or Lamb Carcass -
Fabricated into wholesale and retail cuts, variety
meats, and lamb trim.
3. TYPE OF PACKAGE? None
4. WHERE WILL IT BE SOLD? Retail or wholesale on
premise.
5. LABELING INSTRUCTIONS. Legible marks of inspection.
6. IS SPECIAL DISTRIBUTION CONTROL NEEDED? Maintain
refrigerated or frozen conditions.

DATE: 9-17-06

APPROVED BY: Albert Howard

ESTABLISHMENT NAME:

Meat processing Laboratory
Division of Agricultural Sciences
College of Agricultural, Family and Consumer Sciences
Southern University and A&M College
Baton Rouge, Louisiana 70813

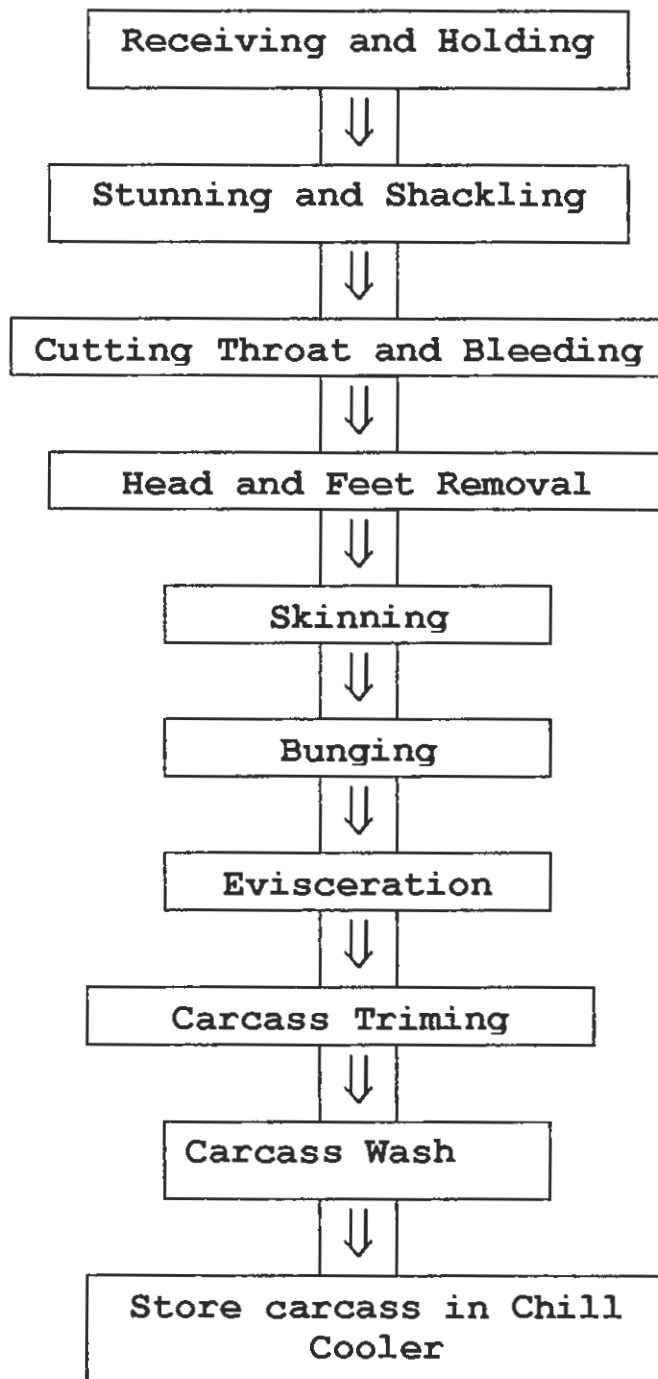
**PRE HACCP STEP 3
LIST PRODUCT AND INGREDIENTS**

PRODUCTS NAME: Goat and Lamb Carcasses

MEAT & MEAT BY-PRODUCT	NON-MEAT FOOD INGREDIENTS	BINDERS/ EXTENDERS
Live Goats or Lambs Heart Liver Kidney	N/A	N/A
SPICES/ FLAVORINGS	RESTRICTED INGREDIENTS	PRESERVATIVES/ ACIDIFIERS
N/A	N/A	N/A
OTHER	PACKAGING MATERIAL	
N/A	Approved packaging material	

**PRE HACCP STEP 4 & 5
DEVELOP & VERIFY PROCESS FLOW CHART**

PRODUCT NAME: Goat and Lamb Carcasses



HAZARD ANALYSIS

PROCESS CATEGORY: Goat and Lamb Slaughtering

PRODUCT: Goat and Lamb Carcasses

Process Step	Food Safety Hazard B: Biological C: Chemical P: Physical	Reasonably Likely to Occur?	Basis	If Yes in Column 3, What Control Measures could be Applied to Prevent, Eliminate, or Reduce the Hazard to an Acceptable Level?	Critical Control Point
Receiving and Holding	B - None C - None P - None				
Stunning and Shacking	B - None C - None P - None				
Cutting Throat and Bleeding	B - Pathogens C - None P - None	B - Yes	Potential for contamination from hide and gastrointestinal tract.	Preventative measures are addressed in carcass trim.	
Head and Feet Removal	B - Pathogens C - None P - None	B - Yes	Potential for contamination from hide and gastrointestinal tract.	Preventative measures are addressed in carcass trim.	

Skinning	B - Pathogens C - None P - None	B - Yes	Potential for contamination from hide at this step.	Preventative measures are addressed in carcass trim.	
Bunging	B - Pathogens C - None P - None	B - Yes	Potential for contamination from intestinal tract.	Preventative measures are addressed in carcass trim.	
Evisceration	B - Pathogens C - None P - None	B - Yes	Potential for contamination from intestinal tract.	Preventative measures are addressed in carcass trim.	
Carcass Trimming	B - Pathogens C - None P - None	B - Yes	Potential for contamination from previous processing steps.	Zero tolerances for fecal, ingesta and milk contamination. Carcass are trimmed free of these contaminated.	CCP-B1
Store Carcass in Chill Cooler	B - None C - None P - None				

HACCP PLAN

PROCESS CATEGORY: Goat and Lamb Slaughtering
PRODUCT EXAMPLE: Goat and Lamb Carcasses

PROCESS OR STEP	BIOLOGICAL CHEMICAL PHYSICAL HAZARD DESCRIPTION	CCP	CRITICAL LIMITS	MONITORING PROCEDURES/FREQUENCY/ PERSON RESPONSIBLE	CORRECTIVE/PREVENTIVE ACTION/PERSON RESPONSIBLE	HACCP RECORD Keeping	VERIFICATION PROCEDURE/PERSON RESPONSIBLE
Carcass Trimming	Biological	CCP-B1	Zero tolerance for fecal, ingesta, milk and pus.	Visual inspection of every fifth carcass for fecal, ingesta, milk and pus contamination by Slaughter Personnel or designee. Person responsible is plant manager.	The cause of the deviation will be identified and eliminated. The CCP will be control after the corrective action is taken. Measures to prevent recurrence of the deviation are established. No product that is injurious to health or adulterated will enter commerce.	Carcass Inspection Log HACCP Corrective Action Report	The HACCP coordinator will verify the monitoring procedure and the Carcass Inspection Log once each day that slaughter operations are being conducted. A pre-shipment records review will be performed prior to product shipment.

Alfred Howard
 Plant Manager Signature

1-8-02
 Date

**APPENDIX X:
REASSESSMENT OF HACCP PLAN
FOR NON-RUMINATING VEAL CALVES**

REASSESSMENT OF HACCP PLAN FOR NON- RUMINATING VEAL CALVES

MEAT PROCESSING LABORATORY

Louisiana Establishment # LA 305

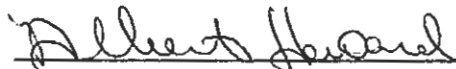
DIVISION OF AGRICULTURAL SCIENCES

**COLLEGE OF AGRICULTURAL, FAMILY
AND CONSUMER SCIENCES**

**SOUTHERN UNIVERSITY AND A&M
COLLEGE**

BATON ROUGE, LOUISIANA 70813

This HACCP Plan has been reasserted and validated



Plant Manager Signature

1-18-05

Date

Effective Date January 2005

Southern University

Baker, Louisiana 70813

Est. #305

Reassessment of HACCP plan for non-ruminating veal calves

In compliance with FSIS Notice 31-04, dated 6/3/04, Southern University has decided not to slaughter any non-ruminating veal calf that bears an implant or on which there is evidence of implant use. Implanted calves that have a functioning rumen may be passed for food. Veal calves are those weighing 400 pounds or less with characteristics of immature cattle.

Signs that implants may have been used are:

1. Missing ears
2. Ears with incisions indicating recent surgery
3. Mutilated ears
4. Atrophied testicles or
5. Unusually heavy muscle development

Owner/Designee: Albert Howard

Date: 1-18-05

**APPENDIX Y:
SANITATION STANDARD
OPERATING PROCEDURES (SSOP)
FOR SLAUGHTER AND FABRICATION IN
LOUISIANA**

ESTABLISHED – LA 305

**SANITATION STANDARD
OPERATING PROCEDURES
(SSOP) FOR SLAUGHTER
AND FABRICATION IN
LOUISIANA
ESTABLISHMENT LA 305**

MEAT TECHNOLOGY LABORATORY

DIVISION OF AGRICULTURAL SCIENCES

**COLLEGE OF AGRICULTURAL, FAMILY AND
CONSUMER SCIENCES**

SOUTHERN UNIVERSITY AND A&M COLLEGE

BATON ROUGE, LOUISIANA 70813

January 1, 2006

**SANITATION STANDARD OPERATING
PROCEDURES (SSOP) FOR SLAUGHTER AND
FABRICATION IN LOUISIANA ESTABLISHMENT
NO LA 305**

Southern University and A&M College Meat Technology Laboratory, Establishment No LA 305, is considered a teaching, research and outreach facility with primary emphasis in the area of providing experiential learning opportunities for students enrolled at the University. This facility receives and slaughter cattle, swine, goats, sheep and rabbits and processes the carcasses into various end products for teaching, research and outreach needs.

SSOP Objective: To ensure all equipment is clean and sanitized prior to and during slaughter and fabrication procedures to prevent contamination or adulteration of end product. It includes pre-operational and operational sanitation procedures for:

1. Slaughter
2. Fabrication
3. Utensils
4. Personal hygiene
5. Facility floors and walls

The organizational structure is as follow:

Dr. Dewitt Jones, Dean, College of Agricultural, Family and Consumer Sciences

Dr. Doze Butler, Associate Dean, Division of Agricultural Sciences

Dr. Calvin Walker, Faculty Advisor, Meat Technology Laboratory

Mr. Curtis Van Chisley, USDA/AMS, Meat Technologist

Mr. Albert Howard, Plant Manager, Meat Technology Laboratory

Plant Manager: - Overall authority on-site.

This SSOP is effective as of: Jan. 4, 2006

Signature: Albert Howard **Date:** 2006
Albert Howard, Plant Manager

The plant manager or designee is responsible for implementing and daily monitoring of the Sanitation SOP and recording the findings and any corrective actions. The Plant Manager will provide the necessary training to individuals responsible for duties involved

The plant manager or designee is responsible for implementing and daily monitoring of the Sanitation SOP and recording the findings and any corrective actions. The Plant Manager will provide the necessary training to individuals responsible for duties involved in the operation. **On slaughter and processing days the plant manager will conduct pre-operational inspections immediately prior to start of operation.**

Each revision of this SSOP must be completely understood, signed, and dated.

I. Pre-operation Sanitation for Slaughter Equipment

Objective: To ensure that all equipment involved in the slaughter operation are cleaned and sanitized properly before use.

A. General slaughter equipment cleaning includes evisceration cart, gut barrels, winch, winch handle, winch chains, skinner cradle, stun gun, scalding Vat, dehairing machine, splitting saws, inspection table, saw sterilizer, beef head cleaner, beef head rack and splitting stand.

1. Methods for Sanitizing and Cleaning Equipment

- a. Equipment is rinsed with minimum 140° F. hot water to remove product debris.
- b. A bucket of cleaner and water is made according to manufacturers instructions.
- c. All equipment is scrubbed with cleaning solution using a brush for inedible surfaces (black tape on handle) and edible surfaces (no tape on handle).
- d. Equipment is then rinsed with hot water.
- e. Remaining debris is hosed to the drain with hot water.
- f. Plastic covers on winch handles are replaced if necessary after cleaning.

2. Scalding Vat and dehairing machine

- a. Remove as much hair and knuckles as possible and place into barrels.
- b. Spray scalding Vat down with hot water thoroughly.
- c. Shovel up left over hair and knuckles into the barrel.
- d. Soap down the machine with an antibacterial detergent.
- e. Rinse With hot water.
- f. Oil machine with an edible oil.

3. Monitoring and Documentation

The Meat Lab Manager or designee will inspect all equipment after pre-operational sanitation and cleaning using Operational Inspection Report (Appendix A). If everything is acceptable, the appropriate box is initialed. If corrective actions are needed, such actions will be recorded on this report.

4. Corrective Action

If the meat lab manager or designee finds any equipment improperly cleaned, cleaning and sanitation will be repeated under the supervision of the meat lab manager or designee. Corrective actions are recorded on Operational Inspection Report (Appendix A).

B. Operational Sanitation for Slaughter Equipment

Objective: Slaughter is performed under the most sanitary conditions during operation to prevent direct product adulteration or cross contamination through unsanitary use of equipment. The plant manager will monitor the operation once daily for sanitation condition.

1. Slaughter

- a. Methods for Sanitation and Cleaning Equipment during Slaughter
 - i. If at anytime during slaughter equipment becomes contaminated, the equipment is moved aside.

- ii. Proper sanitizing with minimum 180° F. hot water is applied until all contaminates are removed.

2. Monitoring and Documentation

The meat lab manager is responsible for ensuring that all equipment is operating under sanitary conditions and that these conditions are maintained during slaughter. If everything is acceptable, the appropriate box on the Operational Inspection Report is initialed. If corrective actions are needed, such actions will be recorded on the report.

3. Corrective Action

If the meat lab manager or designee observes unsanitary conditions of equipment at any time during slaughter. Equipment is set aside for rinsing with minimum 140° F. hot water until all contaminates are removed. Corrective actions will be recorded on Operational Inspection Report (Appendix A).

Inspection Report (Appendix A). If corrective actions are needed, such actions will be recorded on the report.

II. Pre-operation Sanitation for Facility Utensils

Objective: To ensure properly cleaned utensils.

- A. General equipment cleaning, including: knives, weasand rod, bone scrapers, netting horn, steels, meat hooks, and hand saws.

1. Methods for Sanitizing and Cleaning Equipment

- a. Equipment is rinsed with hot water to remove any product debris.

- b. Equipment parts are placed in sink with appropriate cleaner according to manufacturers label.
 - c. Equipment is then scrubbed with a brush or cleaning pad.
 - d. Equipment parts are sprayed with a sanitizing solution.
 - e. Equipment and parts are then returned to their storage area or laid out on a table to dry.
2. Monitoring and Documentation: The meat lab manager or designee will inspect all equipment after pre-operational sanitation and cleaning. If everything is acceptable, the appropriate box is initialed. If corrective actions are needed, such actions will be recorded on the Operational Inspection Report.
3. Corrective Action: If the meat lab manager or his designee find equipment improperly cleaned, the cleaning and sanitation process will be repeated under the supervision of the meat lab manager or his designee. Corrective action will be recorded on the Operational Inspection Report.

B. Operational Sanitation for Facility Utensils:

Objective: To ensure that all facility utensils are cleaned and sanitized while in use. The plant manager will monitor the operation once daily for sanitation condition.

1. General facility utensils

- a. Methods for cleaning and sanitizing general utensils during use.
 - i. At any time during use if utensils become contaminated they are to be set aside for cleaning.
 - ii. b. Proper sanitizing with minimum 180° F. hot water is applied until all contaminants are removed.

b. Monitoring and documentation

The meat lab manager or designee is responsible for ensuring that all the equipment is operating under sanitary conditions and that these conditions are maintained during use. If everything is acceptable, the appropriate box is initialed. If corrective actions are needed, such actions will be recorded on the Operational Inspection Report.

c. Corrective action

If the meat lab manager or designee observes any unsanitary conditions of equipment at any time during operation, utensils are set aside until all contaminants are removed with 180° F. hot water. Corrective action is recorded on Operational Inspection Report.

IV. Pre-operational Personal Hygiene

Objective: To ensure that employees are free of contamination prior to slaughter and/or fabrication.

A. General equipment, including aprons, gloves, hard hats and boots.

1. Methods for Cleaning and Sanitizing Equipment:

- a. All aprons, boots, gloves and hard hats are washed with soap and water if required before operation.
- b. All people working in the plant must take off all jewelry.
- c. Each individual working in the plant must dress in appropriate clothing, (e.g. aprons, boots, gloves and hard hat, where required). These dress items are to be worn at all time during the operation.
- d. Wash hands and arms for 30 sec. with warm water and soap. Dry with disposable towels.

2. Monitoring and Documentation: The meat lab manager or designee is responsible for inspecting the personal

hygiene of employees before operation begins. If everything is acceptable, the appropriate box is initialed. If corrective actions are needed, such actions will be recorded on the Operational Inspection Report.

3. Corrective action

If the meat lab manager or designee finds employee hygiene to not meet specifications, the employee(s) will be required to make the necessary adjustments prior to the starting their assigned duties. Corrective action will be recorded on the Operational Inspection Report.

B. Operational Sanitation Procedures for Personal Hygiene:

Objective: To ensure that employee equipment is sanitary throughout operation. The plant manager will monitor the operation, every two hours, for sanitation condition.

1. Employee hygiene

a. Methods for employee hygiene during operation.

V. Pre-operational Cleaning and Sanitation for Floors and Walls

Objective: To ensure that the facility floors and walls are free of any food product contaminants.

A. General facility cleaning and sanitation includes floors, walls, ceiling, and drains. (When cleaning floors and walls use brushes and brooms with black tape on handles)

1. Methods for cleaning and sanitizing facility.

a. Large debris will be discarded in offal barrels. Remaining debris will be hosed to drain with hot water.

b. Cleaning solution applied to floors and walls.

- c. A scrub broom is used to scrub floors and a brush used to scrub walls when a heavy buildup exist.
 - d. Floors and walls are rinsed with minimum 140° F. hot water.
 - e. Drains are flush and cleaned with hot water.
 - f. Ceilings will be cleaned every six months or sooner, if necessary, with pressurized water and allowed to dry before any processing occurs.
2. Monitoring and Documentation The meat lab manager or designee will inspect all floors and walls after pre-operational cleaning and sanitation. If everything is acceptable, the appropriate box is initialed. If corrective actions are needed, such actions will be recorded on Operational Inspection Report.
 3. Corrective Action if the meat lab manager or designee find floors and walls improperly cleaned, cleaning and sanitation will be repeated under the supervision of the meat lab manager or designee. Corrective action will be recorded on the Operational Inspection Report.

B. Operational Cleaning and Sanitizing for Floor and Walls

Objective: To ensure that floors and walls stay clean and sanitary during processing. The plant manager will monitor the operation every two hours for sanitation condition.

1. Operational floor and wall cleaning and sanitation.
 1. Methods for maintaining sanitary floors and walls during operations.
 - a. Use a squeegee or brush to spot clean any area of contamination during operations.
 - b. Spraying water should not be used for cleaning during operations to limit aerosols and possible contamination.
2. Monitoring and Documentation The meat lab manager or designee is responsible for ensuring that floors and

walls are operating under sanitary conditions throughout the process. If everything is acceptable, the appropriate box is initialed. If corrective actions are needed, such actions will be recorded on the Operational Inspection Report.

3. Corrective Action If the meat lab manager or designee observes unsanitary conditions of floors and walls at any time during operations production is stopped and contaminated area is cleaned. Corrective actions are recorded on the Operational Inspection Report.

Personal Hygiene and Dress GMP

Food quality and food safety are the goals of the team at establishment LA 305. To produce safe, quality product we must develop a personal hygiene and dress policy.

It is necessary that every employee practice adequate personal hygiene, which includes some form of a bath or shower prior to starting work, the wearing of clean (laundered) clothing under your frock or coat, hair tied back away from face and facial hair trimmed to a reasonable length. There is not a hair length requirement, however in the interest of safety and cleanliness, all hair must be pulled back behind and under your hard hat and be covered with a white hair net. This policy is not intended to stifle your personal or religious beliefs, but only to produce a safe and clean product.

The safety of our product can be threatened by contamination with finger rings, (excluding properly sized wedding bands), nose rings, ear rings, watches, bracelets, chewing gum, cigarettes, chewing tobacco, smokeless tobacco or any thing else that could potentially fall into or on the product. These items should not be worn or consumed when on the slaughter or processing floor.

Prior to entering the slaughter or processing floor to start your shift, please put on clean company issue steel-toed rubber boots. Please do not put your pants over the boots, but rather tuck the pants into boots to prevent contamination of your pants. Obtain a clean (laundered) frock from the laundry room. Outside the plant areas are very greasy and gritty, so please never wear your frock outside the plant and then re-enter the plant. This plant handles carcass and trimming meat, it is very important that our final product does not become contaminated. One way to avoid this is to never wear a frock or boots from the slaughtering area to fabrication area or fabrication storage area.

These basic principles are important and all will help us to produce a safe, high quality product.

1-27-97

I have read and understand this page of instructions and will bring any inability to perform this SSOP correctly to the attention of my supervisor.

Signature: Albert Howard Date: 9-13-04

**APPENDIX Z:
PRE-OPERATIONAL INSPECTION REPORT**

PRE-OPERATIONAL INSPECTION REPORT

MEAT TECHNOLOGY LABORATORY

Louisiana Establishment # LA 305
 Division of Agricultural Sciences
 College of Agricultural, Family and Consumer Sciences
 Southern University and A&M College
 Baton Rouge, Louisiana 70813

OPERATION		Time of Operational Inspection and Initials of Person Inspecting			
DATE and TIME					
ACTION					
OPERATION	USE	TIME OF OPERATIONAL INSPECTIONS AND INITIALS OF PERSON INSPECTING			
SLAUGHTER (Kill Room)					
SKINNING CRADLE		A C T I O N			
EVISCKERATION CART					
STUN GUN					
SCALDER					
DEHAIRER					
SPLITTING SAW					
CEILING					
FLOORS					
WALLS					
BEEF HEAD CLEANER					
BEEF HEAD RACK					
RAILS					
SANITIZER (180° F.)					
PERSONAL HYGIENE					
MEAT FABRICATION					
CEILING					
WALLS					
FLOORS					
TABLES					
TABLE SAW					
GRINDER					
MIXER					
VATS (TUBS)					
TUMBLER					
STEAK TENDERIZER					
STUFFER					
PATTY MACHINE					
SLICER					
SCALE					
SMOKER					
SANITIZER (180° F.)					
PARTS SINK					
MEAT WASH SINK					
HAND SINK					
VACUUM MACHINE					

OPERATIONAL INSPECTION REPORT

MEAT TECHNOLOGY LABORATORY

Louisiana Establishment # LA 305
 Division of Agricultural Sciences
 College of Agricultural, Family and Consumer Sciences
 Southern University and A&M College
 Baton Rouge, Louisiana 70813

OPERATION		Time of Operational Inspection and Initials of Person Inspecting			
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SLAUGHTER (Kill Room)					
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STUN GUN					
SCALDER					
DEHAIRER					
SPLITTING SAW					
CEILING					
FLOORS					
WALLS					
BEEF HEAD CLEANER					
BEEF HEAD RACK					
RAILS					
SANITIZER (180° F.)					
MEAT FABRICATION					
CEILING					
WALLS					
FLOORS					
TABLES					
TABLE SAW					
GRINDER					
MIXER					
VATS (TUBS)					
TUMBLER					
STEAK TENDERIZER					
STUFFER					
PATTY MACHINE					
SLICER					
SCALE					
SMOKER					
SANITIZER (180° F.)					
PARTS SINK					
MEAT WASH SINK					
HAND SINK					
VACUUM MACHINE					

**APPENDIX A1:
DISPOSAL OF ANIMAL BLOOD POLICY
and
ANIMAL DISPOSAL FORM**

Southern Univeristy and A&M College Meat Technology Laboratory

Disposal of Animal Blood

The Southern Univeristy Meat Technology Laboratory is equipped with grease traps where animal blood and grease is collected and stored until removal by sewage company. Cleaning of grease traps is completed every three months or sooner if necessary.

SOUTHERN UNIVERSITY ANIMAL DISPOSAL FORM

OWNER _____ DATE OF VERIFICATION _____

ADDRESS _____ PARISH _____

LOCATION OF PREMISE (S) _____

I hereby certify that the below animals are free from disease (s) and pose no harm to humans upon examination of said animal (s).

Veteinarian

Date

Line Number	Identifying Tag or Tattoo No.	Species of Animal
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		

Form must be done in triplicate: Copy for Unit Manager, Veterinarian, and Waste Disposal Operation.

**APPENDIX B1:
FIRST AID KIT CONTENTS REQUIREMENTS**



53 Piece Small, All Purpose Soft-sided First Aid Kit - 1 each

Be ready for all potential emergencies at home, in the car, outdoors or on the water. Our new generation of soft kit is developed to save time and frustration in the midst of emergency situations. Supplies are easy to find in the patent pending, clear-pocket case.

Kit Includes:

- (2) Extra-strength non-aspirin tablets
- (2) Aspirin tablets
- (2) Ibuprofen tablets
- (2) Antibiotic ointment packs
- (1) Insect sting relief pads
- (2) Castile soap towelettes
- (6) Alcohol cleansing pads
- (6) Antiseptic cleansing wipes
- (1) 6"x3/4" Finger splint
- (1) 1/2"x5 yd First aid tape roll
- (2) Butterfly wound closures
- (2) 3"x3" Gauze dressing pads
- (2) 2"x2" Gauze dressing pads
- (1) 2"x4" Elbow & knee plastic bandage
- (1) Fingertip fabric bandage
- (1) Knuckle fabric bandage
- (5) 3/8"x1-1/2" Junior adhesive plastic bandages
- (10) 3/4"x3" Adhesive plastic bandages
- (1) Medium safety pin
- (1) Scissor
- (1) First aid guide

Kit Dimensions: 7-3/4"x5"x1-1/8"

APPENDIX C1:
LABORATORY GENERAL SAFETY
PRINCIPLES AND PRACTICES
Laboratory safety in the
Food and Nutrition laboratories

LABORATORY GENERAL SAFETY PRINCIPLES AND PRACTICES

Laboratory safety in the Food and Nutrition laboratories at SU Agcenter will adhere to OSHA (Occupational Safety & Health Administration) Laboratory Standards. Please see www.osha.gov for a complete list of these guidelines.

A Quick Guide to Laboratory Safety

Safety Awareness

The most important rule is that everyone involved in laboratory operations - from the highest administrative level to the individual workers - must be safety minded. Every laboratory worker has a basic responsibility to himself/herself and colleagues to plan and execute laboratory operations in a safe manner.

Working Alone

Generally, it is prudent to avoid working in a laboratory building alone. Experiments known to be hazardous are not to be undertaken by a worker who is alone in a laboratory. Under normal working conditions, arrangements are to be made between individuals working in separate laboratories outside of working hours to cross check periodically.

Eating, Drinking and Smoking

Contamination of food, drink, tobacco products, and cosmetics is a potential route for ingestion of a hazardous substance.

- Food is stored, handled and consumed in an area free of hazardous substances.
- Non-laboratory areas, such as nearby lounges are designated as food storage and eating areas for laboratory personnel.
- A warning sign (e.g., DESIGNATED FOOD AREA – HAZARDOUS MATERIALS NOT PERMITTED) is posted in the lounge area.

Housekeeping

Work areas are to be kept clean, and chemicals and equipment must be properly labeled and stored.

- Cleanup follows the completion of any operation or at the end of each day.
- Wastes are deposited in appropriately labeled receptacles.
- Chemicals that are no longer needed are permitted to accumulate in the laboratory.
- Stairways and hallways are not permitted as storage areas.
- Access to exits and emergency equipment, such as eye wash stations and emergency showers are free from obstructions.

Warning Signs and Placards

- Standard signs and symbols have been established and posted in designated areas for a number of special situations, such as radioactive materials, radiation hazards, biological hazards and fire hazards.
- Other signs are posted to show the locations of safety showers, eyewash stations, exits and fire extinguishers.

- Green on white placards is posted to designate emergency eyewash and shower facilities.
- Waste containers are labeled for the type of waste for which they are intended

Emergency Showers and Eyewash stations

Immediate washing of the eye and skin with a generous amount of water is the most effective first aid treatment for chemical burns in the library. Emergency showers and eyewash stations are available in case accidental chemical splashes occur. Emergency showers and eyewash stations are tested on a regular basis and a record is kept of such tests.

Laboratory Clothing, Protective Apparel, Boots, Eyewear

The clothing worn by laboratory workers can be important to their safety.

- Loose (e.g., dangling neckties and overlarge or ragged laboratory coats), skimpy (e.g., shorts and/or halter tops), or torn clothing are not to be worn in the laboratory. Loose or torn clothing and unrestrained long hair can easily catch fire, dip into chemicals or become ensnared in apparatus and moving machinery; skimpy clothing offers little protection to the skin in the event of chemical splash.
- If the possibility of chemical contamination exists, personal clothing that will be worn home is to be covered by protective apparel.
- Finger rings can react with chemicals and also should be avoided around equipment that has moving parts.
- Appropriate protective apparel such as laboratory coats is required for most laboratory work (Laboratory coats are intended to prevent contact with dirt and the minor chemical splashes or spills encountered in laboratory-scale work).
- Shoes are to be worn at all times in laboratories or other areas where chemicals are used or stored (Safety shoes are used to protect the feet against injuries from heavy falling objects, against crushing by rolling objects or against lacerations from sharp edges).
- Eye protection (safety glasses with clear eye shields, goggles) should be provided in the lab to prevent injuries or blindness from accidents

Fume Hoods

Lab operations where flammable gas, toxic vapors or noxious odors are given off should only be performed in fume hoods.

Fire Prevention

Before using an open flame or spark-producing equipment, all laboratory personnel shall assure that no flammable vapors are in the area.

Storage

Safe storage and transport of chemicals, particularly liquid glass bottles of one liter or more shall be provided, and incompatible chemicals shall not be stored in close proximity to each other or allowed to react accidentally.

Disposal

Disposal shall follow EPA rules or other generally accepted practices. Only water-soluble neutral substances may be flushed down the drain.

Disposal of Broken Glass

Non-contaminated and/or sterilized glassware and sharps are to be placed in a plastic bag within a cardboard box. It is recommended that all glass items be disposed of in this manner. The box will be picked up by custodian if it is sealed and identified with a label as described below:

‘CAUTION GLASS Non-Hazardous Material Only’

Broken glass and other sharps contaminated with carcinogens or radioactive material are to be placed in the containers provided for those waste streams.

Labels on Chemical Containers

- All chemical in the laboratory have an MSDS (Material safety data sheet) on file in the laboratory.
- Chemicals in laboratory that are not labeled will be assumed to be hazardous

- All containers of hazardous materials must be labeled to show the identity of the contents.
- The name of the chemical must be spelled out clearly on the label. Molecular formulas cannot be used. For example, HCl cannot be written on a label to identify the contents as hydrochloric acid. The label must read “Hydrochloric Acid”.
- Incoming containers of hazardous chemicals are to be inspected to ensure that labels are affixed to the containers and that they are legible.

Compressed Gases

Basic guidelines for the use and storage of compressed gases:

- All compressed gas cylinders must be labeled to clearly identify the contents.
- Compressed gas cylinders must be supported at all times, whether full or empty.
- Acceptable methods of support include: (1) wall-mounted or bench-mounted gas cylinder brackets.
- Gas cylinders must have the valve protection cap in place except when in use. A cylinder connected to a piece of equipment and properly supported is considered to be in use. The pressure regulators must be removed and valve protection caps replaced before moving cylinders, even though the cylinders are secured to a dolly or hand truck, e.g., acetylene and oxygen cylinders used for cutting, brazing,

etc., may not be transported with any regulators attached to the cylinders except in the cylinder cart.

- All hydrogen/acetylene storage and usage locations shall be posted with permanent placards as follows: "HYDROGEN/ACETYLENE - FLAMMABLE GAS – NO SMOKING - NO OPEN FLAMES."
- Gas cylinders must be used in an upright position and clamped securely at all times.
- Appropriate dollies or hand trucks are to be used to move cylinders weighing more than 50 pounds. Movement by spinning, sliding, rolling, etc., is prohibited.
- Piping systems for flammable gases, toxic gases and oxygen must be installed in accordance with OSHA, NFPA and ANSI standards and approved by the Safety Office.

CLEAN UP OF LABORATORY CHEMICAL SPILLS

- Many laboratory spills are of limited hazard potential and can be safely cleaned up by laboratory personnel.
- Each laboratory should be equipped to handle small low hazard spills.
- Safety Officer should be called if the spill presents a respiratory hazard, or otherwise poses a threat of fire or explosion.

Safety Officer should be called if the spill is more than:

- 100 ml of an OSHA regulated chemical carcinogen or a highly toxic chemical;
- 1 liter of a volatile or flammable solvent
- 1 liter of a corrosive (acid or base) liquid

In the event of major uncontrolled incidents such as fire, major releases of hazardous chemicals to the environment, or life threatening injuries, 911 should be called immediately.

- The Principal Investigator and other laboratory personnel who are knowledgeable of the hazardous materials involved and the particular circumstances of the accident must be present at the incident command site.
- Material safety data sheets for the chemicals involved should be obtained and brought to the site.

Response Steps for Chemical Spills

Step 1: Leave and Control Spill Area

- Evacuate personnel from the immediate spill area.
- Block off immediate spill area- close corridor doors, use lab carts, wastebaskets, etc.
- Eliminate any fire hazard especially if spill is flammable or combustible- turn off burners, electrical equipment, etc.
- Post sign, "Spill Area - Keep Out"
- Alert other personnel in laboratory and adjacent areas of a chemical spill including the PI or Instructor.

Step 2: Help Injured Personnel

- Take care of injured personnel- move from spill, remove contaminated clothing, flush skin with water, use eyewash and/or safety shower, etc. Seek medical attention if chemical is splashed in eyes, and/or there are burns or respiratory problems.

Step 3: Evaluate Hazard

- Make preliminary evaluation of hazard and identification of risks and decide whether the Safety Officer should be called. If it can be handled without respiratory protection by the lab continues with clean up.

Step 4: Clean Up Spill

- Contain the spill using absorbent clay to stop spill from spreading under refrigerators, cabinets, equipment, drains, or corridors. Then spread clay around the perimeter, damming the spill.
- Use the clay to absorb the rest of the liquid.
- Scoop the clay/absorbed chemical mixture into a plastic pail lined with a plastic bag.
- Seal plastic bag and containerize for disposal.
- Wash and deactivate the spill surfaces of trace amounts of the spilled chemical. Contact Safety Officer for advice.

Step 5: Evaluate the Incident

- Evaluate the incident to prevent further spills and improve response procedures.

Chemical Spill Response Kit

Laboratories should be equipped with protective clothing and spill cleanup materials to respond to small low hazard chemical spills.

Chemical Spill Response Kit should include:

- Safety Goggles
- Plastic Pails with labels
- Gloves
- Coveralls
- Oil Dri,
- Bentonite Clay
- Black trash bags
- Dust Pan with Brush
- Ziplock bags
- Tags with Ties for Trash Bags
- Disposable Shoe Covers,
- Sign “Spill Area - Keep Out”
- Instruction sheet “Clean up of Laboratory Spills”

**APPENDIX D1:
METABOLIC KITCHEN SAFETY AND
SANITATION GUIDELINES**



Evacuation Plan..... from SU AgCenter Metabolic Kitchen

- 1.** Exit through doors on West side of dining room.
- 2.** Continue straight down the hallway, passing the lounge area.
- 3.** Make a left and proceed down the staircase.
- 4.** Turn left and exit through glass door on the left.
- 5.** Meet at the flagpole in front of SUAREC building.

Metabolic Kitchen Safety and Sanitation Guidelines

SAFETY PROCEDURES

TO PREVENT FIRES AND BURNS . . .

1. Use salt or baking soda, not water, to put out a grease fire.
2. Keep flammable materials away from the top of the range and away from portable appliances that produce heat.
3. Use a dry potholder to remove pans from the range.
4. Store flammable substances such as aerosol sprays away from heat sources.
5. Use a metal trashcan when disposing of hot or smoldering items.
6. Keep the range exhaust hood and ducts clean.
7. Keep pan handles turned inward on the range.
8. When removing a pan lid, tilt the lid away from you and do not hold your face directly over the pan.
9. When removing a pan from the oven, pull the rack out. Don't reach into a hot oven.
10. Wear an oven mitt on each hand and use both hands to remove pans from the oven.
11. Check to be sure all appliances are turned off when you are finished with them.
12. Use a spoon or tongs, not your fingers, to remove food from hot liquid.

TO PREVENT FALLS . . .

1. Wipe up all spills at once.
2. To reach items stored in high places, use a sturdy step stool or ladder.
3. Close cabinet doors and drawers.

TO PREVENT CUTS. . .

1. Keep sharp knives sharp. They are less likely to cause an accident than dull ones.
2. Use a cutting board.
3. Cut away from you with the knife blade slanted.
4. For peeling vegetables such as carrots or potatoes, use a peeler instead of a knife.
5. If a knife, kitchen scissors, or ice pick starts to fall, get out of the way. Do not try to catch it in mid-air.
6. Wash, dry and store knives separately from other dishes and utensils.
7. Keep your fingers away from beaters and blades in appliances.
8. Use knives and other sharp tools only for their intended purpose.
9. Sweep up broken glass immediately.
10. Wrap your hand in a towel to pick up broken glass.
11. When opening cans, cut the lids completely off.
12. Don't leave sharp knives in a sink full of water.

TO PREVENT ELECTRIC SHOCK . . .

1. Read appliance booklets before using appliances.
2. Keep electrical cords away from water and hot objects.
3. Do not plug several cords into an electrical outlet at one time.
4. Unplug portable appliances after you have used them.
5. Disconnect appliances before cleaning them. Do not put them in water unless the appliance is labeled "immersible."
6. Before using an appliance, make sure your hands are dry and that you are standing on a dry surface.
7. Unplug appliances before bringing metal objects in contact with any working parts.
8. Plug the cord of portable appliances into the appliances first, then into the wall.

TO PREVENT MICROWAVE ACCIDENTS . . .

1. Never use a microwave if the door appears damaged.
2. Never turn on the microwave if there is no food inside.
3. Do not heat sealed jars, cans, or bottles in the microwave.
4. Do not heat home-canned foods in a microwave. Use a conventional range.
5. Use potholders to remove food containers from the microwave.
6. Remove lids and plastic wrap carefully to avoid steam burns.
7. Distribute the heat by stirring microwaved foods before serving them.

SANITATION PROCEDURES

1. Always wear appropriate, clean clothing to prepare foods
2. Avoid wearing clothing with loose sleeves or sashes.
3. No dangling jewelry is allowed.
4. Wear a clean apron or lab coat.
5. Pull hair back and secure it so that it stays away from your face and shoulders.
6. Avoid working with food if you have an open wound on your hands.
7. Wash your hands with soap before beginning the lab. Dry your hands with paper towels or on cloth towels not used for drying dishes.
8. While working with food, avoid touching your hair, skin, face, or other unclean objects.
9. Repeat hand washing when necessary - especially after coughing, sneezing, or using the restroom.
10. Be sure you have clean dishtowels, dishcloths, potholders, and oven mitts before beginning the lab. Obtain additional clean items as they are needed but NOT in excess.
11. Wipe all counter tops and tables at the beginning and end of each lab. Use hot, soapy water for washing dishes.
12. Wash and dry dishes, pans, and utensils as you use them.
13. When tasting foods, use a spoon other than the one used for stirring. Use a clean spoon for each person tasting and for each time food is tasted.
14. After working with raw meat, scrub all areas and utensils used with hot soapy water.
15. When possible use a kitchen tool, not your hands, to complete tasks.
16. Thoroughly cook foods to be served hot. Keep them hot until they are served.
17. Cover leftover foods and store them in the refrigerator immediately.

Personal Cleanliness Guidelines



Wash hands before food preparation and after visiting the toilet



Avoid touching your face or hair while working in the kitchen.



Always cover your hair while working in the kitchen!



Remove jewelry (rings, watches, dangling earrings) before food preparation.



Use separate towels for drying your hands and for wiping the dishes.



If you have an open cut or sore on your hands, use plastic gloves for handling food.



If suffering from an illness involving one of the following: Jaundice, Diarrhea, Vomiting, Fever, Skin Rash, Boils, Cuts, Sore Throat, Discharge from ear, eyes and nose, report to the employer or instructor before food preparation.



Turn away from food and cover your nose and mouth when sneezing/coughing!



Wear clean clothes. Avoid loose items. Roll up long sleeves.



Wear an apron, smock, or lab coat.



If a dish towel or utensil falls on the floor, do not use it again until it has been washed.



Always use a separate spoon for tasting—NEVER the same one you are using for stirring.

Kitchen Cleanliness Guidelines

Make sure you follow the guidelines for kitchen cleanliness to avoid food-borne illnesses and to make your food preparation environment a pleasant place to work.



Wash counter tops, tables and other work surfaces before you begin cooking.



Keep work surfaces and utensils clean as you work.
-Wipe up spills right away. -Thoroughly clean utensils—and the cutting board—after each use.



Wash pots, pans, and dishes in hot soapy water as soon as possible after using them. -Wash tools and utensils that have been used on raw foods before you use them on cooked foods.



Change dish towels and hand towels often.



Dispose of all food wastes properly.
-Remove garbage from the kitchen often— at least once a day— and clean the garbage can often.



Clean up well after food preparation.
-Be sure work surfaces have been washed and dried. -Have the custodian clean the floor after each food preparation.

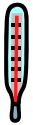


Protect kitchen and storage areas from insects and rodents

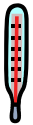


Keep dangerous poisonous substances (detergents, disinfectants, insecticides) outside the kitchen areas in labeled and closed containers.

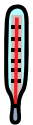
HYGIENIC HANDLING OF FOODS



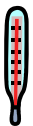
Perishable foods should be promptly refrigerated (4°C)



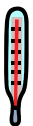
Keep cooked food hot -at a temperature no lower than 60°C.



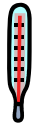
Refrigerate cooked food in shallow containers.



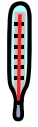
Keep cooked food separate from raw food.



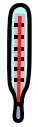
Cooked food should not be touched by hand.



Reheat cooked food to no lower than 70 °C.



Do not cross-contaminate foods!



Thaw foods at refrigerated temperature!

General Safety Guidelines

- Do not let hair, jewelry, sleeves dangle – catch fire or get tangled in appliances.
- Keep your mind on what you're doing.
- Prevent clutter – Clean up as you go and put things away.
- Close drawers and doors.
- Use the right tool for the job.
- Store heavy or bulky items on low shelves.

Falls:

Keep floors clean and free of clutter. Wipe up spills, spatters and peelings.
Eliminate other hazards, slippery throw rugs and damaged or worn flooring.
Tie shoe laces, avoid long clothes, floppy slippers.
Use a firm stepstool or ladder instead of a chair.
Use a bib-skid backing on rugs.

First aid for falls –

Don't move a person with broken bones unless necessary.
Call medical help if head aches, dizziness, vomiting, or speech impairment results from head injury.
Mild bruises/sprains need ice bag or cold water/cloths and elevation.

Cuts:

Keep knives sharp and use properly.
Use a drawer divider or knife rack for sharp cutting tools.
Don't try to catch a falling knife.
Don't soak knives in sink or dishpan or water.
Sweep up broken glass from the floor using broom and dustpan.
Use wet paper towel instead of bare fingers.

First aid for cuts -

Stop severe bleeding with the pressure of a thick cloth; get medical help.
Minor cuts – wash with soap and water, blot dry and bandage.

Consumer product safety commission estimates over 137,000 people receive hospital treatment for injuries from kitchen knives each year.

Electrical Safety:

Appliances save both time and work in the kitchen. But, they are a source of shock, burns and other injuries.
Read owner's manual.
Water and electricity don't mix – cords
Avoid damage to electrical cords – tugging on cord, stapling, or burn them.
Use outlets properly – overloading polarized plugs (one blade wider than other)
Use care with any plugged in appliance.
Watch for problems.

First aid for electrical shock –

Don't touch person connected to electricity.
Turn off power, pull plug or pull person away with cloth loop.
Administer CPR if qualified and call medical help.

Hazardous Chemicals:

Cause burns, breathing difficulties and poisoning.
Read labels.
Never transfer hazardous products to another container.
Never mix different chemical products.
Never mix compounds such as bleach/ammonia.
Use charcoal/hibachi outside ONLY – gives off carbon monoxide.
Follow antidote directions in well ventilated area if poisoning occurs.

First aid for Poisons –

Call medical help and if possible use antidote on label.
If fumes, get person to well ventilated area.
Flush eyes with water if irritated.

Fires:

Every kitchen should have a fire extinguisher.
Turn off heat, cover pan or pour salt or baking soda on flames.
Never use water – grease will spatter and burn.
Never attempt to carry a pan with burning contents – Fire Dept. – go outside.

In case of fire:

Turn off appliance.
Use baking soda instead of water.
Use a fire extinguisher.
If clothing catches on fire, drop to the ground and roll. **STOP. DROP. ROLL.**
Crawl on the ground to get out of smoke filled room.

First aid for Burns –

Cool it with cold water/prolonged ice will freeze tissue.
Avoid ointments, grease and oil (contributes to the cooking process of the burn).

Choking:

Heimlich maneuver
CPR – If person has stopped breathing and heartbeat have stopped.

First aid for Choking –

If person can speak, cough or breathe, do nothing.
Do the Heimlich maneuver procedure.



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