

FACILITIES AND PROPERTY COMMITTEE

(Following the Personnel Affairs Committee)

Friday, June 24, 2011

Health and Physical Education Building

Southern University – Park Campus

6400 Press Drive

New Orleans, Louisiana

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Items
 - A. Request for feasibility study regarding the employment of SU System Public Safety Coordinator
6. Informational Items
 - A. Priority Projects Update
 - B. Update from SUBR Chief of Police on Status of Law Enforcement
 - C. Campus Safety Reports
 - 1.) SUBR
 - 2.) SUSLA
 - 3.) SUNO
7. Other Business
8. Adjournment

Members

Atty. Murphy Bell, Jr. – Chair; Rev. Samuel C. Tolbert, Jr. - Vice Chair;
Mr. Richard J. Caiton, Jr., Atty. Walter C. Dumas, Atty. Warren A. Forstall
Mr. Willie E. Hendricks. Mr. Myron K. Lawson
Mr. Darren G. Mire - Ex Officio

**SYSTEM OFFICE OF FACILITIES PLANNING
PRIORITY PROJECTS UPDATE
June 3, 2011**

SOUTHERN UNIVERSITY BATON ROUGE

1. **RAVINE EROSION AND STEPTOE AVENUE REPAIR –**
Project involved correction of erosion of SUBR Ravine slopes. To prevent loss of ROTC buildings, repair of Steptoe Avenue sidewalk and street erosion correction with and new asphalt overlay.
 - ABMB Engineers – Design fee \$34,000
 - D. Honore Contractor
 - Budget \$650,000.00, Phase I AFC Contract \$366,294 – State GOB
 - Budget \$6,000,000, Phase II AFC Contract \$3,833,645.00 – IEB (Interim Emergency Funds)
 - Orig. sum \$3,674,000 with 6 c.o.'s totaling \$145,649.
 - The contractor D. Honore received substantial completion January 31, 2011.
 - Project has been closed out by State FP&C.

2. **BASEBALL SUPPORT FACILITY – Project involves providing a new Baseball facility to house Coaches offices, locker room, conference room, break room and batting cage.**
 - Architect: McElroy and Associates – Design fee \$70,000- Bond funds
 - \$1,400,000 is the project budget- City Parish Capital Outlay Funds.
 - Project review by Fire Marshall is complete.
 - Waiting on FP&C review of front end docs. Waiting on response from Mark Gates.
 - Bid Date: 7-29-11
 - Completion Date: 1-29-12 (tentative)

3. **UNIVERSITY PLACE (President's Home) – Severely damaged by Hurricane Gustav. Project is in review by FEMA, GOHSEP, ORM and FP&C for complete restoration. PW (project worksheet) is being prepared by FEMA.**
 - Category E (permanent repair) for Gustav recovery design 95% complete.
 - Architect: St. Martin & Brown – Design Fee \$36,000 - ORM
 - Current project budget is \$361,000.00 – ORM/ FEMA
 - PW (project worksheet) is currently in Applicant review (State FP&C).
 - PW must be signed by Applicant and returned to FEMA for final review before it can be obligated. Everyone is in agreement with the PW.
 - Project bid date TBA
 - Project anticipated completion TBD

4. **AUDITORIUM (Old Women's Gym) –This building is the old Intramural Sport facility. Building received substantial damage during Hurricane Gustav. Roof needs replacing, ceilings, walls, floors need repair and/or replacing, Restrooms need repair and updating and A/C system need to be installed.**
 - Gustav (permanent repair) Category E
 - Insurance claim amount \$155,886.30 – ORM/FEMA
 - Jerry Campbell Architect assigned for Hurricane Assessment – Fee \$16,000 - ORM
 - Design is 20% complete – Waiting on environmental remediation
 - FEMA is in process of preparing PW (project worksheet).
 - PW is in review.
 - Funds provided by students and SUBR will complete additional renovations - \$100,000 – SG (self generated).
 - Project bid date TBA
 - Anticipated completion date TBD

5. **HOT WATER PROJECT (HEATING) – This project involved abandoning old deteriorated subsurface hot water lines for heating from the SUBR Central Plant, and installing smaller more energy efficient boilers in buildings.**
 - Vivien & Associates Design Engineers – Design fee \$349,244, State GOB funds.
 - Airtrol is the contractor for the Project.
 - Hot Water Project funded - \$3,953,305.00, State GOB funds.
 - Project completed November, 2010
 - Project in contractor liability stage.

6. **CHILLED WATER PROJECT (COOLING) – This involves removing the abandoned subsurface hot water line loops extending from the Central Plant and replacing them with steel , pre-insulated pipe with HDPE(high density polyethylene) casing for the new chill water subsurface loop.**
 - Vivien & Associates are Design Engineers - \$560,000, State GOB funds
 - Chilled water project approved for funding
 - \$6,938,118.00 budget available – State GOB funds
 - Design completed November 2010
 - Bid held February 17, 2011. Bernhard Mechanical Contractors low bidder.
 - Bid was \$4,855,500.00. Contractor has mobilized and started construction.
 - Project completion anticipated May, 2012

7. **CULTURAL (INFORMATION) CENTER – This Center was designed to serve the needs of Southern University Museum of Art (SUMA), students and community. The proposed facility will provide smart (high-tech) classrooms, meeting rooms, conferencing facilities, exhibition, offices and storage. The building will house the Underground Railroad Program and its other cultural and community outreach programs.**
 - Hewitt and Washington Architects – Design fee \$196,000, Federal funds
 - Design Completed January, 2011
 - Project will be bid by June 29, 2011
 - Project received final Fire Marshall Review. Handicap parking was added to project.

- State historic review required by federal government; must have a contract with an Archeologist during initial construction to satisfy Section 106 review process for historic presentation. DOTD will provide funding for Archeologist with proj. funds.
- Contract has been signed with Archeologist to be present during excavation.
- New estimate \$2,806,368.00 federal funds and self generated (Title III, DOTD, SG). \$600,000 – DOTD, \$900,000 – SG, \$1,306,368 – Title III.
- Construction completion TBD

8. T. H. HARRIS ANNEX RENOVATION – This project involves the renovation of the Annex building for student federal aid and expansion of the T.H. Harris complex to include student welcome center, retention, tutoring, administrative offices , and student orientation assembly space.

- Frank Lassiter Architect – Design fee \$256,000, Federal funds(Title III)
- Bid cost \$3,200,000.00 – Federal funds (Title III)
- Guy Hopkins contractor
- Waiting on Change Order negotiations on underground utilities.
- Architect, Frank Lassiter and State FP&C have requested a proposal from the Contractor, Guy Hopkins that is reasonable for his time and new subcontractor job prices and can be accepted by all parties. Contractor will submit his proposal by June 10, 2011.
- Chill water lines are currently being installed on the project site by Bernhard Brothers. Guy Hopkins has to wait until Bernhard has completed the Chill water installation on the T.H. Harris Annex footprint.
- Drill piers for foundation and demolition to start 3rd week of June, 2011.
- Construction 10% complete
- Construction completion anticipated July, 2012.

9. RE-ROOF SU LAB MIDDLE & HIGH SCHOOL – This project involves replacing deteriorated roofs on Lab School buildings. Removing rooftop equipment and relocating to a new ground level location and relocating ducts to building attic space. Also, replacing and rebuilding the deteriorated covered walk canopies connecting the building complex.

- Noland and Wong Architects selected November 17, 2010. Design fee \$43,050, GOB
- Extensive restoration required as a result of water damage by Hurricane Gustav
- AFC is \$615,000.00, GOB funding
- Additional funding will be required to complete necessary repairs. Request will be in Capital Outlay for 2011-2012 and request will be made to State Roofing Program.
- Architect is construction documents are 65% complete anticipated completion is July, 2011.
- Bid TBA, construction completion TBA.

10. J. B. CADE LIBRARY- This project requires extensive renovation due to damages caused by Hurricane Gustav. The roof is completely deteriorated. Repairs are needed on the exterior and the interior of the building. The roof will be done first prior to starting on the exterior and interior repairs in order to protect these improvements.

- Gustav Recovery (permanent repairs) Category E project
- Architect assigned, C. Spencer Smith, AIA
- J. B. Cade Library roof design 100% complete.
- FEMA PW is complete for new roof replacement.
- Roof PW was obligated on 5-26-11.
- Bid for roof is scheduled for late July, 2011.
- J. B. Cade design is 50% complete (interior) – On hold for environmental remediation work and roof repair.
- Formulation of Cade Library Interior/Exterior PW version continues in progress by FEMA.
- Roof repairs will be bid separate from interior & exterior repairs.
- Bid date for interior and exterior - TBA
- Completion date TBD

11. F. G. CLARK ACTIVITY CENTER (PARKING) – Parking lot is deteriorated and has poor drainage. New asphalt overlay will be installed on parking lot surface, sidewalk repairs, painting of fire curb, drainage and sewerage repairs will be done and parking lot sculpture will be cleaned and painted. New bus shelters will be planned and erected throughout the campus and for F.G. Clark Activity Center, for student bus shuttles. Entrance Archway Sign is proposed at the University entrance on Harding that will provide bus shelters on both side of Harding with electronic sign streamer.

- Funds have been identified. \$500,000.00 is available from SUBR Campus. It will be matched with a \$475,000.00 grant from FTA. The local Transportation Authority- CATS has agreed to assist in writing grants and seeking additional funding may be available from FTA (Federal Transit Administration).
- Final approval received on design contract.
- Project bid - TBA.
- Lighting – New lighting will be installed with the ARRA Energy Stimulus funds from U.S. Department of Energy – bid TBA.

12. OUTDOOR SOLAR STREET LIGHTING – American Reinvestment and Recovery Act (ARRA) Energy Stimulus funds will be used to replace all or most of the Street lighting on SUBR Campus with solar UV lights. These lights will be connected to the grid which will be a considerable savings on SUBR utility costs.

- Mel, Inc. Engineers - \$46,000, ARRA Stimulus Funds.
- Budget AFC \$461,662.00
- Lighting survey completed - \$22,000, ARRA Stimulus Funds.
- This project is being administered by S.U. System.
- Design development 75% complete.
- Project bid date TBA

13. REPLACEMENT OF LIGHTING FOR J.S. CLARK ADMINISTRATION BUILDING AND CAMPUS SOLAR EXTERIOR LIGHTS – ARRA Energy Stimulus Funds will be used to replace the lighting in J. S. Clark Administration

Building and replace lighting around buildings and in parking lots on SUBR Campus with Solar UV lighting.

- Mel, Inc. Engineers - \$62,000, ARRA Stimulus Funds.
- Budget AFC \$776,877.00
- Lighting survey completed - \$ 18,000, ARRA Stimulus Funds
- This project is being administered by FP&C
- Design development 75% complete.
- Project bid date TBA

14. AMPHITHEATER – An open air classroom is proposed to be built on the Mississippi River Bluff to provide a space for open air lectures, debates, concerts, plays and a place to sit and take in the magnificent view of the Mississippi River. The project will be enhanced with a plaza that connects to the Information (Cultural) Center and provide solar lighting.

- Engineer: Stuart Consulting Group - \$40,000 fee, federal Title III funding.
- Contract approved by state OCR
- Engineering soil testing is on hold due to the high level of the Mississippi River.
- Budget \$500,000.00
- Bid date TBA
- Anticipated design completion TBD

15. FRANK HAYDEN HALL LOBBY RENOVATIONS – this project will involve renovations of the Lobby of Frank Haden Hall and creation of a Plaza at the Entrance to enhance the facility. The proposed improvements will help the Lobby upgrade to match the renovations that were previously done in the Theater and Fine Arts areas.

- Architect: St. Martin & Brown – \$44,000 fee, Federal Title III funding.
- Budget estimate is \$546,131.00.
- Project design proposal is completed.
- Design contract approved by State Off. Of Contract Review(OCR)
- Project design is approx. 85% complete.
- Bid date TBA
- Completion date TBD

16. LAW CENTER PARKING LOT ADDITION – New parking slots were added and a new drive lane was added for ingress and egress.

- Sit Wong Architect - \$4,000 fee, SG funds.
- Murry Chenevert - contractor
- Budget \$40,000.00
- Project completed November 2010.

17. Dorm Renovations for three buildings at SUBR. – Include interior and exterior renovations and ADA compliance to improve living conditions.

- Dorms are Reed, White and Jones Hall.
- Budget \$500,000 for each dorm. – SG funds
- Funds still need to be Identified

18. Lab School Hot Water Heating Loop. – Phase II of Hot Water Loop for SUBR.

- Vivian and Associates Engineers. - \$40,000 – GOB funds from Phase I project.
- Budget \$494,569 – GOB funds from Phase I project.
- Project construction started June, 2010.
- Completion anticipated for June 2011.

19. E. N. Mayberry Dining Hall Roof replacement – this is a Gustav recovery project which consist replacement of the entire roof under a separate PW from the interior and exterior work.

- G. D. Architects - \$30,052 – FEMA funds
- Budget \$351,800 – FEMA funds
- Project construction start upon obligation of funds by FEMA
- PW was written to capture roof damages, signed by Applicant and returned to FEMA on 4-26-11.
- PW has been reviewed and sent to data entry with a \$326,248.62 budget.
- Bid date to be determined.
- Interior repairs in progress. Additional information is needed from Architects St. Martin and Brown on the interior repairs.

SOUTHERN UNIVERSITY AT NEW ORLEANS

1. IT BUILDING – New Building to house Information Technology (IT) and IT training.

- Catgo General Contractors
- Chenevert Architects - \$202,538 fee, SG funds.
- Construction completed November 2010
- Budget \$2,531,353.00.

2. BUSINESS BUILDING – New building to house Business and Public Administration.

- Hewitt Washington / Verges Rome Architects –\$ 277,000 fee, SG funds.
- Stallings Construction Co.- Contractor
- Budget \$3,463,690.00 – SG funds.
- 87% complete, completion anticipated for end of June, 2011.

3. INTERIM LIBRARY – Temporary Library for students until permanent Library is renovated and mitigated.

- Jerry Campbell Architect - \$14,797 fee, FEMA
- Peabody Construction
- AFC \$147,970.00 - FEMA
- Date completed, November 5, 2010

4. **CENTRAL PLANT – Construction of new Central Plant to replace old Central Plant to be demolished that was more than 50% storm damaged.**
 - Demolition and Reconstruction
 - AST Engineers - \$800,000 fee, FEMA
 - Budget \$10,000,000 - FEMA
 - Design complete
 - Bid scheduled for June, 2011
 - Completion date TBD

5. **SUNO DEMOLITIONS – 4 buildings to be demolished and replaced.**
 - Request sent to state FP&C for approval to demolish two buildings (Clark and New Science).
 - This footprint will be used to build new buildings for SUNO.
 - 4 buildings total to be demolished and replaced are:
 - Clark Building \$16,000,000 - FEMA
 - New Science \$17,000,000 - FEMA
 - Old Science \$15,000,000 - FEMA
 - Multi-Purpose(Brown) \$26,000,000 - FEMA
 - Mitigation estimate \$1,500,000 - FEMA

6. **HURRICANE KATRINA - CAMPUS-WIDE BUILDING REPAIR**
 - Jerry Campbell Architect – Fee \$3,364,918.67 - FEMA
 - \$92,000,000 – FEMA- starting budget to restore SUNO Campus.
 - Total expenditures for construction approximately \$28,000,000.00
 - FEMA has agreed to reimburse \$10,000,000 spent by State.
 - Balance of funding for SUNO is approximately \$64,000,000, plus \$10,000,000 reimbursement from FEMA sets balance at \$74,000,000.
 - Negotiations are underway with FEMA to rebuild Temporary campus. Estimate to rebuild campus is \$16,000,000.
 - Grand total to restore campus and rebuild temporary campus is estimated at \$112,500,000.

7. **FACULTY & STUDENT HOUSING – New housing for SUNO Campus to house both students and faculty. Project consists of 21 buildings with a total of 699 beds. Funds borrowed from the U. S. Department of Education HBCU Capital Funding Program.**
 - Walton Construction Co. - Contractor
 - Architect: Bani Carville & Brown - \$3,125,000 fee, Federal funds.
 - Budget \$39,067,351.60 w/ c.o's – Federal funds.
 - Completed December, 2010- 3rd Phase.
 - All phases have been turned over to SUNO for occupancy.
 - Project in Contractor liability phase.

8. **HURRICANE KATRINA RELATED HOT WATER DISTRIBUTION PIPE**
 - Phase II

- Hamp Construction, LLC
- Contract \$122,300.00 – FEMA funds.

SOUTHERN UNIVERSITY AT SHREVEPORT

1. **CLASSROOM BUILDING – This project is a new two storey masonry building to be built at Southern University Shreveport main Campus to increase the number of classrooms. The facility will have classrooms, smart classrooms with stadium seating, faculty offices, conference rooms, restrooms and storage.**
 - Design and planning complete for more than two years.
 - Alliance Architects/Chasm Architects
 - Waiting on construction funding from Capital Outlay Budget.
 - Budget \$7,000,000.00 – GOB funds.

2. **601 TEXAS STREET ACQUISITION AND RENOVATION - This project is designed to increase capacity for the Nursing Program at the Shreveport Downtown Campus and includes Acquisition of the property and renovations. The building is next to the existing downtown campus at 610 Texas Street.**
 - Acquisition of bldg. is completed for SUSLA , March, 2011-\$357,000.00 – GOB funds.
 - Budget \$1.9 million for renovations – GOB and City funds.
 - Must go before Architect Selection Board to select Architect.
 - Phase I- Environmental Assessment- Newman Marchive Carlisle, LLC.
 - System Facilities Planning Office is assisting with preparation of building program.
 - Meeting scheduled next week in at SUSLA to finalize program.

3. **REPLACEMENT OF TWO (2) COOLING TOWERS AND CHILLERS. THIS PROJECT IS PARTIALLY FUNDED BY ARRA ENERGY STIMULUS FUNDING.**
 - Project Budget \$300,000.00 – Major Repair funding.
 - Project was bid on February 3, 2011.
 - Project completed in March, 2011 on chillers.
 - Cooling towers are demolished.
 - One tower is up and operating. Both towers will be complete by end of the June, 2011.

Project Report Prepared by:
 System Office Facilities Planning
 J.S. Clark Administration Building,
 4th Floor, Room # 402
 Southern University Baton Rouge
 (225) 771-5507

A Report on Campus Safety

**Submitted by:
Southern University and A&M College
at Baton Rouge**

June 2011

A Report on Campus Safety

SUBR

The Southern University and A&M College University Police are committed to providing the most effective security and safety services possible for our students, faculty, staff, administrators and any individuals who visit the campus. The University Police provides around-the-clock security services, 365 days a year.

The unit, headed by the University Chief of Police, has a total of 40 officers. These officers include commissioned police officers and civilian traffic officers. They attend and participate in the same training that regular law enforcement officers receive. This includes training in criminal law and procedures, patrol and investigation practices and techniques, firearms, first aid and physical training. In-service training is provided to enhance and update the professional skills of the officers.

In the University Police Department's continued effort to improve campus safety, a number of specific measures have been taken, and the department is in a constant mode of self-evaluation and improvement. Below are some of the measures that have been implemented to promote campus safety for everyone, but most especially for our students.

MANPOWER

- Will continue to interview candidates to hire the best qualified police officers; goal is to fill current vacancies by the end of 2011
- Will continue to supplement current staff with outside law enforcement when necessary
- Created special unit for security in and around residence halls

TECHNOLOGY

- Issued laptops to each officer allowing him/her to complete reports while on patrol rather than having to come into the office
- Currently seeking wireless coverage campus-wide for police laptops
- Continuing training for employees in the area of video surveillance
- Monitoring social networks (Facebook, Twitter, etc.) for campus information
- Electronically sharing information among SUPD and outside law enforcement agencies to prevent criminal activity

RESIDENCE HALLS

- Initiated foot patrols inside/outside residence halls
- Strengthened Checkpoint operation procedures
- Vet all individuals entering the campus during the overnight hours
- Discourage loitering, especially after certain hours

RELATIONSHIP WITH STUDENT BODY

- Have reached out to SGA and other student groups to establish continuing dialogue
- In the process of developing a crime fighting partnership with students
- Have installed a GPS unit on student shuttle for accountability and improved service
- Placed clearly identifiable SU logo lettering on student shuttle
- Ordered shuttle stop signs to identify pick up/drop off points for the student shuttle

The attached Annual Security Report is submitted to the U. S. Department of Education on an annual basis, as mandated. Included in this report are the following components: (1) Fire Safety Report, (2) Annual Security Report, (3) General Safety Information, and (4) Crime Statistics. This report provides greater detail regarding measures taken by the SUBR University Police Department to provide a safe and secure environment conducive to campus living and learning. This attached report can be found on the University's website at www.subr.edu/supd.



- ▲ ANNUAL FIRE SAFETY REPORT
- ▲ ANNUAL SECURITY REPORT
- ▲ SAFETY INFORMATION
- ▲ CRIME INFORMATION
- ▲ SUBR HOME

Vehicle Registration Form
(PDF format)

Traffic & Parking Regulations
(PDF format)

You may need



Welcome to the Southern University at Baton Rouge (SUBR) Police Department Web site. Through this technology the SUBR community and others will learn more about the Department and the services which are provided. The men and women of the SUBR Police Department are committed to the highest standards of professionalism and service on behalf of this great University and the surrounding community served.



If you have questions on specific topics, you may want to direct inquiries to the specific email address listed on this site. With this technological connection, the Department hopes to offer the best police service possible and share a common understanding with the community we serve.

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Comments, corrections or suggestions can be sent to police@subr.edu



- ▲ ANNUAL FIRE SAFETY REPORT
- ▲ ANNUAL SECURITY REPORT
- ▲ SAFETY INFORMATION
- ▲ CRIME INFORMATION
- ▲ SUBR HOME

Annual Fire Safety Report

Each on-campus student housing facility is protected by fire alarm systems with smoke detectors, flame detectors and pull stations.

Fires in on-campus student housing should be reported immediately by contacting the University Police Department by calling 771-2770 from any non-University telephone or 3-2770 from any University telephone.

In addition, the fire should be reported to the respective Residence Hall Director, and or Resident Assistants. Evacuation routes for each on-campus student facility are posted in rooms.

Fire safety training includes monthly Fire Drills and Evacuations and Residence Hall safety meetings.

Traffic & Parking Regulations
(PDF format)



The Southern University Residential Housing Department Rental Terms #24 states: "Cooking equipment is not permitted in the residence halls". Rental Terms #28 states: "Surge protectors must be used for additional power. Extension cords are not acceptable."

Name of Facility	Street Address	Number of Fires		
		2007	2008	2009
Bethune Hall	Building 124			0
Washington Hall	Building 98			0
Bradford Hall	Building 43			0
Grandison Hall	Building 48			1
Reed Hall	Building 100			0
White Hall	Building 99			0
Jones Hall	Building 158 A			0
Boley Hall	Building 158B			0
U.S. Jones Hall	Building 188			0
Building 100	Building 100			0
Building 200	Building 200			0
Building 300	Building 300			0
Building 400	Building 400			0
Total				1

Residential Housing Fire Drills

EMERGENCY NUMBERS
SUBR Police Department 771-2770
SUBR CrimeStoppers 771-3784
Baton Rouge City Police 911
East Baton Rouge Parish Sheriff 911

Baton Rouge Fire Department 911

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Comments, corrections or suggestions can be sent to police@subr.edu



- ▲ ANNUAL FIRE SAFETY REPORT
- ▲ ANNUAL SECURITY REPORT
- ▲ SAFETY INFORMATION
- ▲ CRIME INFORMATION
- ▲ SUBR HOME

Annual Security Report

Campus Crime Prevention Guide

This information is provided pursuant to the **Student-Right-To-Know Act**.

Southern University-Baton Rouge's (SUBR) annual security report includes statistics for the previous three years concerning reported crime that occurred on campus; in certain off-campus buildings owned or controlled by SUBR; and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters. You can obtain a copy of this report by contacting the Deputy Administrator of the SUBR Police Department @ 225-771-2770.

Sex Offender Statement

The Campus Sex Crimes Prevention Act of 2000 (CSCPA), signed into Law October 28, 2000, amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act.

CSCPA provides special requirements relating to registration and community notification for sex offenders who are enrolled in or work at institutions of higher education. In addition to Wetterling, the Act also amended the Clery Act and the Family Educational Rights and Privacy Act of 1974.

As provided in the Wetterling Act, any person required to register under a state sex offender registration program must notify the state as to whether the person is a student, or works at, an institution of higher education, identify each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student and must also alert the state of any change in enrollment or employment status.

The Louisiana State Police maintain the Louisiana Sex Offender and Child Predator Registry (SOCPR) for the State of Louisiana and are responsible for the enforcement of the applicable sections of law cited above. Information about any individual affiliated with Southern University in regards to this matter may be found at the public SOCPR website: www.lasocpr.lsp.org/socpr.

SUBR has taken steps to ensure the safety of its campus community.

Although SUBR does not experience serious crimes often, it is a large, urban university campus on which serious crimes do occur. In any given semester, SUBR has some 8,000 students and 1,500 full and part-time employees on campus - more than the size of many Louisiana towns. In addition, SUBR is surrounded on three sides by the city of Baton Rouge- the capital of Louisiana and a leading petrochemical, financial and industrial city with a metropolitan area

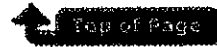
population of more than 500,000.

Safety Policies



The University makes every effort to ensure that the campus facilities, buildings and grounds are designed and maintained in such a way as to promote safety and reduce criminal opportunity. Particular attention is paid to the design of landscaping and exterior lighting.

Use of University Facilities



With the exception of events that are open to the general public and advertised as such, the University's facilities and programs are generally reserved for accomplishing the objectives and programs of the University. Visitors and non-University affiliated groups seeking to utilize University facilities are expected to make prior arrangements with the appropriate University office. Authorization to use the SUBR facilities is determined by University regulations then in effect. Visitors and guests to SUBR residence halls must be registered by their hosts while in residence halls.

Residence Halls

Procedures for guest visitation are established by the residents of each building in accordance with rules printed in Southern Living, available at hall desks. Residence halls are equipped with fire safety equipment that includes smoke detectors. In the residence halls, emergency exits are equipped with alarms that sound whenever opened. Residence hall staff are trained to maintain security and to summon police, fire, medical and maintenance assistance when needed. Criminal activity observed within or in the vicinity of buildings is reported to the SUBR Police Department. Firearms, explosives, fireworks, or other hazardous materials are not permitted in or around residence halls.

Southern University Policy for missing student notification

Southern University as a residential campus ask each resident to complete the statement of notification of a contact person in the event that a student is reported missing for a period of 24 hours. The Department of Residential Life provides notification of a missing student to the University Police Department, and the Office of Student Life through use of the missing student report form. If the student does not register a contact person with the Department of Residential Life they are advised that Law Enforcement will be notified that the student is missing. Automatic notification of parents will occur if a student is under the age of 18. The Missing Student Report Form is primarily housed and initiated in the residence hall, but additional forms are housed in the Office of Residence Life. The form is completed and signed by the initiator, the person bringing forth the report, followed by the signature of the Hall Director who insures the timeframe is at least 24 hours and the Area Director who has the responsibility of insuring the validity of the report to include contacting the confidential contact person. The final signature required is that of the Director of Residential Life who transmits the report simultaneously to University Police and Director of Student Life. The timeframe is a maximum of two hours from point of

Traffic & Parking Regulations
(PDF format)

You may need



initiation of the report to its final destination at University Police. The stated procedure does not preclude implementing this process in less than 24 hours if circumstances warrant a faster implementation.

Academic and Administrative Buildings

Academic and administrative buildings are secured by Facility Services personnel. Hours of security may vary from building to building, depending on use. Like the residence halls, these buildings are equipped with fire safety equipment that includes smoke detectors and/or heat sensors that activate the central fire alarm system.

Weapons Policy

The use of weapons by University police personnel is governed by state law and departmental regulation. The use or possession of firearms or other weapons by students, employees or visitors while on campus is prohibited.

Sales or Use of Illegal Drugs

SUBR complies with all federal and state laws which prohibit the use, possession and sale of illegal drugs. The University is a drug-free zone under Louisiana law and will not shield any student, employee or visitor from action by civil authorities.

Sales or Use of Alcoholic Beverages

SUBR complies with all federal and state laws which regulate the sale and use of alcohol. The University neither condones nor shields from prosecution any individual found in violation of the Louisiana Alcoholic Beverage Control laws. Possession or consumption of alcoholic beverages by those under 21 years of age is prohibited by law.

Emergency Response and Evacuation Procedures

1. The SU Police Department will notify the senior administrative officer available beginning with the Chancellor, Provost, the Vice Chancellor for Finance and Administration and other such administrative personnel as is appropriate to confirm that there is a significant emergency.

The most senior administrative officer available will determine the content of the notification and will initiate the notification system.

2. Once a response has been determined, a message will be formulated to be released to the University community.
3. That message will be disseminated to the University community without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.
4. Southern University will communicate vital information as

quickly and efficiently as possible in order to provide the greatest safety to the University community. One or more of the following communication tools will be used to notify students, faculty, and staff:

- o Web site: Notice posted on the University home page www.subr.edu
 - o E-mail: Broadcast message to campus e-mail addresses
 - o Media: Press releases distributed to all area print and media representatives
 - o Text Messaging: Messages will be sent to all users enrolled in the FirstCall Emergency Notification System (please sign up on the University home page www.subr.edu)
5. The titles of the persons responsible for carrying out this process are:
Chancellor, SUBR
Provost, SUBR
Vice Chancellor, Finance and Administration, SUBR
Chief of Southern University Police
 6. Emergency information will be disseminated to the larger community through press releases to the television, radio and print media Issued by the Office of Media Relations.
 7. The University will test the emergency response and evacuation procedures on at least an annual basis per calendar year, and document a description of the exercise as well as the date and time of the exercise and whether it was announced or unannounced.

Sexual Assault Policy [Top of Page](#)

On college campuses, acquaintance and date rape are more apt to occur than rape by strangers. Research on college women indicates as many as 20 percent of the female population may at some time be sexually coerced by acquaintances. While some students may not think of forced sexual relations as rape, such action constitutes a serious crime and is a felony under Section 14:42 of the Louisiana Revised Statutes.

If You Are the Victim of Sexual Assault

Contact a friend to help you collect your thoughts and focus on your needs. If the assault occurred on campus, call the SU Police Department at 771-2770 (3-2770 from a campus telephone). If the assault occurred off campus, call the Baton Rouge Police Department or the East Baton Rouge Sheriff's Office by dialing 911, or the Rape Crisis Center at 389-3456 or the Crisis Hotline 383-7273.

Obtain Medical Care

Quickly obtain medical care from the SU Student Health Center or from a hospital emergency room. Do not bathe, shower, douche, or change clothes before seeking medical attention. The treatment for rape may require an examination at a designated hospital, testing for sexually transmitted diseases, medication to prevent pregnancy and documenting evidence of the crime.

Assist in the Investigation

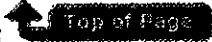
It is a personal decision whether to report a rape or sexual assault to police, but you are strongly encouraged to do so. The primary concern of the police is your safety and well-being; Their second and third concerns are apprehending the assailant and preserving the evidence of the crime.

If you decide not to report an assault, you are encouraged to call or to have a friend call the police, The Rape Crisis Center, or the Office of the Director of Student Life to report the crime anonymously. The information provided will be helpful in tracking the number and nature of assaults on campus, but it is not helpful in furthering an investigation or apprehension.

Seek Counseling

Whether or not you report the assault or pursue prosecution, you should consult a trained counselor for help in dealing with the emotional aftermath of a rape. Trained counselors are available at the SU Counseling Center (771-2480 or 3-2480 from any campus telephone) or the Rape Crisis Center (383-7273). Talking with a counselor or psychologist in no way compels a victim to take further action.

Important Options/Student Health Services

 Top of Page

The Student Health Center is available to victims of sexual assault. A victim may be examined by a physician for injuries, tested and treated for sexually transmitted diseases and tested for pregnancy. Victims desiring to pursue a criminal case will be referred to the Rape Crisis Center and the appropriate law enforcement agency in accordance with established procedures.

The Student Health Center is open Monday through Friday from 8 a.m. to 5:00 p.m. All services are confidential. Call 771-4770 (3-4770 from any campus telephone).

Campus Judicial System

A victim may choose to pursue action through the campus judicial system if the assault was committed by another student. The Office of the Director of Student Life 771-3920 (3-3920 from any campus telephone) is available to advise victims of their rights under the Code of Student Conduct. Even if you choose not to pursue disciplinary action, you are encouraged to report your experience to the Director of Student Life.

In any campus disciplinary action, the accuser and the accused are entitled to the same opportunities to have others present during the proceedings. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding alleging a sexual assault.

Jag Watch

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Patterned after Baton Rouge Crime Stoppers and similar nationwide programs, SUBR Jag Watch serves the community as an informant interaction system whereby the public is invited and encouraged to provide valuable information that might lead to the arrest and

possible conviction of criminals. Participants who call the SUBR Jag Watch hotline at 771-3784 (3-3784 from any Campus phone) remain anonymous.

Campus Transit

To help protect students who need to reach a particular destination on campus after dark, SUBR established the Evening Shuttle Service, which is run and staffed by the SUBR University Police Department. Carefully selected staff members offer free rides, on campus only, from 5 p.m. until 1:00 a.m., Mondays through Fridays, when school is in session. Call 771-6222 (3-6222 from any Campus phone).

Lighting

A group of administrators examine the campus several times a year and determines which areas require lighting repairs and which areas need additional illumination.

Emergency Call Boxes

SU has a system of 6 Emergency Call Boxes located around the campus. These call boxes are designed to be used for emergency purposes only. The call boxes are connected directly to the SU Police Department, which mans the system around the clock. All you have to do is push the button for instant contact with a member of the SU Police.

REPORTING CRIME OR EMERGENCIES

If you are involved in an emergency situation, are the victim of a crime, or witness any criminal activity, you are urged to notify the SUBR Police Department as soon as possible by dialing 771-2770 (3-2770 from any Campus phone) or using one of the emergency call boxes. Off-campus crimes may be reported to the Baton Rouge Police Department or the East Baton Rouge Parish Sheriff's office. Both of these law enforcement agencies can be reached by dialing 911.

The SUBR Police Department is located in William L. Pass Station on B.A. Little Drive. The department operates 24 hours a day and employs commissioned police officers along with non-sworn support staff. Police officers must successfully complete 280 hours of basic training at an approved police academy. The training curriculum is as mandated by the Louisiana Police Officer Standards and Training Commission and includes such topics as criminal law and procedures, patrol and investigation practices and techniques, firearms, first aid and physical training. An array of in-service training programs are presented to update and enhance the professional skills of the officers.

University Police officers are vested with all of the powers, authority and responsibilities of any police officer of the state on property owned by the University, including adjacent public streets. Police authority is derived from Section 17:1805 of the Louisiana Revised Statutes. The Police Department cooperates fully with federal, state and local law enforcement agencies in cases which involve both on-campus and off-campus jurisdiction or when the resources of another agency can be used to facilitate the resolution of an

investigation.

Crime Statistics

Top of Page

Continual efforts are made to inform the SUBR community of matters that affect their personal safety and well-being. Regular reports regarding current problems and reported crimes are published in the student newspaper, The Digest. The SUBR Police Department, in conjunction with the Department of Residential Life and the Division for Student Affairs, offers programs on personal safety, security of property, crisis intervention and crime prevention. Students and parents are also provided with public safety information during orientation programs.

The SUBR Police Department reports crime statistics to the Federal Bureau of Investigation, National Crime Information Center. University Police blotters and arrest reports are available to the media daily and formal press releases are issued to address serious or unique problems which may arise on campus. The University believes that an informed public is a safer public. For more information on the SUBR Police Department, or to check the daily blotter visit our web site at www.subr.edu/police. The following SUBR statistics, in compliance with the 1998 provisions of the Student Right-To-Know and Campus Security Act (Jeanne Clery Act), are provided for your information.

Click [here to view the Crime Statistics](#).

EMERGENCY NUMBERS

SUBR Police Department 771-2770

SUBR CrimeStoppers 771-3784

Baton Rouge City Police 911

East Baton Rouge Parish Sheriff 911

Baton Rouge Fire Department 911

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Comments, corrections or suggestions can be sent to police@subr.edu



- ▲ ANNUAL FIRE SAFETY REPORT
- ▲ ANNUAL SECURITY REPORT
- ▲ SAFETY INFORMATION
- ▲ CRIME INFORMATION
- ▲ SUBR HOME

Safety Information

Date Rape Drugs Awareness Programs

Safety Tips

Crime Prevention Tips

Date Rape Drugs Awareness

Date Rape Drugs

GHB (GAMMAHYDROXYBUTYRATE)

STREET NAMES:

*Liquid E * GBH * Gib * Georgia home boy * Natural sleep-500
 Soap * Oxy-sleep *
 * Grievous bodily harm * Gamma-oh * Scoop * Saltwater * Liquid
 Ecstasy * Liquid X * Cheery Meth *

APPEARANCE:

Pure powder form or mixed with water.
 Highly concentrated street form (liquid) available in small plastic
 bottles, about the size of a sample of shampoo.
 Colorless, odorless, tasteless.
 Dissolves quickly and completely.
 Can look like brown sugar, but most common is the clear dose.

HOW INGESTED:

Rapidly and almost entirely absorbed following oral ingestion.
 Onset of symptoms within approximately 5-20 minutes and lasts
 approximately three hours.

SIDE EFFECTS:

* Drowsiness * Amnesia * Dizziness * Sweating * Enhanced
 sensation * Agitation * Hallucinations *
 * Seizures and tremors * Restlessness * Headache * Nausea and
 vomiting * Excessive salivation *
 * Reduced blood pressure * Decreased heart rate * Decreased
 respiration rate *
 * Reduced body temperature * Abrupt loss of consciousness *
 Delusions *

FACTS ABOUT GHB:

GHB is usually doled out by capfuls, teaspoons, drops, or "swigs". It
 may be sold or passed around in containers of varying sizes,
 including sports bottles, designer water bottles, eye dropper bottles,
 baby food jars, sample size shampoo bottles, or plastic water jugs.
 Or it may be offered as a small paper cup of clear liquid.
 When it dissolves in a drink, it is colorless and odorless. However, it
 may be recognizable by its slightly salty taste.

Sometimes people who lace drinks with GHB attempt to mask the salty taste of the drug by mixing it with a sweet liqueur, or they might try to explain the salty taste by calling the special potion a "energy drink."

GHB can render an unsuspecting individual unconscious with as little as a teaspoon mixed in a drink.

Even small amounts mixed with alcohol can cause an overdose. Does not produce the extreme muscle paralysis and extreme memory loss associated with Rohypnol, but the chances of not remembering are very high.

ROHYPNOL (FLUNITRAZEPAM)



STREET NAMES:

* Roaches * Roopies * Rib * Ro-Shay * Rochas Dos * Rope * Run-Trip-and-Fall * Roofies * Rophies *
* R-2s * Larocho * Mexican Valium * Roach * Roofenol * Ruffies * Roches*

APPEARANCE:

A white dime sized pill that dissolves quickly in alcohol or other beverages.
Odorless and tasteless usually sold in bubble packets of 1 or 2 mg. Doses or by the pill.
Can say "ROCHE" printed in a semi-circle with "2" printed below.

HOW INGESTED:

Rapidly and almost entirely absorbed following oral ingestion.
Peak blood levels 1 -2 hours after administered.
Effects appear with an onset of 15 to 20 minutes

SIDE EFFECTS:

* upset stomach * hot and cold flashes * dry mouth * tremors * dizziness * clumsiness * headache *
* confusion * sedation * skeletal muscle relaxation * reduction of anxiety * daytime drowsiness *
* memory impairment (can be impaired up to 5-6 days) *
* can feel "hungover" and " not quite right " for several days * impaired judgment *

FACTS ABOUT ROHYPNOL:

It is 7 to 10 times more potent than Diazepam (Valium)
When mixed with alcohol, the effect of the drug is tripled. It is impossible to remember, speak, or respond.
When taken in combination with alcohol and other drugs, it is likely to cause death due to the enhanced central nervous system depression.

Deaths have been associated with the drug use in Texas. An individual can overdose in 10 to 20 minutes.

Legality: Import to the U.S. was banned in March, 1996. Illegal to bring across the border, even with a prescription. Possession of Rohypnol and possession with intent to deliver are both federal offenses.

People can lose memory of events that happen within several hours after taking Rohypnol, especially if they use it with alcohol.
The drug is only detectable for about 60 hours after ingestion.

KETAMINE



STREET NAMES:

* Special K * K * Vitamin K *

APPEARANCE:

Ketamine comes in small vials and varies from a clear to yellow tinted liquid.
Usually having a white and yellow label and coming in a white and yellow box.

HOW INGESTED:

Ketamine is usually injected intramuscularly or intravenously. It can also be cooked into a powder form for snorting or to be sprinkled on tobacco or marijuana and smoked.

SIDE EFFECTS:

* Hallucinations * Visual distortions * Lost sense of time * Loss of balance * Lowered heart rate *

FACTS ABOUT KETAMINE:

The effects of Ketamine can be felt 4-5 minutes after being introduced to the body. The peak of the drug is usually reached within 17-25 minutes, and continues for about another 20 minutes. Eating or drinking while under the influence of Ketamine may induce vomiting.

It usually comes as a liquid in its pharmaceutical form (stolen from veterinarian suppliers) but it has been seen as a white powder or pill.

An overdose can cause the heart to stop. Gained popularity in the New York clubs, but its use is comparatively rare.

WHAT TO DO IF YOU SUSPECT!



TAKING CARE OF YOURSELF:

Don't drink beverages that you did not open yourself.

Don't share or exchange drinks with anyone.

Don't take a drink from a punch bowl.

Don't drink from a container that is being passed around. If possible, bring your own drinks to parties.

If someone offers you a drink from the bar at a club or a party, accompany the person to the bar to order your drink, watch the drink being poured, and carry the drink yourself.

Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call.

If you realize that your drink has been left unattended, discard it. Don't drink anything that has an unusual taste or appearance (e.g.,

Vehicle Registration Form

(PDF format)

Traffic & Parking Regulations

(PDF format)



salty taste, excessive foam, unexplained residue).

WATCHING OUT FOR YOUR FRIENDS

Appoint a designated "sober" person when you go to parties, clubs or bars. Have a plan to periodically check up on each other.

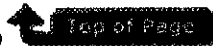
If one of your friends appears very intoxicated, gets sick after drinking a beverage, passes out and is difficult to waken, seems to be having trouble breathing, or is behaving in an uncharacteristic way, take steps to insure your friends safety. If necessary, call 911 for emergency medical assistance.

If you see someone "dosing" a drink or a punch bowl, intervene.

Confront the person, warn potential victims, discard the drink, and/or get help. Note: DO NOT CONFRONT SOMEONE UNLESS YOUR COMPLETELY CONFIDENT IN DOING SO. CONTACT LAW ENFORCEMENT.

Warn friends about high-risk situations, such as clubs where "dosing" is known to have occurred.

SIGNS THAT YOU MAY HAVE BEEN DRUGGED



If you feel a lot more intoxicated than your usual response to the amount of alcohol you consumed.

If you wake up very hung over, feeling "fuzzy" experiencing memory lapse, and can't account for a period of time.

If you remember taking a drink but cannot recall what happened for a period of time after you consumed the drink.

If you feel as though someone had sex with you but you can't remember any or all of the incident.

WHAT TO DO IF IT HAPPENS TO YOU:

Get to a safe place.

Get help immediately.

Call the Southern University-Baton Rouge Police Department at 771-2770 (3-2770 from any Campus phone).

Get medical care. Ask a trusted friend to stay with you and assist you in getting the help you need.

Go to a hospital emergency department as soon as possible for an examination and evidence collection.

Request that the hospital take a urine sample for drug toxicology testing to be done for the responding law enforcement agency. A special test must be conducted to detect Rohypnol in a urine specimen.

Preserve as much physical evidence as possible. Do not urinate, shower, bathe, douche, or throw away the clothing you were wearing during the incident. If possible, save any other materials that might provide evidence, such as the glass that held your drink.

Call a rape crisis center for information and support, The Stop Rape Crisis Center (off-campus) is available 24 hours a day, 7 days a week, for help at, 225-383-RAPE.

Safety Tips

SUBR students are more often the victims rather than the perpetrators of crime. Using some simple safety precautions will greatly reduce your chance of becoming a victim of crime.

PROTECTING YOURSELF AT HOME, IN YOUR ROOM, DORM OR APARTMENT

Lock your door, even when you intend to return home shortly or even if you are just going down the hall. It takes a thief ten seconds or less to enter an open room and steal your property.

Lock or secure doors and windows when you are alone or asleep.

Do not leave valuables lying out in plain sight. Record the serial number of your valuables or engrave your drivers license or social security number on the item.

Keep emergency numbers by your phone.

Do not leave messages on your door indicating that you are away and when you will return.

Do not let strangers enter dormitory or premises.

Do not prop open outer doors.

If someone asks to use your phone for an emergency call, offer to telephone for them instead of allowing them access.

Do not put your address on your key ring.

Know your neighbors.

Do not leave keys in hiding places. Thieves will find them. Carry your keys or make sure that anyone who truly needs them has their own copy.

Call 771-2770 (3-2770 from any Campus phone) to report suspicious persons or activity in or around your neighborhood. Off campus, call 911.

Open a savings or checking account instead of keeping money in your room.

Keep automatic teller machine cards in a safe place, keep your PIN number secret. When possible, only use ATM's during the day.

Instead of carrying large sums of cash use a charge card. Some charge cards insure property purchased with those cards against loss, theft or damage.

If you find yourself in immediate danger, call 771-2770 (3-2770 from any Campus phone); try to stay calm and get away at first opportunity.

PROTECT YOURSELF WHEN WALKING



Avoid walking alone at night unless absolutely necessary.

Keep to well lit, commonly travelled routes.

Avoid shortcuts and dark, isolated areas.

Walk purposefully, know where you are going, project a no-nonsense image.

Avoid potentially dangerous situations.

If you feel threatened, cross the street, locate an emergency phone, or enter a store or place of business even if you have just left it.

Have your door keys ready; carry them in your pockets, not buried in a purse.

PROTECT YOUR AUTO or BICYCLE

Always lock your car. Never leave the windows down while it is unattended.

Do not leave tempting valuables or property visible inside the car.

Lock these items in the trunk.

Lock bikes to bike racks with hardened-alloy locks and chains or u-shaped locks to prevent thefts.

PROTECTING YOURSELF WHEN DRIVING

Look into your car before getting in. Lock doors and roll up windows once inside for protection.

Never pick up strangers.

Carry change for emergency calls. 911 is a free call.

Drive to a police or fire station or open place of business if you feel you are being followed.

Do not stop to help occupants of stopped or disabled vehicles.

Continue driving to the nearest phone and call assistance for them.

Raise the hood, then lock yourself into your car if it breaks down. If someone stops and offers you help, remain in your car and ask them to phone for help. Do not worry about seeming rude.

Crime Prevention Tips

Crime prevention means being aware of your environment and remaining alert to situations that could make you vulnerable to crime. We cannot list specific measures that will protect you from every threatening situation which may arise.

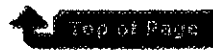
Instead, we hope to teach you how to think "crime prevention" in day-to-day living. The suggestions presented should not be thought of as a list of crime prevention measures, but as examples of common sense behavior that will help you to make life safer and more secure.

Throughout the year, the SUBR Police Department talks to a wide variety of groups on campus. Topics range from personal safety to sexual assault prevention.

The SUBR Police Department is committed to meeting the needs of the community by presenting these programs as requested by the various campus organizations.

To schedule a crime prevention program or talk, please contact the SUBR Police Department at 771-2770 (3-2770 from any Campus phone).

PROTECT YOURSELF



LOCK THE DOOR to your apartment or residence hall when you are alone, asleep, or out of the room. A locked door affords extra protection.

DO NOT OPEN your door to strangers. If your door has a peep hole, use it to identify visitors before allowing access. Report any problems with your door's security devices immediately to your Hall Director or to your apartment manager.

DO NOT GIVE YOUR NAME, address, or phone number to strangers. If you have your name published in the local telephone directory, use only initials and do not list your address.

WHEN GOING OUT, let your roommate, or a friend, or a staff member know where you are going, with whom, and when you expect to return. If you choose to stay out, call that person and let him/her know.

AT NIGHT, travel in frequently used and well lighted areas. Avoid taking "shortcuts". Utilize the services offered by the Evening Campus Shuttle. This is a safe and free way to travel between campus buildings and parking lots during the evening hours. The Evening Campus Shuttle telephone number is 771-6222 (3-6222 from any Campus phone)

WALK FACING TRAFFIC whenever possible. This increases awareness of potential traffic hazards and also reduces the possibility of being followed by someone in a vehicle. Avoid walking by the curb or near buildings or shrubbery. Walk in the middle of the sidewalk with confidence.

IF YOU FEEL THREATENED or suspect that you are being followed, walk toward lighted areas where there are people. Look over your shoulder frequently - this lets the follower know that you are aware of both his presence and your surroundings.

EMERGENCY CALL BOXES give you direct access to the SUBR Police Department 24 hours a day. Use these call boxes to contact the Police Department for any reason. If in an emergency you are unable to talk to the dispatcher, just press the button and a police officer will respond to your location immediately.

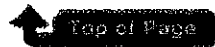
WHEN RIDING IN A CAR, keep the doors locked. Park in the most lighted area you can find. Upon returning to your car, have your keys ready as you approach your vehicle. Check the back and front seats to make sure that the car is empty before you get in.

DO NOT PICK UP HITCHHIKERS and do not hitchhike.

IF ANYTHING MAKES YOU LOOK TWICE OR FEEL UNCOMFORTABLE, CALL THE POLICE. REPORT ANY UNUSUAL OR SUSPICIOUS ACTIVITY IMMEDIATELY.

USE THE TELEPHONE ON YOUR TERMS, not the caller's. Do not talk to someone unless you want to. If the caller makes an obscene or improperly suggestive remark, HANG-UP. The police should be notified if the telephone calls continue.

PROTECT YOUR POSSESSIONS AT HOME



LOCK YOUR DOOR when you are away from your room, apartment or house. Most thefts and burglaries of student's rooms occur when the doors remain unlocked. By locking the door behind you the opportunity is reduced. Remember that it takes less than 30 seconds to get "ripped off".

KEEP WINDOWS CLOSED AND LOCKED when away from your room or your apartment. This protects your belongings from theft and intrusion.

KEEP A RECORD OF THE SERIAL NUMBERS of all your belongings. Items of value that do not have a serial number should be engraved with your driver's license number, Social Security number and photographed. Clothing can be marked with an indelible laundry marker.

DO NOT ADVERTISE YOUR VALUABLES. Keep them out of sight. Arrange your room so that high-risk items such as stereos, televisions and cameras are not visible from the hallway when the door is open, or from ground level windows.

ITEMS OF HIGH MONETARY VALUE which have minimal use in a university environment (such as expensive jewelry, personal or family mementos, or collections of any kind) should be left at home. Very expensive items should be stored in a safe deposit box at your bank or credit union.

DO NOT KEEP LARGE SUMS OF CASH in your room or apartment. A checking account is safer. Remember to keep your checks in a secure place. Do not talk indiscriminately about receiving money. There is no need to advertise to potential thieves.

INSURANCE in Residence Halls covers the institution's property only. Residents are encouraged to provide their own insurance against loss of or damage to personal possessions. If your family has homeowner's insurance, check with your family agent about coverage. There are a variety of renter's policies available from insurance carriers for apartment dwellers. On-campus residents may contact the Department of Residential Housing for insurance information.

PROTECT YOURSELF IN YOUR CAR

LOCK YOUR CAR and take the keys with you. Many car burglaries and car thefts occur because the owner did not take time to secure the car. Don't make your car a target of opportunity by leaving it unlocked.

DO NOT PARK in isolated, dark places if these areas can be avoided. Park where there are people about and where the car will be lighted.

DO NOT LEAVE VALUABLE items unattended in your car. Place expensive items such as cameras, packages and even text books in the locked trunk.

WHILE RIDING IN YOUR CAR be aware of your surroundings. When approaching an intersection, leave one or two car lengths distance between your car and the car in front of you. This creates an escape route should the need arise. If bumped from behind, remain inside your car and keep the windows rolled up. If possible, drive to a safe location such as a convenience store, police station or other populated area and report the accident. Bumping from behind is a common method used in Carjackings.

PROTECT YOURSELF IN PUBLIC AREAS

DO NOT LEAVE PERSONAL PROPERTY UNATTENDED. In public areas, such as the Library, Student Union and classrooms, do not leave your personal effects unattended, even "for just a minute."

DO NOT CARRY MORE CASH than you need. Avoid "flashing" your cash in public.


DO NOT CARRY BOTH YOUR IDENTIFICATION cards and checks in your wallet. Keep them separate: I.D.s in your wallet in one pocket and your checkbook in another pocket. Do not write your PIN number down. If you do lose your checkbook or bank card, the thief will not have access to that number.

CARRY YOUR PURSE OR BACKPACK close to your body, and keep a tight grip on it.

MARK ITEMS that you normally take to class, such as textbooks, backpacks and calculator, with either your name or driver's license number.

KEEP A LIST of your credit cards, identification cards and checking account numbers. If they are stolen or lost, you will have a list of numbers to provide to the police. Remember that you must not only contact the police, but all of the credit card companies and banks with which you do business. Make these notifications immediately.

Cellular telephones are an excellent way to remain in touch and summon help in an emergency.

BICYCLESTop of Page

LOCK IT IF YOU CARE. Never leave your bicycle unlocked and unattended. The Police Department recommends that bicycles be secured with an oversized "U" shaped bicycle lock, or with a lock-and-chain/cable combination which has at least a 5/8-inch diameter chain or steel cable and which is secured by a padlock. The padlock should have a hardened case and shank, with a shank diameter of at least 3/8 inch. Do not lock bikes to themselves or to railings or buildings.

ENGRAVE your bicycle with your name or driver's license number and keep a record of it with a description of the bike and serial number.

The SUBR Police Department provides bicycle registration services for a fee, Monday through Friday, 8:00 a.m. to 3:00 p.m., at William L. Pass Station, B.A. Little Drive. Each registration consists of a bicycle permit which complies with the City of Baton Rouge Registration Ordinance. It is necessary to bring your bicycle with you to complete the registration process.

PERSONAL SECURITY AT THE OFFICETop of Page

- * Never leave your purse, backpack or briefcase in plain view.
- * Personal property should be marked with your driver's license number.
- * Don't leave cash or valuables at the office.
- * If you work alone or before/after normal business hours, keep the office door locked.
- * If you work late, try to find another worker or call for an escort when exiting the building.
- * Be alert for pickpockets on crowded elevators.
- * Be aware of escape routes for emergencies, and post phone numbers of the campus police near telephones.
- * Be extra careful in stairwells and restrooms.
- * In an elevator, stand near the controls and locate the emergency button.
- * If you are assaulted while in an elevator, hit the emergency or alarm button and press as many floor buttons as possible.

RULES FOR SAFETY AND SECURITY IN RESIDENCE HALLS

Specific student housing rules and procedures have been developed and implemented to make your building a safe and secure home. Following are examples of some important rules designed to

enhance the safety and security of residents. No matter what type of security program is implemented, there are no foolproof measures, and nothing is effective without the support of every individual to not violate those measures.

DURING EVENING AND NIGHT HOURS, always leave and enter through the main entrance.

NEVER LET GUESTS into the building through any door other than the main entrance.

NEVER ADMIT uninvited nonresidents into the building. Do not let strangers into the building as your guests.

GUESTS must be checked-in through the proper procedures. This is for the guests' protection as well as the protection of the other hall residents.

REPORT any unescorted person or stranger to the police at once. You do not need to contact a staff member prior to calling the police in such a case.

DO NOT LEND the keys to your room nor your student identification card to anyone.

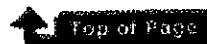
UNDER NO CIRCUMSTANCES should you prop open any exterior door. Although it may seem harmless and convenient, you are endangering both yourself and everyone else. The exterior doors are locked for your safety. Neither should interior fire doors be propped open. Doing so eliminated their effectiveness in preventing the spread of fire or smoke.

NO MOTORCYCLES, FIREARMS, FIREWORKS OR PETS ARE ALLOWED IN RESIDENCE HALLS. For further information contact the Department of Residential Housing at 771-3590.

NEVER GO ONTO THE LEDGES outside your window. It's a long but very quick trip to the ground.

DO NOT PLAY PRACTICAL JOKES. These seemingly harmless activities often lead to unforeseen injury or damage.

KNOW HOW TO CALL FOR HELP



For any POLICE , FIRE, or Medical Emergency, dial 771-2770 (3-2770 from any Campus phone).

The following guidelines apply to emergency conditions on campus. It is not possible to establish procedures for every type of emergency, but these guidelines cover many emergency or hazardous situations. Please review them frequently so that you will be prepared in an emergency.

FIRE ALARMS - If you hear a fire alarm, you must leave the building immediately. In multi-story buildings, do not use the elevator; exit via the stairway. Cooperate with all staff members and other authorities. Do not reenter the building until you are given permission to do so by a police officer, fire fighter or staff member.

BOMB THREATS - Notify the police at once by dialing if you receive

a bomb threat call 771-2770 (3-2770 from any Campus phone). Try to be as specific as possible when relaying what the caller said.

MEDICAL EMERGENCIES - For any situation requiring emergency medical assistance on campus, call 771-2770 (3-2770 from any Campus phone).

MOTOR VEHICLE AND BICYCLE ACCIDENTS - State statutes require that the police be notified of any motor vehicle accident resulting in personal injury or property damage in excess of \$500.00. Accidents on campus should be reported to the SUBR Police Department at 771-2770 (3-2770 from any Campus phone)
Back to Top

NON-EMERGENCY ASSISTANCE

The SUBR Police Department 771-2770

Baton Rouge City Police Department 389-3800

East Baton Rouge Parish Sheriff's Department 389-5000

SUBR Police Department
William L. Pass Station
B.A. Little Drive
Baton Rouge, LA 70813
Email: police@subr.edu
Phone: 225/771-2770
Administrative Fax: 225/771-2770

EMERGENCY NUMBERS

SUBR Police Department 771-2770
SUBR CrimeStoppers 771-3784
Baton Rouge City Police 911
East Baton Rouge Parish Sheriff 911
Baton Rouge Fire Department 911

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Comments, corrections or suggestions can be sent to police@subr.edu



- ▲ ANNUAL FIRE SAFETY REPORT
- ▲ ANNUAL SECURITY REPORT
- ▲ SAFETY INFORMATION
- ▲ CRIME INFORMATION
- ▲ SUBR HOME

Crime Information

Crime Statistics
How to Report a Crime
Obtaining a Police Report

Crime Statistics

Crime	2009				2008				2007			
	TOT	ON	RES	NON	TOT	ON	RES	NON	TOT	ON	RES	NON
Murder/Non-Negligent Homicide	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Rape/ Sexual Assault	0	0	0	0	1	0	1	0	2	1	1	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	1	1	0	0	2	1	1	0	3	1	2	0
Aggravated Assault	2	2	0	0	7	7	0	0	8	7	1	0
Burglary	10	0	10	0	106	6	100	0	51	9	42	0
Motor Vehicle Theft	7	7	0	0	10	10	0	0	5	5	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	15	7	8	0	24	12	12	0	42	19	23	0
Weapon Law Arrests	3	2	1	0	2	2	0	0	4	4	0	0

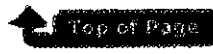
TOT = Total, ON = On Campus, RES = Campus Residence Halls,
 NON = Non Campus Facilities

Vehicle Registration Form
 (PDF format)

Traffic & Parking Regulations
 (PDF format)



How to Report a Crime



How to report crimes and other emergencies to the SUBR Police Department:

The SUBR Police Department is responsible for all law enforcement and emergencies on campus. All crimes and emergencies should be reported to the SUBR Police Department located in William L. Pass Station on B.A. Little Drive.

The Police Department may be reached at the following numbers:
 Emergencies/Non-Emergencies 771-2770 (3-2770 from any Campus phone)

Obtaining a Police Report



The SUBR Police Department Records Office is open Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding holidays. To receive a copy of a police or accident report the following is required:

1. Request a copy by calling 771-2770 (3-2770 from any Campus phone).
2. Fax @ 771-3263
4. Fill out a request form in the lobby of William L. Pass Station
5. Send a request by Campus or U.S. Mail to:

**SUBR Police Department
William L. Pass Station - Report Request
B. A. Little Drive
Baton Rouge, LA 70813**

List the name of the complainant filing the report, the date filed and the case number.

Copies can be picked up at the above address during business hours, mailed or faxed. Please furnish a local telephone number for notification when you may pick up the report.

There is a minimum processing period of five (5) business days, approximately, on all requests.

The fee for basic reports, picked up, is \$2.00 (receipt from the Bursar's Office only, no cash, money orders or checks can be accepted).

Reports sent to the District Attorney's Office for prosecution are released from their office. They may be reached at 225-389-3400, and are located at 222 St. Louis Street, Baton Rouge, LA 70802. They will explain the proper procedures. These include reports where subjects were booked into East Baton Rouge Parish Prison, issued misdemeanor or felony summons and traffic citations.

SUBR Police Department
William L. Pass Station
B.A. Little Drive
Baton Rouge, LA 70813
Email: police@subr.edu
Phone: 225/771-2770
Administrative Fax: 225/771-2770

EMERGENCY NUMBERS
SUBR Police Department 771-2770
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Baton Rouge City Police 911
East Baton Rouge Parish Sheriff 911
Baton Rouge Fire Department 911

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Comments, corrections or suggestions can be sent to police@subr.edu



Excellence • Integrity • Accountability • Service

Office of the Chancellor

June 1, 2011

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

RE: SUSLA's Campus Safety Report and the Emergency Preparedness Plan

Dear Dr. Mason:

Please find attached a "*Campus Safety Report and the Emergency Preparedness Plan*", each reflecting upon the operational integrity at 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



EXCELLENCE · INTEGRITY · ACCOUNTABILITY · SERVICE

OFFICE OF THE VICE CHANCELLOR FOR FINANCE & ADMINISTRATION

Memorandum

TO: Dr. Ray L. Belton
Chancellor

FROM: ^{BWP} Mr. Benjamin Pugh
Vice Chancellor for Finance & Administration

DATE: May 31, 2011

RE: Campus Safety

Attached is Southern University at Shreveport's (SUSLA's) *Campus Safety* information for submission to the June Board of Supervisors' meeting as requested by Dr. Ronald Mason, President-Southern University System (SUS). This information is for the sole purpose of providing insight into the day-to-day operations of SUSLA's Police Department which provides coverage in three shifts, 24/7-365 days a year. It is noted that the department has eleven (11) sworn officers, including a Chief of Police and a Lieutenant, all who are Louisiana *Peace Officer Standards and Training* (POST) certified.

Also inclusive of the attachment is an overview outlining particular viewpoints that bring to fruition the directives of SUSLA's University Police Department (UPD) as it relates to protecting life, safeguarding property, and preserving peace for all who attend, live, work, or have reason to be on campus.

Your approval of this submission to the Board is requested.

BWP/lb

Attachment

Approved: _____


Ray L. Belton - Chancellor



RECEIVED
SUSLA

MAY 31 2011

VICE CHANCELLOR
FINANCE & ADMINISTRATION

DATE: May 31, 2011

TO: Honorable Myron Lawson
Southern University System Board
Vice Chairman Student Affairs Committee

Thru: Mr. Benjamin Pugh
Southern University Shreveport
Vice Chancellor Finance and Administration

From: Marshall Nelson *MN*
Southern University Shreveport
Chief of Police

Re: Campus Safety

This information is for the express purpose of providing insight into Southern University's Shreveport Police Department's day-to-day operations. It is noted that the department has eleven (11) sworn officers, including the Chief and a Lieutenant, all of whom are Louisiana Peace Officer Standards and Training (POST) certified. We are also in full compliance with all state and federal reporting procedures (i.e. UCR, Clery, Ferpa etc.). In our service delivery model, the basic tenets of Community Oriented Problem Solving Policing are in full effect. The philosophy of which brings to fruition our mandates of protecting life, safeguarding property and preserving the peace for all who attend, live, work or has reason to be on campus. For the past several years, our university has received national acclaim, and has transition from a campus of "come and go, to one of come and stay." This is due to student housing, which is unique for a two year institution. As such, we are aware of the growth in enrollment and the

"Spirit of Service"

3050 Martin Luther King, Jr. Drive • Shreveport, Louisiana 71107

Phone: (318) 670-6349 • FAX: (318) 676-5517 • TOLL FREE: 1-800-458-1472

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acquisition, erecting, expansion and renovation of buildings, all of which challenges our service delivery efforts.

In providing the quality of services that our constituents so richly deserve, attention to our now around the clock (24/7) engaging environment requires a total community response. Therefore, we are and will continue to be advocates for a partnership with the community and for problem solving. In order to achieve the desired results, our coactive problem solving model is **"Interactive Campus Oriented Policing (ICOP).**

ADMINISTRATIVE RESPONSIBILITIES

Having to provide coverage for our main campus 24/7- 365 days a year, we operate three shifts, with minimum staffing of two (2) officers per-shift. Currently, our shift hours are: **Days 06:45-14:45; Evenings 14:45- 10:45; Nights 10:45- 06:45.** Understandably, this presents scheduling problems, in that nine (9) officers are used to maintain this coverage. Notwithstanding, the needs of the university must be met. However, as supervisors and managers we must remain conscious of balancing employee's rights with management privileges, along with being driven by documentation and data.

In furthering its responsibilities, the administration of university police will fortify the community as much as humanly possible through the crafting of strategies that prevent, mitigate, solve, resolve and dissolve all safety hazards. In doing so, an **Emergency Preparedness or Continuity of Operation Plan will remain a living document.** In pursuit of an environment conducive to learning and teaching, we have taken the following measures:

- Our campus has been configured into three areas/zones with officers being assigned to each area/zone on a permanent basis. This provides them with great familiarity with all aspects of their area/zone (students, faculty, staff etc.). It also heightens the interfacing process between the aforementioned parties.
- A partnership has been formed with the Student Government Association, Student Center Board, Residential Life, Safety Coordinator, Faculty Senate, and with facilities personnel to identify potential or existing problems and formulate solutions to eradicate them as the need arises.
- Establishment of informational – educational programs

OPERATIONAL RESPONSIBILITIES

Out of the measures listed above flows many initiatives, such as

- **Vandal Watchers** - Members of Student Government participating in observing parking lots and other areas to deter vandalism and other property damage, without taking any enforcement action, rather for the sole purpose of notifying officers of any incidents occurring.
- **Safety Forums** - We will provide Safety Forums and other presentations, either solely or in cooperation with various departments (Counseling Center, SGA, and Student Services etc.).
- **Directed Patrols** - Tracking incidents by time of day, day of week and geographically, then assigning officers accordingly. A police presence is provided at all on-campus events, with either officers remaining on site or performing periodic checks, depending upon the location, size and kind of activity being held.
- **Special Operational Orders** - Supervisory personnel will provide Special Operational Orders for all major activities held within the university community, especially those beyond the business day. Our working relationship with all local law enforcement agencies is vital to our successes, including that with Kansas City Southern Railroad Police (KCSP). We are also keenly aware of the vigilance required in an open campus environment, such as ours, and in order to combat any intrusion, we regularly engage persons in conversation and create an increased presence with *lawful checkpoints*. It is further noted that due to our **Metro** and **Aerospace** locations, decentralization enforcement is in place. For our Metro Campus an officer is assigned during normal business hours, with random checks made thereafter and for Aerospace, we primarily rely on the Airport Police with whom our relationship is second to none.
- **Station House** - With respect to Jaguar Courtyard, our on campus housing facilities, a Station House at the access control entrance is now operational for officers and includes a state of the art Video Camera Surveillance System (CCTV). This system is currently being integrated into the existing CCTV throughout the remainder of our main campus.

INTERNAL CONCERNS

Internally, we are ever alert of the density of our population. The more people you have within a small geographical area more opportunities exist for incidents to occur. Sporting events and other on campus activities also provide occasion for problems. In furthering our attempt to forecast, predict and create a "**Disaster Resistant University**," the increase in buildings to our community must be in the forefront of our planning process as well. Equally as important is the acreage and parking space within campus that provides concealment and concerns in providing coverage beyond adequate. Our Business Incubator has a full service bank, which increases our awareness of robberies and related incidents.

Externally, within the immediate surrounding area are any number of businesses to include major ones; namely, Willis-Knighton Health Clinic, and the Kansas City Railroad Yard, the largest outside of the parent yard in Kansas City, Missouri. In addition to the aforementioned businesses, there is a

population growth within the larger community that urbanizes the university all the more. However, in strengthening our protective actions further, we are in receipt of the weekly occurrence of crime statistics and incidents from the Shreveport Police Department Crime Analyst. And as a means of preventing the intrusion of such incidents onto our campus, an analysis is done and officers of our department are directed to patrol certain bordering streets.

University Police goals are **perpetual** if not **immutable** in nature. Nevertheless, our tactical and deployment actions will change or become more intense in an **unrelenting and lawful manner** to achieve the required results; including parking and traffic controls. Combined with our tactical planning and day-to-day deployment practices, utilization of our core components which remains key to our success and are always instrumental in ensuring a safe campus...**Observation, Positioning, Intervention and Interaction**, will cause Southern to continue to be one of the safest universities in the region, if not the safest. As public safety professionals, the only acceptable level of crime and incidents is the absence thereof; however, such is unrealistic. Nevertheless, Southern University Shreveport, Police Department, will provide its best in service.

Attachments:

Item "A" (Daily Activity Log)

Item "B" (ICOP-Problem I.D. / Resolution Log)

Item "C" (Field Interview Log)

Item "D" (Special Operational Order)

Item "E" (Shreveport Police Weekly Crime Data)

SOUTHERN UNIVERSITY AT SHREVEPORT, LA

Item "A"
Daily Activity Log

POLICE DEPARTMENT

Officer: _____ Date: _____ Day: _____

Zone/Shift: _____ Start Mileage: _____ End Mileage: _____ Car #: _____ Call Sign: _____

Crime Arrest Activity		Traffic Activity		Patrol Activity		Miscellaneous Activity	
Felony (s)		Moving		Calls for Service		HBO	
Misdemeanor (s)		Parking		Lock/Unlock Doors		Other	
Summon (s)		W/Written		Assist (s)		Building Checks	
DWI (s)		Traffic Accidents		Report (s)		View	
				Investigation(s)		Obs	
						Phy	
						Admin Time	
						Court Training	

DISPATCHED OFFENSES

Disp Time	Arr Time	Dept. Time	Location	Comments	Zone	Cat

SELF-INITIATED OFFENSES

Disp Time	Arr Time	Dept. Time	Location	Comments	Zone	Cat

Tfc	Sum	Cop	Inv	Arr	Fl	Mov	Oth	Adm	Wrn	Dwi	Rep	Clt/a	Trn	Crt
T	S	C	O	A	F	V	P	AD	W	D	R	CA	TR	CT

Officer's Signature: _____

Supervisor: _____

Southern University Police Department
3050 Martin Luther King, Jr. Drive

ICOP# _____
(Assigned by Supervisor/Commander)

Interactive Campus Oriented Policing

Zone	Date	Zone/Bldg.	Officer
Location of Problem			
What is the problem?			
How was the problem identified?			
What do you wish to accomplish?			
What possible solutions are there? (List all possible solutions)			
What progress are you making? (Use back if necessary)			
Evaluation: <input type="checkbox"/> Successful <input type="checkbox"/> Partially Successful <input type="checkbox"/> Unsuccessful			

Item B
ICOP-Problem I.D./Resolution Log

Officer _____
Supervisor _____
Chief _____

Date: _____
Date: _____
Date: _____

Southern University - Shreveport
Police Department

Item "C"
Field Interview Card

Field Interview Card

Name: Last First Middle

Home Address:

Race	Sex	Age	DOB	Aliases			
Ht	Wt	Build	Eyes	Comp	Hair	Style	Facial
SSN		DL#		State			
Date		Time		Location of Contact			

Subject Banned from SUSLA Campus: Yes No

Subject Banned from Jaguar Courtyard Apartments: Yes No

Officer(Print)	Badge#	Signature
----------------	--------	-----------

REMARKS:

TAPE OR GLUE
PHOTO OF SUSPECT
IN THIS AREA

Date of Photo: _____

Student: Yes / No

SUSLA Dev. 2011

Southern University - Shreveport
Police Department

Field Interview Card

Name: Last First Middle

Home Address:

Race	Sex	Age	DOB	Aliases			
Ht	Wt	Build	Eyes	Comp	Hair	Style	Facial
SSN		DL#		State			
Date		Time		Location of Contact			

Subject Banned from SUSLA Campus: Yes No

Subject Banned from Jaguar Courtyard Apartments: Yes No

Officer(Print)	Badge#	Signature
----------------	--------	-----------

REMARKS:

TAPE OR GLUE
PHOTO OF SUSPECT
IN THIS AREA

Date of Photo: _____

Student: Yes / No

SUSLA Dev. 2011

SPECIAL OPERATIONAL PLAN

SPL – 021910

SOUTHERN UNIVERSITY POLICE DEPARTMENT

CHIEF MARSHALL NELSON

FEBRUARY 19, 18: 00 HOURS

SITUATION:

ONE MILLION MENTORS—NATIONAL CAMPAIGN TO SAVE OUR KIDS

National and International Radio Personality Michael Baisden will be present at the University's Health and Physical Education Building from 18:00 hours until approximately 20: 30 hours.

MISSION:

Provide safety for all in attendance, through systematic crowd and traffic control ensuring a presence of officers and deputy sheriffs' allocated in an economy of force manner.

CONCEPT OF OPERATION:

Personnel deployed to restrict, control and respond to any and all activities; thereby, assuring the safety of persons gathered, preserving the peace and protecting property.

EXECUTION:

- At 17:30 hours, impede motorized traffic from passing in front of HPE, from Student Parking Lot and/or University Drive (Utilizing Traffic Cones and Officer Presence)
- Westside of HPE coned off for VIP and Elected Officials
- Reserve the Eastside of HPE for overflow and Media

- **Parking of Mr. Baisden Bus and in front of HPE**

SPECIAL OPERATIONAL PLAN

SPL-020410

SOUTHERN UNIVERSITY AT SHREVEPORT POLICE DEPARTMENT

FEBRUARY 04, 2010

SITUATION: 2010 FUTURE BUSINESS LEADERS CONFERENCE (District—1)

Persons across all of North Louisiana will assemble primarily at our Health and Physical Education Complex for the fifty-fifth (55) annual Future Business Leaders Conference. It is further noted that they will have access to several other buildings throughout campus.

MISSION:

Provide for the safety of all in attendance by controlling motorized and pedestrians' activities logistically.

CONCEPT OF OPERATION:

Adequate officers strategically deployed to restrict, control and respond to any and all actions, thereby, optimizing the safety persons and property.

EXECUTION:

- Beginning at 08:00 hours, block the first four rows of parking spaces near the HPE Building, along with the extended parking area for buses next to Newton Smith School.
- Reserve the East Side of HPE for workers with FBLA
- Control foot traffic that crosses University Drive throughout the day.

Southern University at Shreveport ~ Police Department

Campus Crime Statistics

Criminal Offenses

(On Campus – 3050 Martin Luther King, Jr. Dr)

Criminal Offenses – On Campus	2008	2009	2010	2011(YTD)
a) Murder/Non-Negligent manslaughter	0	0	0	0
b) Negligent manslaughter	0	0	0	0
c) Sex offenses – Forcible	0	0	0	0
d) Sex offenses – Non-forcible	0	0	0	0
e) Robbery	0	0	0	0
f) Aggravated assault	0	2	0	0
g) Burglary	1	4	0	0
h) Motor vehicle theft	0	1	2	0
i) Arson	0	0	0	0

(Residence Hall – Jaguar Courtyard Apartments)

Criminal Offenses – Residence Halls	2008	2009	2010	2011(YTD)
a) Murder/Non-Negligent manslaughter	0	0	0	0
b) Negligent manslaughter	0	0	0	0
c) Sex offenses – Forcible	0	0	0	0
d) Sex offenses – Non-forcible	0	0	0	0
e) Robbery	0	0	0	0
f) Aggravated assault	0	2	0	0
g) Burglary	0	4	23	6
h) Motor vehicle theft	0	0	0	0
i) Arson	0	0	0	0

Caveat:

Housing implemented in 2008 (Fall Semester)

(Downtown Metro – 610 Texas Av

Aviation Technology Center - 1550 Airport Drive)

Criminal Offenses – Public Property	2008	2009	2010	2011(YTD)
a) Murder/Non-Negligent manslaughter	0	0	0	0
b) Negligent manslaughter	0	0	0	0
c) Sex offenses – Forcible	0	0	0	0
d) Sex offenses – Non-forcible	0	0	0	0
e) Robbery	0	0	0	0
f) Aggravated assault	0	0	0	0
g) Burglary	0	0	0	0
h) Motor vehicle theft	0	0	0	0
i) Arson	0	0	0	0

Caveat:

Local Law Enforcement changed methods of reporting

Hate Crimes

(On Campus – 3050 Martin Luther King, Jr. Dr)

Hate Crimes – On Campus	2008	2009	2010	2011(YTD)
a) Murder/Non-Negligent manslaughter	0	0	0	0
b) Negligent manslaughter	0	0	0	0
c) Sex offenses – Forcible	0	0	0	0
d) Sex offenses – Non-forcible	0	0	0	0
e) Robbery	0	0	0	0
f) Aggravated assault	0	0	0	0
g) Burglary	0	0	0	0
h) Motor vehicle theft	0	0	0	0
i) Arson	0	0	0	0
j) Any other crime involving bodily injury	0	0	0	0

(Residence Hall – Jaguar Courtyard Apartments)

Hate Crimes – Residence Halls	2008	2009	2010	2011(YTD)
a) Murder/Non-Negligent manslaughter	0	0	0	0
b) Negligent manslaughter	0	0	0	0
c) Sex offenses – Forcible	0	0	0	0
d) Sex offenses – Non-forcible	0	0	0	0
e) Robbery	0	0	0	0
f) Aggravated assault	0	0	0	0
g) Burglary	0	0	0	0
h) Motor vehicle theft	0	0	0	0
i) Arson	0	0	0	0
j) Any other crime involving bodily injury	0	0	0	0

*(Downtown Metro – 610 Texas Av
Aviation Technology Center - 1550 Airport Drive)*

Hate Crimes – Public Property	2008	2009	2010	2011(YTD)
a) Murder/Non-Negligent manslaughter	0	0	0	0
b) Negligent manslaughter	0	0	0	0
c) Sex offenses – Forcible	0	0	0	0
d) Sex offenses – Non-forcible	0	0	0	0
e) Robbery	0	0	0	0
f) Aggravated assault	0	0	0	0
g) Burglary	0	0	0	0
h) Motor vehicle theft	0	0	0	0
i) Arson	0	0	0	0
j) Any other crime involving bodily injury	0	0	0	0

Arrests

(On Campus – 3050 Martin Luther King, Jr. Dr)

Arrests – On Campus	2008	2009	2010	2011(YTD)
a) Illegal weapons possession	0	0	0	0
b) Drug law violations	4	0	0	0
c) Liquor law violations	0	0	0	0

Caveat:

All drug violations occurred within housing (Apartments)

(Residence Hall – Jaguar Courtyard Apartments)

Arrests – Residence Halls	2008	2009	2010	2011(YTD)
a) Illegal weapons possession	0	0	0	0
b) Drug law violations	4	3	1	0
c) Liquor law violations	0	0	0	0

(Residence Hall – Jaguar Courtyard Apartments)

Disciplinary Actions - Residence Halls	2008	2009	2010	2011(YTD)
a) Illegal weapons possession	0	0	0	0
b) Drug law violations	0	7	1	0
c) Liquor law violations	0	0	0	0

*(Downtown Metro – 610 Texas Av
Aviation Technology Center - 1550 Airport Drive)*

Arrests – Public Property	2008	2009	2010	2011(YTD)
a) Illegal weapons possession	0	0	0	0
b) Drug law violations	0	0	0	0
c) Liquor law violations	0	0	0	0

Caveat:

Local agency changed the way crime statistics are kept

Disciplinary Actions

*(Downtown Metro – 610 Texas Av
Aviation Technology Center - 1550 Airport Drive)*

Disciplinary Actions – Public Property	2008	2009	2010	2011(YTD)
a) Illegal weapons possession	0	0	0	0
b) Drug law violations	0	0	0	0
c) Liquor law violations	0	0	0	0

Keep abreast of the latest crime statistics and other police information in Shreveport visit the below website
WWW.shreveportla.gov/dept/police

OFFENSE REPORTS - 10/26/2010 THRU 11/01/2010

(As of November 9, 2010)

STREET	FROM/TO DATE	FROM/TO TIME	DAY	COMMENTS	ARREST MADE	CAD ID#
DISTRICT 01 -- AUTO ACCESSORY THEFT -- CRIME SUBTOTAL = 2						
3900 BLOCK OF N MARKET ST	10/30/2010	10/30/2010	1700	1900 Sa	DANCOR TRANSIT	10-233241
4300 BLOCK OF N MARKET ST	10/30/2010	10/31/2010	2315	0630 Sa		10-233710
DISTRICT 01 -- BUS. BURGLARY -- CRIME SUBTOTAL = 1						
2900 BLOCK OF DR MARTIN LUTHER KI	10/30/2010	11/01/2010	2200	1030 Sa	WINGS N MORE	10-234270
DISTRICT 01 -- BUSINESS ROBBERY -- CRIME SUBTOTAL = 1						
1700 BLOCK OF N MARKET ST	11/01/2010	11/01/2010	2225	2230 Mo	BURGER KING	10-234735
DISTRICT 01 -- RES. BURGLARY -- CRIME SUBTOTAL = 4						
2600 BLOCK OF JONES MABRY	10/26/2010	10/27/2010	1900	1030 Tu	UNFORCED ENTRY	10-231217
2100 BLOCK OF N HEARNE	10/27/2010	10/27/2010	2030	2100 We	UNFORCED ENTRY	10-231315
2200 BLOCK OF DAVID RAINES	10/28/2010	10/29/2010	2300	1220 Th	FORCED ENTRY - FRONT DOOR	10-232342
2500 BLOCK OF FREDDIE	10/31/2010	10/31/2010	1841	1841 Su	FORCED ENTRY - REAR DOOR	10-233885
DISTRICT 01 -- RES. THEFT -- CRIME SUBTOTAL = 1						
1700 BLOCK OF NASH ST	10/30/2010	10/30/2010	0145	0214 Sa		10-232820
DISTRICT 01 -- SHOPLIFTING -- CRIME SUBTOTAL = 2						
1900 BLOCK OF N. MARKET	10/26/2010	10/26/2010	1730	1740 Tu	CITI-TRENDS	YES 10-230485
3300 BLOCK OF N MARKET ST	10/29/2010	10/29/2010	1410	1420 Fr	DOLLAR GENERAL	YES 10-232503
DISTRICT 01 -- THEFT FROM AUTO -- CRIME SUBTOTAL = 1						
4300 BLOCK OF N MARKET ST	10/30/2010	10/31/2010	1900	0813 Sa		10-233627
DISTRICT 01 -- THEFT GENERAL -- CRIME SUBTOTAL = 2						
1600 BLOCK OF ST LANDRY DR	10/26/2010	10/26/2010	1030	1030 Tu		10-230223
1300 BLOCK OF N MARKET ST	11/01/2010	11/01/2010	2140	2140 Mo		10-235107
DISTRICT 02 -- AGG. ASSAULT -- CRIME SUBTOTAL = 1						
1900 BLOCK OF N. MARKET	11/01/2010	11/01/2010	2250	2250 Mo	KNIFE	YES 10-234739
DISTRICT 02 -- AGG. BATTERY -- CRIME SUBTOTAL = 1						
100 BLOCK OF UTE TR	10/30/2010	10/30/2010	0030	0048 Sa	KNIFE	10-232779
DISTRICT 02 -- BUS. BURGLARY -- CRIME SUBTOTAL = 1						
700 BLOCK OF N MARKET ST	11/01/2010	11/02/2010	1300	1400 Mo	M & A AUTO SALES	10-235173
DISTRICT 02 -- RAPE -- CRIME SUBTOTAL = 1						
2100 BLOCK OF GRIMMET DR.	11/01/2010	11/01/2010	2000	2005 Mo		10-234670
DISTRICT 02 -- RES. BURGLARY -- CRIME SUBTOTAL = 1						
2100 BLOCK OF GRIMMETT	10/31/2010	11/01/2010	2100	0400 Su	FORCED ENTRY - FRONT DOOR	10-234212
DISTRICT 02 -- RES. THEFT -- CRIME SUBTOTAL = 1						
300 BLOCK OF CROCKETT ST	10/27/2010	10/28/2010	1800	1535 We	(TR/O)	10-231762
DISTRICT 02 -- THEFT FROM AUTO -- CRIME SUBTOTAL = 1						
2000 BLOCK OF N. MARKET	11/01/2010	11/02/2010	1230	1130 Mo		10-235019
DISTRICT 02 -- THEFT GENERAL -- CRIME SUBTOTAL = 1						
1900 BLOCK OF N MARKET	11/01/2010	11/01/2010	1600	1940 Mo		10-234713
DISTRICT 03 -- AGG. ASSAULT -- CRIME SUBTOTAL = 1						
2100 BLOCK OF CARVER PL	10/28/2010	10/28/2010	2105	2105 Th	GUN	10-231931
DISTRICT 03 -- AUTO ACCESSORY THEFT -- CRIME SUBTOTAL = 1						
1400 BLOCK OF ANDREW AV	10/26/2010	10/27/2010	1800	0900 Tu		10-231080

**SPECIAL EVENTS
TACTICAL ACTION PLAN
SOUTHERN UNIVERSITY @ SHREVEPORT POLICE DEPARTMENT**

IDENTIFICATION ★ INITIATION

1. Issued by: _____
2. Date Issued: _____
3. Zone: _____

SYNOPSIS OF PROBLEM:

ANALYSIS OF PROBLEM:

IMPLEMENTATION:

DATE IMPLEMENTED: _____ **DATE COMPLETED** _____

NUMBER/TYPE OFFICERS UTILIZED:

WORKER HOURS USED: _____

TYPE OF STRATEGY UTILIZED:

RESULTS AND EVALUATION:

SUPERVISOR: _____

DATE: _____



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 marquees, 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 SWEPCO** 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.

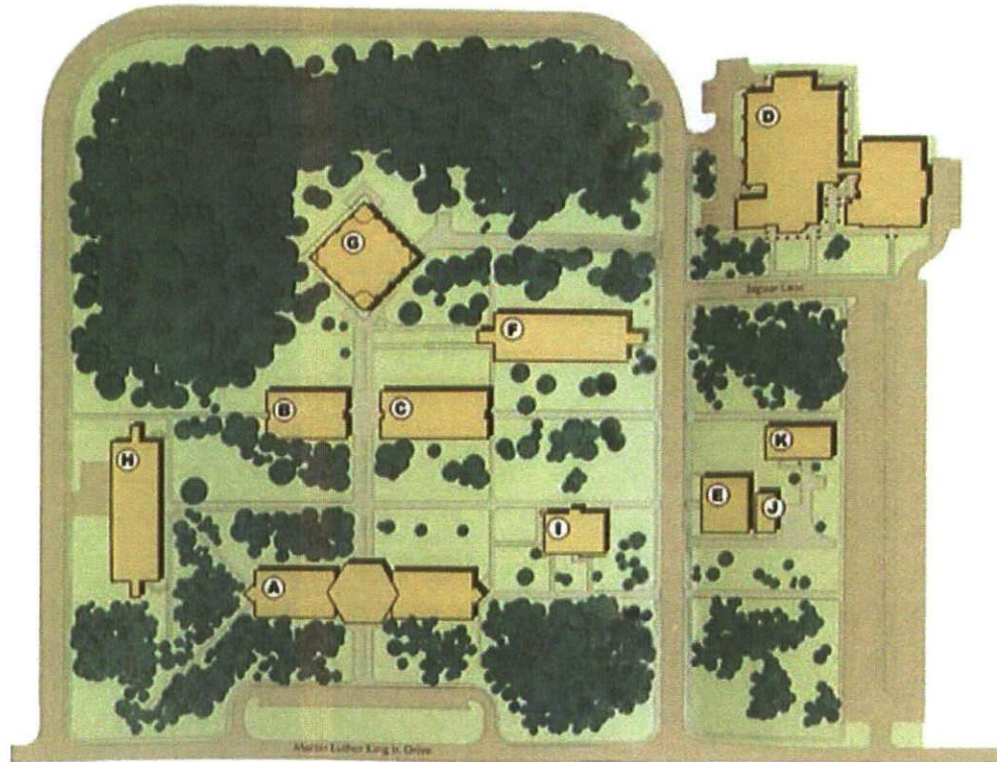
PREVENTIVE MEASURES:

- 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 AT NEW ORLEANS

POLICE DEPARTMENT

6400 Press Drive – Maintenance Bldg.

New Orleans, La. 70126

Phone: (504) 284-5432 Fax: (504) 284-5477

June 21, 2011

To: Chancellor Victor Ukpolo

Thru: Gloria Moultrie-Vice Chancellor
Community Outreach and University Advancement

From: Chief Ira Thomas
Campus Police Department

Re: Campus Safety Report

INTRODUCTION

Southern University at New Orleans' Campus Police Department is a fully functioning police department ready to meet the needs of our students, faculty and staff, visitors and community members. Our department consists of sworn Peace Officers Standard of Training (POST) Certified commissioned police officers and civilian staff that includes students in our work study program who are all committed to serving with professionalism and pride.

We serve on a 24/7 basis to maintain a safe environment on campus that is conducive to learning, teaching and working. A safe environment where all who work, study, conduct research or visit our historic university helps them enjoy their stay and makes our community proud to have us as neighbors. The safety of our campus and community depends on the dedication of the men and women who serve as police officers. They must demonstrate daily their sensitivity to the particular needs of our campus and community members. We achieve this goal by being approachable, knowledgeable and steadfast in our efforts to provide excellent professional services.

When addressing the issues we face, we encourage a partnership approach from everyone. We challenge our students, faculty and staff and community to join us in partnership to maintain a safe campus by reporting any unusual activity they might observe. We have an excellent working relationship with our law enforcement partners on local, state and federal levels. Our approach to campus safety is based on best practices from the Community Policing model. **The success from this**

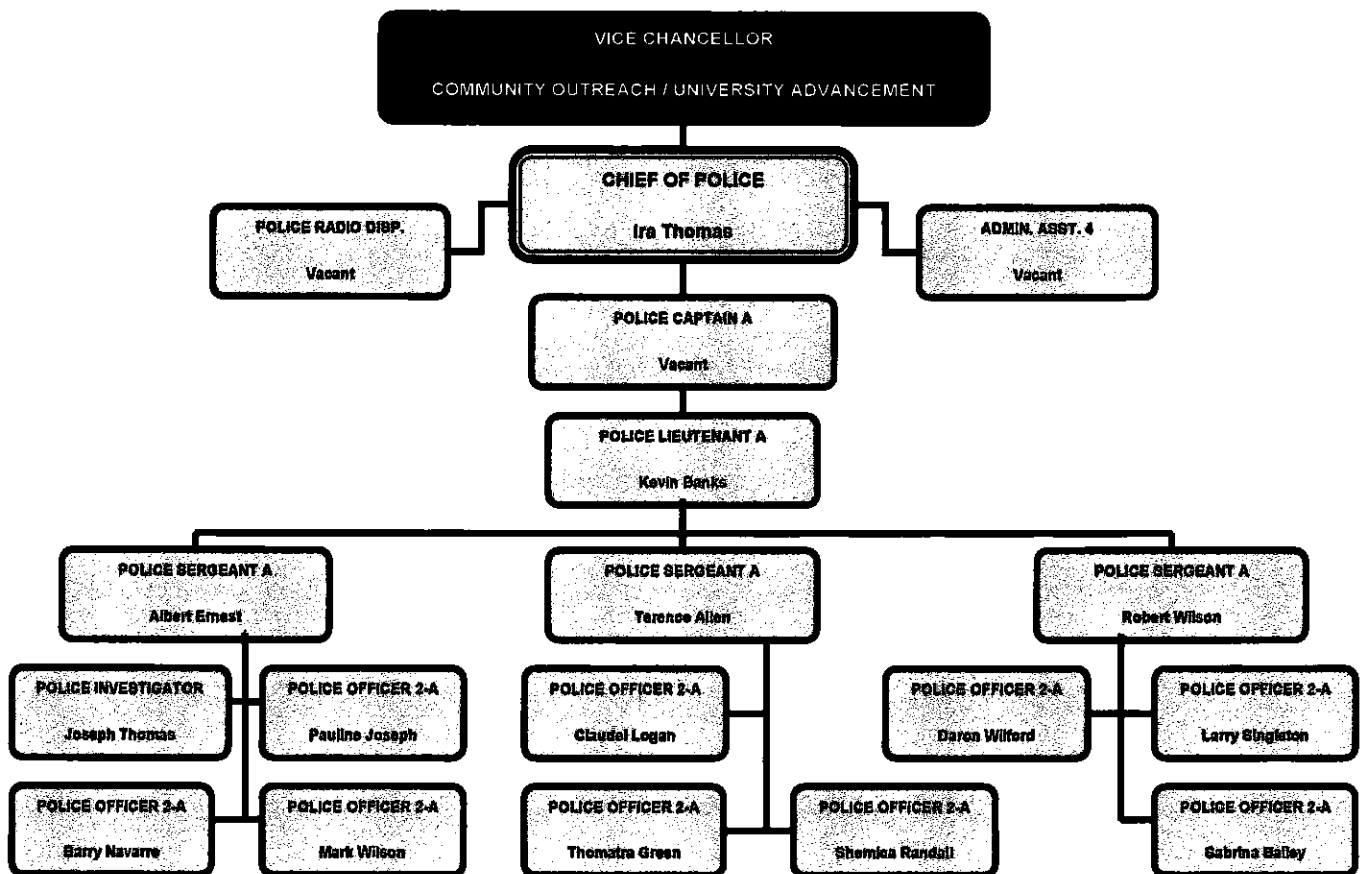
www.SUNO.edu

An Equal Opportunity Institution

approach has earned our department the highest safety ranking, #1 in campus safety among state universities and 19th in the nation.

ADMINISTRATIVE RESPONSIBILITIES

To provide quality customer service we are committed to being accessible to students, faculty and staff, visitors and community on a continuous 24 hours 7 days a week basis. We have a responsibility of ensuring that our police officers and the most professional and are proficient in the performance of the duties and maintaining the standards of the department. We work daily in this pursuit by providing training and mentoring and professional leadership development opportunities for all officers. We are accessible to students, faculty and staff and community to address all needs and concerns. We consider it a privilege to serve the Southern University at New Orleans. WE are constantly seeking ways to provide better serve by keeping up with changes in laws, best practices and technology. Currently our organizational structure is as follows:



OPERATIONAL RESPONSIBILITIES

Our operational responsibilities include but are not limited to:

- **Patrol Services** – Officers are on proactive patrols to deter criminal activity and respond to calls for service.
- **Special Investigations**- A detective is assigned to conduct follow up investigations into incidents.
- **Crime Prevention Meetings**- campus police advises students, faculty and staff on crime prevention strategies and safety tips as well as reporting procedures. We work directly with SGA, Housing and Administration to facilitate and coordinate actions plans.
- **Traffic and Parking Enforcement**- Officers enforce all traffic and parking laws and regulations throughout the university community.
- **Special Patrols in Residential Housing**- officers provide additional proactive patrols in our housing area to ensure safety of residents. Nightly check point is instituted from 10:00pm to 5:00am. Only residents and approved visitation is permitted during these hours.
- **Surveillance Cameras**- Surveillance cameras are maintained throughout the campus including residential housing and monitored on a daily basis. This has been proven to be an excellent crime prevention and crime solving law enforcement tool.
- **Knight Watch**- An offshoot of the well-known crime prevention program “ Neighborhood Watch”, which is found in communities throughout America. This is a team effort between campus police and students, faculty and staff and community to be on alert about anything that threatens the quality of life on campus or community. I require the reporting of all suspicious activity, emergencies and other concerns to someone who is equipped to take action.
- **National Night Out Against Crime**- An annual national event that allows police officers yet another opportunity to interact with their community to promote crime prevention and the concept of community policing.

OPERATIONAL RESPONSIBILITIES CONTINUE:

- **Lost and Found-** Allows and encourages students, faculty and staff and visitors to report lost or found property and inquire about lost property.
- **Vehicle Jump Starts-** Campus police offers jump starts to individuals needing assistance with weak or dead batteries to get motorists on their way.
- **Escort Service-** campus police will provide escort services to those who wish to be escorted from any location on the campus or to their vehicles if they report a concern for their safety.
- **FireAlarm/Prevention System-** This system is monitored on a 24/7 basis throughout the campus and provide notification to campus police of troubles and alarms. These notifications are immediately investigated by campus police to determine whether or not campus wide alerts are warranted.

INTERNAL CONCERNS:

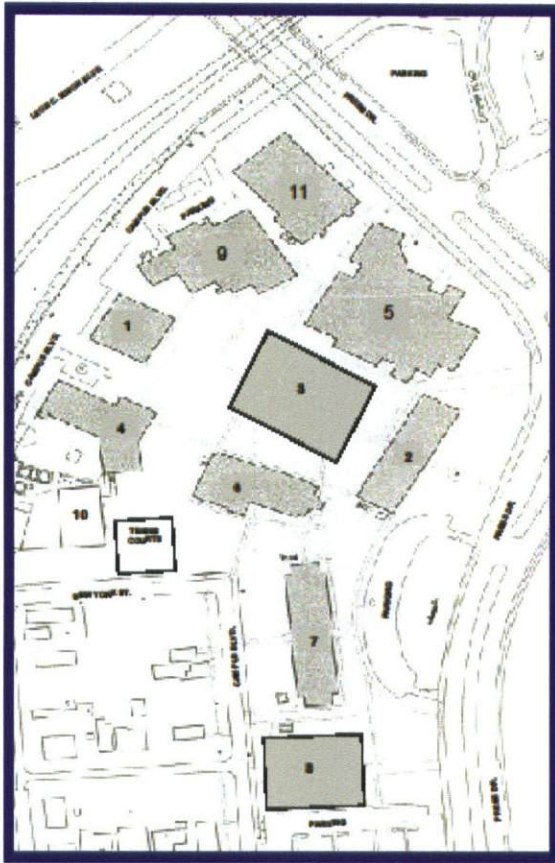
Southern University at New Orleans is an open campus. We are located in the heart of the Pontchartrain Park and Gentilly Woods communities. Criminals seek opportunities to search out vulnerabilities of an open campus to commit various types of crimes. We must maintain high visibility to discourage criminal behavior. Adjacent to our campus is a local gulf course, playground and public baseball park that is under re- construction. The university often extends itself to the needs of the community and city of New Orleans that make requests to use our facilities. Such use and events on campus has the potential to be problematic. However, we welcome our community to use our facilities and we are confident in our ability to provide adequate security on such occasions.

EXTERNAL CONCERNS: Campus police will continue to maintain a partnership with our law enforcement partners that include but are not limited to:

- New Orleans Police Department
- New Orleans Levee Board Police Department
- University of New Orleans Police Department
- New Orleans Police Third District
- New Orleans District Attorney's Office
- New Orleans Homeland Security and Emergency Management
- Louisiana State Police
- New Orleans Harbor Police Department
- New Orleans Fire Department

We believe that it is vital to our success that we work with our law enforcement partners. Weekly we meet with the New Orleans Police Department's Third District and participate in the COMSTAT meeting and share and review crime and concerns. In the event of any emergencies we will need and will depend on the quick and immediate response of these agencies depending upon the emergency.

Maps



SUNO
SOUTHERN UNIVERSITY OF NEW ORLEANS

PARK CAMPUS

Administration Building - 2

Brown Hall (Old Science Building) - 6

Cafeteria (Knight Dining Hall) - 1

Health & Physical Education Building (Gym a.k.a. The Castle) - 11

Maintenance Building - 4

Multipurpose Building - 5

New Science Building - 7

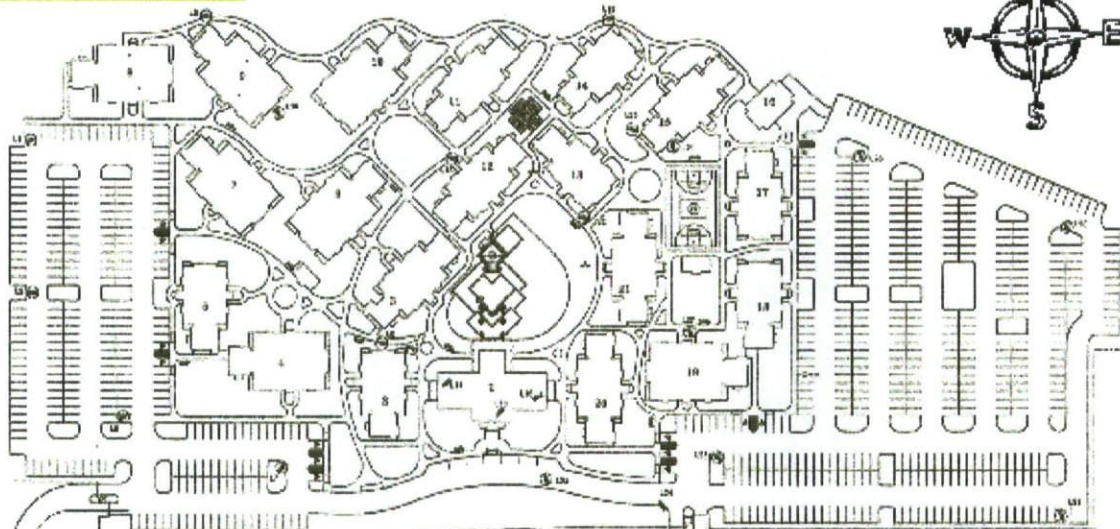
BUILDINGS NOT IN USE
Central Plant - 10

Clark Hall (Education Building) - 8

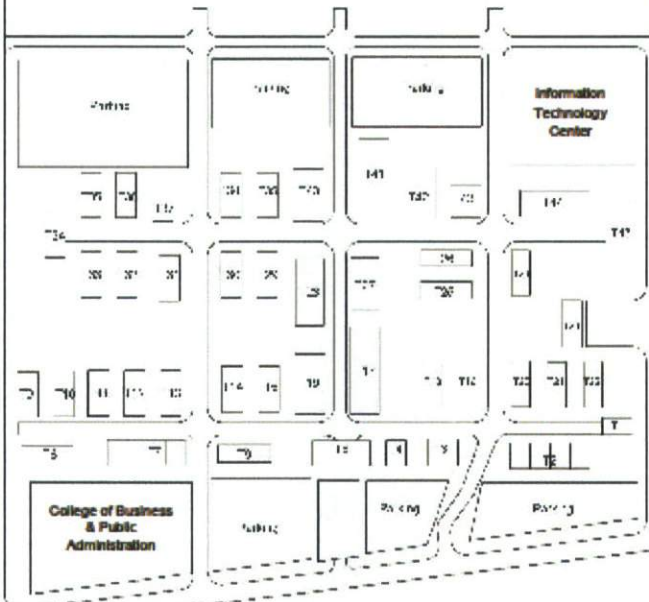
Leonard S. Washington Memorial Library - 3

University Center - 9

LAKE CAMPUS



STUDENT & FACULTY HOUSING



TEMPORARY CLASSROOMS & OFFICES

Information Technology Center and College of Business & Public Administration buildings, under construction

- T = TRAILER
- ARTS & HUMANITIES (FACULTY) - 250
- BOOK STORE - 43
- BUSINESS LAB - 350
- CAMPUS POLICE (SUNO POLICE DEPARTMENT) - 75
- CAREER COUNSELING/VETERANS AFFAIRS - 225
- CHEMISTRY LAB - 45A
- CLASSROOMS - 2A, 2B, 3, 7C, 7D, 8, 9, 10, 11, 12, 13, 14, 15, 16, 18, 24, 25 & 26
- COMPREHENSIVE COMMUNICATIONS (CENTER FOR) - 25A & 25B
- COMPUTER LAB - 17
- DISABLED STUDENT'S SERVICES - 198
- EDUCATION & HUMAN DEVELOPMENT (COLLEGE OF) - 44 (Faculty 45 & 1)
- EDUCATIONAL TALENT SEARCH PROGRAM - 39
- FINANCIAL AID - 35
- GENERAL SERVICES - 19A
- HEALTH INFORMATION MANAGEMENT SYSTEMS - 215
- HEALTH & WELLNESS CENTER - 3
- INFORMATION TECHNOLOGY CENTER (TEMPORARY) - 30 (Main) & 15
- LIBRARY - 27 (Circulation Desk, 45A & 41)
- MEETING ROOMS - 5
- MUSEUM STUDIES - 25A
- RESTROOMS - 3D, 4, 7A, 27, 45B & 45C
- SMALL BUSINESS DEVELOPMENT & MANAGEMENT INSTITUTE - 36
- SOCIAL WORK (SCHOOL OF) - 33 (Faculty 21A, 22, 25)
- SOUTHERN UNIVERSITY/SU AGRICULTURAL CENTER - 305
- STUDENT ACTIVITIES - 22A
- STUDENT AFFAIRS - 3C
- STUDENT DEVELOPMENT CENTER - 19A
- STUDENT GOVERNMENT ASSOCIATION - 21A
- STUDENT SUPPORT SERVICES - 20A
- SUNO OBSERVER - 215
- UNIVERSITY CENTER - 14C
- UPWARD BOUND - 205

Crime Statistics

Clery Statistics

This report provides crime statistics for the most recent three-year period for all College facilities that have been reported to University Police or to local police agencies. The statistics reported generally reflect the number of criminal incidents reported to the various authorities. The statistics reported for the subcategories on liquor laws, drug laws, and weapons offenses represent the number of people arrested or referred to campus judicial authorities for respective violations, not the number of offenses documented. This report complies with 20 U.S. Code Section 1092(f). (*Residence hall offenses are also included in the on-campus totals.*)

Criminal Offenses - On campus

	2007	2008	2009
a. Murder/Non-negligent manslaughter			
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (incest and statutory rape only)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	1	3
h. Motor vehicle theft	0	1	1
i. Arson	0	0	0

Criminal Offenses - Public Property

	2007	2008	2009
a. Murder/Non-negligent manslaughter			
b. Negligent manslaughter	0	0	1
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (incest and statutory rape only)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	1
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	2
i. Arson	0	0	0

Hate Crimes - On campus

Criminal offense	2007	2008	2009	Race	Religion	Sexual/ Orientation	Gender	Disability	Ethnicity
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Sex offenses - Forcible	0	0	0	0	0	0	0	0	0
d. Sex offenses - Non-forcible	0	0	0	0	0	0	0	0	0
e. Robbery	0	0	0	0	0	0	0	0	0
f. Aggravated assault	0	0	0	0	0	0	0	0	0
g. Burglary	0	0	0	0	0	0	0	0	0
h. Motor vehicle theft	0	0	0	0	0	0	0	0	0
i. Arson	0	0	0	0	0	0	0	0	0
j. Simple Assault	0	0	0	0	0	0	0	0	0
k. Larceny-theft	0	0	0	0	0	0	0	0	0
l. Intimidation	0	0	0	0	0	0	0	0	0
m. Destruction/Damage/vandalism	0	0	0	0	0	0	0	0	0

Hate Crimes - Public Property

Criminal offense	2007	2008	2009	Race	Religion	Sexual/ Orientation	Gender	Disability	Ethnicity
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Sex offenses - Forcible	0	0	0	0	0	0	0	0	0
d. Sex offenses - Non-forcible	0	0	0	0	0	0	0	0	0
e. Robbery	0	0	0	0	0	0	0	0	0
f. Aggravated assault	0	0	0	0	0	0	0	0	0
g. Burglary	0	0	0	0	0	0	0	0	0
h. Motor vehicle theft	0	0	0	0	0	0	0	0	0
i. Arson	0	0	0	0	0	0	0	0	0
j. Simple Assault	0	0	0	0	0	0	0	0	0
k. Larceny-theft	0	0	0	0	0	0	0	0	0
l. Intimidation	0	0	0	0	0	0	0	0	0
m. Destruction/Damage/vandalism	0	0	0	0	0	0	0	0	0

Arrests - On campus	2007	2008	2009
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

Arrests - Public Property	2007	2008	2009
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

Disciplinary Actions - On campus	2007	2008	2009
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

Disciplinary Actions - Public Property	2007	2008	2009
a. Illegal weapons possession	0	0	0
b. Drug law violations	0	0	0
c. Liquor law violations	0	0	0

**On-campus Housing Fire Safety
Residence Hall Fire Report – 2008 & 2009**

Residence Hall	Fires	Cause	Injuries	Death	Damage
Knights Place	N/A	N/A	N/A	N/A	N/A

Residence Hall Sprinkler & Fire Detection Systems

Residence Hall	Fully Sprinklered	Fire Detection
Knights Place	Yes	Yes

Additional information relating to campus safety and security concerns is available by contacting the SUNO Police Department by calling (504) 286-5290.