

**Southeastern Louisiana University**



# **Emergency Response**

*WHEN YOU HEAR THE CAMPUS SIREN, CHECK YOUR DEVICE - [WWW.SOUTHEASTERN.EDU/SAFECAMPUSAPP](http://WWW.SOUTHEASTERN.EDU/SAFECAMPUSAPP)*

## **Quick Reference Guide**

- Assess the situation. Verify information. Ensure the safety of self and others.
- If the situation is urgent, call University Police at **(985) 549-2222**. **\*\*DO NOT CALL 911\*\***
- Seal off high risk areas when necessary.
- Faculty/staff should take charge of their immediate area until the incident is contained or relived by University Police.
- Follow orders of all emergency personnel.
- Shelter in place or evacuate the building if necessary.
- Remain calm. Assist students and others in remaining calm.
- Document all incidents.

## RESPONSE TO ANY EMERGENCY

### **MEDICAL EPIDEMICS**

- Notify the University Health Center at (985) 549-2241.
- It is the responsibility of the University Health Center Director to determine the facts of the situation.
- The Director will advise University administration of measures to be taken to contain the problem.
- If the situation is urgent, call University Police at **(985) 549-2222**. **\*\*DO NOT CALL 911\*\***

## **MEDICAL EPIDEMICS**

### **PHYSICAL INJURY/ MEDICAL EMERGENCY**

- If possible, isolate affected individual.
- Do not attempt to move the victim unless he/she is in danger of further injury.
- Gather information: extent of injury (Ex: unconscious), exact location of the victim, victim's name and address/ location.
- Properly trained individuals should begin CPR for an unresponsive victim who is not breathing normally.
- Properly trained individuals should commence first aid while awaiting an ambulance, particularly to stop heavy bleeding.
- If alcohol poisoning is suspected, keep the individual awake.
- Notify University Police at **(985) 549-2222**. **\*\*DO NOT CALL 911\*\***

**PHYSICAL INJURY / MEDICAL EMERGENCY**

## **FIRE AND/OR EXPLOSIONS**

- Alert people in the immediate area of the fire/explosion and evacuate the building.
- Notify University Police at **(985) 549-2222** to report the location and size of the fire/explosion.
- Always call from a safe location.
- Activate a fire alarm by pulling on an alarm box.
- Do not use elevators to evacuate unless directed to do so by authorized emergency personnel. Use the nearest stairwell.
- Confine the fire/explosion by closing doors as you leave.
- Do not re-enter the building until authorized emergency personnel give the “all clear” signal.
- If smoke, heat or flames block your exit routes, stay in the room with the door closed.
- Signal for help using a brightly-colored cloth at the window.
- Remain in the vicinity to assist response personnel.

Report all fires/explosions, even those that have been extinguished to University Police **(985) 549-2222**. **\*\*DO NOT CALL 911\*\***

**FIRE / EXPLOSIONS**

## **SEXUAL ASSAULT**

### **Ensure the safety of students and staff first.**

- With the victim's consent, call University Police at **(985) 549-222** and report the assault. **\*\*DO NOT CALL 911\*\*** If the victim refuses, escort her/him to the University Health Center, (985) 549-2241, or University Counseling Center, (985) 549-3894.
- Seal off the area where the assault took place.
- Diffuse the situation if possible by identifying the individual's immediate needs, isolating the individual in a neutral area, and conferring with the individual.
- Inform University Police if a weapon was used, a victim has a physical injury or has impairment of physical condition.
- Assess the counseling needs of the victim or witness(es).

# **SEXUAL ASSAULT**

## **KIDNAPPING/HOSTAGE SITUATION**

### **If any student/staff member is kidnapped or taken hostage:**

- If kidnapper/hostage taker is unaware of your presence, do not intervene.
- Call University Police at **(985) 549-2222**. Give dispatcher details of situation. **\*\*DO NOT CALL 911\*\***
- Be prepared to provide University Police with:
  - Number of kidnapper(s)/hostage taker(s)
  - Description of kidnapper(s)/hostage taker(s)
  - Type of weapon(s) kidnapper(s)/hostage taker(s) has
  - Number and name(s) of victim(s)
  - Demands and instructions kidnapper(s)/hostage taker(s) has given
- If a vehicle is involved, attempt to identify **CYMBAL**
  - C** - color of vehicle
  - Y** - year
  - M** - make
  - B** - body (2-door, type of vehicle)
  - A** - anything else of importance (direction of travel, etc.)
  - L** - license number
- Lock all doors/windows. Seal off area near scene

### **If kidnapped or taken hostage:**

- Follow instructions of kidnapper/hostage taker.
- Try not to panic. Calm students if they are present.
- Treat the kidnapper/hostage taker as normally as possible.
- Be respectful to kidnapper(s) and/or hostage taker(s).

## **KIDNAPPING / HOSTAGE SITUATION**

## **INTRUDER/MENACING BEHAVIOR**

**Intruder: an unauthorized person who enters the classroom/office.**

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

**If intruder refuses to leave:**

- Warn intruder of consequences for staying. Inform him/her that you have called the police.
- Notify University Police at **(985) 549-2222** if intruder still refuses to leave. **\*\*Do not call 911\*\***
- Give police a full description of the intruder.
- Walk away from intruder if he/she indicates a potential for violence.
- Be aware of intruder's actions at this time (where he/she is located, whether he/she is carrying a weapon or package, etc.)
- University Police will issue an "all clear" when incident is under control.

## **MENACING BEHAVIOR**

- Stay calm and unhurried in your response to the person.
- Be empathetic and show your concern.
- Try to sit down with the person, as sitting is a less aggressive posture than standing or moving around.
- Be helpful. Schedule an appointment for a later time, take notes.
- Provide positive feedback such as "We can get this straightened out" or "I'm glad you are telling me how you feel about this."
- Stay out of arm's reach. Limit eye contact. Do not argue, yell or joke.
- Do not touch the person.

**If the individual's level of agitation increases:**

- Leave the scene.
- Do not allow menacing behavior to go unreported. Alert University Police and coworkers immediately after the person leaves.
- Notify University Police at **(985) 549-2222**. **\*\*DO NOT CALL 911\*\***

# **INTRUDER / MENACING BEHAVIOR**



## **WEAPONS**

**If a faculty/staff member or a student is aware of a weapon brought to campus:**

### **Student**

- Send the reporting student to University Police.
- If the reporting student is unable/unwilling to report, follow steps below. The student may remain anonymous.
- Notify University Police at **(985) 549-2222**. **\*\*Do not call 911\*\***

### **Faculty/Staff**

- If instructor suspects that a weapon is in the classroom, he/she should confidentially notify a neighboring faculty member by sending a trusted student.
- Faculty should not leave the classroom; he/she should wait for administrative response.
- Send a message with a trusted individual that includes:
  - Your name and location
  - The name/description of the suspect
  - Whether the suspect has threatened anyone
  - Any information regarding the weapon's location/type
- Discreetly call University Police at **(985) 549-2222** if the suspect is not present. **\*\*Do not call 911\*\***
- Seek assistance from the Dean/Director in reporting the incident.
- Keep detailed notes of all events and the reasons the search was conducted.

**IN ALL CASES, DO NOT CONFRONT SUSPECT. STAY CALM.**

**IF A SUSPECT THREATENS YOU WITH A WEAPON, FOLLOW SUSPECT'S DIRECTION.**

**WEAPONS ON CAMPUS**

### **ACTIVE SHOOTER/VIOLENCE IN PROGRESS**

**RUN** - If you can safely leave, exit the building!

- Notify others as you exit the building.
- Be aware of your surroundings.
- Notify University Police at **(985) 549-2222** immediately after reaching a safe location. **\*\*Do Not call 911\*\***

**HIDE** - If you cannot safely leave, find a safe place to hide!

- Assess the situation. Provide for your own safety.

**FIGHT, IF SUSPECT CONFRONTS YOU! TAKE ANY NECESSARY ACTION TO DEFEND YOURSELF AND OTHERS!**

### **Notification of Incident - Active Shooter/Violence in Progress**

- If you or others present will not be endangered by doing so, call University Police at **(985) 549-2222** to summon immediate assistance. **\*\*Do not call 911\*\***
- Attempt to identify the individuals in vehicle and/or the area.
- Indicate the location of incident.
- Do not disturb the crime scene.

**ACTIVE SHOOTER / VIOLENCE IN PROGRESS**

### **LOCK-DOWN/SHELTERING PROCEDURE**

**Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside campus buildings.**

- Southeastern's Emergency Alert System will be activated to issue a campus lock-down.
- Direct all students, staff and visitors into classrooms/offices.
- Lock doors, turn off lights.
- Cover windows.
- Move all persons away from windows and doors.
- Allow no one outside until "all clear" signal is given or until law enforcement, fire officials, or emergency preparedness officials evacuate the room.
- Instructors are to take class roster to holding area in room.

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

- Southeastern's Emergency Alert System will be activated to issue sheltering information.
- Identify sheltering sites.
- Close all exterior doors and windows.
- Instructors should take a class roster to the safe area.
- Instructors should account for all students after arriving at the sheltering site.
- If advised, close off air leaks around doors and vents.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels, or tissues.
- All persons must remain in safe areas until notified that University Police has issued an "all clear" code.

## **LOCK-DOWN / SHELTERING**

## **EVACUATION PROCEDURES**

**Leave your building immediately when an alarm sounds or if you are instructed to do so by authorized emergency personnel.**

- Notify others on your way out.
- Turn off equipment, if possible.
- Secure hazardous operations, if possible.
- Take important personal items if possible.
- Close doors behind the last person out.
- Walk quickly to the nearest safe exit.
- Do not use elevators unless authorized emergency personnel tell you to do so.
- Do not re-enter the building until authorized emergency personnel give the "all clear" signal.
- Report any missing or trapped persons to authorized emergency personnel.
- Move away from the building.

**If you are required to leave the building immediately but are unable to (because of a physical disability, injury or obstruction):**

- Notify University Police at **(985) 549-2222**. **\*\*Do not call 911\*\***
- Signal out the window to emergency responders if possible.
- Go to the nearest area where there are no hazards.
- Remain calm. Responders will arrive.

## **EVACUATING PERSONS WITH DISABILITIES**

**Instructors and supervisors should be proactive and be aware of people who will need assistance.**

### **Assisting Blind/Visually Impaired:**

- Clearly announce the type of emergency.
- Offer your arm for guidance.
- Tell the person where you are going, and alert him/her to obstacles along the way.

### **Assisting Deaf/Hearing Impaired:**

- Turn lights off and on to gain the person's attention.
- Indicate directions with gestures or a written note.

### **Assisting Mobility-Impaired/Wheelchair Users:**

- Elevators should not be used to move persons with disabilities, unless authorized by emergency personnel.
- Seek volunteers to assist students/personnel with physical disabilities to the nearest enclosed stairway or designated area for rescue assistance.
- One individual should remain with the person.
- Others should advise emergency personnel of the location so that the evacuation can be completed.
- If an imminent danger situation exists and the person requests assistance in evacuation before emergency personnel can arrive, assist in finding volunteers to evacuate the person per his/her instructions.

# **EVACUATION**

## UTILITIES

In the event of a major utility failure during regular business hours, go to a safe location and notify Physical Plant at (985) 549-3333.

Before 7:30 a.m. or after 4:30 p.m., or on weekends and holidays, contact the University Police at (985) 549-2222.

### Electrical Outage

- Evacuate the building if the fire alarm sounds or upon notification by authorized emergency personnel.
- In laboratory buildings, fume hoods do not operate during a power outage and most laboratories should not be used until the ventilation is properly restored.

### Gas Leak/Unusual Odors

- Cease all operations immediately.
- Do not use cell phones or other electronic equipment.
- Do not switch lights on or off.
- Evacuate as soon as possible if odor is very strong.
- Do not light matches, smoke, or create any other source of combustion.
- Contact the Physical Plant at (985) 549-3333.

**Note: Natural gas is odorless in its natural state; therefore, an odorant is usually added to give it a distinctive odor of rotten eggs.**

### Flooding/Plumbing Failure

- Cease using all electrical equipment.
- Avoid contact with the water.
- Evacuate the building.
- Contact the Physical Plant at (985) 549-3333.

## **HAZARDOUS MATERIALS/LABORATORY EMERGENCIES**

Placards are posted outside all rooms containing hazardous materials or equipment.

If skin or eye contact occurs, flush the affected area(s) with extensive amounts of water for at least 15 minutes. Do not remove contact lenses if eye is affected.

### **Chemical Spills**

**Detailed safety procedures are in place in all campus laboratories where dangerous materials are used and stored. If you encounter a chemical spill:**

- Notify University Police at (985) 549-2222. **\*\*Do not call 911\*\***
- Do not touch the material.
- Isolate the area by cordoning it off or closing doors.
- Notify people in neighboring offices and classrooms.
- Turn off space heaters and extinguish open flames in the area.
- If there are vapors or noxious fumes, evacuate the affected area or building and do not re-enter the area until authorized emergency personnel give the "all clear" signal.
- Contact Safety and Hazardous Materials Management at (985) 549-2157.

### **Radioactive Materials**

**Radioactive materials are utilized in some campus laboratories. Those that might be encountered are considered low-level sources of radiation and pose minimal threat when properly stored and handled. If you encounter what you believe to be radioactive material:**

- Notify University Police at (985) 549-2222. **\*\*Do not call 911\*\***
- Do not touch the material.
- Isolate the area by cordoning it off or closing doors.
- Notify people in neighboring offices and classrooms.
- Contact Safety and Hazardous Materials Management at (985) 549-2157.

# **HAZARDOUS MATERIALS**

## **BOMB THREAT**

All bomb threats are to be taken seriously. Notify University Police at **(985) 549-2222** immediately. **\*\*Do not call 911\*\***  
University Police will notify the University Health Center Director and call medical personnel to the scene if necessary.

If you receive a bomb threat by telephone, remain calm, write down the caller's exact words and note the time of the call. Check for caller ID information.

### **Ask the caller:**

- When is the bomb going to explode?
- Where is the bomb?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- What is your name and address?

If you are told to evacuate the area by authorized emergency personnel, take your notes about the call.

### **If you receive a bomb threat in written form:**

- Notify University Police at **(985) 549-2222** immediately. **\*\*DO NOT CALL 911\*\***
- Do a quick visual inspection of your area.
- Do not touch or move any suspicious objects.
- Do not use radios, pagers, or cell phones as they may trigger an explosive device.
- When calling the University Police, do not hang up the phone until told to do so. Further instructions may be given by the University Police.

### **Be prepared to tell University Police the nature of the information contained in the threat.**

- Location of bomb.
- When the bomb is due to explode.
- Do not hang up. Further instructions may be given by University Police.

## **SUSPICIOUS MAIL/PACKAGES**

- Do not use a cell phone as it can trigger an explosive device.
- Do not move, open, cover or interfere with the package.
- Move away from suspicious items.
- Notify University Police at **(985) 549-2222** from a safe location.
- Follow police instructions.

**BOMB THREAT / SUSPICIOUS MAIL**

## **MENTAL HEALTH EMERGENCY**

In the event of overtly threatening behavior constituting an immediate threat to self or others, notify University Police at (985) 549-2222.

**In non-emergency situations, refer students to the University Counseling Center at (985) 549-3894.**

- Express your concerns directly to the individual.
- Make referral in the presence of the individual and offer to accompany them.
  - **Watch for changes in behavior:**
    - Significant changes in academic or work performance
    - Changes in hygiene, speech, attentiveness or social interaction
    - Excessive drinking or drug use
    - Severe loss of emotional control
    - High levels of irritability
    - Impaired speech or garbled-disjointed thoughts
    - Excessively morbid, violent, or depressing themes in written assignments
    - Verbal expression of suicidal or violent thoughts
  - **If suicide attempt occurs:**
    - Notify University Police immediately. (985) 549-2222
    - Do not disturb the scene or remove evidence.
    - Calm the suicidal person.
    - Try to isolate suicidal person from other students.
    - Stay with person until counselor/suicide intervention arrives unless this places you in immediate danger or a threatening situation.

**MENTAL HEALTH EMERGENCY**



## **WEATHER EMERGENCIES**

### **Weather Closing Information**

**Information regarding weather closings on campus is available via:**

- Southeastern's Website [www.southeastern.edu](http://www.southeastern.edu)
- Southeastern's Emergency Alert System notifications. Register at [www.southeastern.edu/alert](http://www.southeastern.edu/alert).
- Public advisories on local radio stations or KSLU 90.9 FM.

### **Hurricanes**

- In advance, prepare a disaster kit that includes first aid supplies, enough food and water for a week, candles, a battery powered flashlight, a battery powered radio, personal hygiene items, a supply of any prescription medications, important documents and cash.
- Have an evacuation plan ready before hurricane season.
- Follow all evacuation orders from state and local officials.
- If you must stay on campus during a hurricane, contact University Police.
- During a hurricane, stay indoors on the ground floor, away from windows and glass doors. Get on the opposite side of the building from the wind.
- If you observe water coming into the building, get to an upper floor immediately.
- Follow public advisories.

### **Flash Flood**

- Take shelter inside the nearest major building until the flooding subsides.
- If stranded inside a vehicle, remain inside until the flooding subsides.
- Do not attempt to drive through high water.

### **Tornadoes**

- Follow your building's shelter plan.
- Take shelter in the smallest, most-interior rooms and hallways on the lowest floor.
- Avoid glass enclosed places or areas with wide-span roofs such as auditoriums and gymnasiums.
- Crouch down and cover your head.
- Wait for the "all clear" signal from authorized emergency personnel.

### **Thunderstorms**

- Stay away from windows.
- Draw shades or blinds to reduce injury from flying glass.
- Minimize use of electric appliances.

### **Lightning**

- When on campus grounds, get out of open areas and into an enclosed building as quickly as possible upon the approach of the storm.
- Stay indoors. Do not venture outside unless absolutely necessary.
- Stay away from open doors and windows, metal objects, electrical appliances and plumbing until the storm passes.
- Keep cell phone use to a minimum.
- Do not handle flammable liquids in an open container.
- TV sets, computer equipment, and all equipment and appliances should be unplugged if possible.

### **Hard Freezes**

- Remain inside, seeking areas of warmth.
- Do not drive during freezing rain, snow, and/or icing conditions.