

Campus Incident Response and Emergency Preparedness Plan

LSU Alexandria

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LOUISIANA STATE UNIVERSITY AT ALEXANDRIA

Campus Incident Response and Emergency Preparedness Plan

GUIDELINES FOR EMERGENCIES INCLUDING CHEMICAL, BIOLOGICAL, BOMB OR OTHER THREATS

Purpose

The purpose of this plan is to establish policies and procedures regarding LSUA's response to natural and manmade disasters and other emergencies and continuity of operations and recovery. This emergency plan shall in all cases place primary emphasis on the protection of human life and all reasonable efforts shall be made to protect and preserve LSUA property. Recognizing the different types of emergencies that occur with little or no prior warning, it is the intent of this policy to provide flexibility in determining and implementing emergency responses that are both effective and appropriate. The plan elements were derived after reviewing a variety of plans from other institutions of higher education and the FEMA, CDC, NIMS, and GOHSEP guidelines. The plan must be reviewed annually. The plan will be updated as changes in staff, occupancy or building configurations occur.

Examples of different types of emergencies are:

1. Natural disasters (floods, hurricanes, tornadoes, ice storm).
2. Man-made crises (fire, explosion, train or vehicle accident involving hazardous materials, terrorism, bomb threats and any other proximity threats).

Emergency Operations/Response Plan

The **Incident Command System (ICS)** defines responsibilities for carrying out specific actions at projected times and places in an emergency, crisis or disaster.

An **Incident Command Post** will become the base of operations for the Command Staff.

On campus:

- Primary Incident Command Post – Emergency Operations Center, Chambers 154
- Secondary Incident Command Post – Plant Utilities Building, 2nd Floor

Off campus/ Downtown locations:

- Primary Incident Command Post – Alexandria Museum of Art, 2nd Floor
- Secondary Incident Command Post – Business Education Center

Procedures for activation of applicable parts or all of plan:

- A. Upon notification of an emergency/ threat, the Command Staff will immediately meet in the Emergency Operations Center, or the secondary Emergency Operations Center to evaluate the situation and decide on a course of action. The Continuity of Operations Plan will be implemented to ensure continued campus operations.
 1. If circumstances deem that the university be immediately evacuated and closed, notification will be made by the Chancellor's Office.
 2. If total evacuation of the campus buildings is necessary, faculty, staff and students will, upon notification, immediately evacuate to the area designated on the attached maps. The building supervisors at each location will be responsible for relaying all future communications from the Command Staff.
 3. If evacuation of only a portion of the campus is needed, that area will be immediately cordoned off to prevent unauthorized entry.
- B. The Incident Commander will determine all actions to be taken during the emergency. Other members of the Command Staff, including civil law enforcement and fire departments will serve as part of that group to provide advice and assistance.
- C. A written log will be kept of all Command Staff actions.

Responsibilities

A. Chancellor

1. The Chancellor or his representative will evaluate the threat and order any or all of the following:
 - a. Establish the Command Group at its designated location.
 - b. Call 911 and report the threat. (Provide only the basic information needed to generate a response from fire/police agencies; you do not want to inadvertently release sensitive information on the radio that can be heard on scanners throughout Central Louisiana.)
 - c. Order evacuation or lock down of the campus or one or more campus buildings.

B. Command Staff

1. The primary functions of the Command Staff will be:
 - To determine immediately the nature and severity of the emergency.
 - To develop a plan of action with regard to safety of individuals and

- procedures necessary to correct the problem.
 - To issue appropriate orders to execute the plan.
 - To issue appropriate information to people on campus and to news media.
2. Upon notification an emergency/threat, the Command Staff will immediately meet in the Emergency Operations Center, or other location if necessary, to evaluate the situation and decide on a course of action.
 - a. If circumstances deem that the university needs to be immediately evacuated and closed, notification will be made by the Chancellor's Office or designee.
 - b. If total evacuation of the campus is necessary, faculty, staff and students will, upon notification, immediately evacuate to the designated areas. The building supervisors at each location will be responsible for relaying all future communications from the Command Staff.
 - c. If evacuation of only a portion of the campus is needed, that area will be immediately cordoned off to prevent unauthorized entry.
 - d. If the decision to lock down a building or the entire campus is made, all occupants should shelter in place immediately, which would include locking doors and staying clear of windows.
 3. The Chancellor or his representative will determine all actions to be taken during the emergency. Other members of the Command Staff, including civil law enforcement and fire departments will serve as part of that group to provide advice and assistance.
 4. A written log will be kept of all Command Staff actions.

C. Personnel / Building Supervisors

1. When notified, building supervisors are responsible for the total evacuation or lockdown of their respective buildings to their designated areas. The building supervisors should be familiar with their building, maintain a copy of the building floor plan, location of the crash bar key, and a copy of this plan, and keep the material updated as needed. In addition, the building supervisor should keep the Campus Safety Officer aware of any changes in order to keep this plan current. During evacuations, building supervisors should direct occupants to take all personal belongings and mission critical items with them, and that they move to the proper designated location.
2. After evacuation, building supervisors should request building occupants stay together.
3. Each evacuation site will have multiple building supervisors present. Some individuals may also be asked to leave to communicate with the Emergency Operations Center. One building supervisor must remain at the evacuation site.
4. During any incident, any faculty member in class at the time of the evacuation will assist the building supervisors by being responsible for keeping members of that

class together and not letting any student leave the area. During lock down, the faculty member in a class at that time must immediately lock the door if possible and advise students to stay away from all windows.

5. Building supervisors, assisted by any faculty members present, will assist in any re-location necessary and directed by the Emergency Operations Center. They may also, when called upon, assist in the search of their respective buildings.
6. When evacuated, all doors will be left unlocked, and all mission critical and personal possessions (purses, books, etc.) should be taken from the building.
7. Campus buildings, the individuals responsible (Building Supervisors; in order), and the areas to be checked are listed at the end of this plan. On campus assigned evacuation areas are listed also. A campus map with locations marked is attached.

D. Facility Services

1. Upon notification of an emergency, the Facility Services personnel will take the following actions:
 - a. All custodians on campus will be notified to report to the Facility Services Building and await directions from the Command Staff.
 - b. Plant personnel and maintenance repair personnel will be on standby at designated key points for campus gas, electric, and water systems. This includes, but may not be limited to, the central plant, the water well house, and the main gas valve.

E. Police

1. Upon activation of this plan, University Police will report to the Command Staff for specific instructions. Generally, however, University Police will:
 - a. Meet arriving police/fire personnel and direct the senior individual of each separate agency to the Command Staff.
 - b. Briefly outline for response teams any special instructions initially decided by the Command Staff.
 - c. Act as liaison between response agencies and Command Staff.

Types of Events

Bomb Threats / Terrorism

Receiving the Call
(See Copy of Form Attached.)

Anyone answering a call that turns out to be a chemical, biological, bomb, or other threat should pay close attention to the caller. Make accurate notes of what was said. Inform the caller that calls of this nature must be taken at the Chancellor's Office (473-6444). Either transfer the call to that number or ask the caller to call back at that number. Once the caller hangs up, the person answering the call should immediately notify the Office of the Chancellor (Abrams 101-D - Extension 6444). After notifying the Office of the Chancellor, complete the attached form.

The individual receiving the call should report immediately to the Chancellor (or his representative) and provide the completed form. If required, the individual should remain at that location to speak to the law enforcement officers.

The individual should speak to no one concerning the call before and after reporting to the Chancellor's Office.

Fire

1. Fire department notification is the responsibility of the Chancellor or his representative. The Operating Engineer on duty will shut down natural gas and electricity to the affected areas. The Chancellor's Office, the Physical Plant, and the Campus Safety Officer should be notified of the location and severity of any fire.
2. **ANY PERSON CAN REPORT A FIRE THAT IS A DANGER TO LIFE OR PROPERTY.** If an individual personally reports a fire to the Fire Department, the Chancellor's Office must be notified immediately of actions taken.

EMERGENCY NUMBER

Alexandria Fire Department	911
Alexandria City Police	911
Chancellor's Office	Ext. 6444
Vice-Chancellor for Finance and Admin. Services	Ext. 6408
Executive Director of Facility Services	Ext. 6475
Campus Safety Officer	Ext. 6497

3. Know evacuation areas. They are posted as an appendix to this plan.
4. Prepare yourself and students to evacuate the building if necessary.

Fire Drills are conducted at least once per year, which includes spaces that are leased, in academic buildings and once a month in all residential buildings. These drills are held

unannounced to staff, faculty or students. Information of each building evacuation is recorded on LSUA's Fire Drill Report and kept by the Campus Safety Officer. Fire Extinguishers are inspected and certified by an outside contractor once a year.

Elevator Fire Service Keys are the responsibility of the Utility Plant Superintendent. These keys are available in case of an emergency by calling the utility plant at 473-6475. The responding Fire Dept. also has a copy of these keys. If these keys are needed after hours, you can contact the LSUA Police Department at 473-6427 or 5555 from a campus phone.

Tornadoes, Hurricanes, Floods and Other Natural Disasters

The following instructions must be followed in the occurrence of a tornado, hurricane, or other natural disaster:

1. Monitor local radio/TV broadcasts for weather watches and warnings.
2. Adhere to travel warnings.
3. Be aware of the threat to your residence and work area and the route in between.
4. Know evacuation routes. They are posted as an appendix to this plan.
5. Prepare yourself and students to evacuate the building if necessary.
6. Follow advice presented in University announcements.
7. Remain calm.

The following are also some suggested procedures for handling natural disasters such as hurricanes, floods, or tornadoes:

1. Only enter **disaster** areas if it is essential.
2. Do not bring lanterns, torches, or lighted cigarettes into buildings that have been flooded or damaged because of the possibility of leaking gas lines or flammable materials.
3. Do not touch fallen or damaged electric wires.
4. Immediately leave the area upon discovering a leaking gas line.
5. When a tornado warning is issued, take shelter immediately. Building Supervisors will be asked to lockdown buildings until the weather has passed.
6. In the event that a "Lockdown" or "Shelter-in Place" is called, immediately lock all doors and turn off all lights and remain there until the "All Clear" is given.

***A Tornado Warning indicates that a tornado has been sighted in the area. Protect yourself from falling objects and flying debris. The best protection is an underground shelter or ditch or a steel-framed or reinforced concrete building. If no shelter is available, go to the basement or inner hallway of the lowest floor of the building.**

Proximity Threats

These occur near location and can cause damage to life and property. May require need for evacuation. Examples include:

Railroad, interstate, and water vessel disasters.

1. Obtain emergency response procedures from local municipality.
2. Once notified, determine if voluntary or mandatory evacuation is required.
3. Use applicable emergency response procedures as per local municipality.

Local chemical or nuclear plant disasters

1. Contact local municipal government.
2. Once notified, determine if voluntary or mandatory evacuation is required.
3. Vertical, upwind, or downwind evacuation determined by type of incident.
4. Shut down heating, ventilation, and air conditioning (HVAC) system if sheltering in place and the situation allows.
5. Follow emergency action plan.
6. In the event that a "Lockdown" or "Shelter-in Place" is called, immediately lock all doors and turn off all lights and remain there until the "All Clear" is given.

Aircraft Disasters

1. Federal, state, and local authorities will assist once notification is received.
2. Follow emergency action plan.

Civil Disturbances

Civil disturbances are generally riot and demonstrations, marches, and groups that have become riotous or a threatening individual.

1. Restrict both employee and visitor movement in your area
2. Prepare for evacuation, relocation or lock down.
3. Secure your area (lock doors, safes, files, vital records, mission critical items, etc.)
4. Notify your local law enforcement immediately and then the Chancellor's Office or your supervisor.
5. In the event that a "Lockdown" or "Shelter-in Place" is called, immediately lock all doors and turn off all lights and remain until the "All Clear" is given.

The Oaks Evacuation & Relocation Plan

Louisiana State University at Alexandria recognizes the need to safely relocate residents of The Oaks Residence Hall in the event of a natural disaster. In the event that all or a portion of The Oaks is rendered uninhabitable due to any tornado, hurricane, hazardous situation, fire or smoke damage, flooding, malfunction of heating, electrical or plumbing systems, or any other calamity, and where such resulting deficiencies cannot be remedied within a reasonable period of time, the following actions may be initiated:

1. All existing vacancies (i.e., single and vacant rooms) will be used to relocate those persons who are displaced.
2. All overflow rooms (lounges converted to living space equipped with standard room furnishings) will be used to house displaced residents.
3. For those residents of The Oaks who cannot be relocated by other means, the LSUA Student Center Brumfield Caffey Annex and/or Fitness Center will be used as a primary site for temporary relocation.

Organizational Structure

The **Command Staff** sets objectives and priorities and has overall responsibility for the outcome of incident or event. The Incident Commander has the ultimate authority assisted by the Safety Officer, Law Enforcement, Information Officer, and Liaison Officer as needed.

Command Staff:

- Incident Commander: Chancellor
- Safety Officer: Director of Occupational Health and Safety
- Law Enforcement: University Police Director
- Information Officer: Director of Media Relations
- Liaison Officer: Assistant to Chancellor
- Others deemed as necessary

The **Planning Section** of the campus community will develop strategy and plan to accomplish objectives. This will be the Executive Staff of LSUA. The Planning Section will monitor the situation, evaluate information and maintain status of resources.

Planning Section:

- Vice Chancellor for Academic Affairs/Provost
- Vice Chancellor for Finance and Administrative Services
- Registrar
- Risk Manager

The **Operations Section** conducts tactical operations to carry out the various plans. This section will consist primarily of academic department heads and unit directors. The Operations Section will develop tactical objectives, develop organization, and direct all resources.

Operations Section:

- Director of Procurement Services & Property Management
- Director of Financial Aid
- Executive Director of Facility Services
- Director of Auxiliary Services
- Director of IET Services – Chief Information Officer
- All Academic Department Heads
- Building Supervisors

The **Logistics Section** of the campus community will provide resources and services to meet the needs of the incident.

Logistics Section:

- Dining Services Manager
- Oaks Housing Manager
- Facility Services Supervisors
- Unit Secretaries
- Faculty
- Staff

The **Finance and Administration Section** monitors costs, provide accounting, procurement, time recording, and analyses for the incident.

Finance & Administration:

- Director of Accounting/Bursar
- Assistant Director of Accounting Services
- Purchasing staff
- Facility Services secretary
- Director of Budget

Provisions for **Unified Command** will follow National Incident Managements System (N.I.M.S.) criteria where incidents involve jurisdictions from off campus.

Communications

The Director of Media Relations at the direction of the Incident Commander and LSUA Chancellor shall be responsible for all communications during the crisis. These include campus communications as well as public announcements. A "Press Desk" shall be established in the Incident Command Post (ICP) to facilitate press briefings.

Evacuation / Lock down Communication:

If a decision is made by the Command Staff to evacuate or lock down a campus or building, communication to this effect will occur:

1. Telephone calls to building supervisors; voice mail alerts

2. External and internal public address (P.A.) announcements
3. Campus wide emails
4. Digital sign notification
5. Text messages to appropriate groups (must be registered to receive text messages)
6. 9-1-1 center
7. Radio notification to custodians, plant personnel
8. LSUA Website notification
9. A-Trans notification
10. LSUE notification (students, staff, faculty)
11. LCRP notification
12. AMOA notification
13. Allied Health Center notification
14. Business Education Center notification
15. Change voice mail on main line

A DECISION REGARDING THE USE OF RADIOS/TELEPHONES/SATELLITE TELEPHONES WILL BE MADE BY THE COMMAND STAFF AS SOON AS POSSIBLE.

Internal Communications Systems:

Two wallet sized cards will be distributed to command staff: one with key academic contacts and one with key finance & administration contacts. These will be updated annually or as needed.

Current capabilities

- Immediate message posting on main LSUA webpage.
- Voice message to all LSUA phone voice mailboxes.
- Email notification to all LSUA email accounts.
- PA System (external)
- Posting on course management system (Desire2Learn) homepage.
- Satellite communications system
- Text messaging to registered cell phones. All students, faculty and staff are requested to update and keep their contact information current.

External Communication System

- Public television
- Public radio
- Cable television
- Newspaper

Critical Communications Plan

Campus Wide E-Mail	Chad Gauthier / Karen Norman
Text Message	Belinda Aaron / Chad Gauthier / Deron Thaxton
Outdoor sign	Daniel Williams / Deron Thaxton
Website	Deron Thaxton / Daniel Williams
PA systems	
<i>Chambers</i>	Chad Gauthier / Police Officer on Duty
<i>Library</i>	<i>Rachael Hunter / Esther Blood</i>
<i>Utility Plant</i>	<i>Ray Edwards / On-duty Operator</i>
<i>Technology Center</i>	<i>Chuck Fontenot / Daniel Williams</i>
Police Unit PA system	Police Supervisor / Officer on Duty
Campus wide Voice Mails	Chuck Fontenot / Deron Thaxton
Calls to Building Supervisors and PA Announcers	Mary Lemoine / Betsy Hayes
Notify Rapides Parish 911	Police Supervisor / Officer on Duty
Notify Satellite Campuses	Karen Norman / Brett Kirkland

Building Information

1. Coughlin Hall

First Floor

Lamona James Ext. 6459
Elizabeth Battalora Ext. 6461
Mary McCampbell Ext. 2917

Nursing Suite
Auditorium
Faculty Offices
Faculty Lounge
Lobby
Restrooms
Conference Room
First Aid Room
Institutional Advancement

Evacuation Area E1

Second Floor

Haywood Joiner Ext. 6594
Sandra Gremillion Ext. 6466
Rhonda Gaspard Ext. 6463

Nursing Labs
Computer Labs
Classrooms
Offices (5)
Restrooms
Lobby
Stairwells (3)

2. Science Building

Carol Corbat
Zelege Negatu
Reed Crook

First Floor

Science Office
Faculty Offices
Auditorium
Classrooms
Labs
Restrooms
Patio Area

Evacuation Area E3

Ext. 6496
Ext. 4479
Ext. 4404

Second Floor

Faculty Offices
Classrooms
Labs
Chemical Storage
Stairwells (3)

3. Abrams Hall

Mary Lemoine
Teresa Seymour
Pat Manual

Chancellor's Suite
Veterans Affairs
Student Aid and Scholarships
Enrollment Services
Admissions and Records
Institutional Research

Evacuation Area E2

Ext. 6537
Ext. 6566
Ext. 6491

Switchboard
Accounting Services
Finance & Administrative Services
Procurement Services
Restrooms

4. Oakland Hall

Paul Monteleone
Kevin Sampson

First Floor
Office Suite
Classrooms
Faculty Offices
Restrooms
Breezeway

Evacuation Area E1

Ext. 6477
Ext. 6475

Second Floor
Classrooms
Faculty Offices
Restrooms
Stairwells (2)

5. Chambers Hall

Robert Bush
Natalie Byrd
Chad Gauthier (Police Department)

Business Administration Office
Student Study Room
Classrooms and labs
Faculty Offices
Break Room
Restrooms
University Police Offices / EOC
LSU Eunice Hall

Evacuation Area E1

Ext. 6415
Ext. 6414
Ext. 6497 PA Announcer

PA Announcer

6. Fitness Center

Dan Purvis
Julie Gill

First Floor
Locker Rooms
Faculty Offices
Break Room
Training Room
Pool Area
Gym

Evacuation Area E3

Ext. 6486
Ext. 4456

Second Floor
Weight Room
Cardio Room
Classrooms
Restrooms
Stairwells (2)

7. Bolton Library

Rusty Gaspard
Rachael Hunter
Esther Blood
Bonnie Hines

Michelle Riggs (2nd floor)

First Floor

Library office
Circulation
Back Staff offices
Faculty/Staff Offices
Study Rooms
Rare Books Room
Restrooms

Evacuation Area E3

Ext. 6442
Ext. 6438 *PA Announcer*
Ext. 6441
Ext. 3975

Ext. 2960

Second Floor

Archives
Stairwells
Faculty/Staff Offices
Study Rooms
Restrooms

8. Student Center

Eamon Halpin (West)
Katie Cooley (West)

First Floor (West)

Copy and Duplicating
Bookstore
Art Gallery
Bookstore Warehouse

Shawnta Morrison (Main)
Judy Lacombe

First Floor (Main)

Food Service Area
Cafeteria
Brumfield-Caffey Annex
Sentry Room
Lobby
Mailroom
Middleton Room
Live Oaks Room
Restrooms
Kitchen
Student Government Offices

Evacuation Area E2

Ext. 4468
Ext. 4492

Second Floor (West)

Student Services
Testing Center
Advising Center
TLC Lab
Conference Room
Restrooms
Staff Offices

Ext. 6579
Ext. 6430

Second Floor (Main)

Auxiliary Services
Bayou Robert Room
Game Room
Restrooms
Stairwells

- | | |
|--|---|
| <p>9. Fine Arts/Conference Center
Conference Center Annex Buildings</p> <p>Paul Monteleone
Kevin Sampson</p> <p>Classrooms
Temporary Classroom Buildings
Conference Rooms
Faculty Offices
Restrooms</p> | <p>Evacuation Area E2</p> <p>Ext. 6477
Ext. 6475</p> |
| <p>10. Avoyelles Hall/Golf Course</p> <p>Jamie Trotter
Sherry Bovey</p> <p>Offices
Classrooms
Clubhouse
Restaurant</p> | <p>Evacuation Area E3</p> <p>Ext. 6507
Ext. 6564</p> <p>Cart Shed
Restrooms
Golf Course Storage Shed
Restrooms</p> |
| <p>11. Facility Services</p> <p>Robert Karam
Betsy Hayes</p> <p>F.S. Administrative offices
Breakroom
Shop
Warehouses
Restrooms</p> | <p>Evacuation Area E2</p> <p>Ext. 6552
Ext. 6475</p> |
| <p>12. Human Resource Management</p> <p>Lynette Burlew
Nikki Tam</p> <p>Offices
Restrooms</p> | <p>Evacuation Area E2</p> <p>Ext. 6481
Ext. 6401</p> |
| <p>13. Children's Center</p> <p>Susan Richerson</p> | <p>Evacuation Area E2</p> <p>Ext. 4417</p> |

- | | | |
|---|-----------|-------------------------------|
| Classrooms | | Playgrounds (3) |
| Offices | | |
| Kitchen | | |
| Restrooms | | |
| 14. Electronic Resource Center | | Evacuation Area E2 |
| Kevin Sampson | | Ext. 6475 |
| Classrooms | | |
| Offices | | |
| Restrooms | | |
| Kitchen | | |
| 15. Weldon 'Bo' Nipper (Technology Center) | | Evacuation Area E2 |
| Daniel Williams | Ext. 4443 | <u>PA Announcer</u> |
| Shannon Dauzat | Ext. 4449 | |
| Chuck Fontenot | Ext. 4458 | <u>PA Announcer</u> |
| Computer Lab | | |
| Offices | | |
| Restrooms | | |
| Server Room | | |
| Kitchen | | |
| 16. Baptist Collegiate Ministries | | Evacuation Area E2 |
| Chad McClurg | | Ext. 6510 |
| Kitchen | | |
| Office | | |
| Main Room | | |
| Restrooms | | |
| 17. Catholic Student Organization | | Evacuation Area E2 |
| Lynn Ray | | Ext. 6494 |
| Kitchen, Office | | |
| Main Room | | |
| Chapel | | |
| Restrooms | | |
| 18. Utility Plant | | Evacuation Area E3 |
| Ray Edwards | | Ext. 6476 <u>PA Announcer</u> |
| <u>First Floor</u> | | <u>Second Floor</u> |
| Offices | | Office |

Plant Area	Stairwell
19. The Oaks – Student Housing Brett Kirkland Angela Rollins	Evacuation Area E2 Ext. 2911 Ext. 2616
20. Alexandria Museum of Art Catherine Pears Natalie Walker Front Desk	Per Downtown Plan 443-3459 443-3473 443-3458
21. Allied Health Education Center Stuart Spurlin Sheena Hutchinson Front Desk / Haywood Joiner	Per Downtown Plan 487-5622 487-5620 487-5504
22. Business Education Center Bob Savage Ingrid Bush Shere` Thaxton	Main Parking Lot 473-6492 561-2299 473-6512
23. Multipurpose Academic Center (MPAC)	Evacuation Area E4
<u>FIRST FLOOR</u> Jeremy Simmons Arthur Rankin Lisa Mayeux	Ext. 4478 Ext. 6583 Ext. 6581
AEH Suite Black box Area Classrooms Stairwells (2) Ceramics Room Front Hallway	Paint Room Kiln Room Offices Back Hallway Concession / Ticket Rooms Restrooms
<u>SECOND FLOOR</u> Tanya Lueder Nathan Ponder Renee West	Ext. 4411 Ext. 6593 Ext. 6591
Classrooms Restrooms Conference Room	Stairwells (2) Black box 2 nd Floor Computer Lab
<u>THIRD FLOOR</u> Judy Rundell Carla Reed	Ext. 6422 Ext. 6474

Jennifer Smith

Ext. 6470

BSS Suite
MAPS Suite
Faculty Offices
Restrooms

Education Suite
Conference Room
Stairwells (2)

Key Staff

Command Staff:

- Incident Commander: Chancellor
- Safety Officer: Director of Occupational Health & Safety
- Law Enforcement: University Police Chief
- Information Officer: Director of Media Relations
- Liaison Officer: Assistant to Chancellor

Dr. David Manuel
Chad Gauthier
Matt Issman
Missy Laborde
Laurie Tanner

Planning Section:

- Vice Chancellor for Academic Affairs/Provost
- Vice Chancellor for Finance and Administrative Services
- Registrar
- Risk Manager

Dr. Barbara Hatfield
David Wesse
Teresa Seymour
Belinda Aaron

Operations Section:

- Director of Procurement Services & Property Management
- Director of Financial Aid
- Executive Director of Facility Services
- Director of Auxiliary Services
- Executive Director of IET Services
- All Academic Department Heads

Larry Williams
Paul Monteleone
Robert Karam
Karen Norman
Deron Thaxton
Dr. Jerry Sanson
Dr. Bob Bush
Dr. Haywood Joiner
Dr. Judy Rundell
Dr. Arthur Rankin
Dr. Carol Corbat
Dr. Nathan Ponder
Dr. Bonnie Hines

- Building Supervisors

Logistics Section:

- Food Service Manager
- Oaks Housing Manager
- Facility Services Supervisors
- Unit Secretaries

Judy LaCombe
Angela Rollins
Ray Edwards
Kevin Sampson
Jennifer Smith
Natalie Byrd
Sandra Gremillion
Lamona James

Carla Reed
Lisa Mayeux
Debra Bynog
Renee West
Rachel Hunter

- Faculty & Staff
- Library Archivist

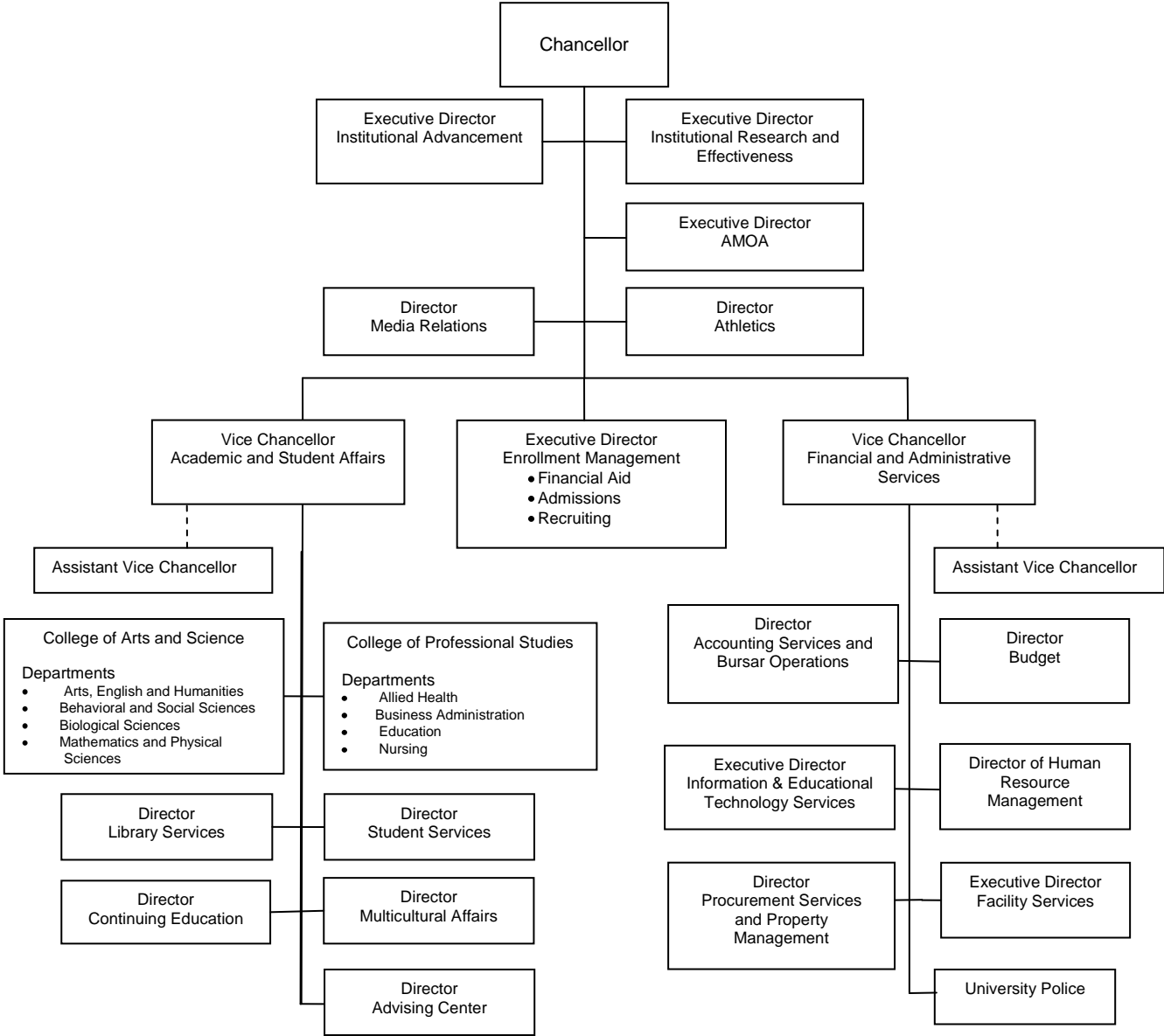
(as needed)
Michelle Riggs

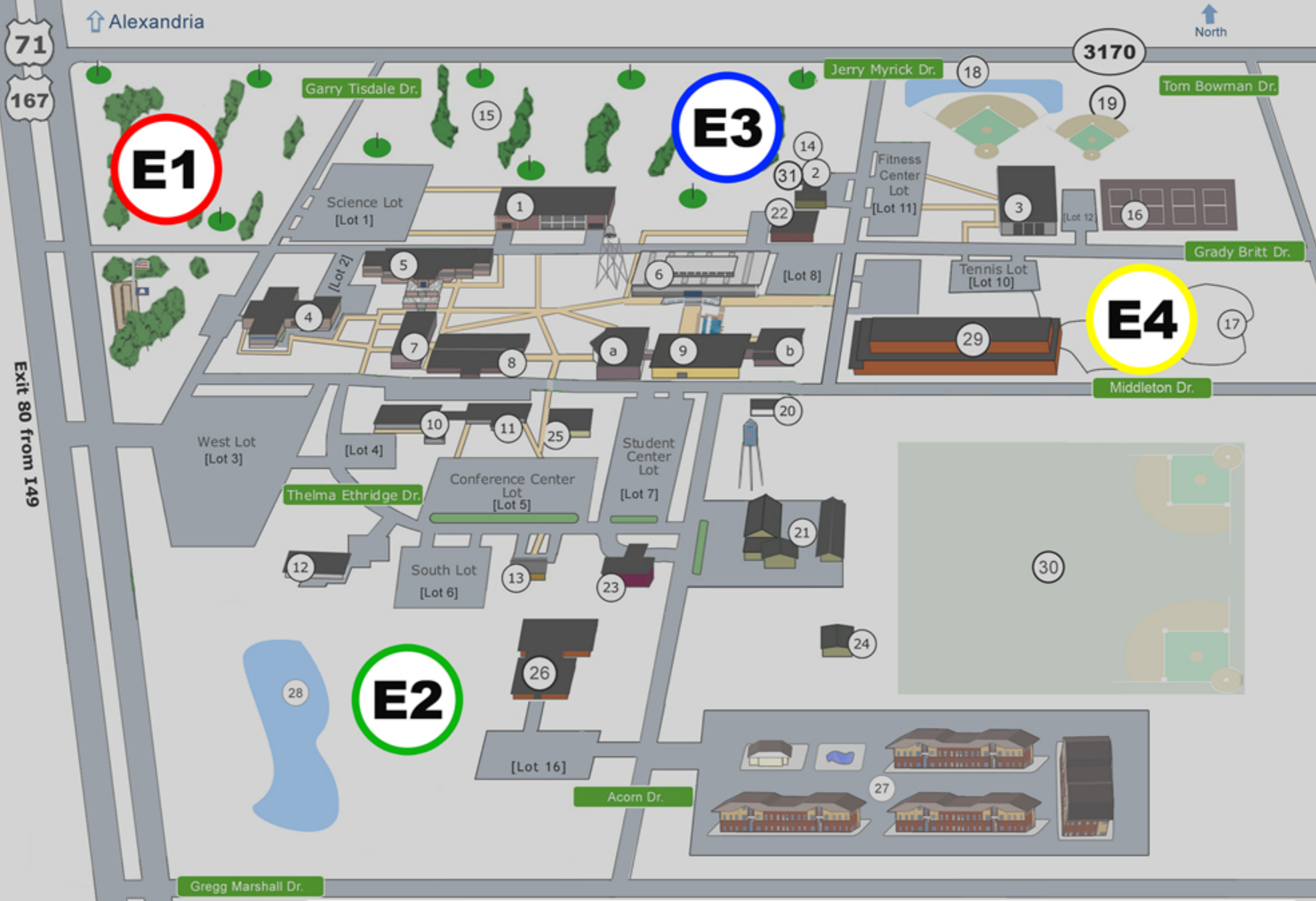
Finance & Administration:

- Director of Accounting/Bursar
- Assistant Director of Accounting Services
- Purchasing staff
- Facility Services Administrative Assistant
- Director of Budget

Pat Hoyt
Lisa Smith
Mary Lemoine
Betsy Hayes
Belinda Aaron

Louisiana State University at Alexandria Organizational Chart May 2009





MAP KEY

1. Science Building
2. Avoyelles Hall
3. Fitness Center
4. Chambers Hall
5. F. Hugh Coughlin Hall (Nursing Auditorium)
6. James C. Bolton Library
7. Oakland Hall
8. Abrams Hall (Admissions / Financial Aid)
9. Student Center / Magnolia Cafe
 - a. Bookstore / Student Success Center / University Gallery
 - b. Brumfield Caffey Annex
10. Fine Arts
11. Conference Center
12. Catholic Student Center
13. Baptist Collegiate Ministries
14. Golf Course Office
15. Oakland Plantation Golf Course
16. Tennis Courts
17. Fitness Trail
18. Guard Lake
19. Baseball / Softball Fields
20. Human Resource Management
21. Facility Services
22. Utility Plant
23. Children's Center
24. Epps House
25. Electronic Resource Center
26. Weldon "Bo" Nipper Building
27. Oaks Apartment Complex
28. Acorn Lake
29. Multi Purpose Academic Center (MPAC)
30. Practice / Recreational Fields
31. Subway Restaurant

Building Evacuation Map

- E1 - Evacuation Area 1
- E3 - Evacuation Area 3
- E2 - Evacuation Area 2
- E4 - Evacuation Area 4

Exit 80 from I49

Alexandria ↑

North ↑

Lecompte ↓

RECORD OF THREAT

Date: _____ Location: _____ Time: _____ AM/PM

How Reported: (telephone, etc.) _____

QUESTIONS TO ASK THE CALLER:

1. What (chemical, biological, bomb or other)? _____
2. Describe the characteristics of the threatening object. _____
3. When will threat be activated? _____
4. Where is it located now? _____
5. Why did you take this action? _____
6. Where are you calling from? _____
7. Who are you? _____

DESCRIPTION OF CALLER'S VOICE:

____ Male ____ Female

____ Young ____ Middle Age ____ Elderly

____ Accent

Speech: ____ Slow ____ Rapid ____ Low
 ____ Excited ____ Loud ____ Broken
 ____ Disguised ____ Sincere ____ Normal
 ____ Impediments

____ Is voice familiar? If so, who did it sound like? _____

Length of conversation with caller: _____ (minutes)

Name, address, and telephone number of employee receiving call:

Additional comments: _____

