

EMERGENCY PROCEDURES

EMERGENCY: 869.5000



July 2010

EMERGENCY: DIAL 911 or 869.5000

Department of Public Safety: 869.5000

<http://www.centenary.edu/dps>

Facility Services: 869.5286

<http://www.centenary.edu/services/facility>

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INTRODUCTION

To the Centenary College Community,

With more than 1200 people living and working on campus, safety is always a top priority. In the event, that we need to render assistance in an emergency, the Department of Public Safety has prepared this emergency procedures manual.

The most striking thing about an emergency is the need to act quickly and appropriately. I urge you to take a few moments right now to read through this emergency manual. Become familiar with its contents before an emergency occurs. Keep it in a convenient location for future reference.

Sincerely,



Zeke Aull
Director of Public Safety

EMERGENCY INFORMATION

For quick response during any emergency, locate the following information for your area. Record it here for easy reference later:

Location of Closest Fire Alarm: _____

First aid kit: _____ Fire Extinguisher: _____

Designated Emergency Assembly Point: _____

CPR-First Aid Trained Person(s):

Name: _____ Room #: _____ Phone: _____ E-mail: _____

Name: _____ Room #: _____ Phone: _____ E-mail: _____

Name: _____ Room #: _____ Phone: _____ E-mail: _____

Name of my Emergency Building/Office Coordinator: _____

Room #: _____ Phone: _____ E-mail: _____

BOMB THREATS

IMPORTANT: REPORT ALL BOMB THREAT CALLS TO THE DEPARTMENT OF PUBLIC SAFETY. DIAL 869.5000.

Any person receiving a phone call that a bomb or other explosive device has been placed on campus is to ASK THE CALLER:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?

KEEP THE CALLER ON THE PHONE AS LONG AS POSSIBLE. Listen carefully to the caller and record the following:

- Date and time of call
- Exact words of the caller
- Approximate age and sex
- Speech pattern, accent
- Emotional state
- Background noises

The Department of Public Safety will report the bomb threat to the Shreveport Fire Dept. The Centenary Police Department will conduct a detailed bomb search, if necessary.

If you see any suspicious objects, report the location to the Department of Public Safety. **DO NOT HANDLE THE OBJECT!** Clear the area immediately! A building evacuation may be ordered whenever there are sufficient facts to indicate the bomb threat is valid. The order to evacuate will be given by the Department of Public Safety through telephone or by direct word of mouth.

BUILDING EVACUATION

- Building evacuation will occur upon notification by the Department of Public Safety or other College authority.
- Be aware of all marked exits and evacuation routes from your area of the building. Know the evacuation routes from your classroom or work area.
- When officially told to evacuate, leave by the nearest exit and alert others to do the same.
- Do not use elevators in case of fire.
- If the emergency is other than fire, persons with disabilities have priority using the elevators for evacuation.
- Assist the disabled in exiting the building, if requested. Note that you are available to assist. If needed, ask how you can be of assistance.
- Once outside, move to the assembly point designated for your building. Stay there until an accurate head count has been taken.
- Keep streets and walkways next to exits clear for emergency vehicles and personnel. Do not congregate between buildings. Keep the street side of buildings clear so that emergency equipment can reach buildings.
- An Incident Command Post may be set up near the emergency site. Keep clear of this area unless you have important information to report.
- Do not return to an evacuated building until directed to do so by the Department of Public Safety or Fire Department personnel.

CAMPUS COMMUNICATION

Because Centenary College recognizes the importance of communication in an emergency the College has established several official modes of communication. To ensure that you are able to take full advantage of all of the available means of communication the Department of Public Safety recommends that you plug a telephone into the land line receptacle in your room/office and ensure that your current cell phone information is on file with the College. You should enter or update your cell phone information via the EMERGENCY RESPONSE INFORMATION FORM which can be found at <https://safe.centenary.edu/emergency> .

The designated means of communication are:

- **GLOBAL E-MAIL** – This primary means of communication is used by the College on a daily basis. Global e-mails target all Centenary e-mail accounts.
- **FIRST CALL** – This emergency notification system has the capability of calling hundreds of telephone lines at one time to deliver a message with instructions on how to respond to the ongoing emergency. Priority is given to calling land lines first.
- **TEXT MESSAGING** – Through the College internet provider the Department of Public Safety is able to send out emergency text messages in mass.

After the emergency has been resolved an “all clear” message will be disseminated in the same fashion.

A telephone hotline and web page are set up to carry information regarding the status of Centenary’s hours of operation. Call 318.869.5011 or 318.629.3635 for information on cancellation of classes or possible closure due to weather or check the web page, www.centenary.edu.

- Off campus students needing emergency housing due to inclement weather may contact Residence Life at 318.869.5110 or Central Staff on Call at 318.207.6066.

CAMPUS EVACUATION

- Evacuation of all or part of the campus will be announced by the College President or the Department of Public Safety.
- All persons (students, faculty, staff and visitors) are to immediately vacate the site involved and relocate to another part of campus or off-campus as directed.
- Do not return until directed to do so by the Department of Public Safety or other authority.

CIVIL DISTURBANCES OR DEMONSTRATIONS

Most campus demonstrations are peaceful and non-obstructive. Everyone should attempt to carry on business as normally as possible. Avoid provoking or obstructing demonstrators.

If any of the following conditions occur, call the Department of Public Safety at 869.5000. To avoid confrontation, use a telephone located away from the disturbance, if possible.

- **INTERFERENCE** with normal operations of the college.
- **PREVENTION** of access to offices, buildings, or other college facilities.
- **THREAT** of physical harm to persons or damage to college facilities.

These actions should also be taken:

- Alert all employees in the area to the situation.
- Lock all doors; secure all files, documents, and equipment.
- If instructed to do so, cease operations and evacuate.
- Stand by for further instructions.

CRIMINAL OR VIOLENT BEHAVIOR

• **DO NOT ATTEMPT TO APPREHEND OR INTERFERE** with a criminal or violent individual except in cases of self-protection.

• Everyone is asked to assist in making the campus a safe place by being alert to suspicious persons or situations and by reporting them to the Department of Public Safety.

• On the Department of Public Safety's website there is a link to the state's Sex Offender Registry. This list can be also be viewed directly at <http://www.lsp.org/socpr/default.html> .

• Employees and students are required to notify Campus Police immediately (869.5000) when they observe the following:

A life-threatening situation that is in progress, such as a physical confrontation.

Acts of violence or threats in the workplace or other conduct reasonably indicating that violence is imminent.

• Employees are required and students are encouraged to promptly notify the Department of Public Safety if a Restraining Order is filed that lists the College as a restricted location.

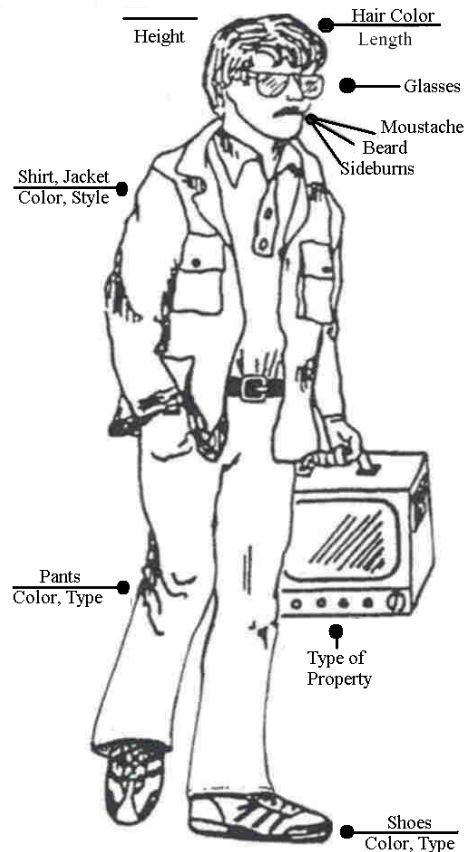
• Employees are required and students are encouraged to promptly notify the Department of Public Safety of any known threats.

• If you witness a criminal or violent act or whenever you notice a person(s) acting suspiciously on campus, immediately notify the Department of Public Safety and give them the information outlined on the adjacent diagram.

• **IF YOU ARE THE VICTIM** of any on-campus violation of the law such as assault, robbery, theft, or overt sexual behavior, **DO NOT TAKE ANY UNNECESSARY CHANCES!**

NOTIFY THE DEPARTMENT OF PUBLIC SAFETY by dialing 869.5000 as soon as possible and providing them with the information noted on the diagram below.

SOME THINGS TO TAKE NOTE OF:



CRISIS UPDATE HOTLINE

Employees and their families are encouraged to call the crisis information hotline to obtain information when Centenary is experiencing a crisis or catastrophe. Examples of such events include: ice storm, devastating fire or severe injury or fatality to a member of our community. The crisis information line is 318.629.3635. You may also seek information from the Centenary website at:

www.centenary.edu/

DISABLED PERSONS

GUIDELINES FOR PERSONS WITH DISABILITIES

- Look for individuals who could personally assist you to the nearest stairwell or exit.
- If you cannot speak loudly, carry a whistle or have some other means for attracting the attention of others.
- It is your responsibility to prepare for emergencies by learning the location of exit corridors, stairwells, and fire alarms in each building you use frequently.
- Tell a co-worker/supervisor or classmate/instructor in each area or class if you will need assistance during an emergency evacuation from the building.
- Practice escape routes and alternative routes.
- Know how to help others help you. Give clear instructions as to your needs or preferences.

EVACUATION PROCEDURES

Faculty and staff are responsible for directing evacuations from their classroom and work areas. When the situation involves a person with a disability, use these guidelines to assist them:

- Know the primary and alternate evacuation routes.
- Do not move disabled persons without first asking them if they need help.
- Remain calm.

- If asked, assist the person to the nearest safe exit area - on basement or upper floors this is usually the stairwell. If smoke is not present in the stairwell, assist them inside and close the fire door.

- Do not attempt to remove a disabled person from the stairwell except in extreme emergencies.

- Alert emergency personnel to the location of the person.

USE OF ELEVATORS

- DO NOT USE the elevator during a fire!

- If you do not know the nature of the emergency, assume it to be a fire.

- If the emergency is other than fire, persons with disabilities have priority using the elevators for evacuation.

- If you are physically able to use the stairways, you should NOT use the elevators during any emergency.

VISUALLY IMPAIRED PERSONS

Most visually impaired persons are familiar with the immediate area they are in. In the event of an emergency, tell the person the nature of the emergency and offer to guide him/her. As you walk, tell the person where you are and advise of any obstacles. When you have reached safety, orient the person to where he/she is and ask if any further assistance is needed.

HEARING IMPAIRED PERSONS

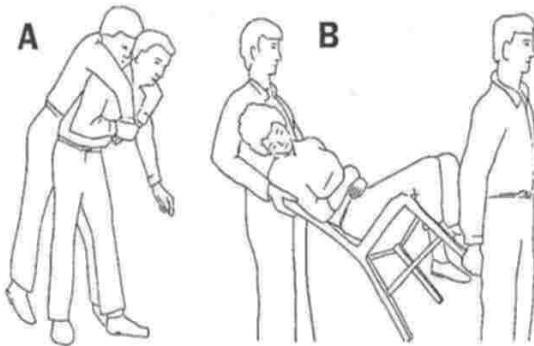
Persons with impaired hearing may not perceive emergency alarms and an alternative warning technique is required. Two methods of warning are:

- Write a note telling what the emergency is and the nearest evacuation route.

- Turn the light switch on and off. Then indicate through gestures or writing what is happening and what to do.

PERSONS USING CRUTCHES, CANES OR WALKERS

Ask if the person needs assistance to evacuate. Offer to guide them to the emergency exit. If necessary, carrying options include using a two-person lock arm position (A) or having the person sit in a sturdy chair (B), preferably one with arms. Refer to drawing.



PERSONS IN WHEELCHAIRS

There are several considerations when assisting a person in a wheelchair. Wheelchairs may have parts not intended for lifting. Batteries or life support equipment may be connected. Lifting the person could be harmful.

- Ask the person how you can help.
- Determine if the person wants to be removed from the chair.
- Determine if the person wants to be carried down a flight of stairs; forward or backward?
- Ask what type of assistance they will need after evacuation.
- Alert emergency personnel to the location.

LEARNING DISABILITIES

Assist persons by giving them directions and orienting them to the emergency exits. Practice evacuation procedures with them prior to an emergency. Offer to guide him/her.

SEVERE WEATHER /TORNADO

BEFORE INCLEMENT WEATHER

PLAN AHEAD:

Thinking and planning ahead can significantly reduce dangers of a tornado. It is important that those in your department discuss and develop a tornado emergency plan for your area.

- Take notice of the environment, building, and rooms where you spend much of your time.
- Identify the best areas to take protective cover during a tornado as well as the possible exits from the building.
- Have a flashlight; a battery powered radio and spare batteries in case the power is off.
- Have a first aid kit available. Know who in your department is certified in First Aid and CPR.

Go to the emergency assembly point once the building you are in has been evacuated. Stay away from damaged buildings, power lines and trees.

TORNADO WATCH

Tornadoes are possible. Remain alert for approaching storms. Watch the sky and stay tuned to NOAA Weather Radio, commercial radio, or television for information. NOAA weather radios are located in the main lobby or first floor hallway of each residence hall.

TORNADO WARNING

A tornado has been sighted or indicated by weather radar. Take shelter immediately. Be alert to changing weather conditions.

- Listen to [NOAA Weather Radio](#) or to commercial radio or television newscasts for the latest information.
- Look for approaching storms
- Look for the following danger signs:
 - Dark, often greenish sky
 - Large hail
 - A large, dark, low-lying cloud (particularly if rotating)
 - Loud roar, similar to a freight train.

If you are under a tornado WARNING seek shelter immediately!

SHELTERS

STRUCTURES:

- Go to a pre-designated shelter area, i.e. basement, safe room, or lowest building level.
- Stay away from corners, windows, doors, and outside walls
- Put as many walls as possible between you and the outside.
- Use your arms to protect your head and neck.

VEHICLE or TRAILER:

- Get out and immediately and go to the lowest floor of a sturdy building or storm shelter.

OUTDOORS:

- Lie flat in a ditch or depression and cover your head with your hands. Be aware of the potential for **flooding**.
- Do **NOT** take cover under an overpass or bridge.
- **Never** try to outrun a tornado in urban or congested areas. Take cover immediately.
- Be aware of flying debris. Flying debris from tornadoes causes most fatalities and injuries.

EMERGENCY OPERATIONS PROCEDURES

Centenary College has an Emergency Operations Plan that provides a response system for staff, faculty, students, and visitors during an emergency or major natural disaster occurring on Centenary property.

The Emergency Operations Plan outlines coordinated and effective use of resources to protect life and property immediately following a major emergency or disaster on the Centenary campus. The plan will be activated when an emergency affecting the campus cannot be controlled through normal channels or procedures.

The Emergency Operations Plan is under the operational control of the Director of Public Safety. When an emergency arises, the Director of Public Safety will direct all emergency operations from the Unified Incident Command Center.

The College's President, Acting President, or highest ranking member of the Department of Public Safety will be responsible for declaring a state of emergency and notifying the Director of Public Safety to activate and deactivate the Emergency Operations Plan when he/she deems it appropriate.

EXPLOSION, AIRPLANE CRASH OR SIMILAR INCIDENT

If a violent accident such as an explosion or airplane crash occurs on campus, take the following actions:

- Immediately take cover under tables, desk and other such objects which will give protection against falling debris or glass.
- After the effects of the explosion have subsided, notify the Department of Public Safety at 869.5000. Give your name and describe the location and nature of the emergency.
- If it is necessary to evacuate the building, report to your designated assembly point. Stay there until an accurate head count has been taken.

FIRE EVACUATION PROCEDURES

- Review fire evacuation maps for the buildings you use frequently. Maps are located on the interior of each residence hall suite door and close to classroom exits.
- Before opening a door, feel the upper portion of the door or the doorknob. If the upper door or doorknob is not hot, brace yourself against the door and open it slightly.
- If you encounter heat or heavy smoke in the corridor, close the door and stay in the room.
- Keep the door closed. Seal the cracks around the door with clothing, tape or other material, soaking them in water when possible.
- Hang an object out the window, such as a shirt, jacket, towel, or anything that will attract attention.
- If you can leave the room, close all doors behind you as you move to the closest exit or stairway. **DO NOT** lock doors.
- If the nearest exit is blocked, go to an alternate exit. If all exits are blocked, go to the room furthest from the fire, close the door and follow procedures above. Fire Evacuation Maps are located in each residence hall suite and in classrooms.
- After leaving the building, **DO NOT RE-ENTER**, until cleared by the Department of Public Safety or Fire Department personnel.
- Report to your designated assembly point. Stay there until an accurate head count has been taken.

EMERGENCY ASSEMBLY POINTS

Residence Halls - Student Union
Brown Chapel - Magale Library
Bynum Commons – Student Union
Centenary Square – Brown Chapel
Extended Learning – Peters Bldg.
Facilities – Gold Dome
Fitness Center - Student Union
Gold Dome - Baseball parking lot

Hamilton Hall - Student Union
Hurley Music – Magale Library
Anderson – Magale Library
Feazel – Magale Library
Jackson Hall – Student Union
Magale Library – Brown Chapel
Marjorie Lyons – Magale Library
Meadows – Student Union
Mickle Hall – Brown Chapel
Student Union – Fitness Center
Peters Bldg. – Student Union
Smith/Kilpatrick – Fitness Center
Turner - Peters Bldg.
Wright Bldg. – Magale Library

FIRE EXTINGUISHERS

KNOW THE LOCATION, TYPE, AND HOW TO USE YOUR FIRE EXTINGUISHER.

LOCATION: Check the location of the fire extinguisher in your work area.

TYPE: Fire extinguishers are classified by the type of fire on which they are used:

A - ORDINARY COMBUSTIBLES: for burning wood, paper, trash, and other ordinary combustible materials.

B - FLAMMABLE LIQUIDS: for fires involving oils, gasoline, paints, solvents, or grease in a frying pan.

C - ELECTRICAL EQUIPMENT: for electrical wiring and equipment, fuse boxes, and other electrical sources

ABC - MULTIPURPOSE

HOW TO USE:

Pull, Aim, Squeeze, and Sweep = **PASS**

P → **PULL** and twist the pin.

A → **AIM** the nozzle at the base of the fire, standing back about eight feet.

S → **SQUEEZE** the handle or trigger to activate the extinguisher.

S → **SWEEP** the fire from side to side.

Remember the fire extinguishing agent won't last long — only about 10 seconds on small extinguishers and up to 50 seconds for larger extinguishers.

FIRE INCIDENT

IF YOU HEAR AN ALARM SOUND:

- **EVACUATE** the building immediately.
- If smoke is present, keep low to the floor.
- **DO NOT USE** Elevators!
- **DO NOT RE-ENTER** the building until told to do so by the Department of Public Safety or Fire Department personnel.

IF FLAMES ARE OBSERVED:

- Sound the alarm by pulling the closest fire alarm station.
- Immediately evacuate the building.
- Go to the nearest phone and call the Department of Public Safety 869.5000.

IF YOU SMELL SMOKE OR HAVE ANY OTHER INDICATION OF FIRE:

- Immediately call the Department of Public Safety (869.5000).
- Describe what you have observed. Give your name and location.
- Alert other building occupants to prepare for possible evacuation.

REPORT ALL FIRES — NO MATTER HOW SMALL — TO THE DEPARTMENT OF PUBLIC SAFETY AT 869.5000.

- Give your name and describe the location of the fire. Some building fire alarms ring only in the building, and are not monitored by an alarm company.
- Know the location of fire alarms and fire extinguishers in your area and know how to use them.

Manual Fire Systems: Manual alarms are activated by pulling a red fire alarm “pull station.” There is a pull station located near all major exits in a building with an alarm system.

Automated Fire Systems: Automated alarms are activated when a sensor detects heat or

smoke. A building with an automated fire system will often have pull stations as well. If you see a fire and the alarm has not activated, pull the nearest station as you leave the building.

No Fire Systems: Some campus buildings have no fire alarm systems. If you see or smell something burning, exit the building immediately.

FIRST AID and MEDICAL INSTRUCTIONS

If a serious injury or illness occurs on campus, immediately **CALL** the Department of Public Safety at **869.5000**. Give your name and phone number, describe the nature and severity of the medical problem and the campus location of the victim.

In case of minor injury or illness, provide First Aid care. Note the location of the First Aid kits, AEDs and the names of First Aid/CPR trained personnel in your area. All AED boxes contain a CPR shield.

Bystanders may quickly perform the following steps:

- Keep victim still and comfortable. **DO NOT MOVE VICTIM.**
- Ask victim, “Are you okay?” and “What is wrong?” Does the victim respond?
- Check breathing. Do rescue breathing (mouth-to-mouth) if necessary. Use the CPR shields if available.
- Check for a pulse. If there is no pulse and you have been trained, perform CPR or use an AED.
- Control serious bleeding by direct pressure on the wound.
- Continue to assist the victim until help arrives.
- Look for emergency medical ID, Medic Alert tags, question witnesses, and give all information to the Department of Public Safety or emergency responders when they arrive.

Individuals in each department or building are encouraged to obtain training in First Aid/CPR/AED usage.

AUTOMATIC EXTERNAL DEFIBRILLATOR LOCATIONS

- The Department of Public Safety, vehicle
- The Fitness Center, behind the front desk
- Gold Dome, east wall of the training room
- Cline Residence Hall, Lobby
- Rotary Residence Hall, Lobby
- Hardin Residence Hall, Lobby
- James Residence Hall, Lobby
- Sexton Residence Hall, Lobby
- Hamilton Hall, 1st Floor by Elevator
- Bynum Commons, by offices

HAZARDOUS MATERIAL SPILL

- Immediately report any spill of a hazardous chemical or radioactive material to the Department of Public Safety (869.5000). Advise the Chemical Hygiene Officer (869.5230) and the supervisor of the department as well.
- When reporting, be specific about the nature and amount of the material involved and the location of the spill.
- If a chemical is spilled or splashed on a person, immediately wash the chemical from the victim and remove any contaminated clothing. Eyes, if contaminated, should be flushed immediately with water. First aid procedures should be started at once.
- The instructor or supervisor should evacuate and limit access to the affected area at once to prevent further contamination of others until the arrival of safety personnel who can determine if evacuation of the entire building is needed.

- If evacuation is needed, move to a safe area crosswind or upwind to avoid exposure to fumes.

- Unless seeking medical attention, persons who are potentially exposed to a spill or radiation should report to emergency personnel at the site and give name, phone number, and address. Supervisors and instructors should also report the names of potentially exposed persons to the emergency personnel at the scene.

- Required clean-up will be directed by the appropriate authorities.

LOCK DOWN PROCEDURES

The Department of Public Safety may initiate an emergency lock down of one or more buildings when there is a threat of violence to our community or threat of chemical exposure from outside.

Please do the following when you are in a building that has been secured for emergency purposes.

- Stay away from windows. Draw shades, if you can.
- Lock your office door(s) and window(s).
- Close all sources of fresh air, such as fireplace dampers and do not use the elevator.
- Stay where you are.
- Keep low to the floor.
- Follow the instructions of the Emergency Building Coordinator.
- Do not use campus phones.
- Maintain this secure position until notified by campus officials that it is safe to move.

MEDIA RELATIONS

The college will follow these basic guidelines during any emergency situation:

- Only an authorized college spokesperson will meet or talk with the media on behalf of the College during or following an emergency situation. Authorized persons include only the President or Acting President, the Director of Public Safety and the Director of Marketing and Communications or his/her designee.
- Only factual information is to be released; no speculation will be offered.
- The Office of Marketing and Communications, in conjunction with the President, the Director of Public Safety and other officers, will develop an institutional response to the emergency for release to the media, including periodic media updates.

REPORTING ACCIDENTS

- Immediately report all injuries to your supervisors or instructors.
- Call 869.5000 or **911** for medical assistance.
- College policy requires that the accident be reported to the Department of Public Safety in order that an incident report can be completed.
- An injured employee and his/her supervisor must also complete an Injury Report of the injury and send it to the Human Resources Office as soon as possible. Forms are available from your supervisor or the Human Resources Office.
- The supervisor should inspect the site of the accident, counsel the employee, and provide constructive suggestions for preventing a similar accident in the future.

REPORTING AN EMERGENCY

To report an emergency,
CALL THE DEPARTMENT OF PUBLIC SAFETY: DIAL 869.5000 or 911

State: "This is an emergency."

GIVE THE OFFICER:

- the nature of the emergency
- your name
- phone number from which you are calling
- your location

DO NOT HANG UP until you are directed to do so, unless there is an immediate threat to your safety.

UTILITY FAILURE

In the event there is a potential or actual danger to a building, during regular business hours (8 AM–5 PM, Monday–Friday) **call Facility Services at 869.5286**. After business hours, **call the Department of Public Safety at 869.5000**.

ELECTRICAL/POWER FAILURE

Most campus buildings are equipped with emergency lighting. Your department should have flashlights available.

If there is an electrical short in equipment, immediately shut off the electricity, pull the plug or shut off electrical circuit breakers.

Turn off as much computer equipment as possible to prevent damage to the equipment when the power is restored.

ELEVATOR FAILURE

If you are trapped in an elevator and you have a cell phone call the Department of Public Safety. Activate the alarm bell to draw attention to the stalled elevator if you do not have a phone. If you are outside a stalled elevator, tell persons inside that help is being summoned, and then call the Department of Public Safety at 869.5000. Have someone stand by the elevator to keep persons inside informed until help arrives.

PLUMBING FAILURE/FLOODING

Shut off and unplug all electrical equipment. If necessary, vacate the area of flooding. Shut off water and/or contain flooding if possible.

GAS LEAK

Cease all operations and shut off sources of ignition. **DO NOT SWITCH ON LIGHTS OR ANY EQUIPMENT. REMEMBER, electrical arcing can trigger an explosion!** Notify the Department of Public Safety at **869.5000**. Evacuate the area. Close all doors.

EMERGENCY NUMBERS

EMERGENCY -----	911	Counseling -----	318.869.5424
Campus Chaplain -----	318.869.5157	Crisis Update (recording) -----	318.629.3635
Campus Closure -----	318.869.5011	Facilities Services -----	318.869.5286
Campus Escort -----	318.869.5000	Health Center -----	318.869.5671
Campus Police -----	318.869.5000	Residential Life -----	318.869.5110
Computing/telecommunications-	318.869.5721	Risk Manager -----	318.839.5116