



# Southeastern Louisiana University

## Procedures in the Event of an Emergency

### **Faculty Handbook**

*Part VIII: University Procedures in Emergency Situations*

*Section A. Procedures in the Event of an Emergency*

### **Classified Employee Handbook**

*Part VIII: University Procedures in Emergency Situations*

*Section A. Procedures in the Event of an Emergency*

### **Unclassified Employee Handbook**

*Part VIII: University Procedures in Emergency Situations*

*Section A. Procedures in the Event of an Emergency*

### **Graduate Assistant Handbook**

*Part VIII: University Procedures in Emergency Situations*

*Section A. Procedures in the Event of an Emergency*

### **Student Worker Handbook**

*Part VIII: University Procedures in Emergency Situations*

*Section A. Procedures in the Event of an Emergency*

## ACCIDENTS AND INJURIES

### **Introduction:**

The following is a guide to assist someone confronted with accident or injury on campus. The term "accident" shall be defined as any unforeseen incident during which a person or person sustains physical injuries. The term "injury" includes any physical trauma incurred during the accident.

### **Purpose:**

To provide immediate aid in life threatening situations.

### **Procedures:**

1. Notify University Police at ext. **2222**.

**\*\* DO NOT CALL 911\*\***

University Police will notify Health Services and call medical personnel to the scene if necessary.

2. Be prepared to tell University Police:
  - a. Nature of the emergency
  - b. Exact location of the victim
  - c. Your name and address

- d. Do not hang up until advised that it is all right to do so.

## **BOMB THREAT PROCEDURE**

### **Introduction:**

The following is a guide to assist someone who has received a bomb threat on campus. A bomb threat is information received by telephone, mail, or in person that an explosive or incendiary device has been placed on campus.

### **Purpose:**

To protect human life and property.

### **Procedures:**

1. Notify University Police at ext. **2222**.  
**\*\* DO NOT CALL 911\*\***  
University Police will notify Health Services and call medical personnel to the scene if necessary.
2. Be prepared to tell University Police the nature of the information contained in the threat, to include:
  - a. Location of bomb
  - b. When the bomb is due to explode
  - c. Do not hang up. Further instructions may be given by University Police.

## **BUILDING AND GROUND STRUCTURAL DISTRESS**

### **Introduction:**

Cracks in building walls, floors, and ceilings are evidence of movement by the building's structure. All buildings move and evidence cracking to some degree, depending on the materials with which the building was constructed.

All concerns over building safety or grounds hazards should be reported.

### **Purpose:**

To protect human life and property by providing a means to report concerns about observed problems in buildings and prevent catastrophic building structural failure.

### **Procedures:**

1. Report concerns of building cracks in walls, ceilings, and floors to Physical Plant Services, ext. **3333**.
2. Be prepared to tell:
  - a. Building room, and nature of concern (i.e., crack in wall, floor, ceiling).
  - b. Your name and phone number.

## EMERGENCY PHONE NUMBERS

**COUNSELING CENTER: 3894**

**HEALTH SERVICES: 2241**

**PHYSICAL PLANT SERVICES: 3333**

**SAFETY: 2157**

**UNIVERSITY POLICE: 2222**

## FIRE AND/OR EXPLOSIONS

### **Introduction:**

The following is a guide to assist anyone involved with, or witnessing a fire and/or explosion on Southeastern's campus.

### **Purpose:**

To protect human life and property.

### **Procedures:**

1. Notify and/or remove all persons in immediate danger.
2. Pull the fire alarm.
3. Without endangering yourself or others, attempt to extinguish a minor fire.

#### **CAUTION:**

Fire in laboratories may involve toxic vapors and fumes. If you suspect a potentially dangerous situation, evacuate the area immediately.

4. If the fire does not extinguish, or if you believe the fire cannot be extinguished:
  - a. Exit the building.
  - b. Close the door behind you.
  - c. Use the nearest stairwell.
  - d. Do not use the elevator.
5. Call University Police at ext. 2222 as soon as possible. Be prepared to tell:
  - a. Location of incident
  - b. Any injuries
  - c. The current situation
  - d. Your name

6. Remain in the vicinity to assist response personnel.

## **LABORATORY EMERGENCIES**

### **Introduction:**

The following is a guide to assist anyone involved in a radioactive, biological, or chemical material spill. The clean up of such a spill may require special handling and/or decontamination procedures. If you encounter a spill that may contain any or all of these materials, follow the procedures below.

### **Purpose:**

To protect human life and property.

### **Procedures:**

1. If skin or eye contact occurs, flush the affected part(s) with extensive amounts of water for at least 15 minutes. Do not remove contact lenses if eye is affected.  
**\*\* DO NOT CALL 911 \*\***
2. Contact Safety and Hazardous Materials Management at ext. **2157**.
  - a. Call University Police immediately at ext. 2222.
  - b. Notify persons in the surrounding area.
  - c. If there is a fire, pull the fire alarm.
  - d. Do not re-enter the area.
  - e. Remain in the vicinity to assist response personnel.

## **MEDICAL EPIDEMICS**

### **Introduction:**

The following is a guide to assist someone who thinks there may be an epidemic of disease on campus.

### **Purpose:**

To clarify the situation in terms of the existence or absence of any emergency.

### **Procedures:**

1. Notify Health Services at ext. **2241**. It is the responsibility of the Health Services Director to determine the facts of the situation. The director will advise University administration of measures to be taken to contain the problem.
2. If the situation is urgent, call University Police at ext. **2222**. University Police will notify Health Services.

## MENTAL HEALTH CRISIS

### Introduction:

The following is a guide for an appropriate response to assist someone who appears to be emotionally distressed.

### Purpose:

To obtain professional services for the distressed individual.

### Procedures:

1. In a crisis, call or have the individual call the Counseling Center at ext. **3894** and request an appointment.
2. In an emergency:
  - a. Call the Counseling Center at ext. **3894** and state that the individual needs assistance immediately.
  - b. Direct the individual to the Counseling Center.
  - c. If the situation is urgent (directly threatens the life or health of someone), contact University Police at ext. **2222** for assistance.

## PHYSICAL/BODILY HARM

### Introduction:

The following is a guide for rendering assistance to someone in a case of bodily harm. For the purpose of these procedures, physical/bodily harm shall be defined as any purposeful act of violence done by a person(s) to another on the campus of Southeastern Louisiana University.

### Purpose:

The purpose of this procedure is to obtain help for the victim and/or caller.

### Procedures:

1. Once it has been determined that someone is hurt, contact University Police at ext. **2222**.  
**\*\* DO NOT CALL 911\*\***
2. Be prepared to tell University Police:
  - a. If the caller is in danger
  - b. Location of the victim
  - c. Extent of injury (example: unconscious)
  - d. Your name and extension
  - e. Do not hang up until advised that it is all right to do so.

# RAPE/SEXUAL ASSAULT

## Introduction:

The following is a guide for immediate action if a rape or other sexual assault has occurred. For the purpose of this document, a "rape/sexual assault" is an incident in which the victim reports that she/he has been sexually assaulted and/or violated.

## Purpose:

To provide medical care and psychological support to the individual(s) assaulted. Later, other kinds of help and support may be indicated (counseling, housing, legal, etc.).

## Procedures:

1. With the victim's consent, call University Police at ext. **2222** and report the assault. If the victim is female, a female police officer or female staff member will be assigned. Police procedures in existence will notify and involve other departments as required.
2. If the victim refuses police assistance, escort her/him to Health Services.

# SUSPICIOUS PACKAGES OR ENVELOPES

## Introduction:

Letters containing *Bacillus anthracis* (anthrax) have been received by mail in several areas in the United States. In some instances, anthrax exposures have occurred, with several persons becoming infected.

This information supplements CDC's recommendations for recognizing and handling suspicious packages or envelopes that were published as a CDC Health Advisory on October 27, 2001, and replaces information about identifying suspicious packages that was published as a Health Advisory on October 12, 2001.

## Purpose:

To prevent exposure and subsequent infection from anthrax and protect human life.

## Procedures:

### Identifying Suspicious Packages and Envelopes

*Some characteristics of suspicious packages and envelopes include the following:*

- Inappropriate or unusual labeling
  - Excessive postage
  - Handwritten or poorly typed addresses
  - Misspellings of common words
  - Strange return address or no return address
  - Incorrect titles or title without a name
  - Not addressed to a specific person
  - Marked with restrictions, such as "Personal," "Confidential," or "Do not x-ray"
  - Marked with any threatening language
  - Postmarked from a city or state that does not match the return address
- Appearance
  - Powdery substance felt through or appearing on the package or envelope
  - Oily stains, discolorations, or odor
  - Lopsided or uneven envelope
  - Excessive packaging material such as masking tape, string, etc.
- Other suspicious signs
  - Excessive weight

- Ticking sound
- Protruding wires or aluminum foil

If a package or envelope appears suspicious, DO NOT OPEN IT.

### **Handling of Suspicious Packages or Envelopes\***

- Do not shake or empty the contents of any suspicious package or envelope.
- Do not carry the package or envelope, show it to others or allow others to examine it.
- Put the package or envelope down on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents which may have spilled.
- Alert others in the area about the suspicious package or envelope. Leave the area, close any doors, and take actions to prevent others from entering the area. If possible, shut off the ventilation system.
- WASH hands with soap and water to prevent spreading potentially infectious material to face or skin. Seek additional instructions for exposed or potentially exposed persons.
- If at work, notify a supervisor, a security officer, or a law enforcement official. If at home, contact the local law enforcement agency.
- If possible, create a list of persons who were in the room or area when this suspicious letter or package was recognized and a list of persons who also may have handled this package or letter. Give this list to both the local public health authorities and law enforcement officials.

\*These recommendations were published on October 26, 2001, in "Update: Investigation of bioterrorism-related anthrax and interim guidelines for exposure management and antimicrobial therapy." MMWR 2001;50:909-919

<http://www.cdc.gov/mmwr/preview/mmwrhtml/mm5042a1.htm> .

## **WEATHER-RELATED EMERGENCIES**

### **Introduction:**

Weather-related emergencies include tornadoes, thunder and lightning storms, hurricanes, flash floods, and hard freezes. Each has the potential to damage University property, disrupt University relations and threaten human life.

### **Purpose:**

To protect human life and property.

### **Procedures:**

**Tornado** - immediately take shelter inside the nearest major building, seeking the safety of the interior corridors. Do not remain near glass doors or windows.

**Thunder and lightning storm** - promptly take shelter inside the nearest building. Do not take shelter under trees or open structures.

**Hurricane** - 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 the high water.

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

In all cases, follow public advisories on local radio stations or KSLU.