



**POLICY STATEMENT 72
EMERGENCY RESPONSE PLAN**

POLICY DIGEST

Primary Monitoring Unit: Chancellor's Office and LSU Eunice Police and Campus Security
Initially Issued: June 18, 2008
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I. PURPOSE

To establish policy and procedures regarding University response to natural and manmade disasters and other emergencies, herein referred to as emergencies.

II. GENERAL POLICY

- A. University emergency responses shall in all cases place primary emphasis on the protection of human life and all reasonable efforts shall be made to protect and preserve University property.
- B. Recognizing the different kinds of emergency events that could possibly occur and that such events could occur with no prior warning or several days of prior warning, it is the intent of this policy to provide flexibility in determining and implementing emergency responses that are both effective and appropriate.
- C. Emergency response decision-making shall be in accordance with the University chain of command by which the Chancellor or most senior administrative officer available shall assume command, gather information, and issue such instructions as are appropriate to protect lives and property.
- D. For emergencies requiring immediate response that occur during the absence or unavailability of the Chancellor or senior administrative officers, emergency response shall be made by the proximate University representative capable of taking necessary action.
- E. Vice Chancellors and other administrative officers reporting directly to the Chancellor are responsible for communicating to and implementing emergency responses for their administrative area.
- F. Designated elements within the Office of Enrollment Management and Physical Plant shall serve as the primary operating units for general emergency response implementation.

39 **III. OPERATING PROCEDURES**

40 The following Operating Procedures are hereby established.

41 **Initial Notification**

42 It is the responsibility of any employee who learns of an actual or impending emergency
43 between 8:00 a.m. and 4:30 p.m. to report it immediately to a senior administrative officer
44 available beginning with the Office of the Chancellor (ext. 203), Vice Chancellor for Academic
45 Affairs and Provost (ext. 301), Vice Chancellor of Business Affairs (ext. 288), Dean of Student
46 Affairs (ext. 218), Director of Physical Plant/Safety Coordinator (ext. 291), and such other
47 administrative personnel should be notified as is appropriate to initiate the emergency response
48 decision making process. In the event of an emergency situation occurring before 8:00 a.m.,
49 after 4:30 p.m., or on the weekend, all emergencies should be reported by calling 9-1-1, and in
50 addition notify LSU Eunice Campus Security at ext. 225.

51 **Emergency Response Procedure**

- 52 A. For phone threats, see Attachment B “LSU at Eunice Phone Threat Checklist.”
- 53 B. During periods when the University is in full operation, and unless existing emergency
54 conditions require an immediate response, the Chancellor, Vice Chancellors and other
55 personnel designated in Attachment A shall meet to review available information and
56 establish a response to the emergency. A primary purpose of this meeting shall be to
57 determine whether normal University operations should be continued, reduced or
58 suspended. Once a response is determined, each Vice Chancellor is responsible for
59 notifying his or her administrative areas as to necessary emergency response actions.
- 60 C. At all other times, Campus Security and/or maintenance personnel (whomever is on duty
61 after normal working hours) shall notify the Chancellor or next most senior administrative
62 officer available who shall initiate the response decision-making process in telephone
63 consultation with other administrative personnel including the Director of Public
64 Relations. Each administrator listed in Attachment A is responsible for maintaining
65 home telephone numbers of other administrators to be contacted.
- 66 D. An existing or impending emergency may require immediate action by Campus Security
67 and/or maintenance personnel on duty, or any other University personnel to prevent loss
68 of life and/or property. Examples could include chemical spills, gas leaks, fires, and
69 other emergencies requiring immediate evacuation of part or the entire campus. Under
70 such conditions, the emergency response shall be initiated before or concurrently with
71 notification of senior administrative personnel through the chain of command and shall
72 be implemented by the senior University representative available and able to initiate
73 emergency response action. If an area of campus or given building would require
74 emergency evacuation, the senior administrative officer available initiate a silent
75 evacuation with the help of two way radios (access from security and physical plant
76 employees) for continuous communication. Follow-up response to the emergency would
77 be made in accordance with procedures described above.

78 **Public Announcements**

79 Announcements as to whether the University will reduce operations or suspend operations

80 because of emergency conditions will be made by the Chancellor through the Office of Public
81 Relations for release to the public media as follows:

82 A. If classes only are to be dismissed but all other normal operations of the University are
83 to continue, the announcement shall be:

84 "All classes, public events and related activities at LSU Eunice are suspended today (or
85 until further notice). However, all departmental offices will be open and all employees,
86 including faculty whose work extends beyond conducting classes, are expected to report
87 to work."

88 B. If University offices are to be closed and other operations suspended along with the
89 suspension of classes, the announcement shall state:

90 "All classes, public events, and related activities at LSU Eunice are suspended and all
91 offices and departments except those previously designated as required for essential
92 operations will be closed today (or until further notice). Faculty and staff are not to report
93 for work unless previously and specifically told to do so."

94 Essential Employees

95 A. Designated employees in support and service divisions of the University are required to
96 report to or remain at work in order to maintain essential operations of the University,
97 whether the University has suspended operations or not. The following departments and
98 divisions will remain in operation and their employees are required to be at work during
99 times of emergency closure or reduced operations:

100 1. LSU Eunice Police and Campus Security

101 2. Physical Plant

102 Upon approval of the appropriate Vice Chancellor, operations in these units may be
103 reduced to minimum requirements and individual employees retained for work are
104 released from work as determined by the existing conditions.

105 B. With the approval of the appropriate Vice Chancellor, other units and/or individual
106 employees may be designated as essential and required to report for work. Recognizing
107 that weather conditions may make employee travel difficult or impossible at times,
108 notification should be as early as possible.

109 Employee Emergency Leave Conditions

110 Leave conditions during times of reduced or suspended University operation of otherwise during
111 emergencies are governed by [PS No 19](#), Leave Guidelines for Academic,
112 Administrative/Professional and Classified Employees.

ATTACHMENT A

113
114

- 115 Chancellor
- 116 Vice Chancellor for Academic Affairs and Provost
- 117 Vice Chancellor of Business Affairs
- 118 Dean of Student Affairs
- 119 Director of Physical Plant/Safety Coordinator
- 120 Campus Security Personnel
- 121 Director of Information Technology
- 122 Director of Public Relations

ATTACHMENT B
LSU Eunice Phone Threat Checklist

Remain calm. Listen; do not interrupt the caller. Respond in a matter-of-fact manner, asking the caller to repeat what she/he has said to you. Gather as much information as possible. Remember all details of the conversation. Alert campus officials immediately after the caller hangs up. Inform the caller that the bomb or bio-threat (see below) could cause injury or death, such as, "Do you know that what you are doing could cause injury or death?"

Record telephone number of caller _____

Note exact time of call _____

Ask the caller

Where is the threatening item located? _____

If it is a bio-terrorist threat:

What is the substance? _____

What does it look like? _____

If it is a bomb:

When will it explode? _____

What does it look like? _____

What kind of bomb is it? _____

How do you know so much about this bomb? _____

How do you know so much about this building? _____

What group do you represent? _____

Where are you now? _____

What is your name? _____

Try to identify the following

Sex: _____ Age: _____ Nationality/Foreign accent: _____

Voice characteristics: _____

Background noises: _____

Other innuendoes as to location of the bomb or biothreat:

Exact words of caller: _____

Immediately report the incident to the Office of the Chancellor (ext. 203), a Vice Chancellor (ext. 301, 288, or 218), or the Director of the Physical Plant (ext. 291). **Do not share this information with anyone else**; your supervisor will contact the proper authorities.

If a suspicious object is found, DO NOT TOUCH IT, and clear the area.

Keep a "running log" of events as they occur.