

# **Emergency Management Plan**

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# **EMERGENCY MANAGEMENT PLAN**

## **INTRODUCTION**

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Natural disasters such as hurricanes, tornadoes and floods have caused injury and serious financial loss to Southeastern Louisiana University. Technical emergencies such as accidental fires and incidents involving chemical spills can threaten lives and destroy university property. With a large number of people who live, work and study on campus, man-made emergencies involving civil unrest can pose a significant threat to the university Community. A more comprehensive overview of the university is provided in the profile data included in Appendix A.

## **PURPOSE**

Southeastern Louisiana University Emergency Management Plan is designed to assist faculty, staff and students in a timely and effective response to minimize the adverse effects of such natural, technical and civil emergencies.

The Emergency Management Plan outlines Southeastern Louisiana University's procedures for managing major emergencies that may threaten the health and safety of the campus community or disrupt its programs and activities. The Emergency Management Plan identifies departments and individuals that are directly responsible for assisting with emergency response procedures.

## **MISSION**

The mission of this plan is to protect the health and safety of the campus community by coordinating disaster preparedness planning, risk mitigation, response, emergency communications systems, and incident recovery activities. University personnel and equipment will be utilized to accomplish the following priorities:

- Safety of students, faculty, staff and affected community residents.
- Mitigation of damage, including the safety and protection of research animals.
- Communication with University constituencies.
- Recovery and restoration of academic and research operations.

Keeping in mind the above priorities, the following considerations will be taken into account based on level of importance as listed below:

- Buildings used by dependent populations such as resident halls, occupied classrooms and offices, laboratory school, occupied auditoriums, arenas, laboratories and special event venues
- Buildings critical to health and safety such as health center, campus dining, and hazardous waste building
- Facilities that sustain the emergency response such as computer systems, energy systems, and communication systems
- Classroom and research buildings
- Administrative buildings

## **ASSUMPTIONS**

Southeastern Louisiana University's Emergency Management Plan is predicated on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster. Hence, the following assumptions apply:

- An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.
- The succession of events in an emergency are not predictable, hence, published support and operational plans will serve only as a guide and checklist, and may require field modification in order to meet the requirements of the emergency.
- Disasters may affect residents in the geographical location of the University; therefore, City of Hammond, Parish of Tangipahoa and Federal emergency services may not be available. A delay in off-campus emergency services may be expected.
- A major emergency may be declared if information indicates that such a condition is developing or is probable.

## **GENERAL RESPONSIBILITIES**

Southeastern Louisiana University has developed plans to address emergency and safety concerns throughout the university community. The following general responsibilities apply:

- All department heads, directors, and building coordinators will follow the general plan. However, they will also be responsible for developing individual plans for special circumstances pertaining to their departments or buildings (including but not limited to lab accidents, building evacuation, etc.).
- All employees have a personal responsibility for knowing what to do before, during, and after an emergency to protect their safety and work. Training of employees is done as part of the "quarterly safety" training program. It is also part of New Employee Orientation program and part of ongoing training for new employees in key areas such as Physical Plant Services.

- The university maintains a comprehensive emergency preparedness education and training program to mitigate potential hazards, and familiarize students and employees with emergency procedures. This is part of the University Safety Manual.
- It is the responsibility of the university to develop a Continuity of Operations Plan (COOP) in the event of a University closure. See Appendix B.
- Anyone with knowledge of an emergency should immediately inform the University Police by calling Ext. 2222 from any university phone or 985-549-2222.

## DEFINITIONS

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A University-wide emergency is defined as an unplanned event that (a) significantly disrupts normal operations or poses a serious threat to persons or property, (b) cannot be managed by routine response, or (c) requires a quick and coordinated response across multiple departments or divisions.

**Accident**: An unplanned, usually injurious or damaging event, which interrupts the completion of an activity and is invariably preceded by an unsafe act, an unsafe condition, or some combination of both.

**Administration (Management) Hierarchy**: Individuals holding positions of authority within the University including the president, provost, vice-presidents, deans, directors, department heads, and supervisors.

**Category One**: A Category One event affects only one department or division of the University and does not require a response beyond the capability of that division or unit working with the University Police.

**Category Two**: A Category Two event requires a coordinated response by multiple departments or divisions of the University.

**Category Three**: A Category Three event is catastrophic in scale, affects the community surrounding the University and requires a response far beyond the University's internal capabilities.

**Campus Community Emergency Response Team (CCERT)**: A training program for civilians and police to be better prepared to respond to and cope with the aftermath of a disaster.

**Civil Disturbances**: Broad term used to describe one or more forms of disturbance caused or affecting a large group of people. Examples are: Active Shooter, Bomb Threat, Large Scale Mob/Civil Disobedience.

**Continuity of Operations Plan (COOP)**: A plan designed to prepare in the event of a University closure.

**Emergency Phone System**: The Emergency Phone system allows for an individual who may need emergency service to push a button and immediately be connected to the University Police radio dispatcher.

**EOC (Emergency Operations Center)**: A central command and control facility.

**Extended Power Outages:** Any situation involving a loss of electricity in a building or multiple buildings on campus which extends longer than one work day.

**Fires or Structural Emergencies:** An uncontrolled fire or imminent fire hazard; the presence of smoke or the odor of burning; the uncontrolled release of a flammable or combustible substance; a fire alarm sounding.

**Flood Hazards or Severe Weather Situations:** Severe weather, such as hurricanes, that would cause the University to close.

**Hazard:** That dangerous condition, potential or inherent, which can bring about an interruption or interference with the expected orderly progress of an activity.

**Incident Commander:** The individual responsible for the Emergency Operations Center (EOC).

**Infrastructure Failures:** Damage to buildings or walkways that cause closures.

**Mass Casualty Events:** Events effecting buildings or assembly areas that involve injuries or deaths.

**Mutual Aid Agreements (MOU):** Agreements between the University and the Tangipahoa Parish Sheriff's Office and the Hammond City Police Departments to provide one another with emergency aid.

## PLAN FUNDAMENTALS

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### TYPES OF EMERGENCIES AND LEVELS OF RESPONSE

**Category One:** A Category One event affects only one department or division of the university and does not require a response beyond the capability of that division or unit working with the University Police.

Category One events are managed by University Police, the Environmental Health & Safety Office and the affected department/division. However, Category One events must be reported to University Police, as appropriate, since the progression of events in an emergency is unpredictable. A Category One event is quickly resolved with internal resources or limited help. The Emergency Management Plan is not activated. University Communications and Creative Services will be asked to make announcements or necessary bulletins.

*Examples:* hazardous chemical spills contained to lab, small fires.

**Category Two:** A Category Two event requires a coordinated response by multiple departments or divisions of the University. A Category Two event is a major emergency that impacts sizable portions of the campus, and that may potentially affect life safety or mission-critical functions. Upon notification by the University Police of such an event, the Director of University Police will activate the plan. Depending on the nature of the emergency, the Director of University Police, as Emergency Coordinator, will convene all or portions of the Emergency Response Team. The Emergency Coordinator will evaluate the scope of the incident, coordinate incident response and recovery and provide emergency information to University Communications and Creative Services.

*Examples:* major fires, extended electrical outages.

**Category Three:** A Category Three event is catastrophic in scale, affects the community surrounding the University and requires a response far beyond the University's internal capabilities. Upon notification by the University Police of such an event, the Emergency Coordinator will call the President and upon his advice will activate the plan and, depending on the nature of the emergency, convene all or portions of the Emergency Response Team, and activate the Emergency Operations Center (EOC)(Appendix C).

*Examples:* hurricanes, tornadoes, large civil disturbances, large hazardous spills or acts of war.



**EXPECTED IMPACT:**

<b>Scope</b>	<b>Category I</b>	<b>Category II</b>	<b>Category III</b>
<b>University Activities</b>	Minimal and localized. Most University activities not impacted.	Significant. University activities localized shutdown.	Very Significant. University activities shutdown for period of time.
<b>Faculty, Staff, and Students</b>	Site-specific localized impact. Injuries possible.	Site-specific or general impact with possible disruptions. Injuries possible.	General impact with probable disruptions. Injuries and possibly fatalities are serious concern.
<b>Media Coverage</b>	None expected or limited local coverage.	Local/regional coverage	Local, regional and possible national coverage.
<b>Public &amp; Government Concern</b>	Limited.	Potential exists for embarrassing situation. Government agencies may investigate prevention, response, and recovery efforts	Potential exists for an embarrassing situation and government investigations or hearings.
<b>Emergency Operations Center</b>	Limited or none.	Conditionally involved.	Actively involved.
<b>Emergency Response Team</b>	Probably none.	Consulted as needed.	Consulted regularly and actively involved.

## **DECLARATION OF EMERGENCY**

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The primary responsibility for monitoring emergency threats and events resides with the University Police Department. UPD operates on a continuous 24/7/365 basis and is always available to receive emergency communications from a variety of official and public sources.

### **UPD SHIFT SUPERVISOR**

- In any type of emergency, the UPD Shift Supervisor (supervisor in charge) should follow standard operating procedures.
- If the emergency warrants, he/she should communicate immediately with the Director of University Police. If the Director is not available, UPD will follow established order of succession procedures.

### **DIRECTOR OF UNIVERSITY POLICE**

- Based on information obtained from appropriate entities, the Director of University Police will initially declare the level of the emergency and may activate portions of the Emergency Management Plan to the extent necessary to control the situation.

### **PRESIDENT, PROVOST OR VICE PRESIDENT(S)**

- Full plan activation of the Emergency Management Plan begins at the discretion of the President, Provost or appropriate Vice President(s) upon the receipt of information of an emergency event or threat of an emergency.
- In case of any type of campus or declared local, state or federal emergency, a decision will be made by the President or Vice President on a plan of action and whether to activate the Emergency Management Plan.

### **COMMUNICATION METHODS**

University Communications and Creative Services has developed a “Crisis Communication Plan” to provide the policies and procedures in a crisis situation for the coordination of communication within the university and between the university, the media, and the public (Appendix D). The objectives include:

- To work with the university’s Emergency Response Team or Emergency Response Core Team in the case of a major incident or the Administration in the case of other crises to factually assess the situation and determine whether a communications response is warranted.

- To assemble a crisis communication team that will make recommendations on appropriate responses. This team should include specific university officials with key knowledge about the incident (e.g., department head or chief contact in area affected) and may also include representatives of Human Resources, Division of Student Affairs, University Police Department, university legal counsel and others depending upon the nature of the crisis.
- To implement immediate action to:
  - Identify constituencies that should be informed about the situation;
  - Identify appropriate communication vehicles;
  - Communicate facts about the crisis;
  - Minimize rumors;
  - Help restore order and confidence in the institution.

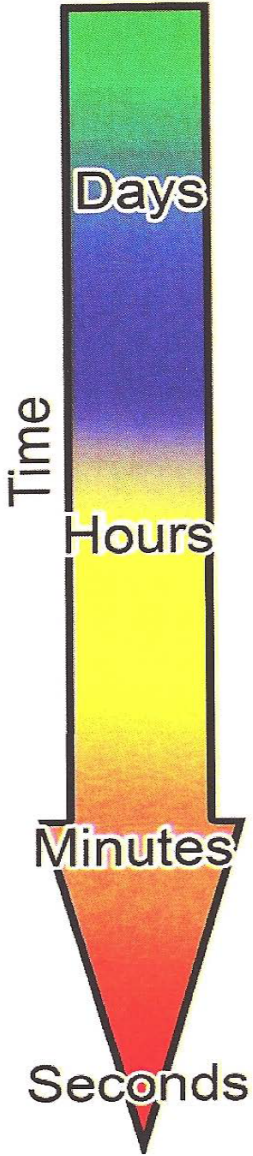
Once a determination is made and the President is contacted, the decision will be made regarding class/campus closure. The President, Provost or appropriate Vice President will activate alert warning resources and activities.

Emergency Alert system implementation and public notices will be determined at this point by the President. Upon a declaration of an emergency, Southeastern Louisiana University will use various means to notify faculty, staff and students of the impending emergency. The following notification methods are outlined in the Crisis Communication Plan:

- News Dissemination
  - Press Release
  - Press Conferences
  - Media Advisory
  - TV / Radio
- Web Sites
- Emergency Alert System
  - Voice Mail
  - Bulk Email
  - Text Messages
  - Exterior Public Address System
  - Digital Phone Tree
- Desktop Alerts
- Pre-recorded phone messages
- Fire Alarm Systems
- Exterior Public Address System
- Emergency Phones
- Social Media

None of these means of communication will be completely successful on its own. A combination of the communications will be determined in order to reach the maximum number of individuals.

**Advisory Protocol**



Press Release or Conference

Media Advisory & Updates

Websites

- Voicemail Messages (Everbridge)
- Bulk Email (Everbridge)
- SMS Text Messages (Everbridge)
- Digital Phone Tree (Everbridge)
- Desktop Alerts
- Pre-recorded phone messages
- Exterior Public Address System

Emergency Phones

## ORGANIZATIONAL COMPONENTS

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This plan is promulgated under the authority of the President of the University. All decisions concerning the discontinuation of university functions, cancellation of classes, or cessation of operations, rest with the President or his/her designee. After consulting with the Director of University Police and appropriate members of the Emergency Response Team, the President or his/her designee shall be responsible for declaring any major institutional emergency. With this in mind the University has developed The Emergency Management Plan with six major committees, teams or components:

1. Executive Steering Committee (ESC)
2. Emergency Response Team (ERT)
3. Crisis Assessment and Resource Team (CART)
4. Divisional and Departmental Responsibilities
5. Special Unit Plans
6. Other University Safety/Emergency Plans

### **1. The Executive Steering Committee (ESC).**

The Executive Steering Committee will evaluate information from various sources during the progress of the event and advise the President on appropriate actions requiring his/her decision. The ESC is also responsible for the review and approval of the Emergency Management Plan.

The Executive Steering Committee is headed by the Vice President of Administration and Finance and Director, University Marketing & Communications. The ESC's role is that of policy and major decisions. Typically, this would be centered on planning and preparation prior to and the recovery from the incident, the long-term effects of the incident and the needs to restore the University to normal operations (continuity of operations planning and recovery management). The ESC would be directly involved in incident stabilization only if major expenditures or policy decisions were needed to complete the stabilization. Accordingly, the responsibilities of this body include:

- Responsible for final plan approval and for final major policy decisions.
- Allocate and direct distribution of resources required in reducing identified vulnerabilities.
- Allocate and direct distribution of resources required in accomplishing the purposes of this ERP.
- Request needed resources from external sources that are unavailable internally.
- Delegate necessary authorities for incident stabilization and protection of life and property.

- Resources education
- Regular review
- Testing of system
- Identify critical business functions that must quickly be restored and maintained.
- Review needs and allocate resources required in the 24-96 hour range to complete stabilization and commence the recovery process for a 30-day period.
- Determine long-term (greater than 30 days) effects the incident may have on the university and how these can be managed.
- Monitor the recovery process to ensure the recovery is proceeding according to plan and to provide guidance/assistance as needed.
- Ensure the EOC Commander is functioning in a responsible manner. This process should be undertaken through joint briefings between the ERT and the Director of University Police.

## **EXECUTIVE STEERING COMMITTEE**

<u>Division</u>	<u>Position</u>
Administration/Finance	Vice President
Marketing and Communications	Director
Student Affairs	Vice President
Student Affairs	Dean of Students
University Police	Director
University Communications and Creative Services	Coordinator
Facility Planning	Director
Environmental Health & Safety	Director
Technology	Chief Information Officer

## **2. The Emergency Response Team (ERT).**

The Emergency Response Team is activated, based on the type and nature of the incident, to manage the operational aspects of the University's response to an emergency event. The Director of University Police heads the Emergency Response Team. The Director of University Police has responsibility for overall management of the incident and must be fully qualified to manage the incident. The President of the University has designated the Director of University Police as the University Emergency Operations Center Incident Commander.

Many incidents require a multi-agency and/or multi-jurisdictional response. Members of the ERT must be aware of how EOC and interagency (regional) multi-agency coordination systems function to ensure cooperative response efforts.

The Emergency Response Team includes both primary and alternate members. Alternate members direct and execute their Emergency Management Plan responsibilities in the absence/unavailability of the primary member. All primary and alternate members must be knowledgeable of overall Emergency Management Plan operations. Members must also be available during a crisis situation. It should be noted that, for any given incident, it might not be necessary for all members of the ERT to be part of the incident stabilization and recovery effort. The Director of University Police will be responsible for notifying members of the ERT when their services are needed. The team members are responsible for evaluation of information from various sources during an actual event and providing advisement to the Director of University Police and the President on appropriate actions requiring their decisions. Team members are responsible for the review, discussion, advisement and recommendation for approval of the Emergency Management Plan.

## **EMERGENCY RESPONSE TEAM MEMBERS**

### Position

President

Provost

Vice President Administration/Finance

Dean of Students

Vice President for University Advancement

Director, University Marketing & Communications

Chief Enrollment Management Officer

Chief Information Officer

Director, University Police

Director, Athletics

Director, Auxiliary Services

Director, University Center

Coordinator, University Communications and Creative Services

Director, Physical Plant

Director, Environmental Health & Safety

Director, Facility Planning

Director, University Health Center

Director, Campus Dining

Director, Radio Station

Director, Housing

## **3. Southeastern Threat Assessment & Response Team (START)**

The purpose of the team is to assess and respond quickly and effectively (with input from the pertinent professionals on the team) to reports of students who present behaviors that are potentially or actually harmful to themselves or to behaviors that are psychologically based. The team functions as a communications and information-sharing network that assesses and responds to

students in crisis or who are causing a disruption in or out of the classroom. Additionally, the Team meets regularly to discuss and plan appropriate responses to potential student psychological/mental health and behavior issues.

## **START TEAM MEMBERS**

<u>Department</u>	<u>Position</u>
University Counseling Center	Director / Assistant Director
University Police Department	Director
University Housing	Director
University Health Center	Director
Office of Disability Services	Director
Advocacy & Accountability	Chair / Assistant Director
Student Engagement	Director
Office of Dean of Students	Dean of Students
Faculty Member	

A complete and current contact list for all teams/committees can be found in Appendix E.

## **4. Divisional and Departmental Responsibilities**

### **PHYSICAL PLANT SERVICES**

- Assignments relating to pre-planning, preparation and actual disaster task requirements.
- Procedures for providing assistance to the Director of University Police and Emergency Operations Center.
- Operation of permanently installed generators, their refueling and operations maintenance.
- Availability of portable generators and associated gear ready for dispatching to locations identified by the Director of University Police.
- Maintenance of radio communications and interface capabilities with the University Police Department and the Emergency Operation Center (EOC).
- Physical Plant shall adequately plan to provide assurance that the Motor Pool can provide services during a disaster. These include:
  - Assure adequate fuel supply, or provide a back-up supply during an emergency.
  - Establish emergency power requirements and a plan for emergency generating equipment in cases of power failure.
  - Assign “emergency vehicle” status to Physical Plant vehicles and equipment providing emergency services.
  - Provide 7 day a week fueling support during an emergency.



- Working on an as needed basis and at the direction of the Director of University Police, perform other required support for overall emergency operations and other supporting components.

## **FACILITY PLANNING**

- Involvement in pre-planning, preparation and actual disaster request requirements.
- Assist in analysis of building and campus preparedness for event.
- Assist in post event damage assessment and building condition reports.
- Documentation of construction and professional services as needed.
- Coordinate with any other campus, local, state or federal agencies as necessary.

## **UNIVERSITY HEALTH CENTER**

- Maintain medical services for sick or injured students, staff and faculty.
- Establish programs as directed by CDC or other health agencies in response to a threat to the public health.

## **STUDENT AFFAIRS**

- Coordinate with other campus and community agencies to identify and address the safety and security needs of students.
- Implement a comprehensive program for emergency shelter for students currently housed in on-campus facilities.
- Provide for emergency transportation of university community.

## **UNIVERSITY COUNSELING CENTER (UCC)**

- The UCC shall provide emergency psychological crisis intervention services to students, faculty and staff. The UCC Director or designee will:
  - Respond to institutional request for crisis intervention by coordinating and mobilizing volunteer counseling personnel for on-site services.
  - Plan for and provide on-site triage, individual and group interventions and initiate referrals for more specialized and follow up care.
  - Maintain a list of university and community resources, meet annually with liaison personnel and engage periodically in training and simulation exercises.

## **INFORMATION TECHNOLOGY (IT)**

- Maintain the operation of voice, intranet, data, video and wireless communications services.
- Develop policy to provide for the coordination of data and telephone systems.
- Implement proper backup controls and redundancies to maintain critical services.
- Properly document all hardware and its configuration; develop a plan for hardware replacement and setup.
- Develop adequate information security controls.
- Maintain a records management plan that duplicates data on a regular basis and secures this information at a remote location.
- Work to develop and maintain a plan to run critical operations at a remote site.

## **HUMAN RESOURCES (HR)**

- Together with the Division of Administration and Finance, maintain the continuity of Payroll Processing Services.
- Maintain the continuity of critical Employee Benefit Services as required.
- Provide for employee counseling as relates to Human Resources.
- In a post disaster community-wide disaster:
  - Assess Faculty and Staff availability.
  - Assist with the appropriation of personnel.
  - Assist employees with work recovery needs including tele-working, hiring, staffing, etc.

## **UNIVERSITY COMMUNICATIONS AND CREATIVE SERVICES**

- Coordination of all information disseminated to the press and the public.
- Activate page of Southeastern Louisiana University Web Site.
- Provide for a consistent “one-voice” to the news media and all other interested parties.
- Provide/coordinate for rumor control and emergency communications.
- Assign specific individuals (primary & alternate) to disseminate information, specify emergency response steps and maintain contact with the following:
  - News media (TV, Newspapers, etc.)
  - Government agencies and civil authorities
  - Faculty and Staff
  - Students/Parents
  - Pre-recorded phone system
  - Monitor and report on information flow and impact of events on key publics
  - Audit communications post-event

## **ENVIRONMENTAL HEALTH & SAFETY**

- Promote development of effective emergency and continuity of operations plans.
- Assist in damage assessment and building condition reports.
- Maintain information on the content and location of radiological, chemical, biological and fire safety hazards.
- Assess the value of University property – buildings, building contents and other University assets.
- Documentation and submission of claims.
- Collect & analyze damage assessment reports.
- Coordinate the assessment and updating of all manuals/safety plans as needed and appropriate.

## **POLICE DEPARTMENT**

- Preserve law, order and campus security.
- Provide security in on-campus shelters.
- Provide the maximum appropriate number of officers on duty.
- Control access to buildings and scene of the disaster.
- Interface and coordinate with local, county and state agencies independently or through the Tangipahoa Parish Emergency Operations Center to implement mutual aid agreements.
- Maintain the Police Communications Center on a continuous basis including internal and external radio communications, and coordination with the University EOC.
- Consult with the on-campus Shelter Managers for buildings designated as public shelters and establish appropriate security procedures.
- Provide support services for Emergency Management Plan implementation.
- Conduct security assessments and develop Response Plans from a terrorism perspective.
- Provide for emergency transportation and/or parking for essential personnel.
- Establish Mutual Aid Agreements (MOU).
- Maintain Campus Community Emergency Response Team Certification and Training (CCERT). See Appendix F

## **AUXILIARY SERVICES**

- Provide ongoing food service for resident students, employees and emergency workers who may remain on campus during an emergency.
- Facilitate emergency procurement of goods and services.
- Provide for emergency food service operations.
- Make laundry operations available after an emergency.

## **HOUSING/STUDENT AFFAIRS ON-CALL SYSTEM**

- Division of Student Affairs and the Office of Housing coordinate an on-call system to ensure that professionals are always available to assist University Police in emergencies or other incidents that may involve students. The on-call system includes a representative from the University Counseling Center, an Area Coordinator from Housing, and a director or higher level member of the Division of Student Affairs.
- University Police will contact the appropriate professional(s) on call, depending upon the nature and seriousness of the situation.
- In serious incidents (e.g., suicide, attempted suicide, murder, shooting, rape), University Police will immediately contact the Dean of Students, whether or not he/she is the individual on call for that day.
- Other university personnel will be contacted as deemed appropriate.
- Develop procedures to communicate with and account for students in emergency situations.

### **5. Other Safety/Emergency Plans**

Many policies or manuals have been developed to address specific situations. The following procedures/manuals are included as a part of this plan:

- Chemical Spill and Gas Leak Procedures (Appendix G1)
- Fire Procedures (Appendix G2)
- Hurricane Preparedness Plan (Appendix G3)
- Communicable Disease Plan (Appendix G4)
- Strawberry Stadium Evacuation Plan (Appendix G5)

Other emergencies that have been addressed by the university but are not included as a part of the Emergency Management Plan are as follows:

- Hazardous Materials Releases
- Fires or Structural Emergencies
- Extended Power Outages
- Mass Casualty Events
- Transportation Accidents: Vehicle vs. Rail, Vehicle or Pedestrian
- Explosion
- Civil Disturbances: Active Shooter, Bomb Threat, Large Scale Mob/Civil Disobedience
- Infrastructure Failures
- Extreme Temperatures
- Flood Hazards or Severe Weather Situations
- Nuclear Power Plant Accidents: River Bend, Waterford.
- Petroleum and Natural Gas Pipeline Accidents

- Oil and Gas Well Accidents
- Infestation or Disease Spread: West Nile, Bird Flu
- Sabotage and Terrorism
- Hostage Situation
- Earthquake
- Nuclear Attack

A guide for employees and students is presented in the faculty handbook, the student handbook, the graduate assistant handbook, the unclassified employee handbook and classified employee handbook. The handbooks define the scope of and list procedures for the following:

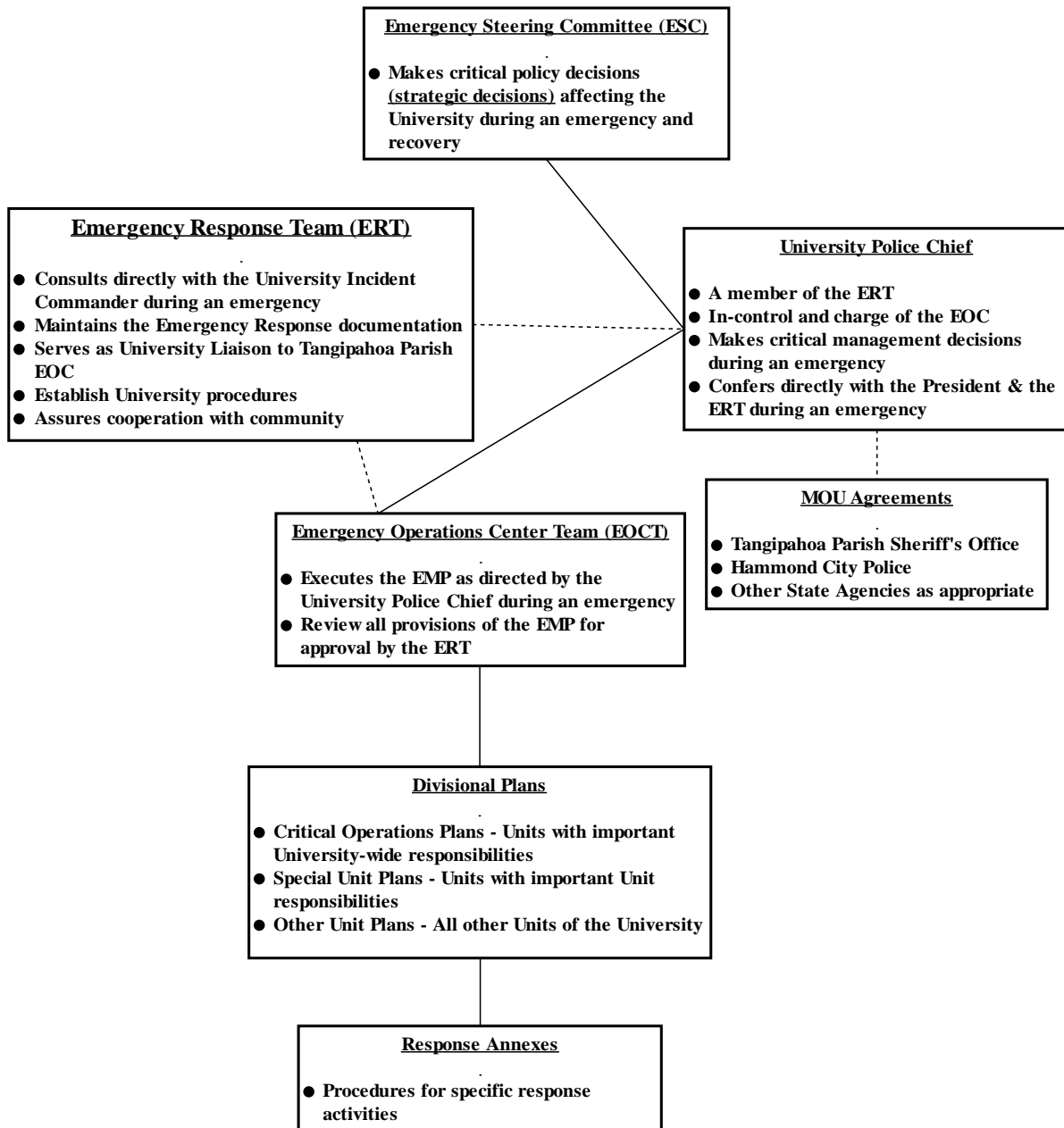
- Accidents and Injuries
- Active Shooter
- Bomb Threat Procedures
- Building and Ground Structural Distress
- Fire and/or Explosions
- Laboratory Emergencies
- Medical Epidemics
- Mental Health Crisis
- Physical/Bodily Harm
- Rape/Sexual Assault
- Suspicious Packages or Envelopes
- Weather Related Emergencies

## **6. Special Unit Plans**

The University Safety Manual and Radiation Safety Manual apply to the entire University. Academic departments that have chemicals, biohazards, or activities that could pose a threat to the University Community have developed individual Safety Manuals to protect students, faculty and staff. The academic departments with individual plans are:

- Chemistry and Physics
- Biology
- Nursing
- Industrial Technology
- Turtle Cove

# Emergency Response Organization Relationships and Primary Responsibilities



## RECOVERY

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Repair and recovery of Southeastern Louisiana University public utilities and roadways and the declaration of safe occupancy of University buildings after a disaster are achieved in order of priority as set by the emergency support teams in tandem with the President of the University. Only after the environment is safe can restoration efforts begin followed by an orderly reopening of normal University operations. Information is provided to University Communications and Creative Services for dissemination throughout the recovery process.

Southeastern Louisiana University is insured against property and casualty losses through the Office of Risk Management by the State of Louisiana. Accurate records of loss and replacement costs must be submitted to the Department of Environmental Health & Safety in order to claim for compensation.

In the event of a Presidentially declared disaster (such as a hurricane), Southeastern Louisiana University may be eligible to recover uninsured losses from the Federal Emergency Management Agency (FEMA). Categories of eligible work include emergency work (debris removal) and permanent work (public building and equipment repair).

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# Emergency Recovery Steps

