

# Louisiana Delta Community College

## Crisis Management Plan

Louisiana Delta Community College is committed to overseeing the health, well-being and safety of the students, staff, faculty and visitors to all of our campuses. Our goal is to minimize any and all danger to life resulting from the effects of a natural disaster or civil disturbance. When such an emergency condition arises, we want to be able and ready to respond. This Crisis Management Plan provides that our response will be timely and effective. A successful Crisis Management Team, requires the support and cooperation of all faculty, staff, students and supportive services involved, and district-wide teamwork partnering with our all of our campuses and communities.

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Any questions about the Louisiana Delta Community College Crisis Management Plan should be directed to the Louisiana Delta Community College Public Relations Office at (318) 345-9265.

## **I. Purpose and Scope**

### **Purpose**

The basic emergency procedures outlined in this guide are to enhance the protection of lives and property through effective use of Louisiana Delta Community College and community resources. Whenever an emergency affecting the campus reaches proportions **THAT CANNOT BE HANDLED BY ROUTINE MEASURES**, the Chancellor or his/her designee may declare a state of emergency, and these contingency guidelines may be implemented.

There are two general types of emergencies that may result in the implementation of this plan. These are (1) large-scale natural/man-made disaster, and (2) large-scale disorder. The Plan describes the responsibilities of the Crisis Management Team and information necessary for them to request additional assistance from the community as required to assist with the impact of a crisis. The Crisis Management Plan exists to:

- Implement a swift, unified and comprehensive response to a serious incident
- Investigate and evaluate serious incidents for the purpose of preventing or minimizing the impact of a future incident
- Handle public and internal communication related to the event

### **Scope**

For the purpose of this plan, “crisis” shall be defined as any condition—man-made or natural—that results in a significant disruption to the academic mission of Louisiana Delta Community College. The Crisis Management Plan (CMP) and Crisis Management Team (CMT) will only be activated for serious incidents, defined as any of the following:

1. Disaster which impairs any major function of the college (e.g. destruction of a building, explosion, tornado/hurricane).
2. Death on campus, at a college-sanctioned or sponsored event, or in/around the campus facility.
3. Death of a student or employee traveling to, from, or on behalf of the college
4. Assault or near fatal accident or incident (e.g. sexual assault, attempted suicide, mental health crisis, drug/alcohol overdose).
5. Serious damage to college property (e.g. fire, flood, natural disasters).
6. Threat to the health, safety, or welfare of college community.
7. Incidents unique to campus demanding special attention, such as serious injury to visitor or extraordinary damage to community property by students.
8. Incidents which, in judgment of campus, require or would benefit from crisis management response.

Routine management for isolated incidents will not require the Crisis Management Plan to be implemented. Situations that are controversial or sensitive in nature but are not crises or emergencies (e.g. lawsuits, arrests, regulatory investigations, negative news coverage) will be handled by the Chancellor or the appropriate Senior Staff member(s)

## II. Direction and Coordination

### A. Crisis Management Team (CMT)

In a crisis situation, optimal resources and personnel will be applied to the management of the crisis under the direction of the Crisis Management Team (those noted with \* are the individuals that should be notified first in the event of an emergency/crisis). The following individuals have been selected and given the authority to make any necessary changes to College procedures in the process of handling the crisis, including:

<u>Name</u>	<u>Office#</u>
Chancellor	(318) 345-9262
Vice Chancellor of Finance & Administration	(318) 345-9192
Vice Chancellor of Academic Affairs	(318) 345-9177
Vice Chancellor for Student Affairs	(318) 345-9150

## **B. Responsibilities**

### **1. The Chancellor**

The Chancellor will be the primary point of contact for the on-scene coordination and the Crisis Management Team (CMT). Only the Chancellor, his/her designated representative or in the case of his/her absence, a Senior Staff member, can activate the Crisis Management Plan (CMP). If the Chancellor is not available, the Vice Chancellor of Finance & Administration will assume control and responsibility of the CMT. These responsibilities include:

- Assume responsibility for the overall operation and management of the CMP.
- Convene the CMT in the event that the CMP needs to be activated.
- Manage all activities with the assistance of the CMT and all other support personnel.
- Arrange for external advisors (i.e., crisis management experts) if needed.
- Arrange for campus debriefing and evaluation of plan following the crisis.

### **2. Vice Chancellor of Finance & Administration**

- Ensure that the Crisis Management Plan is maintained and kept current.
- Schedule and initiate crisis management drills and training.
- Ensure regular safety inspections of the college campus.
- Evaluate each drill and submit findings and recommendations to the Chancellor.
- Ensure all key personnel are in place and operating effectively.
- Ensure all building coordinators are informed and apprised of current events.
- Ensure that all city, state and federal officials have been appropriately notified.
- Secure storage for any and all property removed from the crisis area.
- Maintain (update annually) a listing of personnel working in each building,
- Oversee the Campus Safety staff and their functions as outlined in the Campus Safety Manual.

### **3. Vice Chancellor for Student Affairs**

In his/her absence, the Dean of Enrollment Services will act on his/her behalf.

- Establish student counseling services appropriate to the crisis.
- Reschedule student activities as necessary.
- Communicate information to the student body and parents, if necessary.
- Ensure that student records are updated according to the nature of the crisis.
- Monitor all activities as related to the Financial Aid Office and the Registrar's Office.
- Ensure all key personnel are in place and operating effectively.

### **4. Vice Chancellor of Academic Affairs**

- Adjust class schedules as necessary and monitor all activities as related to the library.
- Ensure all key personnel are in place and operating effectively.
- Ensure all faculty are informed and apprised of the current events and future plans.
- Inform CMT and make appropriate adjustments to the website.

## **5. Chief Information Officer**

- Protect the integrity of information and records of Louisiana Delta Community College.
- Provide surveillance feeds to the CMT during an emergency
- Assure information systems are available during emergencies and after a crisis.
- Establish emergency telephone communications.

## **6. Chief of Police**

- Maintain appropriate emergency response equipment (e.g. 2-way radios, weather radio, reference materials, flashlights, etc.).
- Coordinate with local first responders (law enforcement, fire, EMS) when they are needed at a campus.
- Assure that each campus is staff by appropriate security personnel and in cases of emergency, adjust security personnel schedules as needed.
- Report to the Chancellor any crisis situations or situations that have the potential of becoming a threat to a campus when reported to campus police.
- Secure affected areas in a crisis and/or secure the crime scene until it is relinquished to an appropriate investigator.

## **7. Director of Facilities**

- Report to, advise and update the Chancellor and VC of Finance & Administration.
- Activate the appropriate emergency response procedures upon approval from the Chancellor.
- Take immediate action to reduce the threat of injury, loss of life, and loss of property. Activate evacuation when required.
- Provide logistical support for the CMT, including buildings, equipment and required resources.
- Provide necessary vehicles and operators required for CMT. First priority is given to Louisiana Delta Community College vehicles and equipment.
- Assist with maintaining order and keeping routes clear for all safety and support vehicles, including local agencies.
- Provide access and detailed building plans to police or appropriate response personnel.
- Ensure that floor diagrams and evacuation routes are listed on each floor of every building, as well as kept in a central location and accessible in case of crisis.
- Review all fire safety inspections and coordinate any necessary corrective actions.

## **8. Director of Public Relations**

- The Director of Public Relations is responsible for the preparation and release of all public announcements and for implementing the procedures in the CRISIS COMMUNICATION PLAN (page 29).

## **9. Dean of Enrollment Services/Dean of Student Success Services**

- Monitor all activities as related to Enrollment Services.
- Ensure all personnel are in place and operating effectively.
- Ensure all Directors (Enrollment, Financial Aid) are informed and apprised of current events.
- Maintain a back-up plan for day to day operations in the event of loss of a building.
- Maintain a backup plan in the event of the loss of network/telephone function.
- Communicate as necessary to potential students/parents.
- Communicate as necessary to the Department of Education relative to student aid.

### **Faculty and Staff**

Faculty and Staff will provide support as called upon and will help identify students in need of counseling services during and after the crisis situation.

## **C. Crisis Management Command Center (CMCC)**

The Crisis Management Command Center is directed by the Chancellor or his/her designee and is the single point for monitoring and coordinating all responses to a crisis situation. Access to the CMCC will be limited to the Crisis Management Team or appointed representatives. The CMCC will be located at one of the following sites:

Chancellor's Conference Room

Security Office (secure and video surveillance)

ATC (if main building is not usable)

West Monroe Campus (If main campus not usable)



### **III. Standard Response Procedures**

The following steps are designed to provide efficient and immediate responses to any crisis situation on or near the Louisiana Delta Community College campuses:

#### **A. Procedures**

1. Contact emergency services via Campus Police (318) 345-9105 and 911 system as needed (fire, rescue squad, police, etc.).
2. Notify the Chancellor or Vice Chancellor of Finance & Administration who will notify the CMT.

CMT will establish the Crisis Management Command Center, identify and initiate appropriate Crisis Response Plan, and activate the Crisis Communication Plan.

#### **B. Considerations for CMT**

- Situation Analysis: Determine the type, extent, and location of emergency. Identify potential vulnerabilities. Check the facts. Use Proximity Threats Appendix H
- Strategic Considerations: What are the four or five absolutely critical issues, questions, people, or problems the college needs to anticipate and think about?
- Response Team: Who does what, when, with whom?
- Operational Response/Action Steps: List the essential operational steps the college needs to take to correct the problem. See responses to specific crises. (e.g. evacuate, shut down operations, protect vital records, restore operations, etc.)

The goal is to establish feelings of safety, stability, control, and normalcy as quickly and cost-effectively as possible. Remember to communicate with all constituent groups (see crisis communication plan, page 29).

## **IV. Procedures for Specific Crisis**

### **A. Bomb Threat**

#### **1. Telephone threat**

- Remain calm and keep the caller on the line as long as possible. Ask the caller to repeat the message and record as much as possible on the Bomb Threat Form (page 11).
- If the caller does not indicate the location of the bomb or the time of detonation, ask for this information.
- Advise caller that the building is occupied and detonation could result in death or serious injury to innocent people.
- If possible, try to have more than one person listen in on the bomb threat call.
- Use “Bomb Threat Report Form” to collect and recall as much as possible.

#### **2. Procedures**

- Call Campus Police (318) 345-9105 and 911 and alert the Chancellor or Vice Chancellor of Finance & Administration
- Evacuate buildings and proceed to Emergency Assembly Areas to take roll (see EVACUATION PLAN, page 24).
- Buildings should not be re-entered until CMT advises it is safe to do so.
- Under no circumstances should an untrained faculty or staff member attempt to locate and/or move a suspicious device.
- When it has been determined that building re-entry is permitted, visually inspect area for unusual items before settling in.

**BOMB THREAT REPORT FORM**

**Questions to Ask**

1. When is bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

**Caller's Voice**

- |                                    |  |
|------------------------------------|--|
| <input type="checkbox"/> Calm      | <input type="checkbox"/> Nasal           |
| <input type="checkbox"/> Angry     | <input type="checkbox"/> Stutter         |
| <input type="checkbox"/> Excited   | <input type="checkbox"/> Lisp            |
| <input type="checkbox"/> Slow      | <input type="checkbox"/> Raspy           |
| <input type="checkbox"/> Rapid     | <input type="checkbox"/> Deep            |
| <input type="checkbox"/> Soft      | <input type="checkbox"/> Ragged          |
| <input type="checkbox"/> Loud      | <input type="checkbox"/> Clearing Throat |
| <br>                               | <br>                                     |
| <input type="checkbox"/> Laughter  | <input type="checkbox"/> Deep Breathing  |
| <br>                               | <br>                                     |
| <input type="checkbox"/> Crying    | <input type="checkbox"/> Cracking Voice  |
| <input type="checkbox"/> Normal    | <input type="checkbox"/> Disguised       |
| <input type="checkbox"/> Distinct  | <input type="checkbox"/> Accent          |
| <input type="checkbox"/> Slurred   | <input type="checkbox"/> Familiar        |
| <input type="checkbox"/> Whispered |  |

If voice is familiar, who did it sound like?

\_\_\_\_\_

\_\_\_\_\_

**Exact wording of threat:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Background Sounds**

- |                                    |   |
|------------------------------------|---|
| <input type="checkbox"/> Street    | <input type="checkbox"/> Animal Noises    |
| <br>                               | <br>                                      |
| <input type="checkbox"/> PA System | <input type="checkbox"/> Static           |
| <input type="checkbox"/> Voices    | <input type="checkbox"/> Music            |
| <input type="checkbox"/> Motor     | <input type="checkbox"/> House Noises     |
| <input type="checkbox"/> Local     | <input type="checkbox"/> Office Machinery |
| <input type="checkbox"/> Booth     | <input type="checkbox"/> Long Distance    |

**Threat Language**

- Well spoken (educated)
- Foul
- Irrational
- Incoherent
- Taped
- Message read by threat maker:

Time:\_\_\_\_\_ Date:\_\_\_\_\_ Sex of  
 caller:\_\_\_\_\_ Culture:  
 Age:\_\_\_\_\_

**Remarks:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Length of call:\_\_\_\_\_

Number at which call was received:

Form Completed by:  
 \_\_\_\_\_

## **B. Death or Serious Injury**

These procedures apply when addressing a situation involving serious injury or the loss of life of a Louisiana Delta Community College student, employee, or visitor on campus.

### **1. General Response**

- Follow notification procedures below for family and campus community.
- Establish student counseling services.
- Identify students in need of counseling.
- Adjust class schedule as necessary.
- Discuss and prepare a campus memorial service.
- Notify external constituents as appropriate.
- Secure student's personal belongings (see below).
- Make adjustments to student records and all student mailing lists.

### **2. On Site Procedures**

- Designate person "in-charge." The "on-the-scene" college staff member with the most authority will be responsible for coordinating events and will be considered the official "in-charge" until such time as a chief administrator is present. Notify Authorities, in the following order when possible:
  - Chief of Police
  - Emergency Medical Service (911)
  - The Chancellor
  - Vice Chancellor of Finance & Administration
  - Director of Public Relations
- Identification of injured/deceased. The administrator in-charge should immediately locate an individual who can assist the medical personnel in identifying the injured/deceased.
- Every effort should be made to secure the accident scene.
- The area should be evacuated of all persons except for college officials, medical personnel, or police officers.
- Staff members should be assigned to address crowd control concerns.
- If the accident occurs outdoors, secure a reasonable distance from the scene (75 to 100 feet). If the accident occurs indoors, the adjacent rooms or offices should be vacated until permission is given by authorities to re-enter the area.
- The individual's personal belongings should be maintained in a secure manner until the family is able to indicate to college personnel when and how the items will be removed from campus.

### **3. Notification and Release of Information**

(also see CRISIS COMMUNICATION PLAN, page 29):

- Information needed (obtainable from the Registrar or Student Affairs Office)
- Complete name
- Home address and telephone number
- Parent/Guardian's name
- The persons contacted should be given a college telephone number and the name of a responsible individual to call for additional information.

### **4. Notify appropriate persons**

In incidents involving students, the Vice Chancellor for Student Affairs (or his/her designee) should be informed; in all incidents of serious injury or death (employees, students and/or guests) the Chancellor should be notified. Additionally notification to the following persons and offices should be given, depending on circumstances and direction by appropriate administrative personnel.

- Immediate family members.
- Human Resources (in cases of employees).
- Appropriate members of the campus community.

Care should be taken not to speculate on cause of death or other details which cannot be substantiated.

No notification should be made, in cases involving death, until after the coroner has confirmed the identity of the deceased. Once the coroner has authorized notification, the family members should be notified in-person by one of the following individuals (in order of preference):

1. Family minister (with police officer when possible).
2. Family relative/close friend (with police officer when possible).
3. Police officer.

The family members will need to know the name and telephone number of the hospital, in cases of injury, or the mortuary, in case of death.

### **5. Release of Information**

- Information released to the campus community or general public shall be limited to a statement of facts, including name and directory information, having been first approved by the Chancellor or the Vice Chancellor of Finance & Administration in his/her absence.
- Information shall be made available through the Public Relations Office with requests for additional details referred to the appropriate chief administrator.

## **6. Follow Up**

### **College Community**

- Every effort should be made to identify all persons who actually viewed the incident.
- Close friends of the victim should be interviewed.
- Staff should be assigned to meet any special emotional and psychological needs evident.
- The Vice Chancellor for Student Affairs should be notified of these individuals.

### **Miscellaneous Concerns**

- The Chancellor shall notify the LCTCS.
- Student Affairs shall inform campus community of support services provided.
- Student Affairs shall inform campus community of funeral location and time.
- The Chancellor's Office through the Foundation shall send flowers from college for funeral.
- Student Affairs shall provide profile of individual's involvement in the College for the minister/family.

## **C. FIRE**

Call Campus Police (318) 345-9105 and/or 911 and alert the Chancellor or the Vice Chancellor of Finance & Administration.

- Evacuate premises. See EVACUATION PLAN, page 24.
- Take whatever steps necessary and possible to protect the school's vital records.
- Keep communication open with the local police and fire officials.
- Call the police department with crowd and traffic control, if necessary.
- Notify utility companies of a break or suspected break in lines. Record time called and the person reported to at Utilities Company.
- Initiate other crisis responses as necessary, e.g. evacuation, death or serious injury, etc.
- Coordination for cleaning of personnel items.
- LDCC insurance does not cover lost or damaged personal property; employees, students and guests should be directed to their homeowner's insurance for possible coverage and claims.

## **D. Hazardous Materials Accident**

Hazardous materials are substances that are either flammable or combustible, explosive, toxic, noxious, corrosive, oxidizer, an irritant or radioactive. Some hazardous materials accidents will be minor and only involve the immediate evacuation of a site and others may be large enough to necessitate relocating all students, staff, and other persons to either a safer location on campus site or to an evacuation area away from the site. The nature, severity, and potential for health injury of the hazardous materials accident will determine the type of response required. Whatever the severity of the hazardous materials accident, College personnel should not attempt to take it upon themselves to remove a known or possibly hazardous chemical or substance. There are personnel trained and equipped to do so.

### **1. On-Site Chemical Accidents**

- Be aware of the chemical and avoid contamination.
- Notify the department head, or designee, of type of chemical and location.
- Attempt to contain the spill—if the on-site staff cannot safely do this, request assistance. College personnel should not attempt to clean up or remove the spill; leave that for trained personnel.
- Isolate the area. Re-locate people to safe areas (See EVACUATION, page 24).
- If the nature of the chemical accident poses an immediate health hazard or potential for explosion or destruction of property, the police/fire emergency system should be activated by calling 911.
- If the substance should pose an ecological hazard by entering the storm drain system or by a major ground leak, we are required by law to immediately contact the authorities through the 911 emergency system.
- If necessary, the Facilities and Safety Manager will notify EPA and OSHA.

### **2. Off-Site Chemical Accidents**

Chemical accidents of disaster magnitude would probably be the result of a tank truck, railroad, or industrial accident in the release of large quantities of toxic gases. In these instances the College will probably be contacted directly by the police and/or fire departments. When evacuation of the area is necessary, College personnel will probably be directed to a specific relocation area by the local response agencies involved (fire, police, etc.). These are some actions/considerations to be addressed in the case of a major chemical accident posing a potential hazard to the College:

- As appropriate, notify campus police and/or fire/police 911.
- Determine the need to remain inside or outside.
- Determine whether the students and staff should leave the College grounds.  
(See EVACUATION, page 24)
- Maintain control of students in a safe area.
- Render first aid, as necessary.
- Return to site/building after government agency officials (fire department/police/HAZMAT Team) have declared area safe.

## **E. Hostage Situation**

A hostage situation is any situation in which a person or persons are forced to stay in one location by one or more individuals. Weapons are usually in the possession of the hostage taker(s) and hostages are threatened with some degree of bodily harm should they not comply with the directives of the hostage taker(s). Certain demands are usually made of outside officials in return for the release of hostages.

All hostage situations are dangerous events and each is different. Variables such as hostage takers, hostages, motivation for the act, and location of the incident make each occurrence unique.

- Call 911 and notify the Chancellor or Vice Chancellor of Finance & Administration
- Police will take appropriate actions to isolate the hostage taker and the victims under his/her control.
- Immediately evacuate the building (see EVACUATION, page 24).
- Ensure that no individuals enter or re-enter the building.
- Follow directives from the police department, who will likely take direction in responding to a hostage situation.
- Provide police with keys, and maps of buildings and grounds.
- Upon the arrest of the hostage taker and the release of the hostages, and clearance from law enforcement, resume control of the campus and ensure normal operations are resumed (see RESUMING OPERATIONS, page 25).



## **F. Infectious Disease Outbreak**

Outbreaks of meningitis, hepatitis, salmonella, anthrax, botulism, smallpox, or other serious health problems which can cause an epidemic constitute a crisis situation for the campus community. The American College Health Association Guidelines (as found at [www.acha.org](http://www.acha.org)) relating to infectious diseases will be used as guidelines for handling such incidents.

- Report incident to Chancellor or Vice Chancellor of Finance & Administration
- Contact will be made with local health department by the CMT.
- CMT will obtain as much information as possible, type of problem, where, and how many people are affected.
- In conjunction with the Health Department staff, the CMT will assess the problem, determine the risks to the community, and if needed, begin preventive measures to hinder the spread (if communicable disease).
- CMT will notify necessary faculty and staff members.
- If quarantine is necessary, secure the area and allow only authorized personnel to enter.
- Health Department will coordinate with other local, state or regional agencies in the following: collection of specimens, laboratory testing, immunization, and treatment of victims.
- Appropriate CMT member will notify the families of affected students. Vice Chancellor for Student Affairs will provide information to remainder of student body.
- Director of Public Relations will coordinate any media releases that are necessary.
- Students and personnel in need of counseling services will be referred

### Resources:

See Emergency Contacts, pages 32 and 33.

## G. PHYSICAL VIOLENCE

Harassment, threats, or intimidation, whether verbal or physical, of any member of the College community is considered a very serious offense and will be dealt with accordingly. See Student Handbook or Faculty/Staff Handbook for further details and policies.

### ASSAULT

Call 911 -- emergency squad/medical and Campus Police 345-9105  
Pastoral notification of family --- Chancellor or designee  
Assign staff member of same sex to accompany victim as needed through medical attention, police investigation

### HOMICIDE

Call 911 -- emergency squad/medical and Campus Police 345-9105  
Call Police Local Police Department (see Emergency Contacts)  
Pastoral notification of family – Chancellor or designee  
Report to OSHA if employee-related  
File worker's compensation report  
See DEATH, page 13

### KIDNAPPING

Call 911 -- emergency squad/medical and Campus Police 345-9105  
Call Local Police Department (see Emergency Contacts)  
Pastoral notification of family --- Chancellor or designee

### RAPE/SEXUAL ABUSE (FORCIBLE SEX OFFENSE)

Call 911 -- emergency squad/medical and Campus Police 345-9105  
Call Local Police Department (see Emergency Contacts)  
Pastoral notification of family -- Chancellor or designee  
Assign staff member of same sex to accompany victim as needed through medical attention (hospital care, rape kit, exam procedures) and the police investigation (collection of evidence and questioning by law enforcement).  
Pursue counseling possibilities for victim

### ROBBERY

Call 911 -- emergency squad/medical if injuries involved Campus Police  
Call Local Police Department (see Emergency Contacts)  
Contact insurance company to report loss

## H. POWER FAILURE

The response procedures are dependent upon whether we have or do not have advance warning and whether classes are in session or not in session.

### 1. Power outage WITH ADVANCED WARNING

- If after consultation with Vice Chancellor of Academic Affairs and Registrar, classes will be cancelled or the daily class schedule changed; notify:
  - Area radio and TV stations by Director of Public Relations.
  - Facilities Department by VC for Student Affairs or designee.
  - Faculty, staff by VC for Student Affairs or designee.
- Alert key personnel to specific responsibilities.
- Each individual should turn off all electrical equipment (computers, printers, typewriters, copiers, etc.).
- Facilities should shut off all electrical switches at the electrical panel.
- When power is restored, Facilities will check the effect of the power outage on the site (refrigerated food, clocks, timers, etc.).

### 2. Power outage WITHOUT ADVANCED WARNING

- Tune to the Emergency Broadcast System on battery-powered radio.
- The Director of Facilities and staff will survey the campus for any power problems or potential safety concerns that may have caused or resulted from the power outage.
- The Director of Facilities should contact the local power station to determine the nature of the power outage and whether any action is necessary by College personnel.
- If after consultation with Vice Chancellor of Academic Affairs and Registrar, classes will be cancelled or the daily class schedule changed, notify:
  - Area radio and TV stations by Director of Public Relations
  - Facilities Department by VC for Student Affairs or designee
- Alert key personnel to specific responsibilities.
- Each individual should turn off all electrical equipment (computers, printers, typewriters, copiers, etc.).
- Facilities should shut off all electrical switches at the electrical panel.
- When power is restored, Facilities will check the effect of the power outage on the site (refrigerated food, clocks, timers, etc.).

## I. TERRORISM

The terrorist attacks in September 2001 have brought to light the need for college crisis management plans to include strategies to protect students and staff in the event of subsequent attacks. Two key variables in responding to a terrorist attack are the nature of terrorist threat and how much warning time there is. In all cases of terrorist threat, college officials should establish and maintain close communication with local public safety officials.

The Federal Bureau of Investigation (FBI) categorizes terrorism in the United States as one of two types—domestic terrorism or international terrorism. Domestic terrorism involves groups or individuals whose terrorist activities are directed at elements of our government or population without foreign direction. International terrorism involves groups or individuals whose terrorist activities are foreign-based and/or directed by countries or groups outside the U.S. or whose activities transcend national boundaries.

Heightened security procedures during times of terrorist threats should include:

- Making faculty and staff aware of emergency response plans
- Evaluating and refine security plans.
- Encouraging college personnel to maintain a “heightened awareness” for suspicious activity on campus and to report same.
- Providing special attention to perimeter security.
- Maintaining a proactive effort of visitor access and control.
- Verifying the identity of service personnel and vendors visiting campus.
- Securing access to utilities, boiler rooms, HVAC systems and campus  
Evaluating food and water service stock, storage and protection.
- Assessing college health and medical preparedness.
- Conducting a status check of emergency communications mechanisms (two- way radios and cell phones, fire alarm systems, etc.).

According to the Federal Emergency Management Administration (FEMA), the weapons of mass destruction (WMD) likely to be used by terrorists fall into four categories:

1. **Conventional Weapons:** Include bombs and other explosive devices. The goal is to place students and personnel in a protected space and/or to increase the distance from the blast area. See **BOMB THREAT** for further guidelines.
2. **Chemical Weapons:** Include poisonous gases, liquids or solids that have toxic effects on people, animals or plants. Most chemical agents cause serious injuries or death. See **HAZARDOUS MATERIALS** for further guidelines. VC for Student Affairs, Director of Facilities and Campus Police should consider:
  - In the absence of gas masks, get all students and personnel into buildings, close all windows and doors, shut off heat, ventilation, and air conditioning (HVAC) systems.
  - Decisions to evacuate should be based on reliable information from

public safety officials about the location of the chemical release and the direction and speed of winds carrying the agent toward or away from the school.

3. **Biological Weapons (bio-hazard):** Include organisms or toxins that have illness-producing effects on people, livestock and crops, including anthrax, smallpox, and chemical agents. They can be dispersed as aerosols or airborne particles. Biological weapons present a particular challenge because symptoms may not present for days or weeks following exposure. Colleges must rely on medical expertise in the development of procedures for responding to biological attack. Follow procedures established by local emergency responders (fire department, police, SEMA, HAZMAT, etc.).
  - Call 911 and alert the Crisis Command Team.
  - If an attack is identified while it is occurring, VC for Student Affairs or designee should move students into buildings, close all doors and windows, and shut down HVAC systems. Just as with chemical weapons, the goal is to prevent or reduce exposure to the person(s) immediately exposed to the potential agent **MUST** remain where they are. They should try to avoid inhaling or touching the substance.
  - Try to contain the substance in the package in which it came. Don't attempt to clean any spilled contents. Cover the spilled contents and the package or letter with anything handy – trashcan, cardboard box, paper, etc.
  - Inform Facilities staff to shut down the heating and air-handling. Proceed with lock-down procedures. Use a code and explain that information will be forthcoming. Try to dispel alarm and panic by keeping information basic. All students and personnel should remain in their respective areas until notified otherwise.
  - Do not evacuate students outside or send them off-campus until the emergency responders have done their investigation.
  - If it is necessary to move or evacuate students and personnel to a different location, the HAZMAT team or other emergency responder will provide instructions to administrators as to how it will be done. See EVACUATION, page 24.
  - Keep faculty, staff and students as informed as necessary. Work with emergency personnel who will provide the necessary and accurate information.
  - Debrief students and personnel after the incident.

4. Nuclear Weapons: Just as with conventional weapons, the goal is to place students and personnel in a protected space and/or to increase the distance from the blast area. Such weapons present a threat of not only blast effect but also exposure to radiation. Defense is extremely limited and survival depends on distance from the point of detonation.
  - Move students and personnel to basement rooms if possible.
  - Move to interior hallways, away from windows, close doors to exterior rooms.
  - Students/personnel assume “duck and cover” position.
  - Shut off gas utilities.

#### J. WEAPONS SITUATION

- Assess the situation.
- Call 911 and alert Crisis Management Team.
- CMT should gather as much detailed information as possible about location, identity and detailed description of individual; location and description of weapon; any pertinent background information on individual, including possible reason for carrying weapon and convey to local law enforcement upon arrival.
- Evacuate appropriate areas of campus and/or building as necessary. (See EVACUATION, page 24).
- Remain calm and try not to raise your voice. Don't threaten.
- Police will advise you on how they intend to proceed.

## K. VIOLENT WEATHER

Louisiana Delta Community College monitors its own weather station located at the main campus in addition to receiving alerts from the National Weather Service.

### 1. TORNADO SIGHTING OR SEVERE WINDSTORM

**Tornado Watch:** A tornado watch is issued when the conditions are favorable for the formation of a tornado. The local National Weather Service will issue a watch bulletin to the local authorities and the local media.

**Tornado Warning:** A tornado warning is issued when a tornado is actually sighted visually or by radar. When you hear a “warning,” take immediate protective action:

- Retain all students, staff, and visitors inside the building.
- Seek shelter in the lowest levels of buildings or an interior hallway, remaining clear of exterior windows and doors.
- If it is safe to do so, evacuate rooms having large roof spans (fieldhouse, auditoriums, etc.) or those that are located where they will receive the full force of the wind.
- Open windows and blinds and remain close to inside walls.
- Those personnel en route to campus should take shelter, if possible, at a safe location. Their supervisor should be contacted as quickly as possible informing him/her of their location.
- Faculty will account for all students in their classes and Director of HR should account for faculty and staff.
- Monitor the am/fm radio and NOAA Public Alert Radio for information and warning notices.
- Notify utility companies of any break or suspected break.
- Shut off all electrical utilities. (When services are restored, check the effects of the storm on the facilities (broken windows, safety hazards, refrigeration, clocks, etc.).
- Designated individuals above will provide status reports on a regular basis to the Chancellor and Crisis Management Team

### 2. WINTER STORM: SNOW OR ICE

- Assess the situation.
- If snow schedule is announced, campus schedules and operations will be adjusted accordingly.
- If school needs to close for more than one day, initiate Crisis Command Team, if needed.
- Consider implications for students and employees.
- Monitor campus for facilities damage or power outages.

## V. EVACUATION PLAN

Where there is sufficient advance warning of a natural or human caused disaster and the College population is considered to be in immediate danger, timely and systematic evacuation may be required.

### ON CAMPUS

- Activate fire alarm.
- Call 911 and alert Crisis Management Team.
- VC for Student Affairs or designee will alert classrooms and offices as necessary via Alert System.
- Evacuate building and go to designated location.
- Do NOT use elevators to evacuate a burning building.
- An appropriate faculty or staff member should take roll (collect the names of everyone present) at each Assembly Area.
- Do not re-enter any building until officials declare area safe.

### OFF CAMPUS

- Contact the Local Police Department (see Emergency Contacts) for traffic support to direct traffic flow away from the source of danger. Routes of egress will be chosen in relation to the crisis.

### LOCKDOWN / SHELTER-IN-PLACE

In some cases, evacuation is not the best response or not possible. When conditions inside are safer than outside, a reverse evacuation may be necessary. To protect building occupants from potential dangers in the building or from external dangers:

- Clear students and personnel from halls and report to nearest available classroom or gathering place.
- Close and lock all windows and doors and do not leave for any reason.
- In case of gas/chemical release, tape all windows and doors and seal the gap between bottom of door and floor.
- Cover and stay away from all room and door windows.
- Move students to interior walls and drop.
- Shut off lights and be quiet.
- Wait for further instructions.

## VI. NOTIFICATION/ALERTSYSTEM

The College notification and alert system will be coordinated through the Student Affairs Office and /or the Director of Public Relations. In the event of inclement weather or emergency notifications, the VC for Student Affairs or designee will use the system to inform students, faculty, and staff. The alert system will be used in conjunction with other notification processes (email, campus webpage, local media).



## VII. RESUMING OPERATIONS

- Immediately after an emergency, the Chancellor and Crisis Management Team (CMT) will take steps to resume operations.
- The Chancellor will establish a recovery team, if necessary and establish priorities for resuming operations.
- The VC for Student Affairs, his designee and/or Campus Police will continue to ensure the safety of personnel and students on the property, assess hazards, and maintain security at the incident site.
- The Chancellor or his designee will conduct an employee briefing.
- The Director of Public Relations will keep detailed records, photograph or video the damage.
- Facilities will account for all damage-related costs, establish special job order numbers, and charge codes for purchases and repair work.
- Follow notification procedures (as outlined in this document).
  - Notify employees' families about the status of personnel on the property.
  - Notify off-duty personnel about work status.
  - Notify insurance carriers and appropriate government agencies.
- Campus Police will protect undamaged property and close up building openings.
- Facilities will coordinate the removal of smoke, water and debris. Additionally, if needed, Facilities will protect equipment against moisture, restore sprinkler systems, physically secure the property, and restore power.
- The Chancellor or his designee will conduct an investigation and coordinate actions with appropriate government agencies.
- Facilities will conduct salvage operations while segregating damaged from undamaged property. They will keep damaged goods on hand until an insurance adjuster has visited to the premises. Materials that are seriously in the way of efforts will be moved to a location that will minimize exposure to the elements.
- Facilities will take an inventory of damaged goods. This is usually done with the insurance adjuster, if there is any appreciable amount of goods or value. Goods released to an insurance adjuster should be documented and signed on an inventory stating the quantity and type of goods being removed.
- Facilities will restore equipment and property. For major repair work, review restoration plans with the insurance adjuster and appropriate government agencies.
- The Vice Chancellor of Finance & Administration will assess the value of damaged property and assess the impact of business interruption.
- Appropriate individuals will maintain contact with suppliers.

## **VIII. EVALUATION OF CRISIS MANAGEMENT**

### **A. REVIEW INTERNAL PLANS AND POLICIES**

- Evacuation plan
- Fire protection plan
- Safety and health program
- Environmental policies
- Security procedures
- Insurance programs
- Finance and purchasing procedures
- Campus closing policy
- Employee manuals
- Hazardous materials plan
- Process safety assessment
- Risk management plan
- Capital improvement program
- Mutual aid agreements with the community

### **B. MEET WITH OUTSIDE GROUPS**

- Community emergency management office
- Mayor or community administrator's office
- Local emergency planning committee (LEPC)
- Fire department
- Police department
- Emergency Medical Services Organization
- American Red Cross
- National Weather Service
- Public Works Department
- Planning Commission
- Telephone companies
- Electric utilities
- Neighboring businesses

### **C. IDENTIFY CODES AND REGULATIONS**

- Identify applicable federal, state and local regulations such as:
- Occupational safety and health regulations
- Environmental regulations
- Fire codes
- Seismic safety codes
- Transportation regulations
- Zoning regulations
- Administration policies

#### D. IDENTIFY AND REVIEW CRITICAL SERVICES AND OPERATIONS

- College services and the facilities and equipment needed to maintain them
- Lifeline services such as electrical power, water, sewer, gas, telecommunications and transportation.
- Operations, equipment and personnel vital to the continued functioning of the facility.

## CRISIS SITUATION REPORT

(File with Vice Chancellor for Student Affairs Office within 5 days of incident)

Description of incident (include date, time, place):

Immediate actions by Crisis Management Team:

Describe assistance provided by Emergency Services:

Describe assistance provided by other community agencies/organizations:

Follow-up which has occurred/is occurring:

With students:

With faculty/staff:

With parents:

With community:

Recommendations to improve responses to such crises in the future:

Person filing report: \_\_\_\_\_ Date: \_\_\_\_\_

Copy to be provided to the Chancellor's Office

\*Attach a list of individuals directly involved in the incident.

## IX. CRISIS COMMUNICATION PLAN

Overseen by Director of Public Relations

### A. OBJECTIVES

- Communicate timely, accurate, and truthful information to the involved publics.
- Retain public confidence in the college by reducing rumor and uncertainty.
- Protect the welfare of students and employees.

### B. INITIAL RESPONSE TO CRISIS

- The Chancellor or his designee will serve as College spokesperson.
- Determine an appropriate media response.
- Notify key constituencies.
- Alert the media.
- Prepare regular (hourly/daily/weekly depending on situation) statements for the media:
  - Confirm facts known position Louisiana Delta Community College as responsible and responsive to situation.
  - Prepare additional background information from reliable sources and fact sheets, if needed and to respond to telephone inquiries quickly.
- Distribute all statements as follows: fax to media, email to media, email campus, post to the Louisiana Delta Community College webpage.
- Establish a media center for media representatives. (Located in the first floor conference center.) Should be staffed by the Director of Public Relations. Work study students and support staff will be used to answer phones and serve as escorts for media to and from site as needed. General guidelines for Media Center:
  - Be cooperative and helpful to media and public.
  - Absorb all “front line” media pressure.
  - Report interview requests to the spokesperson for scheduling.
  - Provide approved updates to telephone inquiries.
  - Provide background information as available.
  - Report any problems or unexpected issues with media relations
  - Hold regular news briefings/conferences in the Conference Center, depending on nature, location and extent of crisis, detailing the information from news release.
  - Work with Campus Police to arrange for media personnel (photographers and videographers) on site as warranted by circumstances and safety.
  - Keep a record log (hourly if possible) of the information that has been released, rumors heard and rumor control efforts. Include notes, news clippings and records of statements to help evaluate the incident and resulting action.
  - Switchboard. Notify the Switchboard of the key facts (fact sheet) and where to refer calls pertaining to the crisis.
  - Photography. Assign videographers and photographers to take pictures on the scene, as deemed appropriate and necessary.

### C. RELEASE OF INFORMATION POLICY

Depending on the nature of the crisis, the news media may be given any or all of the following information about the crisis, at the discretion of the Public Relations Office:

- Nature and location of the crisis
- Current status of crisis
- Person(s) or issue(s) involved
- Louisiana Delta Community College's official response to the crisis
- Number of deaths/injuries (if any)
- Names of dead/injured (only after families have been notified)
- Approximate time event happened and when it came under control
- Damage (avoid giving specific dollar figures until insurance companies approve)
- Effect on Louisiana Delta Community College's operation for the following day/week/month
- Basic facts about LDCC, its mission and programs
- When the next information will be available
- Name and title of spokesperson(s) to whom the facts can be attributed
- With approval from the Vice Chancellor for Student Affairs, the following "directory information" about students may be disclosed, according to the Family Educational Rights and Privacy Act (FERPA):
  - name and address
  - date and place of birth
  - major field of study
  - participation in officially recognized sports and activities
  - weight and heights of athletes
  - dates of attendance
  - degrees and awards received and other similar information

### D. MEDIA RELATIONS POLICY

Dealing with the media and general inquiries

- Follow guidelines of the above "Release of Information Policy".
- No reporter or photographer is to wander unescorted on campus during a crisis. If an escort is unavailable, a media ID tag will be issued at the media center. The College has no control of photographers, videographers or interviews made off-campus but can control those made on-campus.
- All inquiries, including telephone, by the media or general public during a crisis will be referred and routed to the Louisiana Delta Community College Director of Public Relations Office at (318) 345-9265.
- All telephone inquiries will be answered with a prepared statement issued by the spokesperson. This is the only information to be given over the phone. Inquiries from parents should be directed to the Student Affairs Office.
- No "off-the-record" statements should be made by campus personnel.
- Do not speculate; share candid but appropriate information and control rumors.
- Information is made available only after facts have been determined.
- Remember our real audience is our constituencies, not just the media.

## E. EVALUATION

- Call a meeting of all staff involved in Crisis Communication.
- Review all internal and external communication about the crisis.
- Review all media coverage.
- Determine strengths and weaknesses of plan's execution.
- Make amendments to the plan as determined by evaluation.

APPENDIX A

Where to Call for Help on Campuses

EMERGENCY TELEPHONE NUMBERS

Any emergency ----- 911  
Louisiana State Police ----- (318) 345-0000  
Louisiana Delta Community College Police ----- (318) 345-9105  
*The administration numbers listed for the campuses will provide access to the on-site police officer.*

**Monroe Campus**

Campus Police ----- (318) 345-9105  
Monroe Police Department ----- (318) 329-2600  
Ouachita Parish Sheriff's Office ----- (318) 329-1200

**Bastrop Campus**

Administration ----- (318) 283-0836  
Bastrop Police Department ----- (318) 281-1322  
Morehouse Parish Sheriff's Office ----- (318) 281-4141

**State Office Building**

Department of Public Safety Police ----- (318) 362-4296  
Administration ----- (318) 362-5025  
Monroe Police Department ----- (318) 329-2600  
Ouachita Parish Sheriff's Office ----- (318) 329-1200

**Lake Providence Campus**

Administration ----- (318) 559-0864  
East Carroll Parish Sheriff's Office ----- (318) 559-2800  
Lake Providence Police Department ----- (318) 559-2000

**Ruston Campus**

Administration ----- (318) 251-4145  
Ruston Police Department ----- (318) 255-4141  
Lincoln Parish Sheriff's Office ----- (318) 255-5111

**Tallulah Campus**

Administration ----- (318) 574-4820  
Tallulah Police Department ----- (318) 574-3230  
Madison Parish Sheriff's Office ----- (318) 574-1831

**West Monroe Campus**

Administration ----- (318) 397-6167  
Ouachita Parish Sheriff's Office ----- (318) 329-1200

**Winnsboro Campus**

Administration ----- (318) 435-2164  
Winnsboro police Department ----- (318) 435-4307  
Franklin Parish Sheriff's Office ----- (318) 435-4505

**Jonesboro Campus**

Administration ----- (318) 480-5000  
Jonesboro Police Department ----- (318) 259-2164  
Jackson Parish Sheriff's Office ----- (318) 259-9021



## APPENDIX B

### EMERGENCY MANAGEMENT OFFICES AND RESOURCES

#### FEMA Headquarters

Federal Emergency Management Agency  
500 C Street, SW  
Washington, DC 20472  
(202) 646-2500  
[www.fema.gov](http://www.fema.gov)

#### FEMA Region 6

FRC800 North Loop 288  
Denton, TX 76209-3698  
(940) 898-5399

#### State Emergency Management Agencies

Governor's Office of Homeland Security and Emergency Preparedness  
Regional 8

#### Region 8

Director Kip Franklin  
(318) 513-6202  
[kfranklin@lincolnparish.org](mailto:kfranklin@lincolnparish.org)

#### Regional Coordinator

Joe R. Stewart  
(225) 405-5309  
[joe.stewart@la.gov](mailto:joe.stewart@la.gov)

#### Parish Directors

Ouachita- Neal Brown	<a href="mailto:anbrown@ohsep.net">anbrown@ohsep.net</a>	(318) 322-2641
Morehouse- James Mardis	<a href="mailto:jmardis@mpso.net">jmardis@mpso.net</a>	(318) 239-8062
Franklin-Mitch Reynolds	<a href="mailto:mitchreynolds@franklinparish.org">mitchreynolds@franklinparish.org</a>	(318) 435-6247
Lincoln-Kip Franklin	<a href="mailto:kfranklin@lincolnparish.org">kfranklin@lincolnparish.org</a>	(318) 513-6282
Madison-Earl Pickney	<a href="mailto:Earlpink@gmail.com">Earlpink@gmail.com</a>	(318) 574-6911
East Carroll-LeeKeitha Reed	<a href="mailto:ecpjocp@bayou.com">ecpjocp@bayou.com</a>	(318) 559-2259

APPENDIX C



**Campus Locations**

Monroe - Ouachita

Tallulah - Madison

Lake Providence - East Carroll

West Monroe - Ouachita

Ruston - Lincoln

Winnsboro - Franklin

Bastrop - Morehouse

## APPENDIX D

### TERMS AND DEFINITIONS

- A. **STATE OF EMERGENCY:** A condition that requires immediate action in order to save lives and maintain control of Louisiana Delta Community College campuses. A state of emergency will be declared and terminated by the Chancellor.
- B. **CAMPUS EMERGENCY:** Any emergency that might endanger the lives of LDCC population or buildings.
- C. **COMMUNITY EMERGENCY:** Any emergency in the parishes served by LDCC or surrounding parishes that might endanger the Louisiana Delta Community College population.
- D. **STATE OR NATIONAL EMERGENCY:** This type of an emergency will be managed by the Parish Emergency Management Agency. The Louisiana Delta Community College Crisis Management Team (CMT) may be called on to assist in this event.
- E. **CRISIS MANAGEMENT COMMAND CENTER (CMCC):** The location from which the CMT will monitor, support and give direction during an emergency situation. Giving appropriate protective action and guiding supportive personnel services to and from the site of emergency.
- F. **CRISIS MANAGEMENT TEAM (CMT):** Individuals listed in this policy who will direct the College through a disaster or civil disturbance.
- G. **EARLY WARNING SYSTEM:** Warning of danger may come from sources such as television and radio. When the Crisis Management Plan (CMP) is implemented by the Chancellor, key CMT members or their designated representative will begin the first stage of the Crisis Management Plan.

## APPENDIX E

### **PROXIMITY THREATS**

#### **PURPOSE**

The following information is set forth to identify potential problems that may arise based on the locations of LDCC campuses. This information should be used as part of any threat assessment as necessary. Procedures to follow are outlined above.

#### **MONROE CAMPUS**

The Monroe campus of Louisiana Delta Community College (LDCC) is located in eastern Ouachita Parish at 7500 Millhaven Rd, Monroe, LA 71203. This assessment is designed to identify, and where possible, discuss mitigation of the threats posed by nearby businesses and transportation routes.

#### **PROXIMITY THREATS**

**Light Industry:** There are a number of small to medium sized light industry concerns located within 1 mile of the campus but none of them appear to pose a specific identifiable hazardous materials incident threat.

**Interstate 20:** By far, the most dangerous proximity threat for the West Monroe campus is I-20. It runs east and west and is located only 1000 feet or so to the south of the Monroe campus buildings. On an average day, thousands of tractor-trailers will pass the campus, and a significant number of them will be carrying hazardous materials of one type or another. They include explosives, gases, flammable liquids and solids, oxidizing substances, poisonous and infectious substances, radioactive materials, corrosive substances and many other hazardous wastes. Each of these substances poses a risk for explosion, toxic release and fire. Hazardous materials incidents are 10 times more likely to occur when being transported by truck as compared to rail.

**Rail Line:** A Kansas City Southern – Union Pacific rail line runs east and west and is located about 400 feet to the north of the campus. Trains using this route carry the same types and quantities of hazardous materials as trucks, but they are more likely to carry more dangerous gasses and liquids like chlorine and anhydrous ammonia. Even accounting for the more dangerous cargo, the increased distance and better safety record of rail transportation make the rail line less of a threat to the campus. It must be remembered, however, that the threat is certainly not negligible.

**Airport:** Monroe Regional Airport is located 1 mile northwest of campus. The airport supports commercial, private, military, and cargo transportation. The campus is not in direct line with the glide path for any runway. Although the airport presents a threat potential, it is minimal.

**Gas Lines:** There are buried natural gas lines on and near the Monroe campus. Normal precautions, as laid out in the Gas Line Safety procedures, are sufficient to limit risk from these lines.

## **NON-THREAT ISSUES**

**Evacuation:** The Monroe campus is isolated in that only one improved road, Millhaven Road, services the campus. Campus may be entered or departed east or west on Millhaven road. Procedures are spelled out in the LDCC Health and Safety Plan under “Evacuation Plan”. Immediate action will be taken to secure the campus, the safety of the students, employees, and visitors based on visual observations and immediately available facts. Upon contact with Emergency Authorities, Campus Administrators will carry out all directions and actions ordered.

## **WEST MONROE CAMPUS**

The West Monroe campus of Louisiana Delta Community College (LDCC) is located in western Ouachita Parish at 609 Vocational Parkway, West Monroe, LA 71292. This assessment is designed to identify, and where possible, discuss mitigation of the threats posed by nearby businesses and transportation routes.

## **PROXIMITY THREATS**

**Light Industry:** There are a number of small to medium sized light industry concerns located on Huey Leonard Loop, which encloses the West Monroe campus, but none of them appear to pose a specific identifiable hazardous materials incident threat.

**Interstate 20:** By far, the most dangerous proximity threat for the West Monroe campus is I-20. It runs east and west and is located only 150 feet or so to the north of the front door of the Administration Building. On an average day, thousands of tractor-trailers will pass the campus, and a significant number of them will be carrying hazardous materials of one type or another. They include explosives, gases, flammable liquids and solids, oxidizing substances, poisonous and infectious substances, radioactive materials, corrosive substances and many other hazardous wastes. Each of these substances poses a risk for explosion, toxic release and fire. Hazardous materials incidents are 10 times more likely to occur when being transported by truck as compared to rail.

**Rail Line:** A Kansas City Southern – Union Pacific rail line runs east and west and is located about 3/8 of a mile to the south of the campus. Trains using this route carry the same types and quantities of hazardous materials as trucks, but they are more likely to carry more dangerous gasses and liquids like chlorine and anhydrous ammonia. Even accounting for the more dangerous cargo, the increased distance and better safety record of rail transportation make the rail line less of a threat to the campus. It must be remembered, however, that the threat is certainly not negligible.

**Gas Lines:** There are buried natural gas lines on and near the West Monroe campus. Normal precautions, as laid out in the Gas Line Safety and Loss Prevention Manual, are sufficient to limit risk from these lines. The college has gas lines on the campus inspected on a regular basis as required by ORM and other state regulations.

## **NON-THREAT ISSUES**

**Evacuation:** The West Monroe campus is isolated in that only one improved road, Vocational Parkway, services the Industrial District. To enter or exit the area, one must drive nearly a mile along a frontage road located only twenty or thirty feet from I-20. If appropriate, when an evacuation is called, college faculty, staff, students and visitors will use this route to leave the area. Procedures are spelled out in the LDCC West Monroe

campus Emergency Procedures and Guidelines.

**Water Supply:** There is only one water supply line serving the Industrial Park. It runs along and then under I-20 to the tower on the north side. It is not inconceivable that an incident on the Interstate could disrupt service to the Industrial Park and fire plugs in the area.

## **BASTROP CAMPUS**

The Bastrop main campus of Louisiana Delta Community College (LDCC) is located in the northeast region of Louisiana in Morehouse Parish at 729 Kammell Street, Bastrop, LA 71121. This assessment is designed to identify, and where possible, discuss mitigation of the threats posed by nearby businesses and transportation routes.

## **PROXIMITY THREATS**

**Light Industry:** There are a number of small to medium sized light industry and retail stores located within a mile of the campus, but none of them appear to pose a specific identifiable hazardous materials incident threat.

**US 165 & US 425:** By far, the most dangerous proximity threat for the Bastrop campus is US 165. It runs north and south and is located ½ mile east of the campus front door. US 425 is located 1 ½ miles north of the main Bastrop campus. On an average day, hundreds of tractor-trailers will pass on this route, and some of them will be carrying hazardous materials of one type or another. They include explosives, gases, flammable liquids and solids, oxidizing substances, poisonous and infectious substances, radioactive materials, corrosive substances and many other hazardous wastes. Each of these substances poses a risk for explosion, toxic release and fire. Hazardous materials incidents are 10 times more likely to occur when being transported by truck as compared to rail.

**Rail Line:** A Union Pacific rail line runs east and west and is located about 1 ½ miles north of the campus. Even accounting for the more dangerous cargo, the increased distance and better safety record of rail transportation make the rail line less of a threat to the campus. It must be remembered, however, that the threat is certainly not negligible.

**Gas Lines:** There are buried natural gas lines on and near the Bastrop campus. Normal precautions, as laid out in the Gas Line Safety document, are sufficient to limit risk from these lines. The college has gas lines on the campus inspected on a regular basis as required by ORM and other state regulations.

**Morehouse Parish Minimum Security Prison:** This facility is located 300 yards from the campus with the fenced area running adjacent to the campus property. Due to the makeup of the prison population and the knowledge of the location of the prison to the school by Parish officials and law enforcement personnel, the prison poses negligible threat to the school.

**Morehouse Parish Jail:** This facility is located 1 ½ miles northeast of the campus. The jail facility poses negligible threat to the school.

## **BASTROP-AIRPORT CAMPUS**

The Bastrop Airport campus of Louisiana Delta Community College (LDCC) is located in the northeast region of Louisiana in Morehouse Parish at 6376 Airport Road, Bastrop, LA 71120. This assessment is designed to identify, and where possible, discuss mitigation of the threats posed by nearby businesses and transportation routes.

### **PROXIMITY THREATS**

**Light Industry:** There are a number of small to medium sized light industry and retail stores located within a mile of the campus, but none of them appear to pose a specific identifiable hazardous materials incident threat.

**US 165 & US 425:** By far, the most dangerous proximity threat for the Bastrop Airport campus are US 165 and US 425. US 165 runs north and south and is located 1 ½ mile west of the campus. US 425 is located 1 ½ miles northwest of the Bastrop airport campus. On an average day, hundreds of tractor-trailers will pass on this route, and some of them will be carrying hazardous materials of one type or another. They include explosives, gases, flammable liquids and solids, oxidizing substances, poisonous and infectious substances, radioactive materials, corrosive substances and many other hazardous wastes. Each of these substances poses a risk for explosion, toxic release and fire. Hazardous materials incidents are 10 times more likely to occur when being transported by truck as compared to rail.

**Rail Line:** A Union Pacific rail line runs southwest to northeast and is located about ¾ mile west of the campus. This line has been abandon for several years and poses no immediate threat. Should the line be reactivated into service and accounting for the more dangerous cargo, the distance and better safety record of rail transportation make the rail line less of a threat to the campus. It must be remembered, however, that the threat is certainly not negligible.

**Gas Lines:** There are buried natural gas lines on and near the Bastrop Airport campus. Normal precautions, as laid out in the Gas Line Safety document, are sufficient to limit risk from these lines. The college has gas lines on the campus inspected on a regular basis as required by ORM and other state regulations.

**Morehouse Parish Jail:** This facility is located 1 ½ miles northwest of the campus. The jail facility poses negligible threat to the school.

## **WINNSBORO CAMPUS**

The Winnsboro campus of Louisiana Delta Community College (LDCC) is located in central Franklin at 1710 Warren Street, Winnsboro, LA 71295. This assessment is designed to identify, and where possible, discuss mitigation of the *threats* posed by nearby businesses and transportation routes.

### **PROXIMITY THREATS**

**Business and Industry:** There are no businesses in the immediate area that pose an immediate or severe threat to the campus.

**US 425:** By far, the most dangerous proximity threat for the Winnsboro campus is US 425. It runs North and South and is located only 150 yards or so to the East of the front door of the Administration Building. On an average day, hundreds of tractor-trailers will use this corridor, and a significant number of them will be carrying hazardous materials of one type or another. They include explosives, gases, flammable liquids and solids, oxidizing substances, poisonous and infectious substances, radioactive materials, corrosive substances and many other hazardous wastes. Each of these substances poses a risk for explosion, toxic release and fire. Hazardous materials incidents are 10 times more likely to occur when being transported by truck as compared to rail.

**Rail Line:** There are no active railroads in this area.

**Gas Lines:** There are no major chemical pipelines in the immediate area. There are buried natural gas lines on and near the Winnsboro campus. Normal precautions, as laid out in the Gas Line Safety and Loss Prevention Manual, are sufficient to limit risk from these lines. The college has gas lines on the campus inspected on a regular basis as required by ORM and other state regulations.

**Prison:** The Franklin Parish Detention Center is located approximately 6 miles of the Winnsboro campus. The center poses no immediate danger to the school.

#### **NON-THREAT ISSUES**

**Evacuation:** The Winnsboro campus is located with multiple access and exit routes. If appropriate, when an evacuation is called, college faculty, staff, students and visitors will use an appropriate route to leave the area.

#### **NORTHEAST LOUISIANA STATE OFFICE BUILDING**

The campus of Louisiana Delta Community College (LDCC) at the State Office Building is located in central Ouachita Parish at 32 Accent Drive, Monroe, LA. This assessment is designed to identify, and where possible, discuss mitigation of the threats posed by nearby businesses and transportation routes.

#### **Proximity Threats**

There are a two major highways (Interstate 20 and US 165) in direct proximity of the campus that host significant numbers of tractor-trailers with hazardous cargo of one type or another. Each substance poses a risk for explosion, toxic release and fire. Hazardous materials incidents are 10 times more likely to occur when being transported by truck as compared to rail. However the traffic is intercity forcing lower speeds making it less likely any major threat would occur.

**Rail Lines** –There are two railroad lines within one mile of the site. Trains using these routes carry the same types and quantities of hazardous materials as trucks, but they are more likely to carry more dangerous gasses and liquids like chlorine and anhydrous ammonia. Even accounting for the more dangerous cargo, the increased distance and better safety record of rail transportation make the rail line less of a threat to the campus. It must be remembered, however, that the threat is certainly not negligible.



## **RUSTON CAMPUS**

The Ruston campus of Louisiana Delta Community College (LDCC) is located in south central Lincoln Parish at 1010 James Street, Ruston, LA 71270. This assessment is designed to identify, and where possible, discuss mitigation of the threats posed by nearby businesses and transportation routes.

### **PROXIMITY THREATS**

By far, the most dangerous proximity threat for the Ruston campus is I-20. It runs east and west and is located only approximately 250 feet to the north of the front door of the Building A. On an average day, thousands of tractor-trailers will pass the campus, and a significant number of them will be carrying hazardous materials of one type or another. They include explosives, gases, flammable liquids and solids, oxidizing substances, poisonous and infectious substances, radioactive materials, corrosive substances and many other hazardous wastes. Each of these substances poses a risk for explosion, toxic release and fire. Hazardous materials incidents are 10 times more likely to occur when being transported by truck as compared to rail.

**Rail Line:** A Kansas City Southern – Union Pacific rail line runs east and west and is located about 0.6 of a mile to the south of the campus. Trains using this route carry the same types and quantities of hazardous materials as trucks, but they are more likely to carry more dangerous gasses and liquids such as chlorine and anhydrous ammonia. Even accounting for the more dangerous cargo, the increased distance and better safety record of rail transportation make the rail line less of a threat to the campus. It must be remembered, however, that the threat is certainly not negligible.

**Light Industry:** There are a number of small to medium sized light industry concerns located in the vicinity of the Ruston campus, but none of them appear to pose a specific identifiable hazardous materials incident threat.

## **TALLULAH CAMPUS**

The Tallulah campus of Louisiana Delta Community College (LDCC) is located in central Madison at 132 Old Hwy 65 South Tallulah, LA 71282. This assessment is designed to identify, and where possible, discuss mitigation of the threats posed by nearby businesses and transportation routes.

### **PROXIMITY THREATS**

By far, the most dangerous proximity threat for the Tallulah campus is I-20. It runs east and west and is located only 500 yards or so to the south of the front door of the Administration Building. On an average day, thousands of tractor-trailers will pass the campus, and a significant number of them will be carrying hazardous materials of one type or another. They include explosives, gases, flammable liquids and solids, oxidizing substances, poisonous and infectious substances, radioactive materials, corrosive substances and many other hazardous wastes. Each of these substances poses a risk for

explosion, toxic release and fire. Hazardous materials incidents are 10 times more likely to occur when being transported by truck as compared to rail.

**Rail Line:** There is a dead end track located adjacent to the campus. It is used for short term rail car storage. Trains using this route carry the same types and quantities of hazardous materials as trucks, but they are more likely to carry more dangerous gasses and liquids like chlorine and anhydrous ammonia. Even accounting for the more dangerous cargo and better safety record of rail transportation make the rail line less of a threat to the campus. It must be remembered, however, that the threat is certainly not negligible.

**Gas Lines:** There are buried natural gas lines on and near the Tallulah campus. Normal precautions, as laid out in the Gas Line Safety and Loss Prevention Manual, are sufficient to limit risk from these lines. The college has gas lines on the campus inspected on a regular basis as required by ORM and other state regulations.

**Prison:** The Madison Correctional facility is located within 1000 yards of the Tallulah campus. The school is notified immediately of any security issue. The school will immediately go into lockdown procedures. Any further actions will be at the direction of local emergency responders.

## **LAKE PROVIDENCE CAMPUS**

The Lake Providence campus of Louisiana Delta Community College (LDCC) is located in central East Carrol parish at 156 Highway 883-1, Lake Providence, LA 71254. This assessment is designed to identify, and where possible, discuss mitigation of the threats posed by nearby businesses and transportation routes.

### **PROXIMITY THREATS**

**Business and Industry:** Myriant Technologies located approximately 4 miles south of the campus, produces chemicals that could possibly be hazardous to the campus if an accident occurred and the wind were blowing North.

**US 65:** It runs North and South and is located 1.5 miles East of the campus. Tractor-trailers will pass through this route, some of which will be carrying hazardous materials of one type or another. They include explosives, gases, flammable liquids and solids, oxidizing substances, poisonous and infectious substances, radioactive materials, corrosive substances and many other hazardous wastes. Each of these substances poses a risk for explosion, toxic release and fire. Hazardous materials incidents are 10 times more likely to occur when being transported by truck as compared to rail.

**Rail Line:** Is located approximately 1.5 miles east of the campus. This line was closed approximately 2004 and poses no threat at this time.

**Gas Lines:** There are buried natural gas lines on and near the Lake Providence campus.

Normal precautions, as laid out in the Gas Line Safety and Loss Prevention Manual, are sufficient to limit risk from these lines. The college has gas lines on the campus inspected on a regular basis as required by ORM and other state regulations.

## **JONESBORO CAMPUS**

The Jonesboro Campus of Louisiana Delta Community College (LDCC) is located in southern Jackson Parish at 236 Industrial Drive, Jonesboro, LA 71251. This assessment is designed to identify, and where possible, discuss mitigation of the threats posed by nearby businesses and transportation routes.

## **PROXIMITY THREATS**

**Light Industry:** There are a number of small to medium sized light industry concerns located within a mile of the campus, but none of them appear to pose a specific identifiable hazardous materials incident threat.

**US 167:** By far, the most dangerous proximity threat for the Jonesboro campus is US 167. It runs north and south and is located only a quarter mile or so to the east of the front door of the campus. On an average day, thousands of tractor-trailers will pass the campus, and a significant number of them will be carrying hazardous materials of one type or another. They include explosives, gases, flammable liquids and solids, oxidizing substances, poisonous and infectious substances, radioactive materials, corrosive substances and many other hazardous wastes. Each of these substances poses a risk for explosion, toxic release and fire. Hazardous materials incidents are 10 times more likely to occur when being transported by truck as compared to rail.

**Rail Line:** A WATCO rail line runs north and south and is located about a quarter mile to the east of the campus. Trains using this route carry the same types and quantities of hazardous materials as trucks, but they are more likely to carry more dangerous gasses and liquids like chlorine and anhydrous ammonia. Even accounting for the more dangerous cargo, the better safety record of rail transportation makes the rail line less of a threat to the campus. It must be remembered, however, that the threat is certainly not negligible.

**Gas Lines:** There are buried natural gas lines on and near the Jonesboro campus. Normal precautions, as laid out in the Gas Line Safety and Loss Prevention Manual, are sufficient to limit risk from these lines. The college has gas lines on the campus inspected on a regular basis as required by ORM and other state regulations.

**Jackson Correctional Center:** This facility is located across the street from the campus with the fenced area running parallel to the campus property. Due to the makeup of the prison population and despite the knowledge of the location of the prison to the school by parish officials and law enforcement personnel, the threat posed by the prison is not negligible.

