



**NORTHWEST**  
LOUISIANA TECHNICAL COLLEGE

## **EMERGENCY PREPAREDNESS WRITTEN PLAN**

Main Campus: Minden Campus, Minden, LA

Branch Campuses: Mansfield Campus, Mansfield, LA  
Natchitoches Campus, Natchitoches, LA  
Sabine Valley Campus, Many, LA  
Shreveport/Bossier Campus, Shreveport, LA

Instructional Service Centers: David Wade Correctional Center, Springhill, LA  
Caddo Correctional Center, Shreveport, LA  
Camp Minden, Minden, LA

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# **NORTHWEST LOUISIANA TECHNICAL COLLEGE EMERGENCY PREPAREDNESS WRITTEN PLAN**

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## **Introduction**

Northwest Louisiana Technical College will make every effort to insure the safety of faculty, staff, students and facilities. General emergency procedures are outlined in this Emergency Preparedness Plan to address methods of handling emergencies such as accidents and illnesses; fires; bomb threats; severe weather; hazardous waste/chemicals; and campus disturbances/domestic violence.

In the event of an emergency situation, the Campus Deans will be in close contact with the Director as to the closure of the campuses, cancellation of classes, and/or any other emergency actions that must be taken on the campuses. The Campus Deans will advise faculty and staff to take preventive or protective measures as deemed appropriate for the particular situation. The Campus Deans will work closely with the maintenance, and other campus personnel to secure the facility and grounds in preparation for emergencies.

Faculty, staff, and students are advised to register their contact information with First Call for emergency alerts and to listen to their local television and radio stations for local weather reports and for information that will be announced by the Director. Information will also be provided through social media and on the web page at [www.nwltc.edu](http://www.nwltc.edu). This Emergency Preparedness Plan is designed as a generic guide for the campuses to use when developing a campus specific plan of action for emergency situations. Each Campus Dean will develop and publish campus specific guidelines that compliment this plan. The Campus Deans and Campus Safety Representatives will review this plan annually to determine a need to update the policies and procedures outline for emergencies.

The emergency plan is needed to act quickly and appropriately. The Emergency Preparedness Plan is to be reviewed by all faculty, staff and students.

## **Emergency Procedure**

### **Purpose**

It is the purpose of these procedures to provide general guidelines for the handling of a school crisis. A school crisis includes, but is not limited to student violence, school shootings, and student protests, stabbings, riots or other possible life threatening situations.

In the event of a school crisis, it shall be the policy of Northwest Louisiana Technical College in Shreveport to consider the lives of the students, faculty, staff, and citizens involved to be of the utmost importance. Whenever possible, school personnel shall strive for incident stabilization and resolution through a combined team effort of school administrators, the police and emergency response personnel. It is the goal of NWLTC to develop and maintain the ability to utilize alternative approaches to resolve the incident, should normal standard procedures for this type of incident fail to prove adequate due to action(s) of the subject(s) involved.

It is hoped that the information contained in this guide is helpful. However, no plan can guarantee that a crisis will never occur on our campus or that the plan implemented is the most appropriate response to a particular crisis event that has arisen. This plan is not meant to totally assure a successful outcome to a crisis situation. It is merely implemented as a guide to provide direction of how lives can be saved. No directive contained herein is meant to replace good common sense and sound thinking when it comes to the protection of the students entrusted to us.

### **Accidents**

#### Faculty/Staff Responsibilities:

- For serious injury or illness, immediately call Security or 911 and the Administration. Give your name, location, and extension number; describe the nature and severity of the medical problem and the campus location of the victim.
- After the victim has received the appropriate professional medical attention, the instructor or staff member will complete an Incident/Accident report immediately. A copy of the report is to be turned in to the Campus Safety Representative.
- Bystanders may quickly perform the following steps:
- Keep victim still and comfortable. Do not move the victim.

- Check breathing. If trained, perform CPR if necessary with CPR shields located in first aid kits in every program area.
- Check for a pulse. If there is no pulse and you have been trained, perform CPR or wait for trained personnel.
- Control serious bleeding by direct pressure on the wound.
- Look for emergency medical ID, Medic Alert tags, question witnesses, and give all information to the Campus Safety Representative, Security, or emergency responders when they arrive.
- For minor injury or illness, administer first aid and appraise the nature of the injury. *Note:* First aid and blood borne pathogen kits are clearly marked with signage in each department.
- The instructor or staff member will complete an Incident/Accident report immediately. A copy of the report is to be turned in to the Campus Safety Representative.
- Administrator's Responsibilities:
- Notify Chief Human Resources officer if the injury or sickness involves an employee.
- Maintenance/Custodial Responsibilities:
- Determine appropriate cleaning procedures.
- Use appropriate personal protective equipment to clean the accident site.

### **Evacuation Procedures**

#### Administrator's Responsibilities:

- Evacuation implemented upon the sounding of the alarm, evidence of fire or other notification.
- Involve other staff as necessary.
- Call 911.
- Notify Security.
- Determine persons with special needs that will require assistance.
- If students/staff need to leave the premises: Coordinate your effort with Administrative office and emergency responders.

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Maintenance/Custodial Responsibilities:

- Same as Administrator's Responsibilities.
- Contact the Campus Dean or Asst. Dean for further direction.

Faculty/Staff Responsibilities:

- Follow the evacuation routes posted in the room unless otherwise advised.
- Close your classroom doors when leaving the room.
- Do not touch the light switches.
- Take your record/attendance books, if possible.
- Assist with the building evacuation by checking bathrooms, etc.
- See that special needs students are physically assisted.
- Take roll call.
- Report missing student(s) ASAP to the Administrator/Designee.
- Remain with classes and await further instructions from the Campus Dean or designee.

**Utility Failure**

Administrator's Responsibilities:

- Contact the Maintenance Department to address the problem.
- Ensure that the utility company has been contacted.

Faculty/Staff Responsibilities:

- Remain in your classroom. Continue to teach and keep students calm.
- If the outage involves water or sewage, advise students who need to use the bathrooms that the toilet cannot be flushed.

Maintenance/Custodial Staff Responsibilities:

- Determine the nature and full extent of the power outage for the building.
- Keep Administration advised of the situation.

**Unidentified Person on School Site**

Administrator's Responsibilities:

- Notify on-duty Security immediately.
- Identify the problem and the location.

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- Approach the subject and determine the nature of their business within the building.
- Ask for their identification.
- Request them to accompany you to the office. If the suspect is looking for a specific student, check their file for court orders, e.g. personal protection orders, custody orders.
- If there is no acceptable reason to be in the building, ask the intruder to leave the building site.
- If they refuse to leave:
- Have Security escort them off campus.
- If Security is not on campus, call 911.
- Call Administration to report the incident. Provide the suspect's description.
- Await a police response.
- If appropriate, implement heightened Security and/or intruder response procedures.
- If appropriate, declare "lockdown."

Faculty/Staff Responsibilities:

- Approach the subject and determine the nature of their business.
- Request that the subject report to the office.
- If possible, accompany the person to the office.
- If suspicious, notify the Administration and Security ASAP.

Maintenance/Custodial Responsibilities:

- Identify the problem and the location.
- Approach the subject and determine the nature of their business.
- Contact Security and Administration. Call 911.
- Call Administrative Office to report the incident. Provide the suspect's description.
- Await a police response.
- Also see: Intruder/Trespassing.



## **Weapons on School Property**

Follow these procedures within the building whenever you know or suspect a student may have a weapon in a locker, car, or anywhere else on school property.

### Administrator's Responsibilities:

- Implement heightened Security procedures by restricting student movement and/or intruder response plans if the situation appears threatening to the safety of the building. Declare "lockdown" if appropriate.
- Contact campus Security, if available.
- Call 911 if there is no Security on campus.
- Notify Director at main campus, 318-377-3035.
- Determine if a reasonable suspicion exists to search for a weapon.

### Faculty/Staff Responsibilities:

- Notify Security and the Administrative Office Administration ASAP.
- Do not attempt to approach the individual or confiscate.
- If a weapon is found, isolate the area and do not touch the weapon. Police will secure it for evidence.
- Await further instructions from the Administration.

### Maintenance/Custodial Responsibilities:

- Implement heightened Security procedures by restricting student movement and/or intruder response plans if the situation appears threatening to the safety of the building. Declare "lockdown."
- Identify the problem and the location.
- Call 911.

## **Medical Emergency/Multi-Casualties**

### Administrator's Responsibilities:

- Call 911.
- Notify.
- In the event of multiple-casualties or injuries, notify the Director at the main campus, 318-377-3035.
- Report to the scene. Secure and isolate the area.

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- Have staff trained in first aid/CPR respond to the area to assist.
- Assign an individual to meet and escort the emergency medical responders to the scene.
- Notify the emergency contact on file in Student Services.
- Provide the police/EMS emergency information.

### **Allergic Reaction**

- Notify Administrative Office immediately.
- Call 911.
- Notify emergency contact on file in Student Services.

### **Faculty/Staff Responsibilities:**

- Evaluate the accident scene. Isolate and secure the area.
- Direct any unaffected persons to a safer and secured area.
- Call 911.
- Notify Administration ASAP. Advise them of the number of injured and of the situation. Give the location.
- If the scene is safe, proceed to the victim and assess the severity of the injury.
- Stabilize the victim. Administer first aid.
- Assist the emergency medical responders.
- If the scene is not safe, i.e. electrocution, downed wires, etc., wait for EMS.

### **Maintenance/Custodial Responsibilities:**

- Same as Faculty/Staff Responsibilities.

### **Fire/Arson**

Arson means the unauthorized starting of a fire on school property, or assisting another in starting a fire.

### **Administrator's Responsibilities:**

- Evacuate upon the sounding of the alarm, evidence or fire or other notification.
- Call 911; give the specific location, if known.
- Notify the Director at the main campus, 318-377-3035.
- Determine persons with special needs that will require assistance.
- Assist in evacuating the building.

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- Establish a command post for the fire responders, if necessary.
- Assist the fire department with locating the utilities.
- Ensure the building is evacuated.
- If students/staff need to evacuate campus, coordinate this with EMS.
- Signal an “All Clear” when appropriate.
- Notify the Maintenance/Custodial staff to recharge/replace the fire extinguishers where appropriate.

Faculty/Staff Responsibilities:

- Activate the fire alarm or communicate the need to evacuate.
- Notify the Administration ASAP.
- Follow the evacuation procedures:
  - Take your record/attendance books, if possible, and close your classroom door.
  - Reassemble your students at the designated area.
  - Take roll call.
  - Report missing student(s) ASAP to the Administration.
  - Await further instructions from Administration.
  - Re-occupy the building when an “All Clear” is announced.

Maintenance/Custodial Responsibilities:

- Evacuate the building by using the fire alarm.
- Call 911; give the specific location, if known.
- Notify Administration.
- Assist the fire department in locating the utilities.
- Ensure the building is evacuated.
- Re-occupy the building when given an “All Clear.”

Note:

- If arson is suspected, inform the responding police/fire personnel.
- Assist the police/fire.
- Help locate any possible suspect and/or witnesses.
- If the fire was extinguished, still report the fire to fire department for investigation.

## **Severe Weather**

Tornado Watch: Conditions are right for a tornado.

Tornado Warning: A funnel cloud has been sighted. Take cover.

Note: At the first sign of lightning, all students should be inside the building.

Administrator's Responsibilities:

- Office staff to monitor the Early Warning Weather Radio.
- Upon activation, office staff shall notify the Administration.
- Administrator should monitor developing weather conditions.
- If conditions warrant protective measures to be taken, order students/staff to proceed to the shelter area.
- If there is a medical emergency call 911.
- Administrator announces when students/staff are to return to their rooms.
- If damage has occurred to the building, the Administrator is to evacuate the affected areas/campus.

Discourage the release of students until the severe weather passes.

Faculty/Staff Responsibilities:

- Upon the order to shelter the students, proceed to the shelter area.
- If possible, take your record/attendance book.
- Account for all students. Report missing students to Administration.
- If there is a medical emergency call 911.
- Notify the Administration ASAP.
- Keep students quiet and calm.

Maintenance/Custodial Staff Responsibilities:

- Monitor developing weather conditions.
- Contact the Administration for direction.
- If conditions warrant protective measures to be taken, assist students/staff to proceed to the shelter area.
- If there is a medical emergency call 911.
- If damage has occurred to the building, evacuate the affected areas/campus.

## **Bomb Threat**

An evacuation is rarely the safest initial response to a bomb threat. Follow instructions and try to keep your students calm. It is likely that teachers and staff will be asked to search their own areas.

- If you received the threat, preserve the threat (email, note, etc.) and notify Administration.
- Be prepared to communicate all known data regarding the threat to emergency responders.
- If the threat was called in, complete Bomb Threat Call Sheet and call 911.
- Faculty/staff will search their own areas.

### **Search Instructions for Assigned Areas:**

- Do not turn on lights or disturb anything in the room.
- Listen for “ticking” or “clockwork” sounds – if a sound is heard attempt to visually locate it.
- Never touch a ticking item. If you cannot locate the ticking device and have concerns it may be dangerous, evacuate the room and follow the suspicious object instructions below.
- Conduct a cursory inspection of the area looking for anything out of the ordinary or suspicious.

### **If a Suspicious Object/Device is Located:**

- Notify faculty and staff and have them prepare for evacuation.
- Do not touch the object.
- Person who located the object should notify Administration ASAP. (Incident Commander will notify the authorities and recall other search teams.)
- Secure the area where the item was located, but do not guard it (stay away from the item). If possible and can be done on the way out of the area, open doors and windows near the item.
- Determine evacuation route and rally point.
- Assist in evacuation as needed.
- Coordinate evacuation with emergency responders.

### Bomb Threat Checklist

The following is a checklist to be utilized by an operator or person receiving a call which threatens the safety or Security of the School System.

**Checklist:** (Complete all possible items immediately following the call.)

1. Time Call Received: \_\_\_\_\_
  2. Time Call Terminated: \_\_\_\_\_
  3. Caller's Name and Address (if known): \_\_\_\_\_  
\_\_\_\_\_
  4. Sex:  Male  Female
  5. Age:  Adult  Child
  6. Bomb Facts (Questions to Ask):
    - a. When will it explode? \_\_\_\_\_
    - b. Where is the bomb right now? \_\_\_\_\_
    - c. What kind of bomb is it? \_\_\_\_\_
    - d. What does it look like? \_\_\_\_\_
    - e. Why did you place the bomb? \_\_\_\_\_
  7. Voice Characteristics:

<u>Tone</u>	<u>Speech</u>	<u>Language</u>
<input type="radio"/> Loud	<input type="radio"/> Fast	<input type="radio"/> Excellent
<input type="radio"/> Soft	<input type="radio"/> Slow	<input type="radio"/> Good
<input type="radio"/> High Pitch	<input type="radio"/> Distorted	<input type="radio"/> Fair
<input type="radio"/> Low Pitch	<input type="radio"/> Cursing	
<input type="radio"/> Stutter	<input type="radio"/> Slurred	
<input type="radio"/> Nasal	<input type="radio"/> Foreign	
<input type="radio"/> Raspy	<input type="radio"/> Disguised	
<input type="radio"/> Lisp		
  8. Background Noise:

<input type="radio"/> Music	<input type="radio"/> Traffic
<input type="radio"/> Voices	<input type="radio"/> Machines
<input type="radio"/> Cellular Phone	<input type="radio"/> Quiet
<input type="radio"/> Children	<input type="radio"/> Typing
<input type="radio"/> Other	
  9. Person Receiving Call: \_\_\_\_\_
- Work Station: \_\_\_\_\_
- Date: \_\_\_\_\_

### **Biological Attack/Release/Outbreak**

- Indicators of Biological Incident:
- Symptoms may not present themselves for 1-20 days, depending on the biological agent, and may include:
  - Fever, headache, chills, sweating, weakness and fatigue
  - Joint and muscle pain
  - Respiratory distress, difficulty talking or eating
  - Nausea

#### Faculty/Staff Responsibilities:

- Notify Administrative office.

#### Administration Responsibilities:

- Call 911 and notify administration.
- Ensure local health department is contacted.
- Conduct attendance audit of visitors, staff and students.

Note: Establishment of information sharing system with public health officials to report excessive/unusual student absenteeism should be considered.

Consider: Establishing a location for evacuation, decontamination, or quarantine at the direction/approval of the incident commander.

### **Nuclear Attack/Release**

- The explosion of a nuclear bomb, the use of nuclear weapons, usable fissile material, and the seizure or sabotage of nuclear facilities.
- Detonation of a thermal nuclear bomb.
- Bombing of nuclear facility or transportation vehicle (freeway)
- Use of a dirty bomb.
- Use an explosive device to disseminate radioactive material.
- Dissemination of radioactive materials with a spray device.

Note: The amount of radiation from a “dirty bomb” is unlikely to give you radiation sickness or cancer (dependent on time, rate, and distance).

Faculty/Staff and Administration's Responsibilities:

- Call 911 and notify administration.
- Await further instructions.
- Conduct attendance audit of visitors, staff and students.

**Radiological Attack/Release**

Indicators of Radiological Exposure

- Symptoms usually do not appear for 2-6 hours, even with high doses.
- Some symptoms may include: Nausea, vomiting, diarrhea, dizziness, fatigue, headache.

Faculty/Staff Responsibilities:

- Close windows and doors.
- Ensure that students do not chew gum, eat, drink or place objects in their mouth.
- Have students cover nose and mouth with handkerchief or other material.
- Take attendance.
- Wait for further direction from school administration.

Administration's Responsibilities:

- Call 911 immediately (on a cell phone, use the actual number of the police department) and notify administration.
- Public address announcement to staff.
- Control building ingress/egress.
- Turn off HVAC (heating, ventilation, air conditioning) system.
- Ensure windows and doors are closed.
- Maintain a closed campus until evacuation or decontamination procedures are implemented by incident commander.
- If within a 10-mile radius of the incident, shelter in place until evacuation procedures are initiated.
- Conduct attendance audit of visitors, staff and students.



If Possible and Practical:

- Keep exposure time to a minimum.
- Establish a location for evacuation and decontamination at the direction/approval of the incident commander.
- Contact your local Emergency Manager for recommendations.
- For those buildings within the Ten Mile Emergency Planning Zone of a nuclear power plant, please refer to required response plans or protocols.

**Chemical Attack/Accident**

Note: Most chemical agents do not produce a visible cloud.

- Indicators of Chemical Hazard
- Blisters or rashes
- Unexplained coughing, fatigue, tearing in eyes, dizziness.
- Unusual liquid droplets or oily film
- Unexplained animal sickness or death
- Unexplained odors

Faculty/Staff Responsibilities:

- If a chemical attack or release is suspected, notify the principal's office immediately.
- Advice of injuries/anyone in immediate danger.
- If evident, notify principal's office of adverse physical symptoms present.
- Stay calm and keep students calm.
- Remain in room with door and windows closed. Await further instructions.
- Take attendance and keep class roster in your possession.
- If outside with students, seek shelter immediately.
- Have students cover nose and mouth with handkerchief or other material.

Administration's Responsibilities:

- If chemical attack or release is suspected, turn off HVAC (heating, ventilation, air conditioning) systems.
- Call 911 (on a cell phone, use the actual number of the police department) and notify administration.

- Control building ingress/egress.
- Use PA announcement directing staff and students to remain in classrooms or move to a pre-designated safe/assembly area. Do so Only at the direction of Administration or emergency response personnel.
- Conduct attendance audit of visitors, staff and students.
- Public announcement through local emergency manager or broadcast media.

### **Explosion**

Approximately 70% of terrorist events involve the use of explosives. Explosives can be used to disperse other hazardous materials. Types of explosions are: Mechanical, Chemical, and Nuclear/Radiological

#### Faculty/Staff Responsibilities:

- Written, email, verbal or call-in explosion threat, OR upon discovery of potential explosive device:
- Stay calm.
- Inform Administrative office via messenger or building telephone.
- Evacuate to designated assembly area, leaving doors open as you exit.
- Recommend 1,000 feet distance minimum.
- Do not remove any items from the building as you exit.
- Take attendance.
- Report any missing students to the Administrative/Student Services office immediately.
- Do not re-enter building.

#### Administration's Responsibilities:

Written, email, verbal or call-in explosion threat, OR Upon discovery of potential explosive device:

- Notify the Director at the main campus, 318-377-3035.
- Upon notification, call 911.
- Use messenger to signal evacuation of faculty/staff and students to designated assembly area. Radio signals and/or electronic devices can activate explosive devices.

Do Not Use:

- Radios
- Cell Phones
- Electronic bells/public address system

Report any unaccounted students to first responder on scene.

- Fire
- Police
- Emergency Medical Services
- Conduct attendance audit of visitors, staff and students

**CBRNE (Chemical, Biological, Radiological, Nuclear, and Explosion)**

**Chemical/Biological/Radiological/Nuclear**

If you feel there has been a release of a dangerous substance, notify 911. If the release is inside the school, evacuate upwind and uphill from the school/ release point. If the release is outside the school, request fire department assistance in determining if the campus should be evacuated or shelter should be sought inside the school.

**Explosion**

Be aware of secondary explosive devices (inside and outside the school) and avoid touching or moving any out-of-place packages or items. If evacuation is required, avoid parking lots.

**Chemical Spills/Toxic Fumes**

If chemical attack or release is suspected, turn off HVAC (heating, ventilation, air conditioning) systems.

1. Call 911; notify Security and administration.
2. Control building ingress/egress.
3. Use PA announcement directing staff and students in classrooms or move to a pre-designated safe/assembly area.
  - Only at the direction of the incident commander.
4. Conduct attendance audit of visitors, staff and students.
5. Public announcement through local emergency manager or broadcast media.

**Biological Attack Release/Outbreak**

1. Call 911; notify SECURITY and administration.
2. Ensure local health department contacted.
3. Conduct attendance audit of visitors, staff and students.

**Radiological Attack/Release**

1. Call 911; immediately, notify SECURITY and administration.
2. Public address announcement to staff.
3. Control building ingress/egress.
4. Turn off HVAC (heating, ventilation, air conditioning) system.
5. Ensure windows and doors are closed.
6. Maintain a closed campus until evacuation or decontamination procedures are implemented by incident commander.
7. If within a 10 mile radius of the incident, shelter in place until evacuation procedures are initiated.
8. Conduct attendance audit of visitors, staff and students.

**Nuclear Attack/Release**

1. Call 911; notify SECURITY and administration
2. Await further instruction.
3. Conduct attendance audit of visitors, staff and students.
4. Refer to “Radiological Release/Incident” template.

**Explosion**

1. Upon notification, call 911; notify SECURITY and administration.
2. Use messenger to signal evacuation of staff and students to designated assembly area.

Radio signals and/or electronic devices can activate explosive devices.

3. Do NOT USE radios, cell phones, electronic bells/public address system.
4. Report any unaccounted students to first responder on scene.
  - Fire
  - Police
  - Emergency Medical Services
5. Conduct attendance audit of visitors, staff and students.

## **Missing/Abducted Student**

### Overall Procedures:

- If abduction is observed or suspected, call 911.
- Obtain a detailed description of the abductor (physical appearance, type/color of clothing, and make/model/color/license number of any vehicle seen).
- If a student is missing/abducted, immediately notify the Administration
- If possible, obtain a detailed description of clothing/time/location when student was last seen, and photograph of the student if possible.

### Administrator's Responsibilities:

- Missing Student
- Conduct an immediate search of the campus.
- Call 911.
- Have Student Services make contact with the emergency contact on file in Student Services for the missing student.

### Abduction

- Call 911, provide suspect/vehicle information.

Notify the Director at the main campus, 318-377-3035.

- If abduction is witnessed by other students, detain the students for interviews with the Administrator/law enforcement.

### Faculty/Staff Responsibilities:

#### Missing Student

- Notify the Administration.
- Assist the Administrator with questioning friends/classmates.
- Maintain control of the returning students.

#### Abduction

- If abduction occurs during class, attempt to persuade the abductor not to commit the act, if possible.
- If abduction is witnessed by other students, detain the students for interviews with the Administrator/law enforcement.
- Do not place yourself or students in harm's way.

Maintenance/Custodial Responsibilities:

- If you are informed of an incident notify Administration immediately.
- Follow the Administrator's Responsibilities listed in the previous column.
- Call 911. Follow the Administrator's direction and assist in any way possible.

**Death on School Site (i.e. natural causes, accidental, suicide or homicide)**

Survey scene to determine safe approach.

Administrator's Responsibilities:

- Identify the problem and the location. Secure and isolate the area.
- Call 911.
- Notify the Director at the main campus, 318-377-3035.
- Assist the police in locating and identifying possible suspect(s)/victim(s).
- Assess whether the suspect(s) can be safely isolated/detained.
- Secure emergency information on the suspect(s)/victim(s), if possible.
- Provide the police/EMS with emergency information.

Faculty/Staff Responsibilities:

- Identify the problem and the location. Secure and isolate the area.
- Call 911.
- Notify the Administration ASAP.
- If possible, calmly remove the students from the area.
- Discourage discussion.
- Wait for the police/EMS responders to arrive.
- Identify students in need of immediate support.

Maintenance/Custodial Responsibilities:

- Same as Faculty/Staff Responsibilities notify the Administration if necessary.

**Active Shooter/Dangerous Intruder(s)/Student with Weapon(s)**

In the event of a dangerous intruder, no code phrases will be used.

Initial Steps

- During transition times, teachers should gather nearby students into their classroom.
- Teachers will close and lock their doors.

- Teachers and students should move out of line of sight.
- Lights should be off window shades should be down.
- Student outdoors should not return to the building. They should evacuate to the nearest off-campus shelter location.
- Maintain a calm atmosphere and remain in the locked classroom until the “all-clear” is given.

The Three Outs: When Security and prevention measures fail and a shooter is in your school; you have only three response options or what’s known as the “3 outs.”

1. Lock Out or keep the shooter out of your room or facility.
2. Get Out – Run away from the shooter.
3. Take Out – Fight back against the shooter.

### **Lock Out**

While no location can offer total protection from a shooter, implementing a “lockdown” inside a securable location provides some degree of protection. The purpose of a lockdown is to delay or slow down the shooters progress until law enforcement arrives.

While locking the door is a vital component, there are methods of reinforcing the lockdown that can further deter an attacker. These methods are called target hardening and can include:

- Barricading doors: use desks, chairs, shelves, etc. *Note:* barricades are most effective if the door opens towards the barricade. However, even if the door opens away from the barricade (usually into the hallway), stacked objects can delay an attacker.
- Tying off doors: This action limits the attacker’s ability to open doors; even if they are unlocked. Generally, tying off doors is used to reinforce doors that open out (towards the hallway) where barricades have limited value. There several methods ways to tie off doors and more than one should be attempted:
- Tie one end of a belt or electric cord around the handle and secure the other end around a corner and out of site. If the end cannot be secured, have several people hold it, while around a corner and out of site. This will reinforce any type of door.

- For handicap accessible handles (levers that are pushed downward to open the door), chair or stool legs may be wedged between the handle and door, with at least 1/4 of the chair extending beyond the doorframe. When the door is pulled to open, the chair catches on the door frame.
- Doors that have folding hinges above the door may be reinforced by tying the folding hinge tightly so that it cannot expand and allow the door to open.

### **Get Out**

If you cannot lock the shooter out of your location, attempt to help students Get Out of the area by running away.

An example of when to implement a “Get Out” approach may be if you are in the cafeteria when a shooter enters.

Since the shooter is already in the cafeteria there is no point in attempting to implement a “Lock Out”; so you order the students to run out through the kitchen and side exit.

Note: Using the 3 Out approach, the Get Out approach should be implemented using a secondary exit (ground floor windows or exits) if the attacker attempts to defeat the lockdown. If Get Out is not an option, the Take Out or fight back approach should be implemented as soon as the attacker attempts entry. This includes reaching through a defeated vision panel.

### **Take Out**

If the attacker is in your immediate area and blocking your path and there is no way you can Lock Out or Get Out; you must then fight back and Take Out the shooter using any available means.

When fighting back, use any available weapon such as a fire extinguisher, chair or even books.

The Take Out option is to be used as a last resort.

Teaching or discussing with students the Take Out option is not recommended. The Take Out option is no different than any other emergency; staff and faculty must take charge and provide clear direction.



For instance, if the Lock Out option is failing, and Get Out is required through a ground floor window, it is imperative the teacher direct students. This direction should include not just climbing out the window, but where to go next.

If the Take Out option is required, the teacher should prepare the students with clear and confident instructions.

Should an attacker be attempting to defeat a lockdown and Get Out is not possible the teacher should order students to grab books and chairs and to throw anything and everything they can find at the attacker should he/she attempt to enter the area.

### **Drills**

Drills will be held a minimum of one per semester.

The Campus Safety Representative is responsible for conducting the drill and following up with recommendations after the drill.

Each drill should be documented, timed and reviewed.

### **Disabled Persons**

Visually Impaired Persons:

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

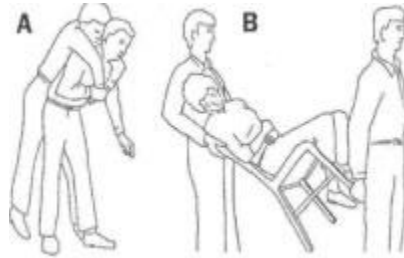
Hearing Impaired Persons:

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

1. Write a note telling what the emergency is and the nearest evacuation route.
2. Turn the light switch on and off. Then indicate through gestures or writing what is happening and what to do.
3. Make sure person has registered with FirstCall and has voice and text messaging available.

### Persons Using Crutches, Canes, or Walkers:

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



### Persons in Wheelchairs:

- Wheelchairs may have parts not intended for lifting.
- Batteries or life support equipment may be connected. Lifting the person could be harmful.
- Ask the person how you can help.
- Determine if the person wants to be removed from the chair.
- Determine if the person wants to be carried down a flight of stairs; forward or backward.
- Ask what type of assistance they will need after evacuation.
- Alert emergency personnel to the locations.

### Media Relations

The college will follow these basic guidelines during any emergency situation: The Director or designated authorized college spokesperson will meet or talk with the media on behalf of the College during or following an emergency situation. Authorized persons include only the Director or his/her designee. The Director and/or his designee will develop an institutional response to the emergency for release to the media, including periodic media updates.

### **Emergency Notification System**

First Call is a rapid notification system used to notify faculty, staff and students of an emergency situation. A link to FirstCall registration is located on the NWLTC website ([www.nwltc.edu](http://www.nwltc.edu)). All students, faculty and staff are encouraged to register for the emergency alerts.

### **Use And Evaluation Of The Emergency Preparedness Plan**

Each campus has the liberty of adding additional procedures that address situations that are campus specific and that have the potential of causing an emergency situation specific to students and faculty of that campus. These additional procedures are to be presented to the Director for approval.

Evaluations and/or revisions to this plan will be addressed on a regular basis. This will allow for review of recommendations made in the annual safety audits, incident/accident report forms, safety drill report forms and the Safety Check Sheets completed by each department. The Chief Facilities Officer and Campus Safety Representatives will be responsible for coordinating the annual reviews of the plans.

Each campus will evaluate this plan as well as the following:

- Property for threat assessment such as overgrown bushes near doorways, poor lighting in parking lots, etc.
- Process of how to address proximity threats if applicable such as highway or interstate, railroad crossings, airports, etc.
- Process of handling catastrophes such as chemical spills and how to know if there is time to evacuate the campus or a shut-in with HVAC cut off.
- How mail will be handled in the event of a catastrophe.

**Emergency Contact Information**

For notification of Hazardous Material or Oil Spills:

Louisiana Emergency Response Commission	1-225-925-613
Louisiana Department of Environmental Quality (LDEQ)	1-225-342-1234
Linda Brown, TRI Coordinator	1-225-765-0737
National Response Center	1-800-424-8802
Louisiana State Police (emergency)	1-877-925-659

Homeland Security & Emergency Preparedness Contact Numbers:

Parish:	Director:	Office:
Caddo	Steve Prator	318-675-2255
Bossier	Ian Snellgrove	318-425-5351
DeSoto	Rodney Arbuckle	318-872-3956
Webster	John Stanley	318-371-1121
Natchitoches	Victor Jones	318-238-7720
Sabine	David Davis	318-256-2675