



# **EMERGENCY PREPAREDNESS PLAN**

**Main Campus:**

**Minden Campus, Minden, LA**

**Campuses:**

**Mansfield Campus, Mansfield, LA  
Shreveport Campus, Shreveport, LA**

# **NORTHWEST LOUISIANA TECHNICAL COMMUNITY COLLEGE**

## **EMERGENCY PREPAREDNESS PLAN**

### **Contents**

Introduction	3
Emergency Procedures	4
Utility Failure	5
Unidentified Person on Campus	5
Weapon on School Property	6
Medical Emergency/Multi-Casualties	6
Fire/Arson	7
Severe Weather	8
Bomb Threat Checklist	9
Biological Attack	10
Nuclear Attack	10
Radiological Attack	11
Chemical Attack/Accident	11
Explosion	12
CBRNE (Chemical, Biological, Radiological, Nuclear and Explosion)	13
Missing/Abducted Student	14
Death on School Site	15
Active Shooter/Dangerous Intruder/Student with Weapon	16
Accidents Code Blue	18
NLTCC Emergency Communications Network	22
Use and Evaluation of the Emergency Preparedness Plan	22
Policies	23

## Introduction

Northwest Louisiana Technical Community College (NLTCC) will make every effort to ensure 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, the Campus Directors will be in close contact with the Chancellor 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 Directors will advise faculty and staff to take preventive or protective measures as deemed appropriate for the particular situation. The Campus Directors 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 Smart Notice 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 Chancellor. Information will also be provided through social media and on the web page at Northwest Louisiana Technical Community College.

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 Director will develop and publish campus specific guidelines that compliment this plan. The Campus Directors 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 PROCEDURES**

### **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 Community College 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 NLTCC 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 campuses 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.

### **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.

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

- Same as Administrator's Responsibilities.
- Contact the Campus Director or Asst. Director 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 Director 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.
- 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.

### **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 Chancellor at main campus, 318-371-3035.
- 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 Chancellor at the main campus, 318-371-3035.
- Report to the scene. Secure and isolate the area.
- 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 Chancellor at the main campus, 318-371-3035.
- Determine persons with special needs that will require assistance.
- Assist in evacuating the building.
- 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 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	<input type="radio"/> Quiet
<input type="radio"/> Children	<input type="radio"/> Typing	<input type="radio"/> Other
9. Person Receiving Call: \_\_\_\_\_ Workstation: \_\_\_\_\_ Date: \_\_\_\_\_

**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.

### **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, 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 Chancellor's office immediately.
- Advise of injuries/anyone in immediate danger.
- If evident, notify Chancellor'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 the building.

Administration's Responsibilities:

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

- Notify the Chancellor at the main campus, 318-371-3035.

- 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:

- a) Radios
- b) Cell Phones
- c) Electronic bells/public address system
- Report any unaccounted students to first responder on scene.
  - a) Fire
  - b) Police
  - c) 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 contact the emergency contact on file in Student Services for the missing student.

#### **Abduction**

- Call 911, provide suspect/vehicle information.
- Notify the Chancellor at the main campus, 318-371-3035.
- 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 an abduction occurs during class, attempt to persuade the abductor not to commit the act, if possible.
- If an 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 Chancellor at the main campus, 318-371-3035.
- 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 are 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.

## Accidents (Code Blue)

An accident is defined as “a series of unplanned events that caused or could have caused personal injury or property damage.” The instructor is responsible for the area in which the accident occurred and should investigate all accidents, including those occurring to non- employees. “Near misses” are accidents also and should be investigated as thoroughly as an accident that results in injury or property damage.

If a serious injury or illness occurs on campus, immediately **CALL** Security and/or the Safety Representative. Give your name, location, and extension number, describe the nature and severity of the medical problem and the campus location of the victim.

In case of minor injury or illness, the instructor, or staff member in the vicinity of the accident will administer first aid and appraise the nature of the injury. Note the location of the First Aid kits and the names of First Aid/CPR trained personnel in your area.

*Bystanders may quickly perform the following steps:*

- Keep victim still and comfortable. **DO NOT MOVE VICTIM.**
- Check breathing. Do rescue breathing (mouth-to-mouth) if necessary. Use the 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 Safety Representative, Security, or emergency responders when they arrive.
- Individuals in each department or building are encouraged to obtain training in First Aid/CPR/AED skill.

**The following reporting and investigating procedures should be taken:**

1. Notify the Administrative Office and Safety Representative. The Administrative staff will make arrangements for transportation and will appoint someone to accompany the student to the emergency room of a hospital closest to the campus.
2. If injuries are severe enough to require an ambulance, the administrative staff or campus security officer will call a local ambulance service.
3. The Administrative staff (Human Resources) will notify the hospital that a person is being brought in for emergency care.
4. The instructor or staff member will complete an Incident/Accident report immediately.
5. A copy of the report is to be turned in to the Safety Representative and to the Campus Director. Duplicate copies of the report are to be maintained by the instructor in the department where the accident occurred and by campuses' Safety Representatives.
6. The Safety Representative and/or Safety Committee review Incident/Accident Reports and investigates all incidents/accidents.
7. Original Incident/Accident Reports on employees are sent to the Regional Chief Human Resources Office at the Shreveport Campus to forward as needed to the Office of Risk Management.

## Fire Extinguishers

### KNOW THE LOCATION, TYPE, AND HOW TO USE YOUR FIRE EXTINGUISHER

- **LOCATION:** Check the location of the fire extinguisher in your work area.
- **TYPE:** Fire extinguishers are classified by the type of fire on which they are used:
  - A. **Ordinary Combustibles:** for burning wood, paper, trash, and other ordinary combustible materials.
  - B. **Flammable Liquids:** for fires involving oils, gasoline, paints, solvents, or grease in a frying pan.
  - C. **Electrical Equipment:** for electrical wiring and equipment, use boxes, and other electrical sources.

#### **ABC – Multipurpose:**

- **HOW TO USE:**

Pull, Aim, Squeeze, and Sweep = **PASS**

**P** → **PULL** and twist the pin

**A** → **AIM** the nozzle at the base of the fire, standing back about eight feet.

**S** → **SQUEEZE** the handle or trigger to activate the extinguisher.

**S** → **SWEEP** the fire from side to side.

Remember the fire extinguishing agent won't last long – only about 10 seconds on small extinguishers and up to 50 seconds for larger extinguishers.

## **Fire Drills**

- Fire Drills will be held a minimum of one time per semester and summer session.
- The Safety Representative will notify the Alarm Company and the Fire Department that a fire drill is being held on the campus. He will pull the Fire Alarm at random or sound the fire alarm system.
- Follow the same procedures stated above for exiting the building in case of fire.
- Hall Coordinators are assigned for the buildings on the campuses.
- Each drill should be documented, timed and reviewed.

**For notification of Hazardous Material or Oil Spills**

Louisiana Emergency Response Commission 1-225-925-6113

David Staton, Chairman

Louisiana Department of Environmental Quality (LDEQ)	1-225-219-5337
Linda Brown, TRI Coordinator	1-225-765-0305
National Response Center	1-800-424-8802
Louisiana State Police (emergency) Troop G	1-318-741-7411
Louisiana Wildlife & Fisheries- Response, Enforcement & Emergency Permits	1-318-371-3049

**Homeland Security & Emergency Preparedness Contact Numbers**

Parish (GOHSEP) NLTCC)	Director	Office	FAX
Caddo	Robert Jump	675-2255	675-2268
DeSoto	Todd Edwards	872-3956	872-2304
Webster	Brian Williams	371-1128	371-1788

**Impaired 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**

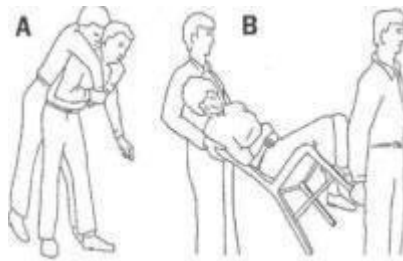
Persons with impaired hearing may not perceive emergency alarms and an alternative warning technique is required. Three methods of warning are:

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 Smart Notice and has voice and 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**

There are several considerations when assisting a person in a wheelchair. Wheelchairs may have parts not intended for lifting.

Batteries or life support equipment may be connected. Lifting the person could be harmful.

1. Ask the person how you can help.
2. Determine if the person wants to be removed from the chair.
3. Determine if the person wants to be carried down a flight of stairs; forward or backward?
4. Ask what type of assistance they will need after evacuation.
5. Alert emergency personnel to the locations.

## MEDIA RELATIONS

The college will follow these basic guidelines during any emergency situation:

- **ONLY** the Campus 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 Campus Director, Chancellor, or his/her designee.
- **ONLY** factual information is to be released; no speculation will be offered.
- **ONLY** the Campus Director and other authorized persons will develop an institutional response to the emergency for release to the media, including periodic media updates.

**ECN Smart Notice** is a rapid notification system. It is a communication process for disseminating alerts to NLTCC students, faculty, and staff. Alerts are distributed through a company called ECN. A link to ECN registration is located on the [Northwest Louisiana Technical Community College](#) website.

## 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 Chancellor for approval.

Annual evaluations and/or revisions to this plan will be addressed in December of each year. 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 Campus Safety and/or Security 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.

## POLICIES

### RS 14:95.6

#### **§95.6 Firearm-free zone; notice; signs; crime; penalties**

- A. A "firearm-free zone" is an area inclusive of any school campus and within one thousand feet of any such school campus, and within a school bus.
- B. The provisions of this Section shall not apply to:
- (1) A federal, state, or local law enforcement building.
  - (2) A military base.
  - (3) A commercial establishment which is permitted by law to have firearms or armed security.
  - (4) Private premises where a firearm is kept pursuant to law.
  - (5) Any constitutionally protected activity within the firearm-free zone, such as a firearm contained entirely within a motor vehicle.
- C. For purposes of this Section:
- (1) "School" means any public or private elementary, secondary, high school, or vocational-technical school, college, or university in this state.
  - (2) "School campus" means all facilities and property within the boundary of the school property.
  - (3) "School bus" means any motor bus being used to transport children to and from school or in connection with school activities.
- D. The local governing authority which has jurisdiction over zoning matters in which each firearm-free zone is located shall publish a map clearly indicating the boundaries of each firearm-free zone in accordance with the specifications in Subsection A. The firearm-free zone map shall be made an official public document and placed with the clerk of court for the parish or parishes in which the firearm-free zone is located.
- E. The state superintendent of education, with the approval of the State Board of Elementary and Secondary Education, and the commissioner of higher education, with the approval of the Board of Regents, shall develop a method by which to mark firearm-free zones, including the use of signs or other markings suitable to the situation. Signs or other markings shall be located in a visible manner on or near each school and on and in each school bus indicating that such area is a firearm-free zone and that such zone extends to one thousand feet from the boundary of school property. The state Department of Education shall assist each approved school with the posting of notice as required in this Subsection.



F.

- (1) It is unlawful for any person to cover, remove, deface, alter, or destroy any sign or other marking identifying a firearm-free zone as provided in this Section.
- (2) Whoever violates the provisions of this Subsection shall be fined not more than one thousand dollars or imprisoned for not more than six months, or both.  
Acts 1992, No. 197, §1; Acts 1993, No. 844, §1; Acts 1993, No. 1031, §1.

## **RS 14:95.2**

### **§95.2. Carrying a firearm, or dangerous weapon, by a student or nonstudent on school property, at school-sponsored functions or firearm-free zone**

A. Carrying a firearm, or dangerous weapon as defined in R.S. 14:2, by a student or nonstudent on school property, at a school sponsored function, or in a firearm-free zone is unlawful and shall be defined as possession of any firearm or dangerous weapon, on one's person, at any time while on a school campus, on school transportation, or at any school sponsored function in a specific designated area including but not limited to athletic competitions, dances, parties, or any extracurricular activities, or within one thousand feet of any school campus.

B. For purposes of this Section, the following words have the following meanings:

- (1) "School" means any elementary, secondary, high school, vocational-technical school, college, or university in this state.
- (2) "Campus" means all facilities and property within the boundary of the school property.
- (3) "School bus" means any motor bus being used to transport children to and from school or in connection with school activities.
- (4) "Nonstudent" means any person not registered and enrolled in that school or a suspended student who does not have permission to be on the school campus.

C. The provisions of this Section shall not apply to:

- (1) A federal, state, or local law enforcement officer in the performance of his official duties.
- (2) A school official or employee acting during the normal course of his employment or a

student acting under the direction of such school official or employee.

(3) Any person having the written permission of the principal.

(4) The possession of a firearm occurring within one thousand feet of school property and entirely on private property, or entirely within a private residence, or in accordance with a concealed handgun permit issued pursuant to R.S. 40:1379.1.

(5) Any constitutionally protected activity which cannot be regulated by the state, such as a firearm contained entirely within a motor vehicle.

(6) Any student carrying a firearm to or from a class, in which he is duly enrolled, that requires the use of the firearm in the class.

(7) A student enrolled or participating in an activity requiring the use of a firearm including but not limited to any ROTC function under the authorization of a university.

(8) A student who possesses a firearm in his dormitory room or while going to or from his vehicle or any other person with permission of the administration.

D. (1) Whoever commits the crime of carrying a firearm, or a dangerous weapon as defined in R.S. 14:2, by a student or nonstudent on school property, at a school-sponsored function, or in a firearm-free zone shall be imprisoned at hard labor for not more than five years.

(2) Whoever commits the crime of carrying a firearm, or a dangerous weapon as defined in R.S. 14:2, on school property or in a firearm-free zone with the firearm or dangerous weapon being used in the commission of a crime of violence as defined in R.S. 14:2(B) on school property or in a firearm-free zone, shall be fined not more than two thousand dollars, or imprisoned, with or without hard labor, for not less than one year nor more than five years, or both. Any sentence issued pursuant to the provisions of this Paragraph and any sentence issued pursuant to a violation of a crime of violence as defined in R.S. 14:2(B) shall be served consecutively. Upon commitment to the Department of Public Safety and Corrections after conviction for a crime committed on school property, at a school-sponsored function or in a firearm-free zone, the department shall have the offender evaluated through appropriate examinations or tests conducted under the supervision of the department. Such evaluation shall be made within thirty days of the order of commitment.

E. Lack of knowledge that the prohibited act occurred on or within one thousand feet of school property shall not be a defense.

F. (1) School officials shall notify all students and parents of the impact of this legislation and shall post notices of the impact of this Section at each major point of entry to the school. These notices shall be maintained as permanent notices.

(2)(a) If a student is detained by the principal or other school official for violation of this Section or the school principal or other school official confiscates or seizes a firearm or concealed weapon from a student while upon school property, at a school function, or on a school bus, the principal or other school official in charge at the time of the detention or seizure shall immediately report the detention or seizure to the police department or sheriff's department where the school is located and shall deliver any firearm or weapon seized to that agency.

(b) The confiscated weapon shall be disposed of or destroyed as provided by law.

(3) If a student is detained pursuant to Paragraph (2) of this Subsection for carrying a concealed weapon on campus, the principal shall immediately notify the student's parents.

(4) If a person is arrested for carrying a concealed weapon on campus by a university or college police officer, the weapon shall be given to the sheriff, chief of police, or other officer to whom custody of the arrested person is transferred as provided by R.S. 17:1805(B).

G. Any principal or school official in charge who fails to report the detention of a student or the seizure of a firearm or concealed weapon to a law enforcement agency as required by Paragraph (F)(2) of this Section within seventy-two hours of notice of the detention or seizure may be issued a misdemeanor summons for a violation hereof and may be fined not more than five hundred dollars or sentenced to not more than forty hours of community service, or both. Upon successful completion of the community service or payment of the fine, or both, the arrest and conviction shall be set aside as provided for in Code of Criminal Procedure Article 894(B).

Acts 1991, No. 833, §1; Acts 1992, No. 197, §1; Acts 1993, No. 844, §1; Acts 1993, No. 1031, §1; Acts 1994, 3rd Ex. Sess., No. 25, §1; Acts 1994, 3rd Ex. Sess., No. 38, §1; Acts 1994, 3rd Ex. Sess., No. 107, §1; Acts 1999, No. 1236, §1.

**DIGEST      Regular Session 2007**

The digest printed below was prepared by House Legislative Services. It constitutes no part of the legislative instrument.

Gallot HB No. 461

**Abstract:**

Provides with respect to firearm-free zones around schools by requiring that approval of the school administration to possess firearms on campus must be in writing.

Present law (R.S. 14:95.2) provides that carrying a firearm or dangerous weapon as defined in present law (R.S. 14:2) by a student or nonstudent on school property, at a school-sponsored function, or in a firearm-free zone is unlawful.

Present law (R.S. 14:95.2) applies to the possession of any firearm or dangerous weapon, on one's person, at any time while on a school campus, on school transportation, or at any school sponsored function in a specific designated area including but not limited to athletic competitions, dances, parties, or any extracurricular activities, or within 1,000 feet of any school campus. Provides for eight specific exemptions.

Present law (R.S. 14:95.2(C)(8)) provides an exemption for a student who possesses a firearm in his dormitory room or while going to or from his vehicle or any other person with permission of the administration.

Proposed law (R.S. 14:95.2(C)(8)) provides an exemption for any student or nonstudent who has permission from the school administration to possess a firearm on campus.

Requires the permission to be in writing and to state the terms and conditions for possessing a firearm on campus. Requires the person who holds the permission to comply with the written terms and conditions.

Present law (R.S. 14:95.2(C)(3)) provides an exemption for any person who has the written permission of the principal. (This provision is separate from the exemption in R.S. 14:95.2(C)(8).)

Proposed law repeals present law (R.S. 14:95.2(C)(3)). (Amends R.S. 14:95.2(C)(8); Repeals R.S. 14:95.2(C)(3))