EMERGENCY PROCEDURES

EMERGENCY: 318.207.0007

October 2026

INTRODUCTION

To the Centenary College Community,

With more than 1000 people living and working on campus, safety is always a top priority. In the event that we need to render assistance in an emergency, the Department of Public Safety has prepared this emergency procedures manual.

The most striking thing about an emergency is the need to act quickly and appropriately. I urge you to take a few moments right now to read through this emergency manual. Become familiar with its contents before an emergency occurs. Keep it in a convenient location for future reference.

Sincerely,



Eddie Walker
Director of Public Safety

EMERGENCY INFORMATION

For quick response during any emergency, locate the following information for your area. Record it here for easy reference later:

Location of Closest Fire Alarm: _____

First aid kit: _____ Fire Extinguisher: _____

Designated Emergency Assembly Point: _____

CPR-First Aid Trained Person(s):

Name: _____ Room #: _____ Phone: _____ E-mail: _____
Name: _____ Room #: _____ Phone: _____ E-mail: _____
Name: _____ Room #: _____ Phone: _____ E-mail: _____

Name of my Emergency Building/Office Coordinator: _____
Room #: _____ Phone: _____ E-mail: _____

Sources of Assistance during Emergencies On-Campus Assistance

DEPARTMENT OF PUBLIC SAFETY

The Centenary College Department of Public Safety, located in Centenary Square, Suite 214A , provides security-emergency response services 24 hours a day, seven days a week, year round. The Department maintains a close working relationship with the Shreveport Police Department and Shreveport Marshall's Office as well as the Caddo Parish Sheriff's Office and Caddo Parish Office of Homeland Security.

Emergencies (Police, Fire, and Ambulance)

Dial 5000 from a campus phone line or 318-207-0007 from a cell phone to reach the Centenary Police Department

Dial 9911* from a campus phone line or 911 from a cell phone to reach the Shreveport Emergency Dispatch (*Shreveport Emergency Dispatch has the ability to contact Centenary Police officers via radio dispatch)

When calling:

A. Stay calm;
B. Give your name, the exact location of the emergency. Do not give just a generic location such as "Centenary College". Be specific as to the location (e.g. Jackson Hall room 200, second floor) and carefully explain the problem;
C. **Do not hang up until requested to do so.**

FACILITIES SERVICES

Facilities Services provides 24 hour, 7 day a week, year round, response to emergencies. Problem Conditions: Ext. 5286

After Hours, Notify Public Safety (318-207-0007) to notify the on-call Facilities Services personnel

A. Utilities (water, gas, electric, sewage systems)
B. Structures, mechanical equipment, heating/cooling systems
C. Equipment
D. Flooding, ice abatement

Emergency Resources

Dial 5000 from any campus phone or 318-207-0007.

Campus Chaplin	318-869-5108
Campus Escorts	318-207-0007
Campus Police	318-207-0007
Counseling Services	318-869-5424
Facility Services	318-869-5286
Health Services	318-869-5671
Residence Life	318-869-5280
Risk manager	318-869-5721

Off-Campus Assistance POLICE

Caddo Sheriff's Office	318.675.2170
Shreveport Police Department	318.675.2150
Shreveport City Marshal's Office	318.673.6800
Bossier City Police Department	318.741.8611
Bossier Parish Sheriff's Office	318.965.2203
Louisiana State Police (Troop G)	318.741.7411

FIRE

Shreveport Fire Department	318.673.6655

HOSPITALS AND GOVERNMENT EMERGENCY NUMBERS

University Health	318.675.6881
Christus Schumpert Highland	318.681.5543
Willis Knighton Medical Center	318.212.4000, Emergency Room 318.212.4500
Willis Knighton Bossier	318.212.7000, Emergency Room 318.212.7500
Willis Knighton Pierremont	318.212.3000, Emergency Room 318.212.3500
Willis Knighton South	318.212.5000, Emergency Room 318.212.5500
Red Cross Emergency	1.800.733.2767 Ext. 4
Red Cross Local	318.865.9545
Federal Emergency Management Agency	1.800.621.FEMA [3362]
Caddo Parish Dept. of Homeland Security	318.676.3350

Weather Information

Shreveport/Caddo	weather.com

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1. Evacuation of Campus Buildings

1.1. General Introduction

On occasion, the College must evacuate a building or buildings. Although evacuations are usually fire related (fire alarms, fire drills) evacuations are not always fire related. A structural issue, threats both natural and man-made may also necessitate an evacuation. In order to provide the College community with a safe and orderly evacuation everyone's assistance is required. Faculty, administrators, and staff need to be informed and must act appropriately in a leadership role when an occasion to evacuate a building or buildings is necessary. Knowing what to do and how to respond to an emergency is of utmost importance to the safety of others as well as yourself. In any evacuation, the goal is for all within an affected building to evacuate quickly and safely to an area outside and away from the building, and not to re-enter until directed to by the Department of Public Safety or fire departments.

1.1.2. General Building Evacuation

A. When a fire alarm sounds or when directed by other means to evacuate a building, all occupants shall immediately evacuate.
B. Never use elevators during an emergency evacuation unless absolutely necessary.
C. Be aware of the marked exits from your location in the building.
D. Know the location of fire pull stations and fire extinguishers and know how to use them.
E. When the building evacuation fire alarm is sounded or when you are directed to leave by a member of the Shreveport Fire Department, the Shreveport Police Department, or a member of the Department of Public Safety, walk quickly but do not run to the nearest marked exit and ask others to do the same.
F. Once outside, proceed to a clear area at least 150 feet (half a football field) upwind from the building. Keep walkways clear for emergency vehicles. Centenary Public Safety Officers will assist with directions.
G. An Incident Command Post (ICP) will be established near the emergency site by the Department of Public Safety. Keep clear of the ICP unless you have important information to report.
H. Do not return to the building until you are told to do so by a representative of the Shreveport Fire Department, Shreveport Police Department, or a member of the Department of Public Safety.

1.1.3 Procedures

A. Anyone having evidence of, or seeing an immediate threat to life due to a fire or smoke condition, should go to the nearest fire alarm pull station and activate the alarm. Do not attempt to put a fire out unless there is a fire extinguisher nearby and the fire is small and under control.
B. When evacuation procedures have been initiated, faculty, and staff members shall assume responsibility for the evacuation in an orderly manner.
C. Upon evidence of an emergency or at the direction of the Department of Public Safety, the Shreveport Police Department, Shreveport City Fire Department, or faculty and staff members in adjacent buildings shall assume responsibility for the evacuation of their building in an orderly manner.
D. Evacuation of buildings should be made through the nearest safe exit. There may be times when conditions warrant the use of other non-affected buildings for refuge. If directed, persons should proceed to the Student Union Building, Dining Hall, Fitness Center, or the Gold Dome. E. Fire hydrants, streets, and driveways must remain accessible to emergency vehicles.
F. The Centenary Department of Public Safety will assist with the evacuations as personnel resources permit.
G. The Department of Facilities Services shall proceed to the Incident Command Post (ICP) to offer technical assistance to emergency responders.

H. Faculty and staff members will assist in maintaining order in the assembly areas until permission to re-enter has been given.
I. In the event that evacuation stimulates media attention, all inquiries will be referred to Centenary College's Senior Director of Marketing and Communications, Ext. 5715.

Note: In the event of a major incident with many injuries, a triage center will be established in an area away from the affected building(s) or area but with easy access for emergency responders.

1.1.4. Persons with Physical Disabilities

Centenary serves a number of students, faculty, staff, and visitors with physical disabilities. Physical disabilities may include, but are not limited to, basic chronic medical conditions, mobility, and orthopedic. Generally, faculty are informed in advance when a student with a disability is enrolled in a class. The faculty member must discuss special accommodations with these students in relation to the specific disability and make plans for emergencies accordingly. We encourage persons with a physical disability to inform faculty and staff should they require an accommodation in the event of an emergency evacuation. Administrators and faculty shall ensure that persons with physical disabilities are assisted, if necessary, to a safe location in the event of an emergency evacuation. They shall also maintain a system of accountability for those persons with physical disabilities that include the known location of individuals and their limitations.

A. Preparation

The key to preparation for a safe, orderly, and prompt evacuation of persons with physical disability is awareness of their location and mobility restrictions. Individuals with permanent physical disabilities often feel over-helped or overlooked. Those with temporary disability often fail to envision actions to be taken because their disability is not permanent. Administrators or evacuation wardens shall ensure that these procedures are implemented to facilitate the evacuation of persons with physical disability.

B. Evacuation of Persons with Physical Disabilities

- As soon as an alarm sounds, individuals should be assisted from the building as needed.
- **Visually impaired or low vision,** with the exception of persons who do not require assistance, should evacuate according to general protocol with other building occupants. However, should persons need assistance, they may wait out the rush of traffic until a designated official arrives to escort them to the nearest exit if necessary.
- **Deaf or hard of hearing,** but persons who do not require assistance, may still be unaware of the need to evacuate and should be advised that an emergency evacuation is in progress. They should use the nearest exit to leave the building.
- **Mobility-limited** persons should be assisted to the nearest exit after the initial rush.
- **Mobility-wheelchair user** persons shall inform administrators and faculty of any physical disability, as well as their assigned workstation, classroom, or place of normal occupancy in the building. In the event of an emergency evacuation, persons with physical disabilities should immediately respond to an area of refuge until responding personnel arrive. If it is safe to do so, the person with a disability request assistance in exiting the building rather than proceed to an area of refuge.

C. Reminders to Persons with Physical Disabilities

- If possible, notify the Department of Public Safety by telephone of your location.
- Take control without depending on others to take the first step.

- Do not hesitate to let others know when you need assistance.
- Do not hesitate to communicate what your needs are in order to make the evacuation easier and safer.
- Plan ahead! Be prepared! Know what you are going to do before an emergency arises. Make a plan and then test it. Determine what your alternatives are.
- When you enter an unfamiliar building, locate the most available telephones, exits, and ramps, enclosed stairwells (determine if landings are large enough for wheelchairs), rooms that would make good areas of refuge, fire alarm pull stations, and fire extinguishers.
- Never take an elevator in a building evacuation unless instructed to do so by competent authority and it is absolutely necessary.

D. Wheelchairs

- Public Safety has an evacuation chair that may be used when necessary to assist in evacuations.
- Wheelchairs should normally be left behind in an evacuation. However, individuals who use wheelchairs on a regular basis may disagree with this. A person's wheelchair is their means of mobility. Discuss evacuation with the user first. If a person who uses a wheelchair has had experience with evacuation before, they should be able offer guidance with a preferred method of evacuation. Without their wheelchair, persons with disabilities may need continuing support and assistance. Evacuating a person up or down stairs while they are seated in a wheelchair should never be attempted. The battery is usually located at the lower back of an electric wheelchair making it difficult to tilt the chair backwards for ascent or descent of stairs. In addition, they are extremely heavy. Evacuate the person by other means under the direction of competent authority.

E. Things to Remember about Wheelchairs

- There are many different types of wheelchairs.
- They have many movable or weak parts that are not built to withstand the stress of lifting.
- The Department of Public Safety and Transportation has a stair chair available to assist in the removal of persons utilizing a wheelchair.
- If the chair must be left behind, be sure it does not block or obstruct doorways, stairs or passages. Even if you are the last to evacuate, an emergency worker could sustain an injury.

F. Procedures

It is strongly recommended faculty and supervisory staff with students or employees with disabilities located in their assigned area meet with them as soon as possible after introduction. Discuss evacuation procedures in case of fire or other emergency.

Evacuation of persons with disabilities who are otherwise ambulatory, such as blind, deaf, or hard of hearing, should take place with other building occupants. It should be noted that a person who is blind or low vision familiar with a building may not require assistance through smoky conditions. Please ask if the person needs assistance before providing assistance.

Evacuation of people who are dependent upon equipment for their mobility should not use elevators unless directed to do so by competent authority. As stairs are oftentimes difficult if not impossible to traverse, these individuals must be protected in place awaiting arrival of the fire department. Individuals that cannot evacuate the building due to these mobility problems should proceed to the nearest safe stairway in the building.

Once the stairs have begun to clear of evacuating persons, the faculty member, administrator, or other reliable person that has been advised of the location of an individual requiring assistance will inform responding emergency personnel of the individual's exact location. Fire or police personnel will respond to the individual's location and either assist them in evacuation or provide information regarding the necessity of any further action for personal safety. If the stairway becomes smoke filled, move back into the building and proceed to another usable stairway. If no other stairway is available, find a room that is tenable; close the door and telephone Public Safety for help on any college telephone by dialing ext. 5000 or 318-207-0007 on a cell phone. If no telephone is available, wave a coat or similar large object out a window to gain attention.

Faculty and staff who have individuals with mobility restrictions located in their assigned areas must notify responding police, public safety, and fire authorities of the exact location in the building of the individual requiring assistance. This should be done in person outside of the building. This is critical to the procedure and the safety of the individuals.

2. Lockdowns / Shelter-in-Place

2.1. Introduction

These are general guidelines that will help you to remember what to do in the event of a lockdown or shelter-in-place event on campus, but each situation may present unique challenges.

During some campus emergencies, you may be notified through the Blackboard Connect mass notification system to either lockdown or shelter-in-place.

The key thing to remember is that both options involve taking refuge in a pre-designated room until the emergency situation is resolved. The difference is in the types of emergency situation, and what kind of barrier is called for.

2.1. *Why Lockdown or Shelter-in-Place?*

Lockdown
The purpose is to lock down campus and have community members in a secure place while law enforcement clears the threat.

Shelter-in-Place
The purpose is to keep the community safe and avoid the hazard while keeping campus paths clear for emergency use.

2.2.3. *When to Follow Procedure?*

Lockdown
An immediate physical threat on campus. For instance, the presence of a hostile or armed intruder on campus.

Shelter-in-Place
Used in certain situations such as:

- Weather emergencies
- Environmental hazards
- Local emergencies (such as nearby police activity)

Lockdown or Shelter in Place Communication
A lockdown or shelter-in-place notification will come from the Department of Public Safety via the Blackboard Connect Mass Notification System.

2.2.4. *Where to go?*

Lockdown
- Move away from danger
- If outside, seek cover in the nearest building
- Lock doors and barricade entry to classroom, office, or interior room. Stay away from windows.

Shelter-in-Place
- Use a structure to separate you from the hazard
- Take immediate shelter in the nearest building
- Close exterior doors
- If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out.
- If your building is damaged, take your personal belongings (purse, wallet, etc.)
- Follow the evacuation procedures for your building (close and lock your door, proceed to the nearest exit, and use the stairs instead of the elevators).
- Once you have evacuated, seek shelter at the nearest college building quickly.
- If police or fire department personnel are on the scene, follow their directions.

2.2.5. *What to do?*

How to Shelter-in-Place
If an incident occurs where sheltering-in-place is the best option, remember to Get Inside, Lock Outside Doors, remain calm, and follow these steps, unless instructed otherwise by emergency personnel:
- When you are notified of an emergency, seek or remain in a location that is safe from the affected area.
- If you are teaching a class, pause your lecture, make sure the halls are clear, and stay in your classroom or area.
- When in a safe area, attempt to secure the space in a reasonable manner.
- Stay in the safe area and remain quiet, unless making noise would be beneficial to your safety (for instance, to increase the likelihood of rescue or recovery).
- Stay away from objects that may lead to a higher risk of injury (such as windows during a storm). Do not leave the area of safety until you are notified that the emergency is no longer a threat to personal safety.

Lockdown

If an incident occurs where lockdown is the best option, remember the saying “Locks, Lights, Out of Sight.” During a lockdown, it is important to remain calm, quiet, mute all cell phones, and follow the HIDE in the Hostile Intruder Poster. Follow the Hostile Intruder action steps for your location below.

By viewing the following video, https://www.youtube.com/watch?v=5VcSwejU2D0, you will be equipped with the knowledge to make a lifesaving decision by running, hiding, or fighting. The content of this video will not only provide lifesaving information at Centenary but the same techniques can be utilized in a mall, theater, restaurant or any other public environment.

3. Natural Hazards and Threats

3.1. Tornado/Severe Thunderstorms, Hurricanes, Winter Storms and Blizzards, Earthquakes

3.1.1. Severe Thunderstorm Watch

Conditions are conducive to the development of severe thunderstorms in and close to the watch area. Take necessary precautions. One may continue normal activities but be aware of any rapid changes in weather conditions. Be prepared to move to a place of shelter if threatening weather approaches.

3.1.2. Severe Thunderstorm Warning

A severe thunderstorm has actually been sighted by spotters or indicated on radar, and is occurring or imminent in the warning area. Move to a place of shelter before threatening weather approaches. A. Keep people indoors and away from windows until the severe storm passes.

B. Report injuries and damage to the Centenary College Department of Public Safety on-duty officer at extension 5000 campus telephone or by calling 318.207.0007.

3.1.3. Tornado Watch

Conditions are conducive to the development of tornados in and close to the watch area. Tornados and severe thunderstorms are possible—continue normal activities but assign someone to monitor the situation.

3.1.4. Tornado Warning

A tornado has actually been sighted by spotters or indicated on radar and is occurring or imminent in the warning area.

A. If in the warning area, seek shelter immediately.
B. When in a structure, go to the lowest possible floor and to an interior room, interior hall, or a small room such as a closet or bathroom. Avoid upper floor rooms and areas with exterior windows. Basement interior hallways and small interior rooms offer the best shelter. C. If available, get under a sturdy object, such as a desk or staircase.
D. Do not try to watch the storm from a window, sudden high winds can blow the window out.
E. Avoid rooms with large, free-span roofs, such as a gymnasium or auditorium.
F. If in a vehicle, get out and seek shelter in a sturdy building. If a building is not available, take cover and lie flat in a depression such as a ditch, ravine, culvert or excavation.
G. Do not open windows. This can actually increase damage to the building. Stay away from windows and exterior doors.
H. Report injuries and damage to the Centenary College Department of Public Safety on-duty officer at extension 5000 campus telephone or by calling 318.207.0007.
I. After the all clear, leave badly damaged buildings and do not attempt to return to the building unless directed to do so by Public Safety. Do not attempt to turn utilities or equipment on or off.

3.1.5. Hurricanes

Living with the threat of a serious hurricane is part of living in Louisiana. It is imperative that students and their families develop a personal evacuation plan and be ready to implement that plan if a storm threatens the Shreveport area.

The first concern of the College is for the safety of our students, visitors, and employees. Centenary College has emergency plans and teams that are activated when a storm approaches the Shreveport area. Students and their families should develop their own personal emergency plans in the event the area is threatened by a hurricane. These plans should include your destination and transportation arrangements.

When a hurricane or tropical storm threatens the Shreveport area, the College will:

A. Send global emails to provide faculty, staff, and students with up-to-date information of the storm's progress.
B. Direct your attention to your Centenary College email and the Centenary website at centenary.edu for updates and other relevant instructions.

Faculty, staff, and students should:

A. Develop a personal emergency response plan and discuss it with your family well in advance of a weather emergency.
B. Purchase insurance for and inventory your personal possessions. Take photographs of your possessions.
C. Develop an emergency communication plan. Have an out-of-state relative or friend serve as a "family contact." After a disaster, it is often easier to call a long distance number. This way communication can be maintained through the third person.
D. Put together a hurricane or disaster preparation kit. Useful items such as non-perishable food items, snacks, juices, soft drinks, bottled water, manual can opener, change of clothing, sturdy shoes, windup or battery-operated portable radio, first aid kit, batteries, flashlight, eating utensils, and containers for holding water. Also, refill prescription medications. When you evacuate you will want to take these supplies with you along with a blanket, pillow or sleeping bag.
E. Prepare your residence hall room or residence. Pick up all items from the floors and store them in drawers or closets. Move upholstered furniture away from windows. Close and lock your windows.
F. Turn refrigerator and freezer temperature gauges to the lowest (coldest) setting. Open only when absolutely necessary and close quickly.
G. Unplug televisions, stereos and other electronic equipment.
H. Backup computer data and take a copy with you. Cover all electronic equipment with plastic sheeting or large plastic garbage bags.
I. Protect your important documents by placing them in waterproof containers and take them with you.
J. Fill your vehicle with fuel. Check all fluids and tire pressures (including spare).
K. ATMs may not be operating so have cash on hand.

Note: It is strongly recommended that students develop personal evacuation plans that do not rely on bus or rail transportation.

Responding to the Storm:

A. When a hurricane threatens Shreveport, the Centenary College campus may close for normal operation. It is critical that you monitor the College's Mass Notification System and the Centenary College website and follow all instructions issued by the College administration.
B. Should the College close for normal business, residence halls will normally remain open. Business operations, academics, and athletic events will be canceled. Dining facilities will likely operate on a reduce schedule and options will be limited to the dining hall.

After the storm:

A. Consult the Centenary College website for official information regarding conditions and advice on a daily basis.
B. Listen to local news media for additional information.
C. Stay where you are, if safe, until authorities give the "all clear".

D. Use the telephone only for emergencies. Save your battery. Be prepared to have cell phones and telephones become inoperative.
E. If living off campus, do not attempt ot return to campus until instructed to do so via campus email, Mass Notification System, and/or the College website.
F. Contact relatives or friends as soon as possible to let them know where you are and how you are proceeding.

The Saffir-Simpson Scale

The Saffir-Simpson scale shows the wind speed, severity, and the category of the storm.

Scale Number (Category)	Sustained Winds (MPH)	Damage
1	74-95	**Minimal:** Unanchored mobile homes, vegetation, & signs.
2	96-110	**Moderate:** All mobile homes, roofs, small crafts, flooding.
3	111-129	**Extensive:** Small buildings, low-lying roads cut off.
4	130-156	**Extreme:** Roofs destroyed, trees down, roads cut off, mobile homes destroyed, Beach homes flooded.
5	157 or Higher	**Catastrophic:** Most buildings destroyed. Vegetation destroyed. Major roads cut off. Homes Flooded.

3.1.6. Winter Storms

While Winter Storms are not common in Shreveport, they do occur occasionally. More common than snow is ice on the roads. Below are some tips on how to keep safe during these storms. A. Avoid unnecessary travel.

a. Most elevated roads and bridges, especially interstates, will be closed to traffic prior to the storm's arrival to ensure the safety of drivers any way.

B. Monitor NOAA Weather radio or television for updated information about the storm and its impact. The device should have a battery backup in the event of a power failure.
C. If caught outside when the storm arrives find shelter where you can stay warm and dry.
D. If one must go outside, dress in many layers of thin clothing. Wear a hat and gloves or mittens. Mittens are considered warmer than gloves.
E. Cover the mouth with a scarf to protect the lungs from the cold air.
F. Exercise from time to time by moving arms, legs, fingers and toes to keep blood circulating and to keep warm.
G. Avoid overexertion and use caution when engaging in activities such as shoveling heavy snow, pushing a car, or walking in deep snow. The strain from the cold and hard labor could cause a heart attack.

H. If indoors, wear layers of loose-fitting lightweight warm clothing and remember to remove layers to avoid overheating, perspiration and subsequent chills.

3.1.7 Excessive Heat

Excessive heat events do not elicit the same immediate response as floods, fires, earthquakes, and typical disaster scenarios. They destroy less property but have claimed more lives over the past fifteen years than all other declared disaster events combined. Heat emergencies can be slow to develop. It may take a number of days of oppressive heat for a heat wave to have a significant or quantifiable impact. Heat waves do not strike victims immediately, but rather their cumulative effects slowly take the lives of vulnerable populations.

Heat Index Chart

80 - 90°F	Caution - fatigue is possible with prolonged exposure and activity. Continuing activity could result in heat cramps.
90 - 105°F	Extreme caution - heat cramps and heat exhaustion are possible. Continuing activity could result in heat stroke.
105 - 130°F	Danger - heat cramps and heat exhaustion are likely; heat stroke is probable with continued activity.
>130°F	Extreme Danger - Heat stroke is imminent.

3.1.8. Earthquakes

An earthquake usually occurs without any type of warning. Due to the suddenness, all faculty, staff and students should:

A. If indoors, stay indoors.
B. Attempt to get under a table or desk or any place one feels safe.
C. Kneel down in the corner of a room.
D. Hold your hands or books over your head.
E. Stay away from windows, glass, outside doors and walls and anything that can fall, such as lighting fixtures or furniture.
F. Stay inside until the shaking stops and it is safe to go outside. Most injuries during earthquakes occur when falling objects, when entering or exiting a building, hit people.
G. If outdoors, stay there but move away from buildings, streetlights and utility wires.
H. Wait until the earthquake is over.

When the earthquake has stopped, initiate the following: A.
Be prepared for aftershocks.
B. Stay calm and await instructions from a designated official.
C. Keep away from overturned fixtures, windows, filing cabinets, and electrical power.
D. Check for injuries and provide assistance as needed.
E. If trapped, cover your mouth with a handkerchief or clothing.
F. Try not to move about in that the movement will kick-up dust.
G. Do not light a match.

H. Tap on a pipe or wall for assistance.
I. Call the Department of Public Safety by dialing 5000 from any campus telephone or call 318.207.0007 giving them your location and condition.
J. Facilities will check utilities to control gas or water leaks.
K. All buildings must be inspected by Facilities Services for damage before re-entry.
L. Notify proper authorities if assistance is needed (fire and police departments).
M. Evacuate if necessary. Do not use elevators for evacuation. Use stairways.
N. Wait for instructions from the Department of Public Safety or the police or fire departments.

3.1.9. How to Shelter-In-Place

What it means to “Shelter-in-Place”
If severe weather or an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic “Shelter-in-Place” Guidance
If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, etc.) and follow the evacuation procedures for your building (close and lock your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest College building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter-in-Place”
A shelter-in-place notification will come from the Department of Public Safety via the Blackboard Connect mass notification system.

3.1.10. Notifications

You may receive warnings through commercial radio, television, weather channels, or by the Centenary College Blackboard Connect Mass Notification System.

To update your contact information for the Blackboard Connect Mass Notification System go to https://bannerweb.centenary.edu.

Related websites
- Centenary.edu
- Caddosheriff.org
- Redcross.org
- Shreveportla.gov/422/Police
- Shreveportla.gov/296/Fire

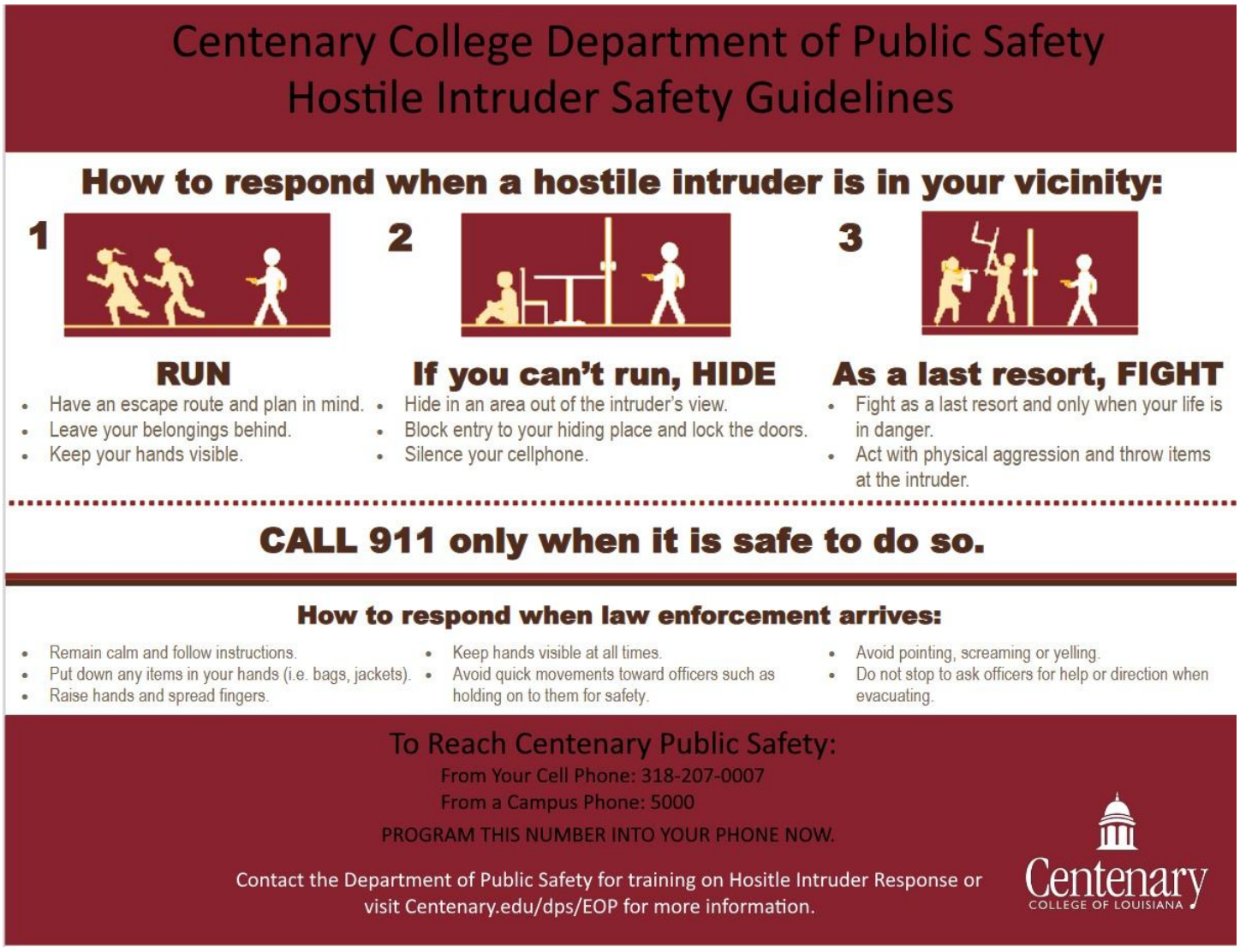
4. Human-caused Threats and Hazards

4.1. Hostile Intruders/Active Shooter

4.1.1. Introduction

Over the past several years, there have been a number of violent acts committed against college communities across the country. While Centenary College has been fortunate not to experience such an occurrence, it is prudent and responsible to set forth guidelines to address the response and management of a hostile intruder incident. Although the probability of such an incident occurring on campus is minimal, preparedness is important for survival in a hostile intruder encounter.

4.1.2. Run, Hide, Fight



Quickly determine the most reasonable way to protect your own life. Remember that indecisive or panicked individuals are likely to follow the lead of someone more calm and assertive during an active shooter situation.

How to respond if an active shooter is in your vicinity;

- RUN
- If there is a safe escape path, attempt to evacuate

- Prevent others from entering the area
- Evacuate whether others agree or not
- Meet at a predetermined area, do not leave campus
- Leave your belongings behind
- Call 911 when you are safe
- Help others escape if possible
- HIDE
- Lock and/or blockade the door
- Hide behind large objects
- Silence your cell phone
- Remain very quiet
- FIGHT
- Attempt to incapacitate the shooter
- Act with physical aggression
- Improvise weapons
- Commit to your actions

When Law Enforcement arrives on the scene:

- Do exactly as the team of officers instructs
- Do not approach the officers
- Keep your hands visible, fingers spread, and empty.

4.1.3. HOSTILE INTRUDER(S) IN A RESIDENCE HALL

When a hostile person(s) is actively causing death or physical injury or the imminent threat of death or physical injury within a residence hall, recommend the following actions should be implemented:

- Lock yourself in your room and call the police by dialing 911.
- If campus telephones are available for communication to notify public safety, dial 5000 or, from a cell phone, call 318.207.0007.
- Call a personal contact and give your location.
- If away from your room, join others in a room that can be locked.
- Do not stay in the open hall.
- **Do not sound the fire alarm**. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempt to exit.
- Barricade yourself in your room with desks, beds, or anything you can push against the door.
- When and where available lock your window(s) and close blinds or curtains.
- Stay away from the window (when possible).
- Turn all lights and audio equipment off.
- Turn off cell phones or place on vibrate.
- Try to stay calm and be as quiet as possible.
- If for some reason you are caught in the open such as hallways and lounge type areas, you must decide what you are going to do. This is a very crucial time and can possibly mean life or death depending on what actions you take.
- If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Once outside, use trees, vehicles or any type of object to block your view from the residence hall as you run. When away from the immediate area of danger, summon help any way you can and warn others.
- You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the residence hall looking for more victims.
- If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to feign being dead if other victims are around you.

- The last option you have, if caught in an open area in the residence hall, may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
- If you are caught by the intruder and are not going to fight back, obey all commands and don't look the intruder in the eyes.
- Once the police arrive, obey all commands. This may involve you being handcuffed or made to put your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow. The police may not know who the shooter is or if there are multiple shooters.

4.1.4 HOSTILE INTRUDER(S) IN A BUILDING OTHER THAN A RESIDENCE HALL

When a hostile person(s) is actively causing death, serious physical injury or the threat of imminent death or serious physical injury to person(s) within a building other than a residence hall, the College recommends the following actions be implemented:

While these guidelines refer primarily to academic buildings, it should be stated that these procedures are also relevant to administrative buildings and other common buildings on the campus.

- When and where available, faculty and staff should immediately lock the students, staff and themselves in the classroom or office and call the police by dialing 911.
- If possible, cover any windows or openings that have a direct line of sight into the hallway.
- If campus telephones are available for communication to public safety, dial 5000 or, from a cell phone, call 318.207.0007.
- Call a personal contact and give your location.
- **Do not sound the fire alarm**. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempt to exit.
- When and where available, lock the windows and open the blinds or curtains.
- Stay away from the windows.
- Turn off lights and all audio and video equipment.
- Turn off cell phones or place on vibrate.
- Try to remain as calm as possible.
- Keep classrooms secure until police arrive and give you directions.
- If you are not in a classroom, try to get to a classroom or an office if you cannot safely escape from the building.
- Stay out of open areas and be as quiet as possible.
- If for some reason you are caught in an open area such as a hallway or lounge, you must decide what you are going to do. This is a very crucial time and it can possibly mean life or death.
- If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Attempt to keep objects such as desks, cabinets, fixtures, etc. between you and the hostile person(s). Once outside, use trees, vehicles and other objects to block you from the view of intruders. When away from the immediate area of danger, summon help in any way you can and warn others.
- You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims.
- If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to feign being dead if other victims are around you.
- Your last option, if you are caught in an open area in a building, may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
- If you are caught by the intruder and are not going to fight back, obey all commands and don't look the intruder in the eyes.

- Once the police arrive, obey all police commands. This may involve your being handcuffed, or keeping your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow.

4.1.5. HOSTILE INTRUDER(S) ON THE GROUNDS OF THE COLLEGE

When a hostile person(s) is actively causing death or serious physical injury or the threat of imminent death or serious injury to person(s) on the Centenary College grounds, recommend the following procedures be implemented:

- If possible, run away from the threat as fast as you can.
- Do not run in a straight line.
- Use vehicles, bushes, trees and anything else to block your view from the hostile person(s) while you are running.
- If you can get away from the immediate area of danger, summon help and warn others. Call the police by dialing 911 when safe to do so.
- If you decide to hide, take into consideration the area in which you are hiding. Will I be found here? Is this really a good spot to remain hidden?
- If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to feign being dead if other victims are around you.
- The last option you have if caught in an open area outside may be to fight back. This is dangerous, but depending upon your situation, this could be your last option.
- If you are caught by the intruder and you are not going to fight back, do not look the intruder in the eyes and obey all commands.
- Once the police arrive, obey all police commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow.

While these guidelines cannot cover every possible situation that might occur, they can reduce the number of injuries or death if put into action as soon as a situation develops. Time is the most important factor in the optimal management of these types of situations.

Note: When safe to do so, call the police by dialing 911.

4.1.6. Lockdown Procedures for the Department of Public Safety and Transportation

4.1.6.1. Purpose

To minimize the exposure of the College community and Public Safety personnel to a dangerous condition in the event of an active shooter, suspected active shooter or similar emergency necessitating the “Lockdown” of a building(s) or the entire campus.

4.1.6.2. Definition:

A “Lockdown” is the temporary sheltering in place technique utilized to limit exposure to a “Hostile Intruder”, bomb threat, severe weather condition or similar emergency incident. When alerted, occupants of any building within the subject area, when possible, will lock doors and windows not allowing entry or exit to anyone until an all clear has been issued. In an extreme situation furniture can be used to barricade a door.

4.1.6.3. Procedure:

Upon notification to the Department of Public Safety and Transportation of an imminent threat to the campus community, including possible shots fired, Public Safety will immediately notify the Police Department.

4.1.6.4. Useful Hints

- Always know at least two (2) escape routes and emergency exits from your building.
- If practical, take time to focus on a mental picture of the route you intend to use to exit your building.
- Never think that it is probably just another drill.
- Know how to secure and lock your door.

4.2. Suspicious package/ bomb/ bomb threat/ post explosion bomb scene

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

** Refer to your local bomb threat emergency response plan for evacuation criteria*

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- **911**
- **Follow your local guidelines**

For more information about this form contact the Office for Bombing Prevention at: OBP@cisa.dhs.gov

V2

BOMB THREAT CHECKLIST

DATE: TIME:

TIME CALLER HUNG UP: PHONE NUMBER WHERE CALL RECEIVED:

Ask Caller:

- Where is the bomb located? (building, floor, room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (background/level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice	Background Sounds	Threat Language
☐ Female	☐ Animal noises	☐ Incoherent
☐ Male	☐ House noises	☐ Message read
☐ Accent	☐ Kitchen noises	☐ Taped message
☐ Angry	☐ Street noises	☐ Irrational
☐ Calm	☐ Booth	☐ Profane
☐ Clearing throat	☐ PA system	☐ Well-spoken
☐ Coughing	☐ Conversation	
☐ Cracking Voice	☐ Music	
☐ Crying	☐ Motor	
☐ Deep	☐ Clear	
☐ Deep breathing	☐ Static	
☐ Disguised	☐ Office machinery	
☐ Distinct	☐ Factory machinery	
☐ Excited	☐ Local	
☐ Laughter	☐ Long distance	
☐ Lisp		
☐ Loud	Other Information:	
☐ Nasal		
☐ Normal		
☐ Ragged		
☐ Rapid		
☐ Raspy		
☐ Slow		
☐ Slurred		
☐ Soft		
☐ Stutter		

4.2.1. Introduction

A calm response to the bomb threat caller could result in obtaining additional information. This is especially true if the caller wishes to avoid injuries or deaths. If told that the building is occupied or cannot be evacuated in time, the bomber may be willing to give more specific information to the bomb's location, components, or method of initiation. Whatever the reason for the threat, there will be a reaction to it. The bomb threat caller is the best source of information about the bomb.

4.2.2. Goals of a Bomb Threat

Motivation for making a bomb threat usually comes from one of two goals:

A. The Hoax Caller: The most frequent goal is to create an atmosphere of panic and anxiety, whose hope is to disrupt normal activities or operations at the location where the explosive device is alleged to be placed.
B. The Credible Caller: The caller has a definite knowledge or believes that an explosive device has been or will be placed, and the caller wants to warn of the threat to minimize personal injuries or property damage. The caller may be the person placing the bomb or someone who has become aware of information they believe to be credible.

Note: In both cases, you must be a “good listener.” Let the caller finish their message without interruption. If possible, immediately alert someone else in the area (waving your hand to gain their attention, pointing to your telephone) but do not call the caller off.

4.2.3. Response to a Bomb Threat

Do not disconnect the caller. If possible, the call should be transferred to Public Safety at extension 5000. If the transfer is not possible, the receiver should remain calm and try to obtain as much information as possible before the caller hangs up by:

A. Keep the caller on the line as long as possible. Ask the caller to repeat the message. Record every word spoken by the person.
B. If the caller does not indicate the location of the bomb or the time of possible detonation, ask the caller for this information.
C. Inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people.
D. Pay particular attention to background noises, such as motors running, music playing, and any other noise, which may give a clue as to the location of the caller.
E. Listen closely to the voice (male, female), voice quality (calm, excited), accents, and speech impediments.
F. Immediately after the caller hangs up report the information to the Department of Public Safety and Transportation at extension 5000 from any campus telephone.
G. Remain available as law enforcement personnel will want to interview you.
H. DO NOT use your cell phone to communicate.

4.2.4. The Letter Threat

When a written threat is received, save all materials including any envelope or container. Once the message is recognized as a bomb threat, any further unnecessary handling should be avoided. Every possible effort must be made to retain evidence such as fingerprints, handwriting or typewriting, paper, and postal marks. These will prove essential in tracing the threat and identifying the writer. Contact Public Safety immediately at extension 5000 campus telephone. If a letter containing an unknown

powder is received, do not move the letter from your location and restrict anyone from entering the location until the authorities arrive.

4.2.5. The Email Threat

Email is becoming a more frequent source of harassing communication. Although Email is not very private, experienced persons can create Email accounts under fictitious names and use public computers to send it. While anonymity is not the rule, it is possible and does have the potential for use in a bomb threat scenario. A person receiving a bomb threat via Email should immediately contact Public Safety at extension 5000 from a campus telephone. **Do not delete the message**.

4.2.6. Detecting Suspicious Packages/Letters (BOMB, CHEMICAL, BIOLOGICAL, OR RADIOLOGICAL)

The Suspicious Package, Letter or Other Item (Bomb): In recent years with increases in technology, bombs can be quite inconspicuous. Bombs can also be quite large and crude such as vehicles packed with fertilizer and a combustible. Any unusual object or a strange vehicle should be immediately reported to Public Safety at extension 5000 from any campus telephone. DO NOT use a cell phone near the device/package.

If no land line is available, have someone else leave the area to call DPS at ext. 5000 or 318-207-0007. DO NOT try to handle the item or open it.

The Suspicious Package, Letter or Other Item (Chemical, Biological, or Radiological): A suspicious package is a package or letter that contains a powdery substance (i.e. anthrax) or a package or letter that contains written information stating or implying the contents is of a chemical, biological, or radiological nature with an intent to harm the recipient.

NOTE:

Delivery of a package or letter

- Look at the person delivering the item. Be aware of what he/she looks like and what they were wearing. To assist in recognition, you may request a suspicious person chart from the Department of Public Safety. In addition, take note of the name of the company he/she works for. If you are not sure, just ask.
- Look at the item you are being asked to sign for. Check the address and the name the package is addressed to. Check for stains, weight distribution, protruding wires, odors, or anything unusual.
- Confirm the item is for a proper member of your faculty, staff or student and that they are expecting the package.
- Accept an item only when you feel comfortable and have no doubts about the package. Don't hesitate to ask questions of the deliverer.
- If serious doubts remain, do not accept the item. Tell the delivery person to take it back.

Remember…The item does not have to be delivered by a carrier. Items are often delivered by the person themselves. Below are characteristics of what one should look for in detecting a suspicious package/letter.

A. If delivered by carrier, inspect for lumps, bulges, or protrusions, without applying pressure.
B. If delivered by a carrier, balance check if lopsided or heavy sided.
C. Handwritten addresses or labels from companies are improper. Check to see if the company exists and if they sent the package or letter.
D. Packages wrapped in string are automatically suspicious, as modern packaging materials have eliminated the need for twine or string.
E. Excess postage on small packages or letters indicates that the Post Office did not weigh the object.
F. No postage or non-canceled postage.

G. Any foreign writing, addresses, or postage.
H. Handwritten notes, such as: “To Be Opened in the privacy of” — “CONFIDENTIAL” — “Your Lucky Day is Here” — “Prize Enclosed”
I. Improper spelling of common names, places, or titles.
J. Generic or incorrect titles.
K. Leaks, stains, or protruding wires, string, tape, etc.
L. Hand delivered or dropped off for “a friend” packages or letters.
M. No return address or nonsensical return address.
N. Any letters or packages arriving before or after a phone call from an unknown person asking if the item was received.

If you observe characteristics as listed above when handling mail, do not panic. Do the following: A. Do not move the package to another location.
B. Do not drop it or throw it away.
C. Do not shake or empty the contents of any suspicious package or envelope.
D. Do not place the envelope or package in water or sand.
E. Do not carry the package or envelope, show it to others or allow others to examine it.
F. Do not cover the item with anything. Leave it in plain view.
G. Put the package or envelope down on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents, which may have spilled.
H. Alert others in the area about the suspicious package or envelope. Leave the area, close any doors, and take actions to prevent others from entering the area. If possible, shut off the ventilation system. I. Wash hands with soap and water to prevent spreading potentially infectious material to face or skin.
J. If at work, notify a supervisor, a public safety officer, or a law enforcement official. If at home, contact the local law enforcement agency.
K. If you have a suspicious letter or package, notify the Department of Public Safety and Transportation by calling extension 5000 on any campus telephone. Remember-Isolate and Evacuate.
L. If possible, create a list of persons who were in the room or area when this suspicious letter or package was recognized and a list of persons who may also have handled this package or letter. Give this list to public safety who will forward the list to both the local public health authorities and law enforcement officials.
M. You must remain on the scene or if unsafe, in close proximity to be available for questioning about the item with Public Safety Officers and police and fire personnel.

4.2.7. Important Recap

Suspected bomb devices, packages or envelopes containing possible chemical, biological, or radiological material.

Bombs can be constructed to look like almost anything and can be placed or delivered in any number of ways. The probability of finding a bomb that looks like the stereotypical bomb is almost nonexistent. The only common denominator that exists among bombs is that they are designed or intended to explode. Most bombs are homemade and are limited in their design only by the imagination of, and resources available to, the bomber. Remember, when searching for or observing a bomb or possible chemical, biological or radiological device, suspect anything that looks unusual. Let the trained bomb technician or proper authority determine what is or is not a bomb or chemical, biological or radiological device.

Note: If directed to shelter-in-place, see Section 3 of this Plan for sheltering in place directions.
Note: See appendices for a bomb threat checklist provided by the Department of Homeland Security.

4.3. Explosion

4.3.1. Introduction

An explosion is caused by a rapid expansion of gas from a chemical reaction or an incendiary device. Signs of an explosion may be a very loud sound or a series of noises and vibrations, fire, heat or smoke followed by injury or property damage. In the moments after the explosion, there may be fear, panic, and even horror. You must be prepared to keep your thinking clear and orderly in this event. The following is a guide to assist you in the crucial moments after an explosion.

4.3.2. Procedures

In the event that an explosion occurs, take the following actions:

A. Immediately take cover under tables, desks and other objects that will give protection against falling glass or debris.
B. Leave the affected area as soon as practical.
C. Notify the Department of Public Safety and Transportation by calling extension 5000 or by calling 318.207.0007. Give your name and describe the exact location and nature of the emergency. D. Activate the building fire alarm system.
E. When the building fire alarm system is activated or when told to leave by College officials, walk quickly to the nearest marked exit and ask others to do the same. F. Report your observations to responding personnel.

4.3.3. Additional Information

A. If possible and if safe to do so follow the Evacuation Procedures as set forth in Section 2 of this plan.
   DO NOT USE ELEVATORS. DO NOT PANIC.
B. Once outside, move to a clear area that is at least 500 feet away from the affected building (if feasible). Keep streets and walkways clear for emergency vehicles and personnel. C. Keep away from parked vehicles and trashcans when possible.
D. An Incident Command Post (ICP) may be established near the affected site. Keep clear of the ICP unless you have information relative to the explosion or have official business.
E. DO NOT RE-ENTER THE BUILDING WITHOUT PERMISSION FROM THE FIRE DEPARTMENT, POLICE DEPARTMENT OR PUBLIC SAFETY.

4.4.1Criminal or Violent Behavior

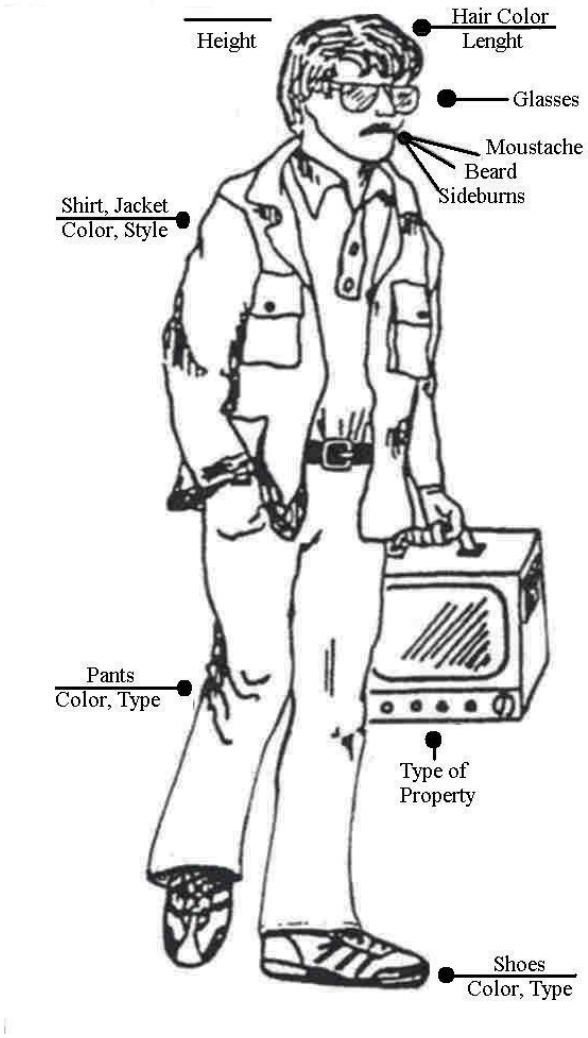
A. DO NOT ATTEMPT TO APPREHEND OR INTERFER with a criminal or violent individual except in cases of self-protection.
B. Everyone is asked to assist in making the campus a safe place by being alert to suspicious persons or situations and by reporting them to the Department of Public Safety.
C. On the Department of Public Safety's website there is a link to the state's Sex Offender Registry. This list can be also be viewed directly at https://lsp.org/community-outreach/sex-offender-registry/.
D. Employees and students are required to notify Campus Police immediately (318.207.0007) when they observe the following:
   a. A life-threatening situation that is in progress, such as a physical confrontation.
   b. Acts of violence or threats in the workplace or other conduct reasonably indicating that violence is imminent.
E. Employees are required and students are encouraged to promptly notify the Department of Public Safety if a Restraining Order is filed that lists the College as a restricted location.

F. Employees are required and students are encouraged to promptly notify the Department of Public Safety of any known threats.

G. If you witness a criminal or violent act or whenever you notice a person(s) acting suspiciously on campus, immediately notify the Department of Public Safety and give them the information outlined on the adjacent diagram.

H. **IF YOU ARE THE VICTIM** of any violation of the law such as assault, robbery, theft, or overt sexual behavior, **DO NOT TAKE ANY UNNECESSARY CHANCES!**

Notify the Department of Public Safety by calling (318) 207-0007 as soon as possible and provide the information noted on the diagram below:



5. Technological Threats and Hazards
5.1. Major Utility Failure
5.1.1. Introduction

A major utility failure may be described as the disruption of electrical power, plumbing failure, flood or water leak, or natural gas leak that affects an entire building or several buildings and seriously disrupts College operations that may require substantial College resources and outside assistance.

5.1.2. Major Utility Disruption

A. In the event of a major utility disruption occurring during regular working hours (8:00 a.m. to 5:00 p.m., Monday through Friday), immediately notify the Department of Public Safety by dialing 5000 from any campus telephone and the Department of Facilities Management at extension 5286. If unable to access an in-house phone, you may call 318.207.0007 to notify public safety.
B. If there is potential danger to building occupants or if the utility disruption occurs after hours, weekends or holidays, notify the Department of Public Safety by dialing 5000 campus telephone. If unable to access an in-house phone, you may call 318.207.0007 to notify Public Safety.
C. If an emergency exists and if appropriate, activate the building fire alarm system.
D. Building evacuations will occur when an alarm sounds and/or when an emergency exists.
E. Remember that the elevators are reserved for persons with disabilities (see evacuation procedures in Appendix Two - 1. Evacuation of Campus Buildings Section) DO NOT USE ELEVATORS IN CASE OF FIRE UNLESS ABSOLUTELY NECESSARY. DO NOT PANIC.
F. Once outside, move to a clear area at least 500 feet away from the affected building(s) (if feasible). Keep the walkways, fire lanes, and hydrants clear for emergency vehicles and responding emergency service personnel.
G. A Campus Emergency Incident Command Post (ICP) may be established near the emergency site. Keep clear of the ICP unless you have official business.
H. DO NOT RETURN TO AN EVACUATED BUILDING FOR ANY REASON unless told to do so by a college official, a representative of the Department of Public Safety and Transportation, or the police or fire departments.

5.1.3. Recommendations

A. Power Failures: As a precaution, everyone should keep a small flashlight in their office, purse, briefcase, backpack, etc. in case of a blackout.
B. Plumbing Disruption/Flood/Major Water Leak: Turn off any electrical equipment in use. Make immediate notifications as noted above.
C. Natural Gas Leak: Cease all operations and do not turn off any electrical appliances. Leave the area immediately. Once in a safe area make notifications as noted above for emergency assistance. Do not attempt to correct the condition yourself. Do not use a cell phone in the area where there is an odor of gas

6. Biological Threats and Hazards
6.1. Infectious Disease Response Plan
6.1.1. Introduction

The purpose of this plan is to protect the campus community against exposures and disease during an infectious disease outbreak. This plan goes into effect when the Louisiana State Health Department designates an infectious disease as a highly contagious communicable disease that presents a serious risk of harm to the public health.

Along with the traditional concerns about seasonal influenza that occur there are growing concerns worldwide about the possibility of an infectious disease outbreak. As a result, Centenary College has taken several measures to prepare the campus for an infectious disease outbreak or similar health care event.

Infectious diseases are illnesses caused by germs (such as bacteria, viruses, and fungi) that enter the body, multiply, and can cause an infection. Some infectious diseases are contagious (or communicable), that is, spread from one person to another. Other infectious diseases can be spread by germs carried in air, water, food, or soil. They can also be spread by vectors (like biting insects) or by animals.

An outbreak is a higher-than-expected number of occurrences of disease in a specific location and time. An outbreak becomes an epidemic when there is a sudden increase in cases. Once a disease spreads across several countries and affects a large number of people, it becomes a pandemic.

The College will continue to provide infectious disease prevention information to students, faculty and staff, through website updates, posters and hand sanitizing stations.

Public Safety works closely with local emergency services to make certain the College preparations and plans are consistent with best practices and conform to parish/state procedures. In case of an infectious disease outbreak or pandemic, those agencies have authority to direct public health actions, including quarantine.

In addition to the above steps and in the event of an infectious disease episode, visit the Centenary College website for further information, updates, and direction.

6.2. General Epidemic / Pandemic Information

At colleges and universities where employees and students work and/or live in close proximity, epidemics and pandemics from infectious diseases can spread rapidly, threatening the health and life safety of the campus community and endanger the continuity of essential academic and administrative functions. If, and when, epidemics and pandemics escalate, the College will utilize resources to protect our community, including our international and students traveling abroad.

The CDC defines Epidemics and Pandemics as follows:
An epidemic refers to an increase, often sudden, in the number of cases of a disease above what is normally expected in that population in that area. Epidemics occur when an agent and susceptible hosts are present in adequate numbers, and the agent can be effectively conveyed from a source to the susceptible hosts. More specifically, an epidemic may result from:

- A recent increase in amount or virulence of the agent,
- The recent introduction of the agent into a setting where it has not been before,
- An enhanced mode of transmission so that more susceptible persons are exposed,
- A change in the susceptibility of the host response to the agent, and/or
- Factors that increase host exposure or involve introduction through new portals of entry.

A pandemic refers to an epidemic that has spread over several countries or continents, usually affecting a large number of people.

- affects a wider geographical area, often worldwide.
- infects a greater number of people than an epidemic.
- is often caused by a new virus or a strain of virus that has not circulated among people for a long time. Humans usually have little to no immunity against it. The virus spreads quickly from person-to-person worldwide.

- causes much higher numbers of deaths than epidemics.
- often creates social disruption, economic loss, and general hardship.

The Center for Disease Control [CDC], maintains a Continuum of Pandemic Phases, which includes the three phases of Risk Assessment the College, follows Preparedness, Response, and Recovery.

At Centenary College, we are fully committed to the safety, well-being and health of every member of our community. In the Case of an epidemic and/or pandemic, we ask you to help keep our community well by following the precautions recommended by the CDC:

- Thoroughly wash your hands with soap and warm water often.
- Use an alcohol-based hand sanitizer when you cannot wash.
- Refrain from touching hands to your face.
- Cover your coughs or sneezes with a tissue or your sleeve (never your hand!).
- Avoid handshakes by smiling, nodding or fist-bumping instead.
- Stay home if you are sick.

For more information on Epidemics and/or Pandemics please visit cdc.gov/.

6.3. General Influenza (Flu) Information

Influenza (the flu) is a contagious respiratory illness caused by influenza viruses. It can cause mild to severe illness, and at times can lead to death. The best way to prevent the flu is by getting a flu vaccination each year. According to the Centers for Disease Control (CDC) every year in the United States, on average 5% to 20% of the population gets the flu; more than 200,000 people are hospitalized from flu complications, and; about 36,000 people die from flu-related causes. Some people, such as older people, young children, and people with certain health conditions, are at high risk for serious flu complications.

How Flu Spreads Flu viruses are thought to spread mainly from person to person through coughing or sneezing of people with influenza. Sometimes people may become infected by touching something with flu viruses on it and then touching their mouth or nose. Most healthy adults may be able to infect others beginning 1 day before symptoms develop and up to 5 days after becoming sick. That means that you may be able to pass on the flu to someone else before you know you are sick, as well as while you are sick.

Symptoms of Flu include:

- fever (usually high)
- headache
- extreme tiredness
- dry cough
- sore throat
- runny or stuffy nose
- muscle aches
- Stomach symptoms, such as nausea, vomiting, and diarrhea can also occur but are more common in children than adults

Vaccines Vaccination is one of the most effective ways to minimize suffering and death from influenza. CDC recommends a yearly seasonal flu vaccine as the first and most important step in protecting against seasonal influenza. While there are many different flu viruses, the seasonal flu vaccine protects against the three seasonal viruses that research suggests will be most common. Vaccination is especially important for people at high risk of serious flu complications, including young children, pregnant women, people with chronic health conditions like asthma, diabetes, or heart and lung

disease and people 65 years and older. Seasonal flu vaccine is also important for health care workers, and other people who live with or care for high risk people to prevent giving the flu to those at high risk. Check with your healthcare provider about getting vaccinated.

Action Steps for Students, Faculty, and Staff to Prevent the Spread of Flu and if Sick with the Flu

The Centers for Disease Control and Prevention (CDC) recommends the following ways for you to keep from getting sick with the flu:

- **Practice good hand hygiene** by washing your hands often with soap and water, especially after coughing or sneezing. Alcohol-based hand cleaners located throughout campus are also effective.
- **Cover your mouth and nose** with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your elbow or shoulder; not into your hands.
- **Stay home or at your place of residence if you are sick** for at least 24 hours after you no longer have a fever (100 degrees Fahrenheit or 38 degrees Celsius) or signs of a fever (have chills, feel very warm, have a flushed appearance, or are sweating). This should be determined without the use of fever-reducing medications (any medicine that contains ibuprofen or acetaminophen). Staying away from others while sick can prevent others from getting sick too. Ask a roommate, friend, or family member to check up on you and to bring you food and supplies if needed.
- **Talk to your health care provider** to find out if you should be vaccinated for seasonal flu. Information about seasonal flu vaccine can be found at cdc.gov/flu/prevent/keyfacts.htm
- **Frequently clean your living quarters**. If you live together with other students, you should frequently clean things such as doorknobs, refrigerator handles, remote controls, computer keyboards, countertops, faucet handles, and bathroom areas.
- **Frequent clean surfaces and items** likely to have frequent hand contact such as desks, doorknobs, keyboards, or counters, with cleaning agents or alcohol-based wipes.
- **Wash your hands often** with soap and water, especially after coughing or sneezing. Alcohol-based hand cleaners are also effective if soap and water are not available.
- **Avoid touching your eyes, nose, or mouth**. Germs spread this way.
- **Stay in a separate room and avoid contact with others**. If someone is caring for you, wear a mask, if available and tolerable, when they are in the room.
- **Drink plenty of clear fluids** (such as water, broth, sports drinks, and electrolyte beverages for infants) to keep from becoming dehydrated.
- **Contact your health care provider or Student Health Services if you are at higher risk for complications** from flu for treatment. People at higher risk for flu complications include children under the age of 5 years, pregnant women, people of any age who have chronic medical conditions (such as asthma, diabetes, or heart disease), and people age 65 years and older.
- **Contact a healthcare provider or Student Health Services if your symptoms are getting worse**.
- **If you are having difficulty breathing** and need to go to the hospital, contact Public Safety by dialing 5000 from campus phones or 318.207.0007 from non-campus phones.

If flu conditions become MORE severe, students, faculty, and staff should consider the following steps:

- **Extend the time you stay home or at your residence to at least 7 days**, even if you feel better sooner. If you are still sick after 7 days, continue to stay home until at least 24 hours after your symptoms have completely gone away. Symptoms of flu include fever or chills and cough or sore throat. In addition, symptoms of flu can include runny nose, body aches, headache, tiredness, diarrhea, or vomiting.
- **Prepare for the possibility suspension of classes** by planning to continue your work at home (e.g., homework packets, Web-based lessons, phone calls), and find a place where you can stay either by going to your home, home of a relative, or close friend of the family.

7. Hazardous Material Incident

7.1. Introduction

Chemicals are found everywhere and can be hazardous to humans or the environment if used or released improperly. Hazards can occur during production, storage, transportation, use, or disposal. The College community can be at risk if a chemical is used unsafely or released in harmful amounts into the environment.

Hazardous materials in various forms can cause death, serious injury, long-lasting health effects, and damage to buildings and other property.

Hazardous materials come in the form of explosives, flammable, combustible substances, poisons, and radioactive materials. These substances are most often released as a result of transportation accidents, or chemical accidents in the workplace.

Effective control and supervision of a Hazardous Material incident is the responsibility of the Department of Public Safety and Transportation through a unified Incident Command System.

7.2. General Considerations

- The Centenary Department of Public Safety, Shreveport Police Department, the Shreveport Fire Department, and the Caddo Parish Sheriff's Office will be notified as first responders with the Caddo Parish Sheriff's Office Hazardous Material Division being the "lead agency" in a Hazardous Materials incident **unless there is a fire or threat of a fire.**
- Consider all suspected hazardous materials dangerous.
- Do not remove or handle materials.

It is the Department of Public Safety's responsibility to secure the area pending the arrival of other first responders, and then assist in maintaining a secure area, control traffic, and help with evacuations.

Preservation of life should be the first consideration.

OSHA general industry standard, 29 CFR mandates that only properly trained personnel function at a hazardous material incident and only to the level trained. Again, the Department of Public Safety's responsibility is to respond, isolate the area, evacuate if necessary, and deny re-entry to the area until the incident is resolved.

7.3. Duties of First Responding Department of Public Safety Officers

Without delay, advise the Department of Public Safety to notify the Shreveport Police Department and Fire Department. Provide the precise location, a brief description of the problem, whether there is a fire or threat of fire, whether there are any injuries and any other pertinent initial information.

The first officer at the scene will evacuate the area if safe to do so, activate the fire alarm and establish a perimeter depending on the location and circumstances of at least 150'. Deny entry of vehicle and pedestrian traffic to the area and in consultation with the Public Safety Incident Commander should consider securing a staging area for additional response vehicles, assets, and apparatus that will be mobilizing to assist in mitigating the incident. The Staging area should be of sufficient size to accommodate a large number of personnel and equipment based on the initial size up. The staging

area should be upwind from the incident and sufficiently removed from the incident as to be considered in the “Cold Zone.”

7.4. Special Considerations

Avoid transmitting on portable radios and cell phones in enclosed areas where flammable gas is a danger.

DO NOT change batteries on a portable radio in an area where a flammable gas is present or suspected.

Other appropriate actions:

Stay upwind.
Stay out of low areas.
Do not smoke.
Do not use flares.
Isolate the location of the incident.
Establish an Incident Command Post.
Evacuate the area if necessary.

7.5. Additional Guidelines

- Chemicals and radio materials each have potential hazards, and appropriate precautions should be in place before coming in direct contact with these substances.
- DO NOT use your sense of taste, touch, or smell to determine if a hazardous material is involved.
- Avoid inhaling any vapors, smoke, dust, or fumes even if you think that there are no hazardous materials involved.
- DO NOT assume that vapors or fumes are harmless because they do not smell.

The key to a successful hazardous material response is to recognize that a hazardous material may be present, make the proper notifications and request the appropriate assistance to respond such as the Department of Facilities Services, Centenary Department of Public Safety, and Shreveport Police and/or Fire Department(s).

8. Explosion, Airplane Crash, or Similar Incident

If a violent accident such as an explosion or airplane crash occurs on campus, take the following actions:

- Immediately take cover under tables, desk and other such objects which will give protection against falling debris or glass.
- After the effects of the explosion have subsided, notify the Department of Public Safety at 318.207.0007. Give your name and describe the location and nature of the emergency.
- If it is necessary to evacuate the building, report to your designated assembly point. Stay there until an accurate head count has been taken.

9. Fires

9.1 Procedures

- Review fire evacuation maps for the buildings you use frequently. Maps are located on the interior of each residence hall suite door and close to classroom exits.
- Before opening a door, feel the upper portion of the door or the doorknob. If the upper door or doorknob is not hot, brace yourself against the door and open it slightly.
- If you encounter heat or heavy smoke in the corridor, close the door and stay in the room.
- Keep the door closed. Seal the cracks around the door with clothing, tape or other material, soaking them in water when possible.
- Hang an object out the window, such as a shirt, jacket, towel, or anything that will attract attention.
- If you can leave the room, close all doors behind you as you move to the closest exit or stairway. DO NOT lock doors.

- If the nearest exit is blocked, go to an alternate exit. If all exits are blocked, go to the room furthest from the fire, close the door and follow procedures above. Fire Evacuation Maps are located in each residence hall suite and in classrooms.
- After leaving the building, **DO NOT RE-ENTER**, until cleared by the Department of Public Safety or Fire Department personnel.
- Report to your designated assembly point. Stay there until an accurate head count has been taken.

9.2 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, fuse 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 extinguishers should only be used on small fires.

9.3 Kitchen/Oil Fires

Never use water to attempt to put out a kitchen or oil fire. If possible, cover the pot/pan with a lid and turn of the heat source.

9.4 Fire Alarms

Manual Fire Systems: Manual alarms are activated by pulling a red fire alarm “pull station.” There is a pull station located near all major exits in a building with an alarm system.

Automated Fire Systems: Automated alarms are activated when a sensor detects heat or smoke. A building with an automated fire system will often have pull stations as well. If you see a fire and the alarm has not activated, pull the nearest station as you leave the building.

No Fire Systems: Some campus buildings have no fire alarm systems. If you see or smell something burning, exit the building immediately.

If you hear an alarm sound:

- EVACUATE the building immediately.
- If smoke is present, keep low to the floor.
- DO NOT USE Elevators!
- DO NOT RE-ENTER the building until told to do so by the Department of Public Safety or Fire Department personnel.

A. If flames are observed:
- Sound the alarm by pulling the closest fire alarm station.
- Immediately evacuate the building.
- Go to the nearest phone and call the Department of Public Safety 318.207.0007.

B. If you smell smoke or have any other indication of fire:
- Immediately call the Department of Public Safety (318.207.0007).
- Describe what you have observed. Give your name and location.
- Alert other building occupants to prepare for possible evacuation.
- REPORT ALL FIRES — NO MATTER HOW SMALL — TO THE DEPARTMENT OF PUBLIC SAFETY AT 318.207.0007.
- Give you name and describe the location of the fire. Some building fire alarms ring only in the building, and are not monitored by an alarm company.
- Know the location of fire alarms and fire extinguishers in your area and know how to use them.

10. First Aid, Medical Instructions, and AED Locations

If a serious injury or illness occurs on campus, immediately call the Department of Public Safety at (318) 2070007. Give your name and location, describe the nature and severity of the medical problem.

Note the location of the First Aid kits, AEDs and the names of First Aid/CPR trained personnel in your area. All AED boxes contain a CPR shield and doses of Narcan.

Bystanders may quickly perform the following steps:

- Keep victim still and comfortable. DO NOT MOVE VICTIM.
- Ask victim, “Are you okay?’ and “What is wrong?” Does the victim respond?

- Check breathing. Do rescue breathing (mouth-to-mouth) if necessary. Use the CPR shields if available.
- Check for a pulse. If there is no pulse and you have been trained, perform CPR or use an AED.
- Control serious bleeding by direct pressure on the wound.
- Continue to assist the victim until help arrives.
- Look for emergency medical ID, Medic Alert tags, question witnesses, and give all information to the Department of Public Safety or emergency responders when they arrive.

AED Locations

- The Department of Public Safety, vehicle
- The Fitness Center, behind the front desk
- Gold Dome, east wall of the training room
- Athletic Trainer
- Cline Residence Hall, Lobby
- Rotary Residence Hall, Lobby
- Hardin Residence Hall, Lobby
- James Residence Hall, Lobby
- Sexton Residence Hall, Lobby
- Hamilton Hall, 1st Floor by Elevator
- Bynum Commons, by offices
- Sam Peters (Admissions) Building, west side corridor