Campus Emergency Guidelines

Fire
1. Pull the nearest fire alarm.
2. Dial 911 to alert fire department. (From the outside safe area using a cell phone or exterior location phone)
3. Notify the College administration (337.521.8896).
4. Use fire extinguisher if fire is small.
5. Evacuate the building closing doors as you exit.

Medical Emergencies
1. Render assistance, if able. Notify a First Aid Responder. Dial 911.
2. Where is the patient located?
3. What is your name?
4. Advise 911 Dispatcher, (the College administration (337.521.8896) when time permits) about what the patient is complaining of or type of injury (is the patient conscious, breathing and exhibiting a pulse)

Violent Situations
1. Evacuate the immediate area.
2. Dial 911.
3. Evacuate the building closing doors as you exit.
4. Notify Security, if available, the Facilities Manager, and the Chancellor
5. Notify the the College administration (337.521.8896).

Hazardous Material Spills
1. Evacuate the immediate area.
2. Dial 911.
3. Notify the College administration (337.521.8896).
4. Evacuate the building closing doors as you exit.
5. Locate Material Safety Data Sheet for reference

Natural Disasters

To report an emergency
• Notify the College administration (337.521.8896)

If a disaster threatens or strikes
• Remain or move (if able) inside in a safe area.

Natural Disasters
- Earthquake
- Floods
- Hurricanes
- Severe Thunderstorms
  (Heavy Winds, Lightning, Fallen Trees)
- Tornadoes
- Winter Storms
  (Rapid accumulations of snow/ice)

Utility Emergency

To report an emergency
1. Notify the College administration (337.521.8896).
2. Notify the Facilities Manager.
3. Notify the appropriate Utility company of the outage.
4. Evacuate area if unsafe. (For Gas leaks - DO NOT make phone calls, turn on/off electrical equipment or produce a spark or flame within the unsafe area. LEAVE IMMEDIATELY.)

Utility Emergencies
- Breaks in Water/Sewage
- Electricity Outages
- Heating/Air Conditioning Disruptions
- Propane/Natural Gas Outages and Leaks
- Telecommunications Disruptions

1The College administration shall contact the appropriate persons.

Important Numbers

After Hour Emergencies

College Administration

College Operator

“Intercom 0” (LFT)
or “30185” (NI)

Dr. Jan Brobst, Chancellor 337.521.8896
Mr. Bryan Glatter, Vice Chair for Admin and Finance 337.521.8949
Mr. Brian West, Information Technology 337.521.8939
Dr. Theodore Hanley, Vice Chair for Academics 337.521.8951
Ms. Meltida Wilson, Dean of Student Services 337.373.0172
IN SEARCH, Dean of Business and Tech 337.521.8956

Campus Facilities and Utilities
Mr. Ed Lopez, Facilities Coordinator 337.288.3035 (cell)
Mr. Everette Barlow, Custodian 337.373.0185/2157
Mr. Glenn Perret, Maintenance Tech 337.373.0185/2157
Entex (Gas), New Iberia 337.364.8111
TransLa (Gas), Franklin/New Iberia 800.252.3323
Atmos (Gas), Lafayette 800.252.3323
Slemco (Electrical) 888.275.3626 337.394.3844
Cleco (Electrical) 800.622.6537 337.394.3844
Lafayette Utilities 337.291.5700
Office of Telecommunications (phones) 225.342.7777

Law Enforcement (Non-Emergency)
Lafayette Parish Sheriff 337.232.9211
New Iberia Parish Sheriff 337.369.3714
St. Mary Parish Sheriff 337.828.1960
Lafayette City Police 337.291.8600
New Iberia City Police 337.369.2310

Other Resources
Nat'l Response Ctr for Oil and Toxic Chemical Spills 1-800-424-8802
Poison Control Center 1-800-848-6946
Acadian Ambulance 911 or 1-267-1111 (toll free)

Bomb Threats
1. Gather and record as much information as possible and then alert the College administration.
2. Checklist.

Exact time of call: _______________
Exact words of caller:
________________________________________________________________________
________________________________________________________________________

Sex of caller (circle): Male Female   Approximate age: ______

**Critical Questions**
When is the bomb going to explode?
Where is the bomb?
What does it look like?
What kind of bomb is it?
What will cause it to explode?
Did you place the bomb?
Why?
Where are you calling from?
What is your name?

**Callers voice (circle)**
Calm      Slow      Crying      Slurred
Stutter   Deep      Loud       Broken
Giggling  Accent    Angry      Rapid
Stressed  Nasal     Lisp       Excited
Disguised Sincere   Squeaky   Normal

**describe the threat language (circle)**
Well Spoken Foul       Incoherent  Serious
Message Read Irrational

**describe background noise (circle)**
Traffic     Cell Phone Voice(s) Long Distance
Factory    Animals    Clear     Motor
Music      House      Office    Static
Other ________________________________