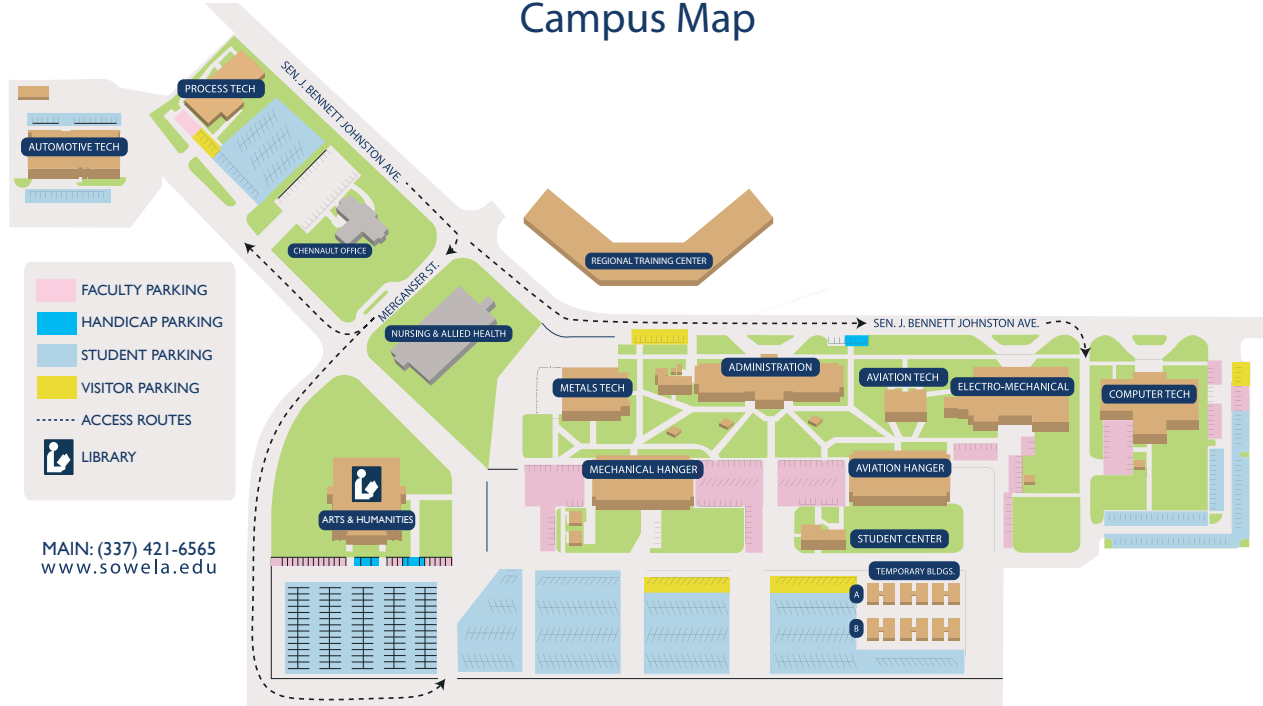




# **EMERGENCY PROCEDURES**

# Campus Map



MAIN: (337) 421-6565  
www.sowela.edu

## **Administration Building**

3820 Senator J. Bennett Johnston Avenue  
Lake Charles, LA70615

## **Arts & Humanities Building**

2000 Merganser Street  
Lake Charles, LA70615

## **AVCR**

3832 Senator J. Bennett Johnston Avenue  
Lake Charles, LA70615

## **Aviation Technology Building**

3830 Senator J. Bennett Johnston Avenue  
Lake Charles, LA70615

## **Computer Technology/Student Success Building**

3850 Senator J. Bennett Johnston Avenue  
Lake Charles, LA70615

## **Electro-Mechanical Technology Building**

3840 Senator J. Bennett Johnston Avenue  
Lake Charles, LA70615

## **HC Drew Nursing Building**

3700 Senator J. Bennett Johnston Avenue  
Lake Charles, LA70615

## **Mechanical Technology Building**

3810 Senator J. Bennett Johnston Avenue  
Lake Charles, LA70615

## **Metals Building**

3800 Senator J. Bennett Johnston Avenue  
Lake Charles, LA70615

## **Process Technology Building**

3500 Senator J. Bennett Johnston Avenue  
Lake Charles, LA70615

## **Sowela Regional Training Center**

3749 Senator J. Bennett Johnston Avenue  
Lake Charles, LA70615

## **Transportation Technology Building**

1925 Merganser Street  
Lake Charles, LA70615

## **Sowela Technical Community College**

### **(Jennings Campus)**

1230 N. Main Street  
Jennings, La. 70546

## **PROXIMITY THREATS-GENERAL SAFETY PROGRAM:**

**Sowela Technical Community College**  
**Executive Director of Facilities Planning & Management**  
**Office of Environmental, Health, Safety & Hazardous Waste**

### **Safety Manual Content**

#### **1. Purpose**

*To define appropriate actions and responses to proximity threats that may occur near the College campus.*

#### **2. Definition**

Proximity threats are those threats that occur near the College and can cause damage to property at the College or injury/death to people on the College campus

##### 1. Examples of proximity threats include, but are not limited to:

1. Highway disasters
2. Aircraft disasters
3. Chemical plant disasters, and, or,
4. Terrorists threats such as:
  1. Biological weapons
  2. Bomb scares/bombings
  3. Chemical attacks
  4. Cyber attacks
  5. Nuclear weapons
  6. Suspicious mail

#### **3. Responsibility**

1. *It is the responsibility of any person that sees or has knowledge of such a threat to contact the Facilities Department or Campus Security as soon as possible.*
2. *Campus Security may call upon the Sowela campus Crisis Response team to assist in the assessment and response to the threat, as needed.*
  1. *Team members include:*
    1. Chancellor
    2. Executive Director of Facilities Planning & Management
    3. Executive Director of Institutional Advancement
    4. Human Resource Director
    5. Vice Chancellor of Academic & Student Affairs
    6. Vice Chancellor of Finance
    7. Office of Information Resources & Learning
    8. Executive Director of Student Enrollment
    9. Vice Chancellor of Workforce Development
    10. Facility Coordinator
    11. HVAC Technician Controller
    12. Building Coordinator (s)
    13. Environmental, Health, Safety Officer

#### **4. Response Actions**

1. *Executive Director of Facilities Planning & Management will notify the appropriate local, state, federal authorities.*
2. *Working with local, state, federal personnel, College personnel will use applicable emergency response procedures as dictated by the type of incident.*
3. *Campus personnel will be kept informed of the incident and how they are to respond (shelter-in-place or evacuate) via the First Call Emergency Notification System, e-mail, or mass notification system.*

## **FIRE PROCEDURES:**

### **If you smell smoke or observe a fire:**

1. Stay **CALM** and **SPEAK CLEARLY** when communicating!
2. **IN CLASS:** The instructor will send one person to pull the fire evacuation alarm nearest to the class and a second person to verbally report the fire by calling 911 and the Office of Facilities (337)421-6535. Please provide the following:
  - a. Location of fire (building name, first/second floor, room number, etc.)
  - b. Status of fire alarm, and
  - c. Name (faculty, staff or student).

3. **IMMEDIATELY EVACUATE THE AREA!**

**DO NOT USE ELEVATORS!  
DO NOT ATTEMPT TO ENTER SMOKE FILLED OR "HOT" ROOMS!  
THERE ARE NO EXCEPTIONS TO AN ORDER TO EVACUATE!**

4. The Office of Facilities is responsible for working with the Fire Department.
5. When a fire alarm sounds, an immediate and orderly evacuation from the affected building(s) is required.
6. Instructors shall assist impaired and non-ambulatory individuals in their classes. Accompany any immobile individuals to the nearest stairway and stay with that individual until a Sheriff's Deputy or a Fire Department Official arrives.
  - a. Notify Security of the location of any individual who is physically impaired and unable to move without assistance.

Do not attempt to move any individual from a wheelchair or carry a wheelchair with an individual in the chair down the stairways unless it is absolutely necessary for the safety of the individual.

**DO NOT USE ELEVATORS AS AN ESCAPE ROUTE. USE STAIRWAYS ONLY!**

**FIRE**

### **BOMB THREAT PROCEDURES:**

In the event a bomb threat is received, the following procedures shall be followed:

1. An employee who receives a bomb threat should remain **CALM** and make notes.
2. Write down the number displayed on the caller ID display of your telephone and all other matter of information.
3. Attempt to identify background noises that may help to determine the location where the call is being made, such as traffic, music, laughter, etc., and note the information.
4. Make an educated guess, and try to determine some critical information about the caller such as his/her **SEX**, **AGE**, **RACE**, **VOICE** or **ACCENT**, or determine whether the caller is using a disguised voice.
5. The employee should ask what **TIME** the bomb is scheduled to explode, attempt to obtain the **LOCATION** of the bomb and, if possible, ask the caller what is the **REASON** for the threat.
6. The employee should immediately notify the Office of Facilities (337)421-6940 and Security (337)274-9790, who, in turn, will contact the Office of the Chancellor or his/her designated representatives at (337)421-6940.
7. The decision to evacuate a building during a bomb threat is made by the Chancellor. In the absence of the Chancellor, the designated representative will make the decision.
8. Cell phones shall not be used whenever there is a college response to a credible bomb threat or until an all clear has been given by the Incident Commander.

### **EMERGENCY TRANSPORTATION AND MESSAGES:**

**AMBULANCE:** Call 911 **FIRST** based on the severity of the situation.

Call Security (337)274-9790 if an ambulance is needed. Provide clear information to the responding officer.

Security will call and direct emergency personnel to the correct location, if necessary.

**NOTICE:**

1. The College does not assume the cost for the use of ambulance transportation.
2. The College will not assume responsibility for the consequences resulting from a decision to refuse ambulance transportation.
3. Individuals refusing ambulance transportation are responsible for their own transportation to a medical facility, i.e., friend, family member.

The Office of Facilities Safety, Security and Sowela employees are prohibited from providing transportation to anyone in crisis.

## **HURRICANE/TORNADO WATCH/WARNING PROCEDURES:**

### **HURRICANE/TORNADO WATCH:**

**Definition:** Weather conditions that can result in the formation of severe weather and/or dismissal of classes and the closure of the college.

The Office of Facilities and the Chancellor's Office monitor hazardous weather conditions with a weather scanner and from bulletins issued by the Calcasieu Office Homeland Security and the Louisiana Office of Emergency Preparedness. Once it is determined that dangerous conditions exist, the Office of the Chancellor and the Emergency Team will notify the Crisis Communication Committee.

### **HURRICANE/TORNADO WARNING:**

**Definition:** A hurricane or the observance of a tornado is reported or indicated by radar.

1. The Office of Facilities notifies the CHANCELLOR or designee. The decision to evacuate can only be made by the CHANCELLOR, a designee or a Public Safety Officer. All persons should move away from windows and move towards the center of the building. Go to the area designated as an

#### **EMERGENCY SAFE ZONE.**

2. Office of Facilities and designated Building Safety Captains will help shelter all personnel in campus buildings if a tornado is imminent.
3. The Office of Facilities secures all buildings.
4. In the event of a message or announcement to "Shelter in Place," all personnel must proceed to the building **EMERGENCY SAFE ZONE** in the building.
5. Remain "sheltered in place" until directed by the Office of Facilities or Building Safety Captains that it is safe to leave the **EMERGENCY SAFE ZONE.**

### **STEPS TO TAKE IN MEDICAL EMERGENCY SITUATIONS:**

Remain CALM and SPEAK CLEARLY when communicating.

Based on the severity of the emergency, CALL 911.

Contact Security at (337)274-9790 and the Facilities Office at (337)421-6535.

Give your name and present location.

Give the nature of the situation.

Give the name(s) of the person(s) in the emergency crisis, if possible.

Give a description of the individual's nature of the emergency, if asked.

Remain with the person in crisis, if possible.

#### **NOTICE:**

1. The college does not assume cost for the use of ambulance transportation.
2. The college will not assume responsibility for the consequences resulting from a decision to refuse ambulance transport.
3. Individuals refusing ambulance transportation are responsible for their own transportation to a medical facility, i.e., friend, family member.
4. SOWELA employees **CANNOT transport** a student or non SOWELA employee to the hospital.

An ambulance or Security Officer will respond. They will investigate the incident, make a report and follow through. Other departments are contacted as needed.

Documentation and follow-up shall be completed by the Office of Facilities.

## EMERGENCY MESSAGES/TEXT MESSAGING/PUBLIC ADDRESS SYSTEM

The Security Officers are responsible for accepting and delivering valid emergency messages to students, faculty and staff.

The procedure is as follows:

1. Forward any calls/messages to the Office of Facilities (337)421-6535.
2. A Security Officer will document and deliver the message(s).
3. Messages that are considered non-emergency **ARE NOT** delivered.
4. Emergency text messages can be sent to activated cell phones via (337)491-2688 in certain campus crisis situations.
5. The College public address system can be activated by the Chancellor for certain campus crisis situations.