NICHOLLS STATE UNIVERSITY

Emergency Preparedness All Hazards Plan

Revised 9/22

EMERGENCY PREPAREDNESS ALL HAZARDS PLAN

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I. Introduction & Purpose:

Disasters or emergencies may not be predictable and can happen suddenly, creating a situation in which the support services for the university can become overwhelmed.

During crises, the university requires special programs to address the needs of emergency response operations and recovery management. Nicholls State University has established this Emergency Preparedness Plan, which provides a guideline for the management of the immediate action and operations required to respond to an emergency or disaster.

The overall priorities of the university during an emergency or disaster are the protection of lives, living assets, valuable research, property, the community, and the environment. The overall objective is to respond to emergency conditions and manage the process of restoring university academic programs and services. This plan represents the Campus Emergency Preparedness Plan, which encompasses the facilities, services, and the administration of Nicholls State University.

II. Scope:

This document establishes the Emergency Plan for Nicholls State University, and assigns responsibilities for the development, implementation, and maintenance of the plan. The Plan is designed to maximize human safety and survival, preserve property, minimize damage, restore normal activities of the university, and assure responsible communications with university constituents.

The Director of Environmental Health & Safety will manage the Plan and provide it to authorities with local and state emergency units for possible incorporation into their plans.

III. Policy Statement:

The university is committed to supporting the safety and welfare of its students, faculty, staff and visitors. All members of the university community are expected to take personal responsibility for following the policies and procedures of the university in the event of an emergency and for acting in accordance with instructions given by the Emergency Preparedness Committee.

The university will conduct continuous planning to minimize the risk of personal injury, property, and research loss from critical incidents; will cooperate with local, state and federal agencies, and public bodies that have responsibilities related to disaster preparedness, response and control; and will take the necessary and prudent steps to assure continuity of operations and restoration of normal activities following an emergency or disaster.

IV. Definitions:

Emergency – An event that can cause death or significant injuries to faculty, staff, students, or the public; or that can suspend business, disrupt operations, create significant physical or environmental damage; or that can threaten the University financial standing or public image.

Emergency Levels – A ranking that classifies emergencies according to their severity and potential impact.

Emergency Operations Committee (EOC) –The university administrators that are responsible for managing emergency events and coordinating the university's response to an emergency.

Emergency Preparedness Chairperson – The administrator responsible for convening the EPC and serving as the liaison to the President in times of emergency.

Emergency Operations Center (EOC) – A location selected by the EPC to be used to coordinate the university emergency decisions and resources. The primary location is the Presidents Conference Room, Picciola Hall.

Review and Response Team – Facilitated by the crisis's intervention coordinator; the team consists of the judicial officer, counseling center staff member, and psychology department faculty or other individual with forensic psychology experience/ knowledge.

Essential/Designated Employees – Employees are designated essential by their supervisor's and directed to work during a crisis; such as a hurricane. An essential/ designated employee is required to perform duties as directed by their supervisor before, during, and after a crisis. These duties may not be consistent with normal responsibilities.

V. Acronyms:

EOC – Emergency Operations Committee	GOHSEP – Governor's Office of Homeland Security and Emergency Preparedness
ICC - Incident Command Center	CDC – Centers for Disease Control and Prevention
OPH – Office of Public Health	LDHH – Louisiana department of Health & Hospitals
POD – Point of Dispensing	

VI. Map:



VII. Asset Inventory:

Asset inventory available from the university Purchasing Department

VIII. Plan Assumptions:

Emergency planning requires a commonly accepted set of assumed operational conditions that provide a foundation for establishing protocols and procedures. These assumptions are called planning assumptions, and the standard practice is to base planning on the worst-case conditions.

For the university, severe weather hazards pose the most probable threat of emergency conditions. Using the severe weather model, the following planning assumptions were incorporated into this plan:

- Critical lifeline utilities may be interrupted, including water delivery, electrical power, natural gas, telephone communications, microwave and repeater-based radio systems, cellular telephones, internet, and computer systems;
- Availability of regional and local services;
- Major roads, overpasses, bridges, and local streets may be damaged or impassable with storm debris;
- Buildings and structures, including homes, may be damaged;
- Damage may cause injuries and displacement of people;
- Normal suppliers may not be able to deliver materials;
- Contact with families and households of the university community may be interrupted;

- People may become stranded at the university, and conditions may be unsafe to travel off campus;
- Emergency conditions that affect campus will likely affect the surrounding community including the cities of Thibodaux and Houma and the surrounding parishes;
- The university will not receive outside assistance in rapid damage assessment and will need to conduct its own situation analysis and deployment of on-site resources and management of emergency operations on campus, through the university pre-position team while emergency conditions exists;
- Communication and exchange of information will be one of the highest priority operations.

IX. Disaster Coordination/Local & State Agencies:

If university resources are inadequate to meet the needs of an emergency situation, the university will request assistance from the applicable agency. (See Chart #1) All external assistance furnished to the university is intended to supplement university resource's and not substitute for such resources, including mutual aid, equipment purchases or leases, or resources covered by emergency service contract. The only exception is in fire protection. Since Nicholls State University does not have professional firefighting capabilities on campus, it relies upon the City of Thibodaux Fire Department for professional, trained assistance whenever alarms are sounded or evident fires exist.

Fire Service Keys

Fire service keys needed to reset or override the building elevators are in the key storage cabinet located within the Maintenance Managers office. Key requests shall be made to the on-call person responding to the fire scene.

Chart #1

AGENCY	PHONE NUMBER	PHYSICAL LOCATION
LA Dept. of Homeland Security & Emergency Operations	1-800-256-7036	7667 Independence Blvd., Baton Rouge, LA
Lafourche Parish Office of Emergency Preparedness	985-532-8174	4876 Hwy 1, Raceland, LA.
Terrebonne Parish Office of Homeland Security &Emergency Preparedness	985-873-6357	112 Capital Blvd.., Houma, LA.
Louisiana State Police	985-857-3680	4047 West Park Ave, Gray, LA.
Lafourche Parish Sheriff Office	985-449-4422	200 Canal Blvd., Thibodaux, LA.

Terrebonne Parish Sheriff Office	985-876-2500	7856 Main, Courthouse Annex Suite 121, Houma, LA.
Thibodaux Police Department	985-446-5021	1309 Canal Blvd., Thibodaux, LA.
Houma Police Department	985-873-6306	500 Honduras St., Houma, LA.

X. Hazard Identification/Risk Assessment:

Nicholls State University is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties and damaging or destroying university, public and or private property. Table 1 below provides a summary of the major hazards, detailing their probability of occurrence and estimated levels of impact. For those threats which could occur within close proximity to the University, the table includes the location of the potential proximity threat.

Table 1

HAZARD	PROBABILITY of OCCURRENCE	IMPACT ON HEALTH & SAFETY	IMPACT ON PROPERTY & ENVIRONMENT	IMPACT ON OPERATIONS	Proximity Threat Location
FIRE EMERGENCIES					
Minor Fire	Moderate	Low	Low	Low	NA
Major Fire	Low	High	High	High	Thibodaux Regional Health Systems
Explosion	Low	High	High	High	TRHS
MEDICAL EMERGENCIES					
Death or Homicide	Low	High	Low	Low	NA
Injury	Moderate	Low	Low	Low	NA
Food Poisoning	Low	Moderate	Low	Moderate	NA
Mass Causalities	Low	High	Low	High	NA
Communicable Disease	Low	Moderate	Low	Moderate	NA

Exposure and/or Outbreak	Low	Moderate	Low	Moderate	NA
HAZARDOUS MATERIAL					
Hazardous Material Release (Toxic/Cloud)	Low	High	High	High	LA. Hwy 1, LA. Hwy 308, Railroad
White Powder/Chem.	Low	High	High	High	LA. Hwy 1, LA. Hwy 308, Railroad, Postal Service
Radiation Exposure	Low	Moderate	Low	Moderate	Entergy Nuclear Plant
Asbestos Release	Low	Moderate	Moderate	Moderate	NA
TRANSPORTATION ACCIDENTS					
Automobile Accident	Moderate	Moderate	Low	Low	LA. Hwy 1, La. Hwy 308
Aircraft Collision with Building	Low	High	High	High	Agriculture aircraft spraying, Helicopter TRHS
Pedestrians	Moderate	Moderate	Low	Low	NA
EVACUATION					
High Profile Landmarks	Low	Low	Low	Low	NA
Planned Events	Low	Low	Low	Low	NA
Shelter-in-place	Low	Low	Low	Low	Local highways, air emergencies, railroad

WEATHER EMERGENCIES					
University Closure	Moderate	Low	Low	High	NA
Flooding	Low	Low	High	Moderate	NA
Ice/Snow Storm	Low	Low	Low	Moderate	NA
Tornado/Hurricane/Severe or Inclement Weather	High	High	High	High	NA
Earthquake	Low	Moderate	Moderate	Moderate	NA
BUILDING SYSTEMS					
Telephone Failure	Low	Low	Low	Moderate	NA
Campus Wide Utility Failure	Low	Low	Low	High	NA
Limited Utility Failure	Low	Low	Low	Low	NA
Campus-wide IT Failure	Low	Low	Low	Moderate	NA
Limited IT Failure	Low	Low	Low	Low	NA
Structural Failure	Low	High	High	High	NA
THREAT of VIOLENCE					
Campus Violence	Low	Low	Low	Low	NA
Weapons	Low	Moderate	Low	Low	TRHS Rooftop
Bomb Threat	Low	High	High	High	TRHS, Max Charter, Lafourche Schools
Vandalism	Low	Low	Low	Low	NA
Hostage Situation	Low	Moderate	Low	Moderate	NA
TERRORISM					

National/State Level Terrorism	Low	High	Low	High	NA
Local Level Terrorism	Low	High	Low	High	NA
INTERPERSONAL EMERGENCIES					
Stalking	Low	Low	Low	Low	NA
Relationship Violence	Low	High	Low	Low	NA
Sexual Assault	Low	High	Low	Low	NA
Missing Student/Staff	Low	Low	Low	Low	NA

XI. Activities by Phase of Emergency Management:

This plan addresses emergency preparedness activities that take place during all four phases of emergency management. These emergency phases include the following:



A. Mitigation

Mitigation activities are an integral part of the emergency management program. It is intended to eliminate or reduce the probability of hazards occurring or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding replication of the situation.

B. Preparedness

Preparedness activities will be conducted to develop the response capabilities needed in the event of an emergency. Preparedness is everyone's responsibility. Plans and procedures must be developed by all departments to assist in the overall implementation and maintenance of emergency plans. Among the preparedness activities included in the emergency management program are:

- Providing emergency equipment and facilities;
- Emergency planning, including maintenance of this plan and its annexes;
- Conducting or arranging appropriate training for emergency responders, emergency management personnel, university pre-position team members, as well as local officials and volunteer groups who assist during emergencies;
- Conducting periodic drills and exercises to test emergency plans and training.

C. Response

The university will respond to emergency situations quickly and efficiently. The focus of this plan and its annexes is on planning for the response to emergencies. Response operations are intended to resolve a situation while minimizing casualties and property damage. These activities include: warnings, emergency medical services, firefighting, law enforcement, environmental, evacuation, medical needs shelter and mass care, search and rescue, as well as other associated functions.

D. Recovery

If a disaster occurs, the university will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the university community and provide for the basic needs of the public. Long-term recovery focuses on restoring the university to its normal state.

XII. Levels of Response:

The university classifies responses using a three-level system, according to increasing severity. The severity of an incident will be identified by the incident commander or the first qualified individual to arrive at the scene of the incident. The severity level of the incident may increase or decrease during response activities, requiring the level or response to be adjusted. The severity of an incident is determined by the threat to the safety of the campus community and university property, as well as the ability of the university to handle the incident.

Level 1: (minor emergency) Level 1 incidents/events are the least severe of the three levels of emergencies. Normal university response services will be able to deal with a level 1 incident without activation of an EOC or the EPC. The incident may result in minor injury to members of the campus community and minor damage to university facilities and will affect a single localized area of the campus. These incidents are to be reported to University Police at Ext. 911 or the Department of Environmental Health & Safety at Ext. 4783.

Level 2: (major emergency) Level 2 incidents/events require activation of the EOC, with the possibility of activating the EPC. Coordination between several campus agencies will be required for an effective response to the incident. The incident may result in major damage to university facilities or severe injury to members of the campus community. A level 2 incident may affect one or more areas of the university campus.

Level 3: (Disaster) Level 3 incidents/events are those in which disaster conditions are present. Response will require activation of the EOC and activation of the EPC. A level 3 incident may result in major damage to several university facilities, mass casualties and severe injury to members of the campus community. The incident will not be localized to a single area and will affect the entire university campus. The university may need to request assistance from several external support teams at the local, state and federal level in order to properly respond to the incident.

See table #1 above for a list of potential emergencies posing the greatest risk for Nicholls State University. This list is for emergency planning and is not all-inclusive.

XIII. Louisiana Governor's Office of Homeland Security & Emergency Preparedness (GOHSEP)

The Governor's Office of Homeland Security and Emergency Preparedness coordinates state disaster declarations authorized by the Governor. The following four threat levels have been identified by a specific color. http://gohsep.la.gov/homeland/HSThreatAdvisory.htm

Louisiana Homeland Security Threat Advisory System Protection Measures

Threat Condition	Critical Infrastructure Key Asset Protective Action	Local Jurisdiction Actions	Prepared Citizen Response
A terrorist attack has occurred or credible and corroborated intelligence indicates that one is imminent. Applies in the immediate area where a threat attack has occurred or when intelligence indicates terrorist action against a specific location is likely. Normally, this threat condition is declared for a specific location or critical facility.			
S E V E R E	**Continue all precautions from lower Threat Conditions:** ● Announce Threat Condition SEVERE and explain expected actions. ● Augment security forces to ensure absolute control over access to facility. ● Inspect all vehicles entering facility/compound. ● Deploy security personnel based on threat assessments. ● Close or restrict entry to the facility to emergency personnel only and restrict parking areas close to critical buildings. ● Maintain a skeleton crew of essential employees. ● Deploy emergency response and security teams. ● Activate Operations Center and send a liaison to the county or state EOC. ● Maintain close contact with local law enforcement. ● Be prepared to implement mutual aid agreements with government and with other critical facilities. ● Provide security in parking lots and company areas. ● Report suspicious activity immediately to local law enforcement. ● Restrict or suspend all deliveries and mail to the facility. Emergency supplies or essential shipments should be sent to and off-site location for inspection.	**Continue all precautions from lower Threat Conditions:** ● Announce Threat Condition SEVERE to employees and to the public and explain anticipated actions that should be taken. ● Deny unauthorized access to critical facilities and infrastructure. Continue 100% inspections of personnel, vehicles and packages. ● Identify owners of all vehicles already within controlled areas. ● Deploy equipment assets and ensure physical security measures be afforded to them at critical sites. ● Assemble trained volunteers to include: CERT, VIPS, MRC and the American Red Cross. ● Implement Mutual Aid Agreements as required. ● Continue to assess the vulnerability of key assets and facilities. Take appropriate action to protect them by deploying armed security forces to these sites. ● Cancel or delay unnecessary employee travel and leave. ● Activate the Emergency Operations Center. ● Control release of information to the public and news media. ● Provide security for personnel dispatched to repair or restore damaged facilities and systems. ● Limit access to facilities and activities to those personnel with a legitimate and verifiable need to enter. ● Conduct frequent inspections of the exterior of buildings (to include roof and subterranean areas) and parking areas. ● Inspect all baggage, packages and briefcases brought into facilities for explosives, incendiary devices or other dangerous items.	**In addition to all previously mentioned precautions, citizens are advised to:** ● Report suspicious activities and call 911 for immediate response. ● Expect delays, searches of purses and bags and restricted access to public buildings. ● Expect traffic delays and restrictions. ● Take personal security precautions to avoid becoming a victim of crime or terrorist attack. ● Avoid crowded public areas and gatherings. ● Do not travel into areas affected by the attack or is an expected terrorist target. ● Keep emergency supplies accessible and automobile fuel tank full. ● Be prepared to evacuate your home or shelter in place on order of local authorities. ● Be suspicious of persons taking photographs of critical facilities, asking detailed questions about physical security or dressed inappropriately for weather conditions. Report these incidents immediately to law enforcement. ● Closely monitor news reports and Emergency Broadcast Network radio/TV stations. ● Assist neighbors who may need help. ● Avoid passing unsubstantiated information and rumors.

Threat Condition	Critical Infrastructure Key Asset Protective Action	Local Jurisdiction Actions	Prepared Citizen Response
Credible intelligence indicates that there is a high risk of a local terrorist attack but a specific target has not been identified. Applies when an incident occurs or intelligence indicates some form of threat action against personnel and/or infrastructure is imminent.			
H I G H	**Continue all precautions from lower Threat Conditions:** ● Announce Threat Condition HIGH to all employees and explain expected actions. ● Place emergency response teams on notice. ● Activate the operations center if required. ● Monitor world and local events. Pass on credible threat intelligence to key personnel. ● Ensure appropriate security measures are in place and functioning properly. ● Instruct employees to report suspicious activities, packages and people. ● Search all personal bags, parcels and require personnel to pass through magnetometer, if available. ● Verify identity of all personnel entering the facility ● Visually inspect the interior of vehicles and detailed vehicle inspections. ● Restrict vehicle parking close to buildings. ● Inspect intrusion detection systems and lighting, security fencing and locking systems. ● Inspect all deliveries and consider accepting shipments only at off-site locations. ● Remind employees to expect delays and baggage searches. ● Increase security patrol to maximum level sustainable. ● Consult local authorities about closing public roads and facilities that might make sites more vulnerable to threat.	**Continue all precautions from lower Threat Conditions:** ● Announce Threat Condition HIGH to employees and public and explain expected actions to be taken. ● Restrict or control access to government buildings, critical facilities and infrastructure. ● Erect outside barricades, security checks to deny access to underground parking areas, loading docks and building entrance. ● Erect barriers required to control direction of traffic flow and to protect facilities vulnerable to bomb attack by parked or moving vehicles. ● Require identification, sign-in and escorts as required. ● Remove, vehicles, trash containers, dumpsters and mailboxes located near government buildings and facilities; restrict parking areas located close to buildings or critical facilities. ● Closely monitor available security and intel data from state and local law enforcement agencies. ● Instruct employees to be especially watchful for suspicious or unattended packages and articles received through the mail service. ● Inspection buildings and parking areas for suspicious packages. ● Implement positive control on information release to avoid public panic. ● Employ armed security at airports, dams, public utilities and critical facilities. ● Based on threat assessment, define rules of engagement & authorization for use of deadly force. ● Test communication plans. ● Secure and regularly inspect all buildings, vehicles, and parking and storage areas for intrusion. ● Conduct 100% verification of deliveries and restrict shipments.	**In addition to all previously mentioned precautions, citizens are advised to:** ● Resume normal activities but expect some delays, baggage searches and restrictions as a result of heightened security at public buildings and facilities. ● Continue to monitor world and local events as well as local government threat advisories. ● Report suspicious activities at or near critical facilities to local law enforcement agencies by calling 9-1-1. ● Avoid leaving unattended packages or brief cases in public areas. ● Inventory and organize emergency supply kits and discuss emergency plans with family members. Reevaluate meeting location based on threat. ● Consider taking reasonable personal security precautions. Be alert to your surroundings, avoid placing yourself in a vulnerable situation and monitor the activities of your children. ● Maintain close contact with your family and neighbors to ensure their safety and emotional welfare.

Threat Condition	Critical Infrastructure Key Asset Protective Action	Local Jurisdiction Actions	Prepared Citizen Response
Elevated risk of terrorist attack but a specific region of the USA or target has not been identified. Applies when an increased or more predictable threat exists.			
ELEVATED	**Continue all precautions from lower Threat Conditions:** ● Announce Threat Condition ELEVATED to employees. ● Review vulnerability and threat assessments and revise as needed. ● Identify and monitor governmental information sharing sources for warnings and alerts. ● Update and test recall list for emergency response teams and key employees. ● Review, coordinate and update mutual aid agreements with other critical facilities and government agencies. ● Establish and monitor active and passive security measures. ● Increase frequency of random identity checks (inspection of ID cards, security badges and vehicle decals) conducted by security force on the facility. ● Review employee training on security precautions (bomb threat procedures, reporting suspicious packages, activities and people). ● Conduct communications checks to ensure radio contact can be established. ● Test attack warning system and supporting evacuation plans.	**Continue all precautions from lower Threat Conditions:** ● Announce Threat Condition ELEVATED to employees and to the public. ● Place personnel required for contingency plans on call. ● Review physical security plans for critical facilities. ● Assess potential terrorist targets and develop plans to counteract an attack. ● Conduct vulnerability assessments of each critical facility and government building. Estimate the consequence of loss and assign a priority for their protection. ● Ensure all buildings are secured to prevent theft or tampering. ● Conduct physical inspection of buildings for suspicious unattended packages. ● Develop a cadre of trained volunteers such as CERT and MRC. ● Closely monitor current news events and state and federal terrorist advisories. ● Keep the public informed on current threat conditions and advisories. ● Coordinate with adjacent municipalities for mutual aid support in the event of a disaster or terrorist threat. ● Conduct tabletop and functional exercises to ensure that response plans are understood and current. ● Review existing physical security measures employed and install intrusion detection and passive systems as funding permits. ● Conduct weekly radio communication checks.	**In addition to all previously mentioned precautions, citizens are advised to:** ● Continue normal activities, but report suspicious activities to the local law enforcement agencies. ● Take a first aid or CERT class. ● Become active in your local Neighborhood Crime Watch program. ● Network with your family, neighbors and community for mutual support during a disaster or terrorist attack. ● Learn what critical facilities are located in your community and report suspicious activities at or near these sites. ● Attend your local emergency planning committee (LEPC) meeting to learn more about local hazards. (Call the city/parish emergency manager to learn dates and locations of the meetings.) ● Increase individual or family emergency preparedness through training, maintaining good physical fitness and health, and storing food, water and emergency supplies.

Threat Condition	Critical Infrastructure Key Asset Protective Action	Local Jurisdiction Actions	Prepared Citizen Response
There is a general threat of possible threat activity against personnel/infrastructure, the nature of which is unpredictable.			
GUARDED	**Continue all precautions from lower Threat Conditions:** ● Ensure that key leaders are familiar with the emergency response, COOP and business resumption plans. ● Review, update and routinely exercise functional areas of plans. ● Review and update the recall list for emergency response teams ● Develop or review Mutual Aid agreements with other facilities and/or with local government for use during emergencies. ● Ensure local law enforcement and security forces have immediate access to building floor plans. ● Review physical security precautions to prevent theft, unauthorized entry or destruction of property. Have you provided for: ● Employee picture ID badges? ● Background checks on employees? ● Access control and locking of high Security areas at all times? ● All security keys marked with “Do not Duplicate”? ● Surveillance Cameras? ● Backup power? ● An alarm system? ● Advise employees to report suspicious activity to security personnel. ● Increase liaison with local law enforcement.	**Continue all precautions from lower Threat Conditions:** ● Reduce the number of access points for vehicles and personnel to minimum levels, maintaining flow of traffic. ● Estimate the threat vulnerability of each critical facility and countermeasures required to protect them. ● Ensure that each department is familiar with their assigned responsibilities during a disaster as shown in plan and prepared to respond. ● Review communications plans and ensure the recall procedures are current and accurate. ● Conduct emergency management training and exercise emergency response plans. ● Ensure all emergency management and response functions are adequately staffed. Recruit and train volunteers to augment full time staff. ● Actively support the Neighborhood Watch, Community Emergency Response Team (CERT), VIPS, MRC and Amateur Radio Emergency Service programs. ● Remind citizen and employees to be alert for suspicious packages, activities, vehicles and to report these occurrences to the proper authority. ● Secure buildings, unused rooms, storage areas, equipment and vehicles to prevent theft, tampering or destruction. ● Evaluate information available on public websites that could compromise security. ● Encourage all citizens and employees to have necessary immunizations.	**In addition to all previously mentioned precautions, citizens are advised to:** ● Report the following to appropriate law enforcement ● Suspicious personnel, particularly those carrying suitcases or other containers, or those observing, photographing, Or asking questions about local security measures. ● Unidentified vehicles parked or operated in a suspicious manner on, or in the vicinity of key facilities. ● Abandoned parcels or suitcases. ● Any other activity considered suspicious. ● Continue normal activities but are watchful for suspicious activities. Report criminal activity to local law enforcement. ● Review family emergency plans. ● Increase family emergency preparedness by purchasing supplies, food and storing water. ● Be familiar with local natural and technological (man made) hazards in your community. ● Increase individual or family emergency preparedness through training, maintaining good physical fitness and health, and storing food, water and emergency supplies. ● Monitor local and national news for terrorist alerts. ● Update immunizations and maintain records. ● Volunteer to assist and support the community emergency response agencies.

Threat Condition	Critical Infrastructure Key Asset Protective Action	Local Jurisdiction Actions	Prepared Citizen Response
Low risk of terrorism. Routine security is implemented to preclude routine criminal threats.			
L O W	● Develop emergency response, cooperative agreement (COOP) and business resumption plans. ● Encourage and assist employees to be prepared for personal, natural and technological emergencies. ● Develop a communications roster and recall system for emergency response and key personnel. ● Conduct training for employees on physical security precautions. ● Budget for and implement heightened physical security measures.	● Identify critical facilities and key assets that may need protection. ● Review Emergency Response Plans. ● Conduct training, seminars, workshops and exercises using the emergency response plans. ● Conduct emergency preparedness training for citizens and employees. ● Encourage response agencies (fire fighters, law enforcement, EMS, public works and elected officials) to take emergency management and American Red Cross first aid and CPR training. ● Actively Support Citizen Corps Program. ● Provide emergency preparedness information to employees via paycheck stubs tips, newsletters, articles and posters. ● Conduct routine inventories of emergency supplies and medical aid kits. ● Budget for physical security measures. ● Encourage programs for employee immunization and preventive health care.	**Citizens are advised to:** ● Report the following to appropriate law enforcement ● Suspicious personnel, particularly those carrying suitcases or other containers, or those observing, photographing, Or asking questions about local security measures. ● Unidentified vehicles parked or operated in a suspicious manner on, or in the vicinity of key facilities. ● Abandoned parcels or suitcases. ● Any other activity considered suspicious. ● Continue to enjoy individual freedom. Participate freely in travel, work and recreational activities. ● Be prepared for disasters and family emergencies, develop a family emergency plan. (See Family Emergency Preparedness Guide and American Red Cross brochures.) ● Know how to turn off your power, gas and water service to your house. ● Know what hazardous materials are stored in your home and how to and properly dispose of unneeded chemicals. ● Support the efforts of your local emergency responders (fire fighters, law enforcement and emergency medical service). ● Know what natural hazards are prevalent in your area and what measures you can take to protect your family.

XIV. Emergency Notification System:

In the event of a crisis situation, the Office of Marketing & Communications at Nicholls State University will communicate vital information as quickly and efficiently as possible in order to provide the greatest safety for our students, faculty and staff. In the event of an immediate weather threat, the University Police Department will activate alert systems when required.

The university will use a variety of communication methods to notify constituents of a crisis situation. Following an immediate crisis assessment, the appropriate means of communication will be determined and implemented. Based on the unique circumstances of the crisis, Nicholls will employ one or more of the following communication tools to notify its students, faculty and staff: Utilization of a multi-communication system will assure that a person with disabilities will receive a timely notification of the

event. Nicholls State University utilizes the Everbridge Notification system. All faculty, staff and students are encouraged to remain registered in the notification system.

- Website: Notice posted to university home page and Moodle;
- Email: Broadcast message to campus email addresses;
- Text messaging: Broadcast message to cellular phones of students, faculty and staff;
- Media: Broadcast message on the university television and radio stations and media alert distributed to all area print and broadcast media representatives;
- Public address system: Broadcast message to occupants of the recreation center, student union, cafeteria and residence halls;
- Siren system: Broadcast emergency siren and message to campus and surrounding area.
- Audible fire alarm system: Broadcast message to campus academic buildings and residence halls utilizing the fire alarm system.

XV. Emergency Operations Center:

The Emergency Operations Center has been established and equipped so that university administrators can coordinate campus operations in case of an emergency. These administrators, who are members of the Emergency Operations Committee, handle assigned duties during an emergency.

The primary EOC location is: President's Conference Room, Picciola Hall, 904 East 1st. In the event that the primary site is inaccessible, a secondary EOC is located at: 1stfloor conference room, Betsy Ayo Hall, 200 Ardoyne.

Both primary and secondary EOC's will have the following:

- Copies of the Emergency Management Plan;
- Contact information for EOC members;
- Administration, director/department head/chairs contact list;
- Access to two or more phones;
- Access to a computer (with email and internet access) and fax machine;
- Access to photocopying equipment;
- Access to radio and television.

XVI. Emergency Preparedness Management Functions:

President's Executive Council	Provide executive leadership to the university during emergencies in which the academic programs are interrupted, or normal business cannot be conducted. Executive coordination with the Faculty Senate, and the Emergency Preparedness Committee.
Emergency Operations Committee	As a group, advise on overall strategy for the President's Executive Council, assist and support the Emergency Operations Center Director with the overall priorities and action strategies for the emergency response. Activate the Emergency Management Plan, and deactivate as conditions return to normal.
Marketing & Communications	Manage all official communication from the university, including internal messages to faculty, staff and students, as well as all external communication with the media and public.
University Police	Responsible for managing police functional operations at the university. Has the lead for the Operational Action Plan for law enforcement, security, traffic control, access control and crime scene preservation. Has the primary authority for establishing priority for field response and police resource allocation.
Physical Plant Services	Responsible for managing and coordinating the prioritized response and exchange of operational information for all buildings, power and water utilities, roadways and grounds. Has the lead for the Operational Action Plan for emergency inspection, repair and restoration operations for all campus power and water utilities, facilities and grounds. Assists with emergency power and support for all field operations and the EOC. Is responsible for providing reports from outside utilities, and transitioning emergency operations to clean up and repair operations.

Environmental Health & Safety	Responsible for managing and coordinating the environmental health and safety functions of the emergency response on the Nicholls State University campus and providing consultation to assist in the assessment of unsafe conditions at the university. Manages contract services for on-site assessments of hazards such as toxic environments, chemical spills and other hazardous materials and releases.
University Computer Services	Responsible for maintaining the central data and computing infrastructure, assessing operational status of campus data and computing services, supporting emergency data network and directing restoration of central computing and networking infrastructure and services.
University Communications	Responsible for providing technical support for the campus telephone and communication systems, directing restoration of communication services on campus, and providing communications to support EOC operations. Assessing the operational status of the campus communications infrastructure. Support emergency installation of communications for critical operations and programs.
Auxiliary Services	Responsible for coordinating University Shelter operations when required. Responsible for obtaining and allocating food and water supplies to support emergency staff needs. Coordinates with contracted food services to provide meals and supplemental food for emergency support personnel.
Housing/Residence Life	Represent all Residence Life for the University during the emergency response and recovery stages. Coordinate and provide housing and food services, information to families of students.
Purchasing Department	Provide overall management of resource and logistical support for operations and planning functions. Access and procure resources to

	support the emergency response and operations, which require support beyond normal departmental needs. Sets up all logistics for procurement and delivery of resources, arranges for field receipt and acknowledgement, may include contracted services, equipment purchase, supplies purchased for emergency operations.

XVII. Specific Emergency Procedures:

Response to Any Emergency

- Assess situation, verify information, and notify University Police at 911.
- Seal off high-risk area when necessary.
- Take charge of area until incident is contained or relieved by University Police.
- Shelter in place or evacuate the building.[1]
- Nature of incident may require alternative evacuation site.
- Designate a control area and maintain a phone log of all calls made, received and a time sequence of events.
- Convene the Emergency Response Team
- Refer media to Director of University Relations.

Faculty and Staff Responsibilities

Dean, Department Head, Director, Senior Faculty/Staff Member:

- Verify information.
- Call 911, if necessary.
- Seal off high-risk area.
- Notify student and staff (depending on emergency, students may be notified by instructors).
- Evacuate students and staff, if necessary.
- Refer media to Director of University Relations.
- Keep detailed notes of crisis event.

Faculty/Staff:

- Verify information.
- Lock classroom doors, unless evacuation orders are issued.
- Warn students.
- Account for all students.
- Take class roster to evacuation site.
- Refer media to Director of University Relations.
- Keep detailed notes of crisis event.

[1] See appendix 1- Assisting persons with Disabilities.

Weather

Lightning

Protective Action:

1. Campus Grounds:
    - Get out of open areas and into an enclosed building as quickly as possible upon the approach of the storm.
2. Campus Buildings:
    - Stay indoors. Do not venture outside unless absolutely necessary.
    - Stay away from open doors and windows, metal objects, electrical appliances and plumbing until the storm passes.
    - Keep telephone use to a minimum.
    - Do not handle flammable liquids in open container.
    - TV sets, computer equipment, and all equipment and appliance should be unplugged, if possible.

Tornado

Tornado Watch has been issued in an area near campus.

- Monitor Emergency Alert Stations (See Emergency Phone Numbers section.) or NOAA Weather Stations (National Weather Service, Weather Channel).
- Ensure no physical restrictions exist that would prevent free movement to your safe area.
- Continue normal activities, but be alert to the weather condition. Continue to monitor emergency alert stations.
- Do not phone university police for information. Keep telephones circuits clear for emergency messages.

Tornado Warning has been issued in an area near campus or tornado has been spotted near campus.

- Seek shelter immediately.
- Shut off gas.
- Move students and staff to safe area.
- Remind faculty to take class roster to evacuation site, if prompted.
- Account for all students.
- Remain in safe area until warning expires or until emergency personnel have issued an all-clear signal.
- Stay clear of windows and other glass.
- Avoid auditoriums and gymnasiums.

Fire

In the event of a fire, smoke from a fire, or a gas odor has been detected:

- Assess the situation. Pull fire alarm and contact 911.
- Evacuate students and staff to a safe distance outside of building.
- Assist the disabled in exiting the building if able to do so. If not, assist them to the nearest area of rescue and report location to emergency personnel.[2]
- Do not use elevators during a fire emergency.
- Follow normal fire drill route. Follow alternate route if normal route is too dangerous.
- Faculty takes class roster to evacuation site. Take (call) roll after being evacuated.
- Advise university police of missing students.
- Perform necessary immediate first-aid on victim(s): smother fire by rolling victim on the ground, deluge with water.
- No one may reenter building(s) until entire building(s) has been declared safe by fire or police personnel.
- University Police/Director of Environmental Health and Safety notifies students and staff of termination of emergency. Resume normal operations.

Fire Service Keys

Fire service keys needed to reset or override building elevators are in the key storage cabinet located within the Maintenance Managers office. Key requests shall be made to the on-call person responding to the fire scene.

WARNING:
Do not use water on electrical fires. Do not attempt to fight fires involving explosives. Do not attempt to fight fires involving toxic chemicals or strong oxidizers.

Hazardous Materials/Radiological Incident

Incident occurred on campus:

- Assess the situation.
- Call 911.
- University notifies Environmental Health & Safety Director, Fire Department, Law Enforcement and Officer of Emergency Preparedness (OEP).
- When reporting, be specific about the nature of the material involved and the exact location of the spill.
- University Police will contact the necessary specialized authorities and medical personnel.
- University Police seals off area of leak/spill.
- Follow procedures for evacuation or sheltering.
- University Police will activate mass communication alert systems available to warn of possible dangers.

[2] See appendix 1- Assisting persons with Disabilities.

- University Police is in charge of area until the Director of Environmental Health and Safety or fire personnel contains scene.
- Notify Director of University Relations if students were evacuated.
- Resume normal operations after consulting with fire officials. Announce all clear code.
- Director of Environmental Health/ Safety will complete the Chemical Spill/Hazardous Materials Form.

Incident occurred off campus

- Fire/Law Enforcement/OEP will notify University Police.
- University Police will activate mass communication alert systems available to warn of possible dangers. The Director of Environmental Health and Safety will assemble the Emergency Preparedness Team.
- Fire officer in charge of scene will recommend shelter or evacuation actions.
- Follow procedure for sheltering /evacuation.
- Notify Director of University Relations if students are evacuated.
- University Police will announce All Clear using mass communication systems, after consulting with Fire/OEP/Law Enforcement officials.
- Director of Environmental Health/ Safety will complete the Chemical Spill/Hazardous Materials Form.

The University may be notified of incidents within a 10-mile radius by local Emergency Management Officials, via tone alert receivers/telephone, to shelter in place or to evacuate to a designated reception center.

Sheltering Notification:

- Take all persons inside building(s).
- Close all exterior doors and windows.
- Turn off any ventilation leading outdoors.
- Cover up food not in containers or put in the refrigerator.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.

Sheltering provides refuge for students, faculty, staff and public on campus during an emergency. Shelters are located in areas that maximize the safety of inhabitants. Safe areas may change depending on emergency. [3]

- Identify evacuation sites.
- Instructors assemble class team to cover windows and air leaks around doors, and vents.
- Close all exterior doors and windows.
- Director of University Police will issue lockdown procedures by sounding emergency alarms, text messages and/or emails.
- Instructors take class roster to the safe area.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.
- Instructors should account for all students after arriving in the evacuation site.

[3] See appendix 1- Assisting persons with Disabilities.

- All persons must remain in safe areas until notified by emergency responders; University Police issues an "All Clear" code.

Evacuation Notification: Immediate Threats

- University Police will notify faculty, students and staff.
- Turn off lights, electrical equipment, and water faucets.
- Maintenance will turn off gas, air conditioning and heating system.

Faculty responsibilities during evacuation:

- Keep classes intact.
- Take (call) roll.
- Explain procedures to students. Instruct students to take belongings to the relocation center.

Bomb Threat

Upon receiving a message that a bomb has been planted on campus:

- Get all of the facts. Ask the following questions: What was it made of? When will it go off? Why did you place it in the campus? Is it in the East, West, etc., How old are you? What does it look like? Where is it located? and Who is this calling?
- Listen closely to the caller's voice and speech patterns and to noises in the background.
- Call 911. Do not share information about call with others.
- University Police initiates through the Emergency Communication System to order the evacuation of all persons inside campus building(s).
- University Police must report incident to state police.
- DO NOT USE RADIOS OR CELLULAR PHONES, SINCE RADIO BEAMS CAN CAUSE DETONATION.
- University Police completes Bomb Threat Report Form.

Evacuation Procedures:

- Upon notification of a Bomb Threat, University Police will activate mass communication systems.
- Faculty, Staff and students follow standard fire drill procedures.
- Assist those with disabilities in exiting the building. Provide additional assistance if needed to primary or secondary evacuation sites.[4]
- Direct students to take their belongings to the evacuation site.
- Students and staff must be evacuated to a safe distance outside of the building(s). Try not to move students to area openly visible from the street. The bomb threat could be a diversion to get students out in open areas.
- Faculty takes (call) roll after evacuation. Advise university police of missing students.
- Director of Environmental Health and Safety notifies students and staff of termination of emergency (all clear code). Resume normal operations.

[4] See appendix 1- Assisting persons with Disabilities.

Assaults/Fights

Ensure the safety of student and staff first.

- Call 911.
- Seal off area where assault took place.
- Defuse situation if possible by identifying key individual and concerns, isolating key individual in neutral area, and conferring with key individual.
- Inform University Police if weapon was used, if victim has physical injury causing substantial pain or impairment of physical condition, or if assault involved sexual content.
- Assess counseling needs of victim(s) or witness (es). Implementation post-crisis procedures.

Intruder/Hostage

Intruder-A Hostile person who enters classroom/office

- Notify University Police at 911.
- Ask another staff person to accompany you before approaching intruder.
- Politely greet intruder, identify yourself, and ask the intruder the purpose of his/her visit.
- Inform the intruder that all visitors must register at the University Police main office.
- If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.

If intruder refuses to leave:

- Warn intruder of consequences for staying. Inform him/her that you have called police.
- Notify police department if intruder still refuses to leave. Give police full description of intruder.
- Walk away from intruder if he/she indicates a potential for violence. Be aware of intruder's actions at this time (where he/she is located, whether he /she is carrying a weapon or package, etc.)
- University Police will issue an All Clear when incident is under control.

Hostage

- If hostage taker is unaware of your presence, do not intervene.
- Call 911 immediately, Give dispatcher details of situation.
- Seal off area near hostage scene.
- Be prepared to provide University Police with:
    - Number of hostage taker(s)
    - Description of hostage taker(s)
    - Type of weapon hostage taker(s) have
    - Number and names of hostages
    - Demands and instructions hostage taker(s) have given

If taken hostage:

- Follow instructions of hostage taker.
- Try not to panic. Calm students if they are present.
- Treat the hostage taker as normally as possible.
- Be respectful to hostage taker.

Kidnapping

If any Student/Staff Member is kidnapped

- Call 911.
- Lock all doors/ windows
- Be prepared to provide a description of the kidnapper and person(s) kidnapped.
- If vehicle is involved, attempt to identify (CYMBAL)
    - Color of vehicle
    - Year
    - Make
    - Body (two doors, type of vehicle)
    - Anything else of importance (direction of travel, etc.)
    - License number
- Refer media to Director of University Relations.
- University Police obtains witness statements.

Kidnapper

- If kidnapper is unaware of your presence, do not intervene.
- Call 911 immediately, Give dispatcher details of situation.
- Be prepared to provide University Police with:
- Number of kidnapper(s)
- Description of kidnapper(s)
- Type of weapon kidnapper(s) have
- Number and names of person(s) kidnapped
- Demands and instructions kidnapper(s) have given

If kidnapped:

- Follow instructions of kidnapper.
- Try not to panic. Calm students if they are present.
- Treat the kidnapper as normally as possible.
- Be respectful to kidnapper.
- Ask permission to speak and do not argue or make suggestions.

Serious Injury/Death

If incident occurred on campus:

- Assess the situation.
- Call 911.
- If possible, isolate affected student/staff member.
- Designate staff person to accompany or follow injured/ill person to hospital.
- Gather information: Student/Staff schedule and emergency contact person, Student/Staff close friends, siblings, and schools they attend, Name of witnesses, if any.
- Refer media to Director of University Relations.
- Crisis Intervention recovery process will be implemented, if needed.

Student Unrest/Shooting/Stabbing

Student Unrest

- Call 911.
- Ensure the safety of the students and staff first.
- Move students involved in disturbance to an isolated area.
- Document incidents with detailed notes.

Shooting

- Take cover, if necessary. USE CAUTION.
- Assess the situation; provide for your own safety.
- If there are witnesses or others present, direct one of those individuals to call 4911 to summons immediate assistance.
- If no one is available, personally call 911 immediately, request medical assistance if necessary.
- If vehicle is involved, attempt to identify (CYMBAL)
    - Color of vehicle
    - Year
    - Make
    - Body (two door, type of vehicle)
    - Anything else of importance (direction of travel, etc.)
    - License number
- Attempt to identify the individuals in vehicle and/or the area.
- Indicate the location of incident.
- Do not disturb the crime scene.

Stabbing

- Assess the situation.
- Contact 911. Be prepared to:
    - Describe the situation.
    - Indicate whether the perpetrator has been identified and/or isolated.
    - Describe the injuries.

    - Give medical assistance until help arrives.
- University Police will announce the All Clear.

Suicide/Attempt

- Verify information.
- Call 911.
- Do not disturb the scene or remove evidence.
- Calm suicidal person.
- Try to isolate suicidal person from other students.
- Stay with person until counselor/ suicide intervention arrives unless this places you in immediate danger or threat.

Suicide Death

- Verify information.
- Call 911.
- Do not disturb the scene or remove evidence.

Weapons

Staff or student who is aware of a weapon brought to campus:

Student:

- Send reporting student to University Police.
- If the reporting student is unable/ unwilling to report, follow steps below. The student may remain anonymous.
- Notify University Police.

Faculty:

- Send message with trusted student that includes:
- Your name and location
- The name/description of the suspect
- Whether the suspect has threatened anyone
- Any information regarding the weapons location/type.
- Discreetly call 911 if the suspect is not present.
- Seek assistance from Dean/Director in reporting the incident.
- If instructor suspects that weapon is in classroom, he/she should confidentially notify a neighboring Faculty by sending a trusted student.
- Faculty should not leave classroom; he/she should wait for administrative response

IN ALL CASES – USE EXTREME CAUTION. DO NOT CONFRONT SUSPECT.
STAY CALM!!
IF A STUDENT THREATENS YOU WITH A WEAPON, FOLLOW SUSPECTS DIRECTIONS;
DONT TRY TO BE A HERO.

Reporting Staff

- Alert University Police if a weapon is suspected, as reported by staff or student (reasonable).
- If a student reported the weapon, isolate him/her.
- University Police proceeds to the area under suspicion.
- If suspect threatens you with a weapon, do not try to disarm him/her. Back away with your arms up and remain calm.

Lock-Down/Sheltering Procedures

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside campus buildings.

- Director of University Police will issue lockdown procedures by sounding emergency alarms, text messages and/or emails.
- Direct all students, staff and visitors into classrooms.
- Lock classroom doors and secure offices.
- If possible, cover windows of classrooms.
- Move all persons away from windows and doors.
- Allow no one outside of classroom until all-clear signal is given or until Law Enforcement, Fire Official or Emergency Preparedness official evacuates your room.
- Instructors are to take class roll book to holding area in room.

Sheltering provides refuge for students, faculty, staff and public on campus during an emergency. Shelters are located in areas that maximize the safety of inhabitants. Safe areas may change depending on emergency.

- Identify evacuation sites.
- Siren System initiated. Follow procedure.
- Instructors assemble class team to cover windows and air leaks around doors, and vents.
- Close all exterior doors and windows.
- Turn off any ventilation leading outdoors.
- Director of University Police will issue lockdown procedures by sounding emergency alarms, text messages and/or emails.
- Instructors take class roster to the safe area.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.
- Instructors should account for all students after arriving at the evacuation site.
- All persons must remain in safe areas until notified by emergency responders; University Police issues an “All Clear” code.

Evacuation Sites:

- List primary and secondary evacuation site.
- The primary site is located close to campus.
- The secondary site is located farther away (in case of community-wide emergency).
- Establish a management post at the off-site evacuation site (command post).

Emergency Response Plan Designated Evacuation Sites (Primary Sites)

BUILDING	**Designated Evacuation Sites**
AYO HALL	Parking Lot 14 on the stadium side of building
BABINGTON HALL	Parking Lots 9 & 19 on the Family Housing side of building
BAPTIST STUDENT UNION	Parking Lot 5 on the Ellender Hall side of building
BARKER HALL AND ANNEX	Parking Lot 17 on the Ardoyne Dr. side of building
Dr. MARILYN KILGEN HALL	Grass lot between on Hwy. 1 side of Aquinas Center
BOLLINGER STUDENT UNION	Parking Lots 4A & 4B on the Library side of building
BOOKSTORE	Parking Lot 3 on the Library side of building
CALECAS HALL	Grass area located on north side of Calecas Hall
CALLAIS RECREATION CENTER	Front and North Exits report to North side of building on grass lot Rear and South Exits report to the Intramural Field
CANDIES HALL	Grass Lot in Rienzi Circle at flag pole
CONTINUING EDUCATION	Parking Lot 12 between Continuing education and the stadium
COTILLION BALLROOM	Grass Lot between Library and Alumni Drive
ELKINS HALL	Grass lot in Rienzi Circle at flag pole
ELLENDER HALL	Parking Lot 7 between Ellender Hall & Ayo Hall
ELLENDER MEMORIAL LIBRARY	Parking Lot 8 between the Library and Colonel Dr.
LCA	Parking Lot 12 between Continuing Education & the stadium
FAMILY HOUSING	Grass Lot South side of Family Housing
FAMILY SERVICE CENTER	Parking Lot 19 on the Family Housing side of building
GALLIANO HALL	Parking Lot 5 between Galliano Hall & Audubon Dr.
GOUAUX HALL	Parking Lot 7 between Ellender Hall & Ayo Hall
Cenac Building	Parking Lot 1 between the Cenac Building and the tennis courts
GUIDRY STADIUM	Lots 14 & 15 in front of West side / Lot 17 in front of East side
HISTORICAL RESEARCH CENTER D.H.T	Parking Lot 6 on Ellender Hall side of building
JAMES ALUMNI HOUSE	Parking Lot 6 on Ellender Hall side of building
Chick-Fil-A	Parking Lot 7 between Chick-Fil-A and Ellender Hall

BRADY COMPLEX	Grass Lot between Brady Complex and the Tennis Courts
LINDSLEY HALL	Band practice field between Lindsley Hall & the stadium
MAINTENANCE BUILDINGS	Woman's Softball Complex
MILLET	Grass area south of Tennis Courts
PELTIER HALL	West Exits -Grass Lot between BSU and St. Thomas Aquinas Center East Exits – Quadrangle, North of Eternal Flame
PICCIOLA HALL	Grass Lot on Hwy. 1 side of building
Dr. O. CLEVELAND HILL HALL	Center of Quadrangle by Eternal Flame
POWELL HALL	Parking Lot 1 on Acadia Dr. side of building
PRESIDENT'S RESIDENCE	Grass Lot on Hwy. 1 side of building
PUPIL APPRAISAL CENTER	Grass Lot on the LMDB side of building
SAFETY & ENVIRONMENTAL	Grass Lot on Barker Hall side of building
SCHOLARS HALL	Grass Lot West of the Library
ST. THOMAS AQUINAS CENTER	Grass Lot on Hwy. 1 side of building
SHAVER GYMNASIUM	Parking Lot 1 on Acadia Dr. side of building
STOPHER GYMNASIUM	Parking Lot 2 on Acadia Dr. side of building
STUDENT PUBLICATIONS/ PRINTING	Band practice field between Lindsley Hall & the stadium
TALBOT HALL	Parking Lot 2 on Acadia Dr. side of building
UNIVERSITY POLICE	Grass area located on north side of Calecas Hall
WHITE HALL	Parking Lot 1 on Acadia Dr. side of building
ZERINGUE HALL	Parking Lot 16 between Zeringue Hall and Pupil Appraisal Center

Emergency Response Plan Designated Evacuation Sites (Secondary Sites)

THIBODAUX RECREATION CENTER PELTIER PARK	Recreation Center next to Pavilion
HAROLD J. CALLAIS RECREATION CENTER	Baseball & Football field East of Recreation Center

Appendix 1.

During an emergency evacuation, it is important to incorporate the diverse needs of individuals when planning for evacuations. Everyone should take the time to locate the nearest exit or enclosed stairwell that will lead you directly out of the building. Always give preference to the use of an enclosed stairwell in an emergency. Enclosed stairwell landings are an Area of Rescue Assistance for individuals with a disability.

The following are tips for assisting persons with disabilities to evacuate a building in the event of an emergency:

1. Remember, never use elevators during an emergency evacuation,
2. Communicate the nature of the emergency to the person,
3. Ask the person how they would like to be assisted,
4. When you evacuate the person, make sure you bring along their mobility aids if possible (i.e. cane, walker, etc.)

Persons with Visual Disabilities:

Tell the person the nature of the emergency and offer to guide them to the nearest exit. Have them take your elbow and help them avoid obstacles. Even if they have a guide dog, it is wise to offer to physically guide them. When you reach safety, tell the person where they are and help them to get oriented to the location.

Persons that have Hearing Disabilities:

While most buildings have flashing light alarms, the person may be engrossed in their work or in a location where the alarm is not readily visible. Communicate the emergency to them in whatever manner is comfortable to you, utilizing hand gestures or a quick note.

Persons using Canes, Walkers or Crutches:

Ask the person what assistance they need. If assistance is requested, encourage them to use the stair rail and walk behind the person to act as a buffer from others who may push forward from behind. Note: (If the person does not need assistance, the person should wait until heavy traffic has cleared before attempting the stairs. Utilize the Area of Rescue Assistance until it is safe to exit).

Persons using Wheelchairs:

Ask the person what assistance they need. In general, however, persons using wheelchairs should be moved to a fire safe exit (stairwell landing). If possible, have someone stay with the person until additional assistance has arrived, while a second person notifies rescue personnel of the area in which the person is located. In an emergency, DO NOT USE THE ELEVATORS. All of the stairwell landings are protected with fire rated doors and are the safest place to be in the event of a fire. Rescue personnel are trained to check these areas for persons who may need assistance.

Annexes:

Pandemic Preparedness Plan

Introduction:

The following document is a pandemic illness plan for Nicholls State University; this is not static as conditions may change on or off campus. The purpose of this document is to provide guidance to University employees, on the proper procedure for implementing a response to any pandemic communicable illness.

Objectives:

- To educate and inform university staff, faculty, and community,
- Implement prevention and safe practices by all on campus,
- Provide care to infected individuals with resources available,
- Take all precautionary measures to prevent the spread,
- Return to normal campus operations when the threat is over.

Responsibilities:

- To provide and distribute educational information, including materials and supplies,
- Maintain contact with the Centers for Disease Control (CDC), Office of Public Health (OPH) and the Louisiana Office of Homeland Security,
- Follow CDC and OPH guidelines,
- Secure supplies and resources needed for prevention and response,
- Provide for temporary housing and food services for infected students,
- Close the university if required,
- Maintain basic academic structures.

Pandemic Illness Responses by Phases: Phase One, Phase Two, Phase Three, Phase Four, and Phase Five

Phase 1 – Confirmed cases of human – to- human transmission of a potential pandemic illness with a probability of reaching the U.S. (Campus Open, Business as usual)

Phase 2 – Confirmed case (s) in the United States (Campus Open, begin possible level 3 preparations)

Phase 3 – Suspected case(s) on Campus or confirmed cases(s) in the State of Louisiana (Campus open, implement social distancing, prepare to cancel classes and or other scheduled activities, prepare for probable campus closure)

Phase 4 – Confirmed Case(s) on Campus (University possible closure, declared emergency condition, facilities may close except for skeletal services, temporary housing if needed established, access to campus secured)

Phase 5 – Recovery Operations

It should be noted that the above phases do not correspond to the levels set forth by the World Health Organization (WHO) or the Centers for Disease Control (CDC).

	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
Emergency Preparedness Committee	Updates received from University Health Services & University Env. Health & Safety Departme nt.	Continue Monitoring. Initial meeting held. Update University President and Senior Management.	Same as Level 2. Update EPC members. Prepare for possible level 4.	EPC to meet daily. Continue levels 2&3. Essential personnel to receive N95 respirators.	Guide the recovery following OPH guidelines.
Univ. Health Services	Education efforts Contact OPH Monitor OPH and CDC	Education efforts. Ongoing contact with OPH/DHH. Follow CDC guidelines. Respiratory precautions per CDC recommendati ons	Continue Level 2. Continue CDC recommendations. Treat suspect cases, forward for further treatment if necessary.	Identify contacts. Collaborate with OPH/DHH, follow CDC guidelines. Keep NSU administration informed of case/student status. Continue levels 2 &3.	Follow up/stay in contact with treated cases. Keep NSU administration informed of status. Follow OPH/DHH guidelines.
Environmenta l Health and Safety	Assist UHS with education efforts. Monitor updates from CDC & WHO.	Continue Level 1. Compile list of needed supplies. Provide cost estimate for securing supplies.	Continue levels 1 &2. Prepare to distribute required personal protective equipment (PPE).	Assist with possible university closure. Provide essential personnel with required PPE.	Assist in recovery operations. Provide waste removal services.

	Director of EH&S chairs EPC.			Continue to monitor CDC & State requirements.	Conduct building inspections.
President's Office	Receives information from EPC. Monitors updates from CDC & WHO.	Keep informed and monitor recommendations by the EPC, and the UL Systems Board.	Limit campus activities. Continue levels 1 & 2.	Authorize suspension of classes or possible university closure. Consults with the UL Systems Board, and the LA Commissioner of Adm.	Guide the recovery operation following OPH guidelines.
Executive management (VPs)	Receives information from EPC. Monitors updates from CDC & WHO.	Assist the President on recommendations by the EPC, and the UL Systems Board. Review Faculty/Staff and Student travel; determine if such travel poses a threat.	Limit social and extracurricular activities. Continue Levels 1 & 2	Assist with possible University closure. Notify Faculty to utilize Moodle for continued class work. Continue Level 3.	Guide the recovery following OPH guidelines
University Marketing & Communications		Communicate with all Nicholls constituents the university's awareness of the potential pandemic and the university's preparedness to respond to a potential pandemic	Communicate the facts of the situation to the university's constituents in a timely manner. Communicate the university's preparedness and intended response	Communicate the facts of the situation to the university's constituents in a timely manner. Communicate the university's preparedness and ongoing response efforts.	Continue Level 4
University Police		Keep informed and monitor	Continue level 2.	Assist with possible university	Assist with recovery

		recommendations from EPC	Distribute required PPE to essential personnel.	closure and secure campus. Assist with security of affected area.	
Counseling		Encourage everyone to follow UHS requirements.	Send out info. Regarding anxiety, etc. Continue to follow level 2.	Make provisions for tele-counseling, and crisis referral. Continue levels 2 &3.	Assist with readjustment, for those affected.
Human Resource	Review personnel Leave policies.	Assist with distribution of information on emergency leave policy.	Inform employees of options and shut down policy. Continue level 2.	Maintain employee systems remotely. Continue levels 2&3.	Assist as needed with leave and benefits plan. Implement return to work policy.
Residence Life	Monitor Situation	Continue level 1. Provide educational materials and information resources to residents. Continue to maintain cleaning standards and procedures in all residential facilities.	Continue levels 1 &2. Identify & prepare possible quarantine area(s). Identify if suspected cases involving residential students; quarantine possibly affected residents. Communicate with custodial staff regarding cleaning housing facilities according to CDC guidelines and /or recommendations. Meet with Residence Life Staff to advise them of situation, including	Continue to monitor situation Quarantine affected residents As directed by the President, close residence halls and student apartments Activate communication procedures with any Residence Life Staff who are approved to leave campus	Continue to monitor situation Ensure all facilities are thoroughly cleaned per CDC guidelines and/or recommendations Notify Residence Life Staff of facility re-opening date (s) Notify residents of facility re-opening date(s)

			possible and/or anticipated closure(s), and to review closure and re-opening procedures Schedule meetings with residents to advise them of situation, including possible residential and/or campus closure(s) Suspend visitation and guest policies and activities Review scheduled residentially based programs/activities and advise planner(s) of possible need to reschedule and/or cancel Be prepared to respond to inquiries from residents and parents	Advise external program/activity facilitators of closures Continue cleaning procedures in residential facilities according to CDC guidelines and/or recommendations As requested and directed, assist health and medical professionals in assisting quarantined residents Respond to inquiries from residents and parents	Implement check-in procedures for returning residents Respond to inquiries from residents and parents
Food Service	Monitor the situation	Continue to monitor situation Communicate with employees regarding heightened hygiene and preparation information	Continue to monitor situation Prepare to provide meals for students who may be quarantined Review procedures and communications to be implemented in the event of a possible campus closure	Continue to monitor situation Close dining facilities in coordination with announced campus closure Prepare and deliver meals	Continue to monitor situation Ensure all facilities are thoroughly cleaned according to guidelines and/or recommendations

			Ensure adequate food and supplies are on hand in the event of a campus closure	to quarantined students	Notify employees of dining facilities re-opening date (s)
Physical Plant		Identify essential buildings to remain open. Identify building ventilation system in the area considered for quarantine, isolation, or temporary housing. Increase custodial services at areas deemed to be high risk. Continue to monitor situation.	Prepare non-essential buildings to be secured and vacated. Identify essential staffing requirements. Notify outside contractors/ prepare to vacate campus. Continue level 2.	Essential personnel only report to work if University is closed. Ensure essential services on campus. Continue levels 2 &3.	Conduct building inspections as needed. Ensure all facilities are thoroughly cleaned per CDC guidelines and/or recommendations

Additional References and Resources

www.dhh.louisiana.gov Louisiana Department of Health & Hospitals

www.cdc.gov Centers for Disease Control and Prevention

www.who.int World Health Organization

www.hhs.gov U.S. Department of Health & Human Services

www.oph.dhh.louisiana.gov Louisiana Office of Public Health

www.ohsep.louisiana.gov Louisiana Governor's Office of Homeland Security & Emergency Preparedness

Point of Dispensing (POD) Planning Guidelines

1.0 Introduction

1.1 Scope and Purpose

The information contained in this planning guide is used for the implementation and planning of the Louisiana Department of Health & Hospitals, Office of Public Health, and campaign to dispense medicine, vaccines, or medical supplies in the event of a major medical emergency. Sites used to dispense are referred to as Points of Dispensing (PODs). Dispensing Site and POD will be used interchangeably in this guide.

The primary audience for this guide is Nicholls State University personnel who will set up and operate the POD site. This guide is also intended for Louisiana Department of Health & Hospital (LDHH) personnel who will assist and work collaboratively with Nicholls State University personnel when responding to the emergency.

These guidelines are intended to conform to the LDHH Point of Dispensing guidelines as well as the Louisiana Strategic National Stockpile program.

2.0 Critical Planning Steps

2.1 Planning Team

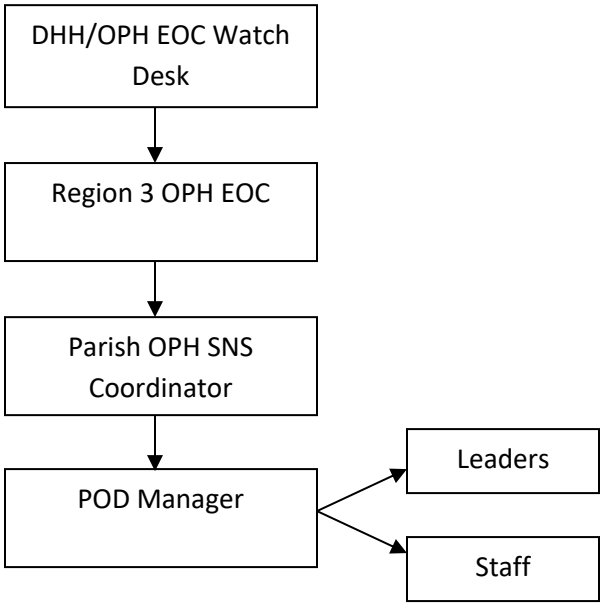
The Nicholls State University POD planning team/committee is comprised of individuals that are critical in the planning process to establish and operate a POD site. The following individuals have been identified and assigned to the POD planning committee. This information was compiled in October, 2009, and shall continue to be reviewed on a quarterly basis (and updated as required).

Member	Department	Communication
Brian Clausen	Environmental Health & Safety	Office # (985) 448-4783 Cell # (985) 387-0058 E-mail – brian.clausen@nicholls.edu
Joe Bernard	Colonel Card	Office # (985) 448-4967 E-mail – joe.bernard@nicholls.edu
Michele Caruso	Student Services	Office # (985) 448-4081 E-mail – michele.caruso@nicholls.edu

Danielle Breaux	Facilities	Office # (985) 448-4780 E-mail – Danielle.breaux@nicholls.edu
Terry Dupre	Purchasing/Risk Management	Office # (985) 448-4031 Cell# (985) 387-2329 E-mail – terry.dupre@nicholls.edu
Steven Kenney	Human Resource	Office # (985) 448-4040 E-mail – steven.kenney@nicholls.edu
Kim Webre	Health Services	Office # (985) 493 2600 E-mail – kim.webre@nicholls.edu
Alexander Barnes	University Police	Office # (985) 448-4742 E-mail – alex.barnes@nicholls.edu
Rebecca Lyons	College of Nursing	Office # (985) 448-4697 E-mail – Rebecca.lyons@nicholls.edu
Terry Braud	Finance	Office # (985) 448-4060 E-mail – terry.braud@nicholls.edu
Sam Cagle	Computer Services	Office # (985) 448-4408 Cell # (985) 856-9571 E-mail – sam.cagle@nicholls.edu
Jerad David	University Marketing & Communications	Office # (985) 448-4303 E-mail – jerad.david@nicholls.edu
Melissa Rivere	Controller's Office	Office # (985) 448-4055 E-mail – melissa.rivere@nicholls.edu

2.2 Activation

The POD Plan for Nicholls State University POD Site is activated when the POD Manager or the secondary POD Manager is notified by Region 3 OPH or designee to open as a POD. The activation workflow is as follows:



2.3 Emergency Notification System

Information requiring the possible activation of a POD shall be between the Louisiana Department of Health & Hospitals, Office of Public Health and the Nicholls State University Director of Environmental Health and Safety along with the Director of University Health Services. The Directors will assure that reliable communications between LDHH and the University are established with multiple means of communicating (i.e., land lines, cell phone, e-mail, text messaging, etc.).

In the event of a major medical emergency requiring activation of the POD site, the University will utilize multiple communication means to notify personnel. The following emergency notification systems will be utilized:

Everbridge Notification System	Telephone Call Down List
Broadcast E- mail	University Marquee
Emergency Call Box Broadcast	Emergency Siren/Alert System
Ticker in buildings where available	Telephone Alert Hotline

Posted information on University Web	Emergency notification release to Media and local Hospitals
Nicholls Radio Station KNSU	

Due to the exhaustive list of notification methods available to the University, the planning guide will not include a primary or back-up system.

2.4 Organizations Needs

Nicholls State University will not be able to provide service to those who cannot be physically present at the dispensing site. These individuals and/or those responsible for them should plan in advance by contacting the Office of Public Health to determine which community site is able to accommodate their needs. Nicholls State's POD Site will provide;

a) dispensing personnel,
b) medication as provided by DHH,
c) temporary seating/waiting area for those who cannot stand for long periods of time.

2.4.1* Nicholls State University population eligible to be served.

Children 6 through 47 months	0
Children 4 years through 17 years	100
Adults 18 years through 24 years	6500
Adults 25 years through 64 years at high risk	100
Adults 25 years through 64 years Not a high risk	700
Adults 65 years and older	50
Pregnant woman	50
Household contacts and caregivers of infants younger than 6 months	50

* Nicholls State University population consists of student, faculty & staff. In the event that counter-measures are to be offered to families of Nicholls State University, Human Resources shall be the responsible department to provide additional information.

2.4.2 Other Variables

- Weather – The University POD Site will be located indoors, eliminating weather as a potential problem.
- Geographic & Traffic – University Police to develop
- Scheduled programs or events will be cancelled in an emergency event requiring the implementation of the POD.

2.5 Point of Dispensing (POD) Site

2.5.1 POD Site and Contact Information

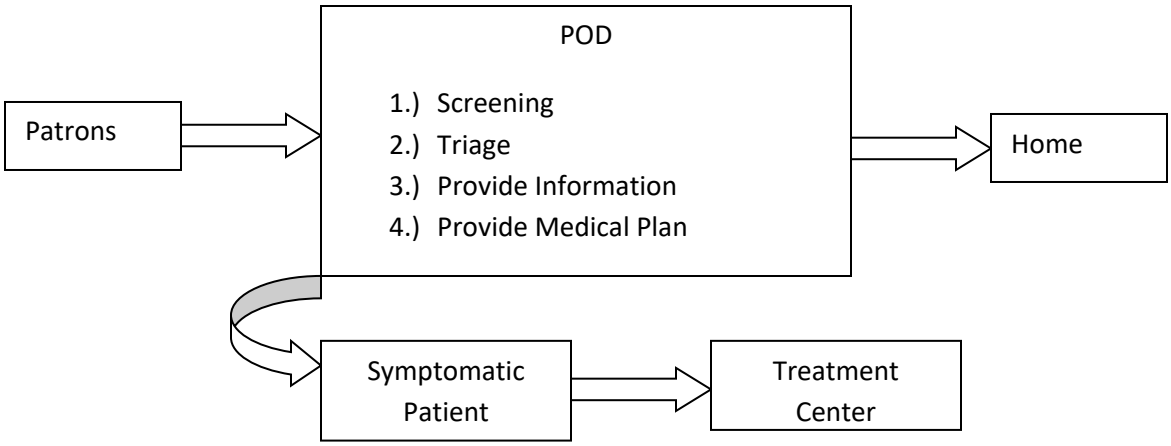
Name of Facility		**Nicholls State University**	
Facility Type (school, community center, etc.)		**Stopher Gymnasium**	
Physical Address: Number and Street		**906 East First Street**	
City/Town/Parish		**Thibodaux, La. /Lafourche**	
Zip Code		**70301**	
Site Contact Name		**Brian P. Clausen**	
Main Telephone Number		**(985) 448-4783**	
Secondary Telephone Number at Site		**(985) 493-2609**	
Email Address		**brian.clausen@nicholls.edu**	
Contact Individuals: POD Manager and Backup i.e. the person who will run the POD Site.			
	Name	**Contact Numbers**	
Primary	**Brian Clausen**	**Telephone: (985) 448-4783**	**Cell Phone:** (985) 387-0058
		Alternate: (985) 447-6386	
		Email: brian.clausen@nicholls.edu	
Secondary	**Adrienne Bolton**	**Telephone: (985) 493-2609**	
		Alternate: (985) 493-2600	
		Email:Adrienne.bolton@nicholls.edu	

2.5.2 Staging Area Identification

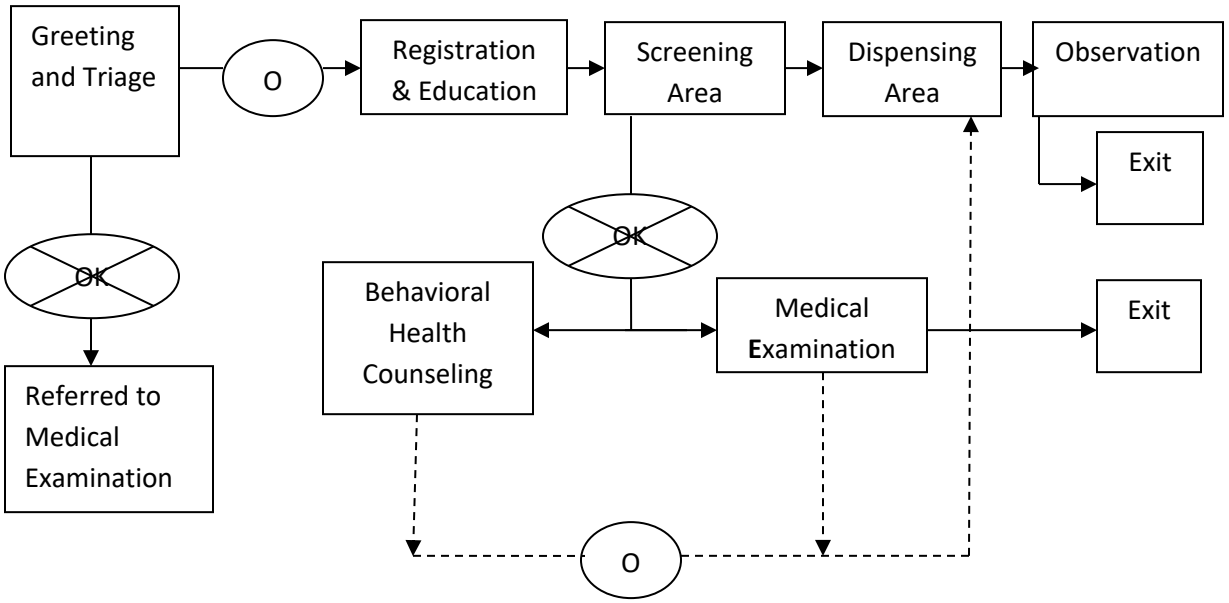
Name of Facility	**Nicholls State University**
Facility Type (school, community center, etc.)	**Stopher Gymnasium**
Physical Address: Number and Street	**906 East First Street**
City/Town/Parish	**Thibodaux, La. /Lafourche**
Zip Code	**70301**
Site Contact Name	**Brian P. Clausen**
Main Telephone Number	**(985) 448-4783**
Secondary Telephone Number at Site	**(985) 493-2609**
Email Address	**brian.clausen@nicholls.edu**
Estimated maximum through-put	**350 people/hour**

2.5.3 Transportation between Staging Area and POD Site

Nicholls State University will be operating as a non-segmented site. There will be no transportation needed. The Staging area and the POD site will be located at the same facility.



2.5.4 POD Dispensing Site Operations Flowchart



2.5.5 Dispensing Process

Greeting and Triage

The Greeting and Triage Area will be located in the lobby of Stopher Gymnasium. Line Staff will direct obviously symptomatic people to a medical facility away from the POD. Persons that are not symptomatic will be given a screening form and educational materials and then directed to the Screening Area. The Head of Household Form is the screening form used for PODs that provide medication. The head of household will be allowed to obtain medication for all household members. For disease threats requiring vaccination, all family members will need to be present to the POD. Line Staff will provide information about the POD process, answer questions, and assist in paperwork completion while individuals are waiting in line for the Screening Area.

Screening Area

Line Staff at the Screening Area will review paperwork for legibility and completeness. Symptomatic individuals not identified in the triage process will be directed to the Medical Evaluation Area. All others will be directed to the Screening Area. Screening Staff will use algorithms found in the informational materials to determine the appropriate medication and recommended dosage of medication or vaccine to dispense or administer. The appropriate adult or child dose medication box on the Screening Form will be checked, and the person referred to the Dispensing Area for medication dispensing or vaccine administration.

Dispensing and Disseminating

Medications will be dispensed and vaccines administered and recorded on the Screening Form, with the HOH form used for medication dispensing only. If vaccinated, individuals may need to be observed for immediate adverse reactions in a nearby area. Child dosages of medication will be determined and preparation instructions provided in the form of a handout. All persons will receive the Medication Interaction Fact Sheet with agent-specific materials from the DHH Shelf Kits.

As people exit, Line Staff will instruct people how to safely leave the site and how health authorities will provide information about follow-up and care. Persons will be observed for signs of distress and referred to Medical Evaluation as required.

Foot traffic in the area where medication or vaccine is being dispensed or administered will be kept to a minimum. When administering vaccinations, there is an additional component to work flow as three steps of the actual vaccination process (vaccination site preparation, vaccination, and dressing application) will all take place in a relatively small space. Since some vaccine recipients may need to remove shirts or blouses to be vaccinated, screens are needed for privacy when available.

Behavioral Health Counseling

After any disaster or public health emergency, there may be people who have problems adjusting. Counseling is not specific to the dispensing process; however, POD site staff recognizes that these needs should be addressed. The Nicholls State University POD Site staff will assign staff that has experience in recognizing speaking to, and assessing persons who are at risk to be available for those persons. Assigned staff may mingle on alert for anyone showing signs and symptoms of distress. A private area in the POD has been designated for anyone needing assistance. Behavioral health staffers may also be able to provide additional instructions on how to take medications to persons with language, learning or age special needs.

Infection Control

Surgical masks, N95 masks, gloves, eye protection, and disposable gowns will be provided by the Office of Public Health and worn according to the Center for Disease Control (CDC) recommendation.

The disposal of needles and medical waste will occur as follows:

- All vaccination operations should observe universal precautions for preventing blood exposures and infection transmission. Observe the following guidelines for appropriate disposal of needles after use.
- Medical sharps containers should be available for needle disposal.
- Needles should be deposited into containers immediately after use.

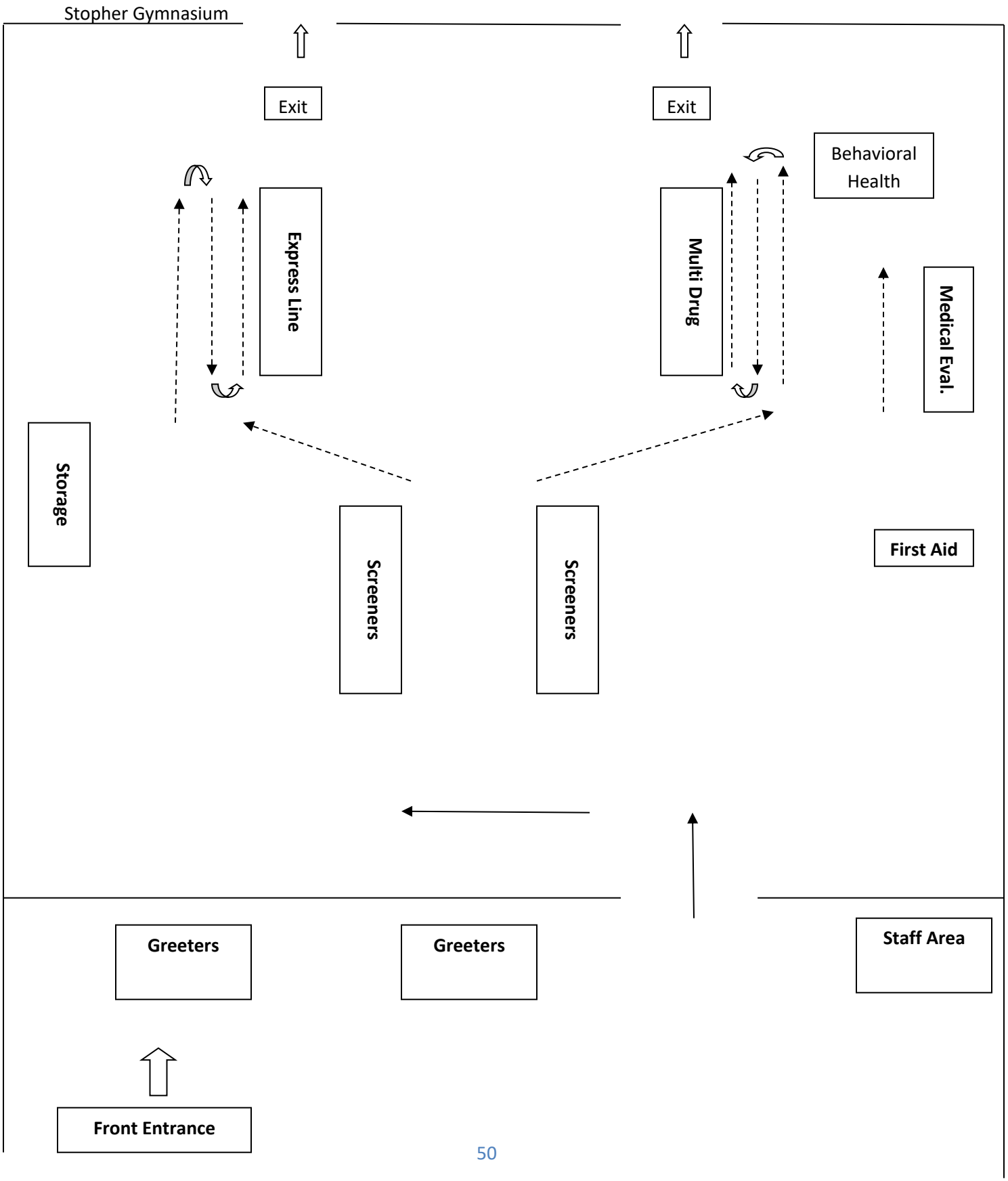
- Medical waste, including gauze or cotton used during administration of vaccine and empty vaccine vials should be bagged in red biohazard bags and disposed of properly. OPH will supply sharps containers and red bags. All sharp containers and red bags will be collected for disposal by POD site runners and stored in a designated locked area. The Nicholls State University POD Site will contact the appropriate OPH personnel for medical waste pickup.

Documentation and Paperwork

If computer resources are available, data should be entered on each recipient into a web-based program in real time during registration and at appropriate points throughout the dispensing site process. In the ideal scenario, all person specific documents will be printed on-site for each medication/vaccine recipient. However, paper copies of all documents must be available in sufficient quantities so that dispensing site operations can continue if the computer system fails. Whether during the dispensing site or later, electronic entry of critical data will be necessary.

Certain administrative documents and worksheets will be required to assist in site management and tracking the medication or vaccine. These documents will be provided by OPH. At the end of an event, all paperwork and records will be turned over to the Region 3 OPH SNS Coordinator.

2.5.6 Floor Plan



2.6 Security

Security within the POD Site should maintain a safe, secure and orderly environment in which to operate. The Nicholls State University Police Department is responsible for all security measures including but not limited to, Access Control and Perimeter & Interior protection. University Police shall arrange for 24-hour surveillance of the vaccine/medication storage area. In the event that counter-measures are offered to families of Nicholls State University employees, measures shall be taken to route traffic utilizing Acadia Drive South. A check point will be maintained at the intersection of Acadia Drive and Glenwood Drive.



1. Alumni House
2. Ayo Hall
3. Ayo Swimming Pool
4. Babington Hall
5. Band Practice Field
6. Baptist Student Center
7. BTNEP
8. Barker Hall
9. Beauregard Hall
10. Bollinger Student Union
11. Bookstore
12. Calecas Hall
13. Candies Hall
14. Chabert Hall
15. Continuing Ed. Building
16. Cotillion Ballroom
17. Didier Field (Baseball)
18. Electrical Substation
19. Elkins Hall
20. Ellender Hall
21. Ellender Memorial Library
22. Family & Consumer Sciences
23. Family Housing
24. Family Service Center
25. Football Practice Field
26. Galliano Dining Hall
27. Golf Complex
28. Gouaux Hall
29. Greenhouse
30. Guidry Stadium
31. Historical Research Center D.H.T.
32. Intramural Fields
33. John Folse Culinary Institute (future home of)
34. La Maison du Bayou
35. Lindsley Hall (Music Annex)
36. LA Center for Women & Gov.
37. Maintenance Buildings
38. Max Charter School
39. Millet Hall
40. Peltier Hall
41. Picciola Hall
42. Polk Hall
43. Post Office
44. Powell Hall
45. President's Residence
46. Pupil Appraisal Center
47. Safety & Environmental Bldg.
48. Scholars Hall
49. Shaver Gymnasium
50. SLEC / SBDC
51. Soccer Complex
52. Soccer Field
53. Softball Field
54. St. Thomas Aquinas Center (Chapel)
55. Stopher Gymnasium
56. Student Publications & Printing
57. Student Recreation Center (future home of)
58. Talbot Hall
59. Tennis Courts
60. University Police (Information Center)
61. White Hall
62. Zeringue Hall

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Thibodaux, Louisiana 70301
1-877-NICHOLLS
www.nicholls.edu

2.7 Supplies and Resources

Medications or vaccines for Nicholls State University POD will be received from the State Receiving, Staging, & Storage (RSS) site, as determined by the State Health Officer or designee, per the State SNS Plan. Templates to support tracking personnel hours, messages, activity logs, supply requests, or other processes such as adverse event tracking, are contained in the Confidential Annex (if needed). Upon activation, the Nicholls State University POD Site will be provided with a list of recommended supplies and equipment for initial operations of the POD. The POD Manager should be the person to officially activate the POD facility. This would include turning on lights, unlocking appropriate access doors for staff entry, ensuring the availability of the asset-storage location, and directing the staging of the floor plan for POD operations.

2.7.1 Vaccine/Medication Storage and Handling

Guidelines for the handling and storage of vaccine/medication used in dispensing sites will be provided with each shipment. The package insert should be consulted for optimal storage criteria. Vaccine/medication must be stored in a secure location and usage monitored. Arrangements should be made to obtain additional vaccine/medication if needed. Unused medication or vaccine will need to be managed for eventual return. Dispensing sites must maintain the temperature of medications they provide between 68-degree F and 77-degree F, with allowances for brief deviations between 59-degree F and 86 degree to ensure potency. This means that during hot or cold times of the year, deliveries cannot be left outside.

2.7.2 Vaccine/Medication and Tracking

Since the supply of vaccine/medication may be limited and the demand may be extremely high, care must be taken to protect the vaccine/medication supply from theft and fraud. Every dose and vial must be accounted for before and after each dispensing site session on the recommended vaccine/medication tracking record. Tracking may be done by computer or manually. Items tracked include:

- Daily beginning inventory balance;
- Vials/bottles and doses received/dispensed each day; and
- Daily ending inventory.

2.7.3 Vaccine/Medication Tracking and Reporting

The Nicholls State University POD Site will provide the following information hourly to the Region 3 OPH via the Hourly Report Sheet by fax, email, or telephone.

- Remaining number of medications/vaccines;
- Remaining number of screening forms;
- Number of HOH individuals that received medication/vaccine; and

- Total of number of regimens dispensed (HOH + family members).

2.7.4 Resupply and Request

All requests for medication, vaccine, medical items, forms and educational handouts resupply will be submitted by the Nicholls State University POD Site to Lafourche Parish EOC via fax, email, or phone utilizing the appropriate request form. Upon receipt of the resupply request, the Logistics Section of the Regional OPH Emergency Operations Center (EOC) will complete a Resupply Request Form (RRF) for resupply and send the ARF to the Department of Health & Hospitals (DHH) EOC.

Any request for non-medical supplies are to be made by the POD Manager or designee directly to the Region 3 OPH Coordinator.

2.7.5 Supplies

- Tables 20
- Chairs 50
- Phone 2
- Computers 2
- Lap-Top 1
- Remaining supplies TBD by event

2.8 Communication

2.8.1 Internal

During POD activation, communications within PODs will be critical to the effectiveness of the site operations. At times, the Nicholls POD site may need to communicate with 911 personnel, Lafourche Parish EOC, and others. For efficient communications with OPH and OHSEP EOC staff, the POD Manager will contact the Lafourche Parish EOC to notify Region 3 SNS Coordinator for requests. In the event the Region 3 SNS Coordinator has established with the Site POD a direct communication link, all communication will between the Site POD and the Region 3 SNS Coordinator or designee. The Nicholls State University director of university relations will be the spokesperson for the site and will handle all media requests and public communication. In addition, the director will coordinate all communication with the designated Region 3 PIO as defined in the regional SNS Plan.

2.8.2 External

A Region 3 OPH Public Information Officer has been identified. The Regional PIO as well as the Regional Administrator have received training in incident command systems, crisis and emergency risk communication, and have participated in mass dispensing exercises. In addition, they have familiarity with each of the POD locations within Region 3.

Some materials have been prepared and approved in the event that an SNS deployment is required. Material includes fact sheets and brochures, which will be made available at POD locations. This material will be delivered to POD sites by regional OPH staff members or their designees, when a POD is activated.

All PODs within Region 3 will refer media inquiries to the Region OPH PIO, who will be coordinating responses with the appropriate State personnel, as mentioned in the regional SNS Plan. Any on-site requests for media interviews will be handled in this same manner, and directed to the Region 3 OPH PIO.

2.9 Staffing

Staff will be assigned to the following identified locations:

- Greeting and Triage
- Screening Area
- Dispensing (medications or vaccine) and Disseminating (information)
- Behavioral Health Counseling
- Controlled entry/exit

The number and type of staff (medical and non-medical) will be determined by the incident, agent, time of day, etc. The number of staff required will change depending on whether medications or vaccinations are provided. In assigning staff to positions, the Staffing Roster will be used.

The goal of the Nicholls State University POD site is to have the POD site adequately staffed and operational in order to operate efficiently with the highest possible throughput (number of persons progressing through the POD per hour).

2.9.1 Orientation and Credentialing

Upon entering the POD, staff will register in the Registration/Training/Break-room according to the following process:

- New worker presents valid photo identification
- Registration staff verify new worker's name and position on staff roster
- Worker signs in on sign in sheet

- New worker completes staff registration form (found in confidential annex, POD Staffing Section)
- New worker receives Job Action Sheet for reference and review (found in confidential annex, POD Staffing Section)
- Worker receives Just-In-Time training
- Registration staff give new worker materials and equipment based on assigned POD position

2.9.2 Training

During POD site activation, all POD staff at the Nicholls State University POD Site will need on-site training. This is often referred to as Just-In-Time training. This will be an opportunity to provide specific information on the POD site operations as well as the individual's roles and responsibilities. Training shall consist of:

- POD site flow
- ICS: Who is in charge of the POD site, to whom do POD workers and staff report?
- Job action sheets
- Orientation to POD duties by POD Manager, Unit Leader, or designee

2.10 Financial Expenditure & Administrative Function

RESERVED

2.11 Managing the POD

During an emergency requiring the activation of the POD Site, Nicholls State University will utilize the Incident Command System (ICS) to coordinate the overall response. The use of a clearly defined command structure will ensure the seamless and effective operation of the POD Site. The ICS identifies a chain of command and identifies who each staff member/volunteer should report to and what their assigned duties are.

2.11.1 Management Structure

The Primary POD manager is responsible for supervising, coordinating, and supporting all services and activities of the POD. A secondary POD manager will assist the POD manager and serve as a liaison between the POD manager and section chiefs. The POD manager supervises roving runners and appoints five sections chiefs.

- Operations

- Logistics
- Security
- Planning
- Finance and Administration

The POD manager has two assistants: A Public Information Officer (PIO), and a Safety Officer. The PIO will be the spokesperson for the site and will handle all media requests and public communication. In addition, the PIO will coordinate all communication with the designated Region 3 PIO as defined in the regional SNS Plan. The Safety Officer is responsible for the general physical safety of both staff and the public within the POD site.

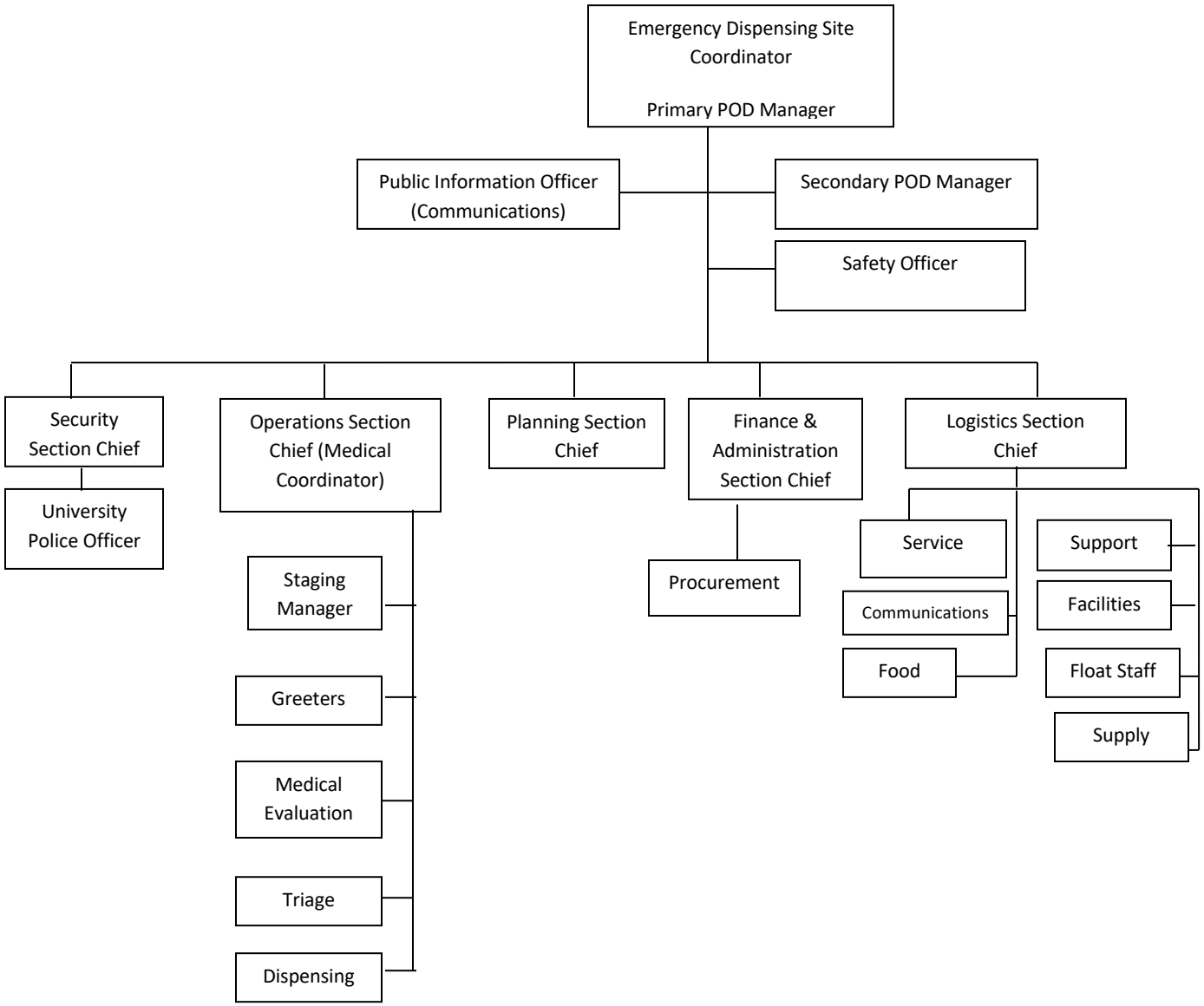
The Operations Section Chief reports directly to the POD manager and is responsible for medical triage, medical evaluation and assessment, and dispensing of countermeasures. The Operations section has two branches: Patient Flow, Patient Care

The Logistics Section Chief reports directly to the POD manager and is responsible for the distribution and maintenance of all equipment, physical environmental, supplies, and arrange for additional staff if needed. The Logistics Chief works closely with the Operations Chief to ensure that all necessary support is available for the proper and efficient operation of the site. The Logistics section has two branches: Service, Support

The Planning and Finance & Administration Section Chiefs report directly to the POD manager. The Finance & Administration Section Chief is responsible for documenting cost and obtaining additional supplies, while the Planning Section Chief is responsible for scheduling of activities.

The Security Section Chief reports directly to the POD manager and is responsible for the protection of all individuals at the site as well as the facility itself. Responsibilities to include traffic control. NOTE: While the Security Section Chief should maintain open communications with the POD manager, ultimately the Security Chief reports to his/her superior officer and the University Police Chief.

Incident Command Structure



2.12 Demobilization

The Nicholls State University POD Site will return unused vaccines, medications, and medical material to the Region 3 OPH SNS Coordinator.

Key public health staff involved during an outbreak will perform an evaluation of emergency communications activities after an event has ended. This may include processes such as Critical Incident Stress Debriefings, hot washes, or other situational analysis meetings. These processes, in addition to the generation of the Regional AAR, must be coordinated by the Regional OPH IC or designee in order to supply information for the region to the State Office. The DHH Communications Director will be responsible for coordinating after-action reports and lessons-learned document as described in the State SNS ADP.

2.13 Memo of Understanding

EBOLA Virus Disease

Policy/Procedure for Travel Reporting

I. Purpose:

To establish policy/procedure for the reporting of travel to and from countries identified by the Centers for Disease Control and Prevention (CDC) as those travel areas impacted by the Ebola Virus Disease (EVD) outbreak.

This policy/procedure is in accordance to the State of Louisiana Executive Department; Executive Order No. BJ 2014-13, and the University of Louisiana System Guidelines for Compliance with Executive Order BJ14-13 Policy Number M-19.

II. Policy:

Effective October 27, 2014, all employees and students of Nicholls State University shall be required to self-report all travel to and from those areas identified by the CDC as being impacted by the Ebola Virus Disease (EVD). Prior to travel, it is the responsibility of the person traveling to check all guidelines and listings of impacted countries as listed on the CDC website http://wwwnc.cdc.gov/travel/notices as listings are not static and conditions may change.

III. Procedure:

A. In accordance with the University of Louisiana System (ULS) policy # M-19, effectively immediately, official university travel by students and employees to those countries identified by the CDC as having a threat of contracting the Ebola Virus Disease has been **temporarily suspended** for the duration of the epidemic. In the event that such travel has occurred, see section F. below. In accordance with policy M-19, exceptions to this travel restriction can only be granted with the approval of the University President and or designee. All travel exceptions shall be reported to the U.L. System President as they are granted. (See ULS policy M-19 for a list of exceptions)

B. All Nicholls State University employees or students who plan on traveling on non-university business to CDC listed countries being impacted by the EVD shall self-report to the Nicholls State University Health Services Department at 985-493-2600 or to the University Environmental, Health & Safety Department at 985-448-4783. The University strongly recommends refraining from travel to those areas listed as a potential impact area until the CDC removes that region from its list.

C. All Nicholls State University employees or students who have passed through a "zone of concern", meaning within three (3) feet of an EBOLA patient currently exhibiting symptoms are asked to inform University Health Services or the Environmental Health & Safety Department.

D. University Health Services will in turn report travel information to the Department of Health & Hospitals, Infectious Disease Epidemiology Section (EPI)1-800-

256-2748 within forty-eight (48) hours of receiving the information if prior to travel and within twenty-four (24) hours of receiving the information if subsequent to travel. Included in the reported information:

a. Name of person making the report,
b. Name of the traveler,
c. Dates of travel and countries visited,
d. Traveler's phone number and email address
e. The university shall file the report by email to EPI at idepi@la.gov.

E. In the event that University officials are notified by the Louisiana Department of Health & Hospitals or the Centers for Disease Control and Prevention identifying a employee or students who is under observation, University Health Services will disseminate pertinent information on the established case and or isolation plan to applicable university departments. All release of medical information shall be within established CDC protocol.

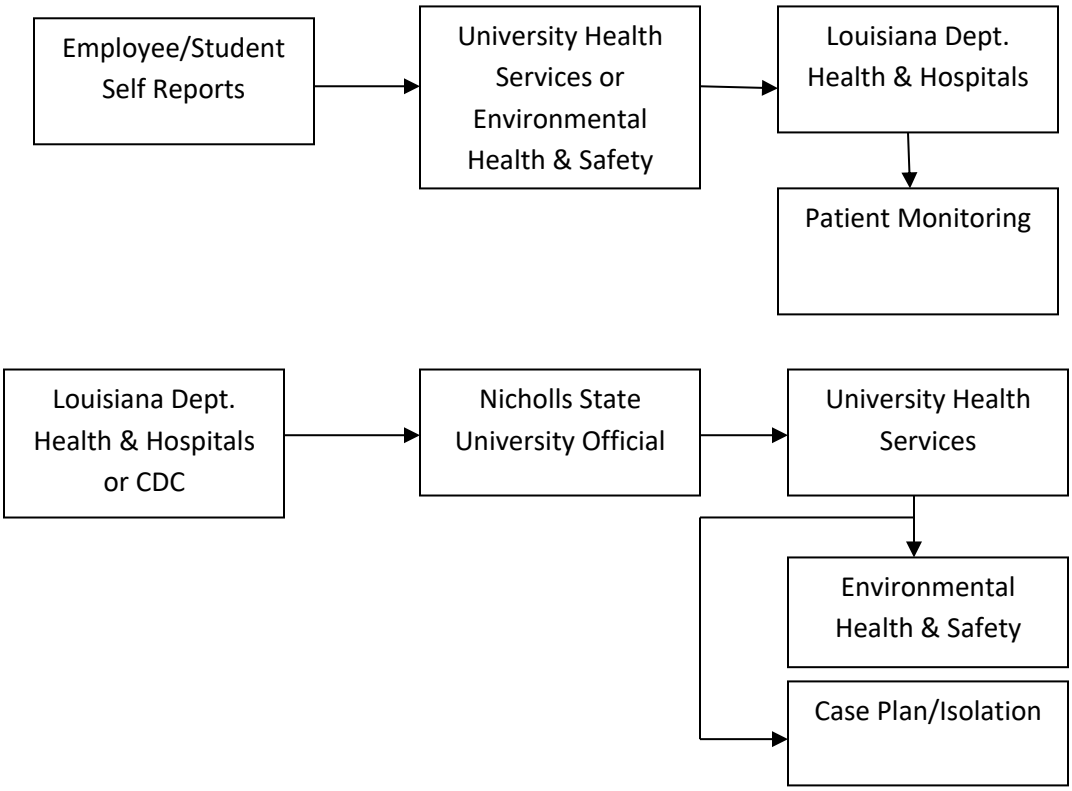
F. It is the responsibility of the person who has traveled to an impact area to communicate daily with public health officials for a period of twenty-one (21) days after departing the impacted area for monitoring.

G. During the twenty-one (21) day monitoring period, NO personnel will be allowed to return to campus until cleared by public health officials. Students shall contact the Office of Academic Affairs to arrange for alternative course work measures. All other personnel shall contact the Department of Human Resources.

H. The following are recommendations for those persons that may be affected by their travel:

a. Refrain from all travel using commercial modes of transportation (airplane, ship, bus, train, taxi, or other public conveyance) for twenty-one (21) days after departing an impacted area.
b. Refrain from places of public congregating, including but not limited to, restaurants, grocery stores, gymnasiums, theater, sporting events, etc. for twenty-one (21) days after departing an impacted area.
c. Continue to monitor the CDC website for updated information as conditions or instructions may change.

IV. Notification Process:



V. Policy and Procedure Review:

University officials will continue to monitor the requirements and or recommendations set forth by the Center for Disease Control, the Louisiana Office of Public Health, as well as all Louisiana Executive Branch, Executive Orders, and will update the travel reporting policy/procedure accordingly.

Nothing in these Guidelines shall be applied in a manner which violates or is contrary to, the Fair Labor Standards Act (FLSA), the Family Medical Leave Act (FMLA), the Health Insurance Portability and Accountability Act (HIPAA), or any other applicable federal or state law, rule, or regulation.

November 12, 2014

HURRICANE EMERGENCY PLAN

The purpose of the Nicholls State University Hurricane Emergency Plan is to provide a detailed summary of the steps deemed necessary to secure the university and protect property and lives in the event of an approaching hurricane.

The plan is available to all university employees and members of the community and can be accessed via the internet on the home page of the Nicholls web site. http://emergency.nicholls.edu/. The plan lists and explains the various levels of preparedness the university will undertake depending on the severity of a weather threat to the Thibodaux area. It also lists action plans for all of the university departments that will be most affected by an approaching storm.

In the event that a tropical system enters the Gulf of Mexico, the university will immediately be placed on standby alert. At this time, interested parties can monitor the Nicholls home page to determine the exact level of preparedness currently underway at the university. There are five phases or levels of preparedness that may be implemented before, during, and after a possible storm. Each is explained in specific detail within the plan.

The coordinated execution of the plan is the responsibility of the university's Emergency Operations Committee (EOC). The university president or his designee, in consultation with the EOC, will determine which phase of the plan is appropriate for activation based upon the anticipated effects of an approaching storm.

Once the Hurricane Emergency Plan is activated, students, faculty, staff, and the community at large will be notified of all decisions resulting from a possible hurricane threat, via the Nicholls web site, e-mail, television, radio, and any other communication outlets which are available. Utilization of a multi-communication system will assure that a person with disabilities will receive a timely notification of the event. Nicholls State University utilizes the Everbridge Emergency System. All faculty, staff and students are encouraged to remain registered in the notification system.

According to the plan, some employees are designated essential by their supervisors and directed to work during an emergency. As a result, required duties may differ from normal responsibilities. Employee positions which are considered essential may be listed in individual departmental emergency plans or an employee may be designated by his or her supervisor in the event of an impending emergency.

Communications between EPC members and auxiliary staff who assist with implementation of the plan will be maintained by various means of communication including landlines (home or office), cell phones, 1-800 dedicated phone line, or any other means deemed appropriate.

Once the plan is activated and until a permanent command post is established, all critical information and command post numbers will be disseminated by University Marketing and Communication and/or internet or voice mail.

Emergency Plan Guidelines:

Standby Alert – When the National Weather Service predicts that a tropical system will enter the Gulf of Mexico, the University Emergency Operations Committee will monitor the projected path and speed of the storm and all departments should enact Standby Alert procedures. During this alert phase of the emergency guidelines, all departmental directors and department heads shall include in the preparation guidelines those accommodations that persons with disabilities may require. Those accommodations shall be implemented accordingly as the emergency phases are implemented.

Phase I – When a tropical system has entered the Gulf of Mexico or has made landfall on the outer edges of the Gulf and is expected to re-enter the Gulf, and the South Louisiana area is within the probability of landfall zone, the Emergency Operations Committee will monitor the speed, the probabilistic surge (P-Surge) and path of the storm. The Committee will assess on which side of the storm Thibodaux would be, the distance from the predicted landfall area, possible effects of a storm, and the strength of the storm (present and at landfall). All departments must enact Phase I storm preparations.

Phase II –When a tropical system is within the Gulf of Mexico and South Louisiana is in the landfall zone, although not in the high probability zone, but the area is expected to feel the effects of the system to where the National Weather Service might issue a Tropical Storm Warning or a Hurricane Watch for South Louisiana and the Thibodaux area. The EOC will continue to monitor the strength, speed, P-Surge, and projected landfall site. The EOC will set up operations in the President's conference room, Picciola Hall. All departments must enact Phase II storm preparations.

Phase III – When a tropical system is in the Gulf of Mexico and South Louisiana is in the high probability landfall zone and the National Weather Service issues a Tropical Storm Warning or Storm Surge Warning for South Louisiana that includes the Thibodaux area, the EOC will make recommendations to the University President regarding scheduled classes. The University President will make the decision to cancel or continue class. If the National Weather Service issues a Hurricane Warning for South Louisiana that includes the Thibodaux area, University classes will be cancelled. Students are advised to evacuate to an area out of the storm's path. The EOC will

continue to monitor the storms strength, speed, P-Surge, and projected landfall. If a mandatory evacuation order is not given for the Thibodaux area, the University will open a shelter for students as well as staff who are unable to leave the campus. If a mandatory evacuation is given for the Thibodaux area, on-campus residents without a means of transportation will be evacuated to another state university where they will receive pre-arranged shelter and meals for the duration of their stay. The EOC will finalize all preparations for the storm. All non-essential personnel will be released from their work stations. The pre-position team will continue to monitor the storms strength, speed and projected landfall. Based on the above information, the team will make the determination to remain on campus or evacuate to a pre-arranged shelter. The decision to evacuate will be made no later than 18 hours prior to landfall. All departments must enact Phase III storm preparations.

Phase IV – After the storm has passed and provided that the roads are passable and the state and local government officials are allowing travel back into the area, certain employees who are designated to be essential or first responders by their supervisors are required to report to work within 24 hours. Other employees should contact their immediate supervisor, by telephone or e-mail, within 24 hours of the storm passing to secure directions for action. All employees should be prepared to report to work or return the University to operating as soon as possible. Students should monitor designated information outlets for the resumption of classes. Department heads should have a plan to return to work to assess damage, to react to immediate needs, to coordinate scheduling of employees, and to report needs and damages to the Office of Physical Plant.

Phase V – If the storm has passed and has caused major damage on campus, employees must contact their supervisors for direction or contact either the Nicholls Help Line or the Nicholls Web site to let their supervisor know where they are and whether or not they can return to the area. Only the Pre-Position team will return to campus to establish a command center and begin damage assessment. The Pre-Position team will also begin debris clean-up and will take action as needed to protect university assets.

John L. Guidry Emergency Guidelines

Emergencies may not be predictable and can happen suddenly, creating a situation in which expedient action must be taken. Nicholls State University has established this Emergency Preparedness Plan, which will provide a guideline for the management of the immediate action and operations required to respond to an emergency.

Stadium Public Address System:

In the event that an emergency has occurred or in preparation of a pending event, communication will be conducted throughout the stadium utilizing the stadium public address system. Public safety personnel are dispersed throughout the stadium and will provide additional instructions to fans as needed.

Weather Related Events:

Should a weather-related event develop, information and warnings will be provided throughout the stadium utilizing the public address system.

Lightning: If lightning occurs within a 6-mile radius of John L. Guidry Stadium, the University Outdoor Alerting System will sound an alert. A 30-minute countdown clock will begin. Upon another strike, the clock will be reset and the countdown starts over. If the game is suspended, both teams will be escorted from the playing field. The Home team will report to Barker Hall until the all clear signal has been given, while the visiting team will report to the Barker Hall Annex building until the all clear signal has been given.

Fans will be encouraged to seek shelter under the closed portion of the stadium.

Tornadoes: The game will be suspended during a tornado warning. Teams will be escorted to their designated shelter points. Fans are encouraged to seek shelter outside of the stadium or remain under a covered area.

To Report a Public Safety Issue:

Medical Attention:

If medical assistance is needed, dial (985)448-4776, or direct someone to notify a uniform officer located throughout the stadium.

Safety Issues: Report safety issues in person to a uniform officer located throughout the stadium, or dial (985)448-4746.