

Excerpts from Dillard University Crisis Plan 2016-2017

INCIDENT RESPONSE GUIDE

Event/Incident	Activation Code	ERT Staffing	Division Activation Team (DAT) Division Operation Center (DOC)
<ul style="list-style-type: none"> ○ Severe weather advisory ○ Hurricane advisory ○ Local power failures ○ Tornado Watch ○ Information/Report campus incident (small) 	<p>LEVEL 1: YELLOW This is Standby Alert</p>	<ul style="list-style-type: none"> - Chief of Police - Executive VP - Director Communications 	<p>Standby</p>
<ul style="list-style-type: none"> ○ Hurricane Warning (4-5 days out) not yet in Gulf but trajectory includes NOLA ○ Tornado Warning ○ Major wind or rain storm ○ Major flooding ○ Extended power outages ○ Large campus incident 	<p>LEVEL 2: ORANGE E Partial Activation</p>	<p>ERT Command Coordinators as appropriate</p>	<p>Some DOCs Activation All DATs Activation</p>
<ul style="list-style-type: none"> ○ Hurricane Evacuation ○ Severe Flooding ○ Hurricane Forecast (3 days out in 			

<p>Gulf/headed north to NOLA)</p> <ul style="list-style-type: none"> ○ Tornado touch down ○ Health Crisis ○ Terrorist Act ○ Active Shooter ○ Environmental, i.e., train derailment, chemical spill, gas leak, etc. 	<p>LEVEL</p> <p>3: RED</p> <p>Full Alert and Activation</p>	<p>Full ERT Activation</p>	<p>All DOCs Activation</p> <p>All DATs</p> <p>Activation</p>
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RELAYING INFORMATION FROM ERT TO BUILDINGS

The ERT Campus Police Command Center will disseminate information received over radio, public address system, phone, and by text message. A Campus Police officer or designated emergency coordinator will also serve as a “runner” from the ERT to those employees and students in buildings.

PUBLIC AND CAMPUS ANNOUNCEMENTS

University Communications (504.816.4024, email: universityeditor@dillard.edu) will prepare public and campus announcements regarding the status of the campus. These announcements will be recorded at the university’s emergency information telephone number, (504) 816-4411 or (877) 551-5581 posted on the university emergency website at www.dillard.edu/emergency, or broadcast via public announcement systems, text messaging, and local radio stations (WWL 870 AM or WLMG 101.9 FM), and through mass media.

REDUNDANT COMMUNICATION SYSTEMS

Dillard University has established a number of redundant methods of communicating with the university community, parents, alumni, and the public after a disaster. The university’s Emergency Alert and Warning System (EAWS) is implemented by Campus Police and University Communications simultaneously. Announcements may be made using the university’s public announcement system with a color code message signaling the level of alert. These and other announcements will also be recorded on the campus emergency telephone line (504) 816-4411 or (877) 551-5581), posted at the University’s emergency website (www.dillard.edu/emergency), and broadcast via local radio stations (WWL 870 AM or WLMG 101.9 FM). Depending on the nature and scope of the emergency and the type of information to be disseminated, the ERT may also use one or a combination of the following: email, text messaging, websites, electronic bulletin boards, voice mail, and telephone calling trees.

CAMPUS EVACUATION GUIDELINES

Should it become necessary to evacuate the entire campus, one area, or just one building, the campus has procedures in place. The following information outlines these procedures. Please also refer to campus policy on the evacuation of disabled persons. Persons with disabilities use the “buddy system” for assistance to the most appropriate exit route or nearest area of rescue.

CAMPUS-WIDE EVACUATIONS

In a campus-wide emergency, the decision to implement evacuation procedures rests with the Campus Police or the ERT Director, if the ERT is activated. In situations requiring immediate action, Campus Police responders, police, fire, the governor, mayor, public health director, or the Environmental Protection Agency can also order a local area evacuation. When evaluating the need for evacuation, consideration will be given to the specific threat (bomb, fire, storm, hurricane, tornado, explosion, hazardous materials incident, etc.), its context (time of day, likelihood, etc.), and the recommendation of Campus Police officials. In the event of a major hurricane, the Cook Center will serve as the Emergency Assembly Area (EAA).

The procedures for a campus-wide evacuation will vary, depending on the nature of the event. In all cases when the decision has been made to evacuate, the campus will likely be evacuated in stages, beginning with the areas that are in the immediate vicinity of the threat. Other areas may then be evacuated, depending on the nature of the threat. This graduated evacuation is preferable to a total, immediate evacuation, as it triages the populations most in danger, minimizes likelihood of gridlock and congestion, and provides for ingress of emergency vehicles and personnel. In all cases, evacuees would be directed away from the vicinity of the threat.

BUILDING EVACUATIONS

These emergencies may include a building fire or fire drill, localized hazardous materials spill, or bomb threat. In a building-specific incident, follow these evacuation guidelines: When a fire alarm sounds, everyone must evacuate, in accordance with Louisiana state regulations. In the event of a bomb threat, the Dillard Police Department has sole authority to assess the credibility of the threat and to determine whether to evacuate the site. For incidents involving hazardous materials, established department protocols for notification and response should be followed.

Division Safety Coordinators will ensure that all members of their Divisions and Departments, as well as any students or visitors, proceed to the Emergency Assembly Area (EAA) for their particular building. The Division Safety Coordinator serves as liaison with the Building Coordinator to assure that the building is appropriately secured and that all personnel are accounted for.

FUNCTIONAL ROLES

Every Dillard employee and student has a potential role to play in an emergency. The most critical aspect of the ERT is communication. Accurate reports from the scene of an incident are essential to providing adequate emergency services. Similarly, the university community must receive up-to-date instructions concerning disaster response procedures and news of evolving incidents.

ROLE OF STUDENTS

All students should familiarize themselves with the emergency procedures and evacuation routes in the buildings they live in or use frequently. Students should be prepared to assess situations quickly but thoroughly and use common sense in determining a course of action. They should evacuate to assembly areas in an orderly manner, when an alarm sounds or when directed to do so by emergency personnel. The Campus Police Department provides information and training to help students know what to do in emergencies and how they can prepare ahead of time.

ROLE OF FACULTY AND STAFF

Every member of the faculty and staff should read and understand the university's CEMP and specific building evacuation routes. They should follow emergency response procedures to report fire or other emergencies that require immediate attention, establish contact with their Division Safety Coordinator, and evacuate the building to pre-designated areas in an orderly manner. Faculty members are seen as leaders by students and should be prepared to direct their students to assembly areas in the event of an emergency.

ROLE OF THE DIVISION SAFETY COORDINATOR

The Division Safety Coordinator, designated by the Division Head, is responsible for implementation of a Division Emergency Plan, participation in the Building Safety Committee, and coordination of their Division Safety Committee. In the event of an emergency, Division Safety Coordinators are responsible for assisting with the safe evacuation of their Divisions with the assistance of floor monitors, assessing injuries and damage to Division personnel and property, and providing status reports to Campus Police.

UNIVERSITY GUESTS AND VISITORS

All university guests and visitors are asked to respect and follow the University's emergency procedures and evacuation routes to enhance their safety. A university official will assist guests and visitors once they identify themselves.

Summer resident guests of the university must familiarize themselves with campus emergency and evacuation plans and procedures once they register for campus accommodations.

PREPAREDNESS

BUILDING EMERGENCY PLANS

Developed under the guidance of the Chief of Police and the Emergency Response Team (ERT), each Building Emergency Plan is a building-specific operational guide outlining emergency operations and responsibilities. Building Emergency Plans go into effect in the event of an emergency, allowing the Building Coordinators to evacuate personnel to their designated evacuation areas. Building Emergency Plans may also recommend the contents of personal and/or departmental emergency kits (i.e., first-aid supplies, flashlight, battery-powered AM/FM radio, etc.).