

# Lamar State College-Port Arthur Emergency Procedures

## Notification System Procedure

It is the policy of Lamar State College-Port Arthur to issue emergency warning notification alerts in an effort to notify college community members about certain crimes in and around our community in a timely manner. For the purposes of this policy, "timely manner" means that upon confirmation by the Security Department at Lamar State College-Port Arthur Department together with the Vice President for Student Services, the campus community will be immediately notified of any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff. Warnings may only be withheld if they would compromise efforts to contain the emergency. Lamar State College-Port Arthur complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act as mandated by the Department of Education.

The Coordinator of Security and/or designee, Vice President for Student Services and/or designee, and the President of the College and/or designee are responsible for consulting on a case-by-case basis of when "timely notification" information in the form of an alert is disseminated. The Vice President for Student Services supported by key designated Information Technology staff will have the primary responsibility for initiating and issuing the alert.

In the event a situation arises either on- or off-campus that, in the judgment of the Coordinator of Security and/or designee and/or Vice President for Student Services, constitutes an ongoing or continuing threat to safety of persons or property, a campus wide "timely warning" will be issued. The Vice President for Student Services or designee and the President of the College or designee should review the warning before it is released. However, if those individuals or designees are unavailable, the Coordinator of Security and /or designee may issue the warning without such review.

The warning will be issued through the college's Seahawk emergency communications system, (*eLERTS*) to students, faculty, staff and other affected parties, or by any means deemed appropriate. The warning also will be released to area media via College Public Information staff, and posted on the Web site of Lamar State College-Port Arthur.

In addition, decided on a case-by-case basis depending on the particular circumstances of the crime, bulletins may be posted at appropriate locations around campus including bulletin boards, electronic bulletin boards, entrances to buildings and other available electronic media.

Timely notifications will contain information that promotes safety and allows individuals to protect themselves, and will contain the time, location and type of crime. Status updates, as to the resolution and/or unbounding of a crime and issued emergency notifications, will be disseminated and updated as soon as possible.

Anyone with information warranting a timely warning should report the circumstances to the Security Office of Lamar State College-Port Arthur at 409-984-6255. Security Cell 409-548-2048. Call extension 6255 or “0” if on campus. Call 911 for emergencies.

Campus authorities or college administrators shall immediately notify the Coordinator of Security and the Vice President for Student Services if they receive reports of crimes or serious incidents.

## **SEAHAWK eLERTS**

### **What is the Seahawk Emergency Notification System (*eLERTS*)?**

Lamar State College-Port Arthur cares about the safety of its students, faculty and staff. Working together with the Blackboard Connect-ED service created by NTI, we now have a multi-modal communication system that will send out alerts, warnings and cautions any time hazardous conditions arise on campus. For the most part, the alert system will simply notify our campus community of closings due to severe weather conditions warning and campus closing/openings notification. However, in the unlikely event of a major fire, chemical spill or violent crime, this system will be equally able to notify all of our students, faculty and staff of the event within minutes.

### **How does it work?**

If you are a student or member of the faculty and staff of the Lamar State College-Port Arthur, you are automatically enrolled in our emergency notification system. You will receive an alert in your email, via voicemail and via SMS text messaging in cases of inclement weather, hazardous conditions on campus, or any other type of campus-wide incident. Additional notices can be made through the college’s network system to override and send notices through campus computer monitors. You can opt out of these notifications or select how you receive these messages by logging into your MyLamarpa.edu account.

## **Suspicious Person**

1. Do not physically confront the person(s).
2. Do not let anyone into a locked building, office, or other space.
3. Do not block the person(s) access to an exit.
4. Be a good witness.
5. Call **Security, “0” or 911** and provide as much information as possible about the situation. This includes the following (but is not limited to):
  - a. Description of suspect (Height, weight, skin color, hair color)
  - b. Clothing description
  - c. Direction of travel
  - d. Any weapons or threats
6. Follow the directions of emergency services personnel

## **Active Shooter**

### **If you hear shots or see weapons:**

1. If you are outside and hear gunshots immediately seek shelter in another building or escape to a safe area away from the sounds of the gunshots. Call 911 immediately.
2. **Trust your instincts!** Lock the doors; cover door windows if possible. Set your cell phone on vibrate or silent and do not congregate with others.
3. If you are present where a shooter is active: **Trust your instincts!**
  - **Run Option:** Run in the opposite direction of the disturbance or shots, cover your head with books or other items for protection. **DO NOT** stop running until you are in a safe area. If police officers are in the area, listen and comply with all of their commands. Raise your hands or keep them in plain sight so you are not perceived as a threat to the police. As soon as possible report your whereabouts to Security personnel.
  - **Inside your room:** If you choose to stay in your room. Do not leave until instructed to do so by a police officer. **LOCK YOUR DOOR!** Stay away from and below any window. Try to position furniture between you and the room door. **Call 911.**
  - **Window Option:** To escape a building and seek safety, break the window if necessary – alert authorities. Make an improvised rope with belts and /or clothing.
4. Stay low to the ground and away from windows and doors.
5. Remain in a safe location until you receive instructions from police.
6. As soon as possible, call the **Security Office at 984-6255, campus operator “0” or dial 911.**
7. Give the police/security dispatcher as many details as possible about your location, the location of the individual with the weapon, or the location of the gunshots.
8. Include the number of persons involved, description of armed subject(s), weapons displayed, locations of victims, direction of travel, threats made, etc.
9. Remain calm!

## **Bomb Threat**

1. Remain calm. Note: Statistics indicate that an overwhelming number of threats are false.
2. Get as much information as possible from the threatening caller, including:
  - a. When will the device go off
  - b. Where the device is located (including floor)
  - c. What the device looks like
  - d. What exactly did the caller say
  - e. Estimated Age and Sex of caller
  - f. Were there any distinctive characteristics of caller's speech, accent or language?
  - g. Was the caller calm?
  - h. Were there any background noises?

3. Callers Voice:

- Calm
- Slow
- Loud
- Stutter
- Rapid
- Soft
- Laughter
- Disguised
- Deep breathing
- Accent
- Lisp
- Cracked
- Cough
- Nervous
- Nasal
- Raspy
- Angry
- Excited
- Deep
- Clearing throat
- Normal
- Distinct
- Crying
- Slurred
- Ragged
- Speech impediment
- Whispering
- Familiar (if so, who did it sound like)?

Background Sounds

- Street noises
- Animal noises
- Car sounds
- PA system
- Music
- Crockery
- Factory machinery
- Other machinery
- Other voices
- House noises
- No noise at all
- Other (please specify)

Call **LSCPA Security 984-6255, campus operator “0” or 911** and relay information you have obtained.

If evacuation is required, gather all your belongings and leave the building in an orderly fashion and report to your designated emergency assembly point.

Follow instructions of emergency services personnel.

## **Building Evacuation**

1. **Evacuation is mandatory** when announced by Seahawk *eLERTS*, emergency personnel, or building executive.
2. Assist persons with disabilities in evacuation.
3. Report to an evacuation assembly point outside the building (must be at least 50 feet away from the building).
4. Do not stand or congregate in parking lots or driveways as this will hamper emergency response vehicles arriving on scene.
5. Exit the building in a calm and orderly manner.
6. Follow the directions of emergency personnel on site.
7. Do **NOT** use elevators!
8. Take personal belongings such as keys or purses if safe to do so.
9. Protect critical assets such as cash if possible.
10. Know your surroundings so that you can evacuate in the dark.
11. Take a head count of employees/students at designated meeting locations, and notify emergency personnel of any missing workers/students or college visitors.
12. If you are trapped, dial 911 and give them your location, room number and floor level.
13. Do not re-enter the building until authorized by emergency personnel.

## **Civil Disturbances**

1. Do not attempt to intervene or confront any individuals involved in the disturbance.
2. Immediately call **LSCPA Security 409-984-6255, campus operator “0” or 911** and relay the following information:
  - a. Location of incident
  - b. Number of people involved in the disturbance
  - c. What group(s)/cause(s) the individuals are associated with (if known)
  - d. Are the individuals violent or threatening anyone
  - e. Are any weapons involved. If so, what type(s) of weapons
3. Follow the directions of emergency services personnel.
4. Do not evacuate/leave the building unless directed to so by building executive or emergency services personnel.
5. Remain calm.

## **Fire**

1. Activate the nearest fire alarm pull station and **LSCPA Security 984-6255, campus operator “0” and/or 911**.
2. Help remove those needing assistance in the immediate area.

3. Confine the fire by closing windows and doors.
4. Extinguish the fire only if you have been trained and it is safe to do so.
5. Evacuate the building.
6. If building is filled with smoke, stay low to the ground and crawl to the nearest exit.
7. Feel the doors before opening. If it is hot, do not open the door. If it is cool, open it slightly, and if heat or heavy smoke are present, close the door and stay in the room.
8. **If you get trapped:**
  - a. Keep the doors closed – Seal cracks and vents if smoke comes in. If you're trapped in a room and there is no smoke outside, open the windows from the top to let out heat and smoke from the bottom to let in fresh air.
  - b. Signal for help – Hang an object at the window (a sheet, jacket, shirt) to attract the fire department's attention. Call 911 and report that you are trapped. Give your exact location to include your room number and floor level.
9. **If you are on fire:**
  - a. Stop, Drop, and Roll – Rolling smothers the fire. Cover your face with your hands to protect face and lungs.
  - b. Cool Burns – Run cool (not cold) water over burns, immediately, for five to ten minutes. Don't use ointments. Notify medical personnel immediately.
10. Report to a point of evacuation. This should be at least 50 feet away from the building.
11. Do not stand or congregate in parking lots or driveways as this will hamper emergency response vehicles arriving on scene.
12. Do not re-enter the building until authorized by emergency personnel.

## **Hostage Taking**

If you witness a hostage situation, immediately call **LSCPA Security 984-6255, campus operator "0" or 911** and relay the following information if safe to do so:

1. Number of Hostage Takers
2. Number of hostages
3. Description of Hostage Takers
  - a. Race/Sex/Ethnicity
  - b. Clothing
  - c. Facial features (beard, glasses, moustache, etc..)
  - d. Weapons Hostage Taker has or has threatened
  - e. Any other pertinent information
4. Location of hostages
5. Any demands made by Hostage Takers
6. Do they seem well-prepared?
7. What is his/her/their emotional state?

If you are taken hostage, do the following:

1. **Remain calm.**

2. Follow the directions of the Hostage Taker(s).
3. Direct any other hostages to remain calm and follow directions of Hostage Taker(s).
4. Try to communicate with the Hostage Taker(s), if possible.
5. Make mental notes of all details of Hostage Taker(s).
6. Do not try to be a “hero” and self-rescue or rescue other hostages unless there is no other options.
7. Keep a survival attitude. Be positive.
8. Avoid insulting your abductor or talking about potentially sensitive subjects.
9. Ask for small favors if you’re settled in for a long captivity, gradually ask for small accommodations.
10. Try to escape only if the time is right.
11. Stay out of the way if a rescue attempt is made.
12. Follow the rescuers’ instructions carefully.

## **Power Outage**

In the event of a campus-wide outage, the college has emergency generators that will immediately provide power to limited areas on campus. To report a minor, localized power outage, call Facilities Management at 984-6252 or ext. 6252 or the college operator “0”.

Keep flashlights and batteries at easily accessible locations throughout your work areas.

### **In case of a major, campus-wide power outage:**

- Remain calm.
- Follow directions from the Security Staff or supervisors for immediate action.
- If evacuation of a building exit at the nearest and safest point.
- Laboratory personnel should secure all experiments and unplug electrical equipment prior to evacuating. All chemicals should be stored in their original locations. If safe to do so, provide natural ventilation by opening all windows and/or doors. If this is not possible, or natural ventilation is inadequate, evacuate the laboratory until the power is returned.
- Do not light candles or other type of flame for lighting.
- Unplug all electrical equipment (including computers) and turn off light switches.

### **If people are trapped in an elevator:**

- Notify the College Security and Port Arthur Police/Fire Department at 911.
- Reassure passengers to stay calm and that you are getting help. Instruct passengers to pick up the emergency phone in the elevator so they can provide direct information to the emergency responders.
- Stay near passengers until police or other assistance arrives, provided it is safe to stay in the building.

## **Suspicious Object or Package**

1. **DO NOT** touch or disturb the object or package.
2. **DO NOT** allow others to touch or handle the object or package.
3. If package or object is leaking, do not attempt to pick up, sweep or contain any spillage.
4. Call **LSCPA Security 984-6255, campus operator “0” or 911**. Give full description of object or package (Shape, color, location, any obvious irregularities, odors, wires, etc.) to emergency services personnel.
5. Notify your supervisor/instructor.
6. Follow the directions of the emergency services personnel present

### How to Identify Suspicious Packages and Letters

- Excessive postage
- Handwritten or poorly typed addresses
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discolorations or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Marked with restrictive endorsements, such as “Personal” or “Confidential”
- Shows a city or state in the postmark that does not match the return address