



Emergency Operations Plan

Lamar State College Port Arthur

September 2023



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ANNUAL REVIEW AND APPROVAL

Document Title: LSCPA Emergency Operations Plan

Revision Date: August 31, 2023

This *Emergency Operations Plan* is hereby approved. This revision supersedes all previous versions.

REVIEWED BY:

Gary Rash
Executive Director of Campus Security


Signature

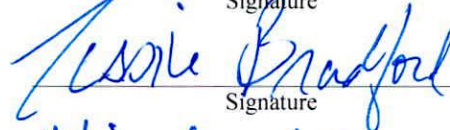
8/31/23
Date

Reed Richard
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8/30/2023
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8/31/2023
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APPROVED BY:

Dr. Betty J. Reynard
President


Signature

8/31/23
Date

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6/2/2020	All	General formatting	B. Reynard
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6/26/2023	All	Update header date	B. Reynard
6/26/2023	3	Added Dean of Student Services	B. Reynard
8/14/2023	All	General updates throughout	B. Reynard
8/17/2023	14	Education requirements	B. Reynard

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INTRODUCTION

Disasters or emergencies happen suddenly creating a situation in which the normal support services can become overwhelmed. During crises, the college requires special programs to address the needs of emergency response operations and recovery management. To address such emergencies, Lamar State College Port Arthur has established an *Emergency Operations Plan* (EOP), which provides a guideline for the management of the actions and operations required to respond to an emergency or disaster, including initial recovery activities and responsibilities. The overall priorities of the college during a disaster are the protection of lives, property, the community, and the environment. The overall objective is to respond to emergency conditions and manage the process of restoring college business, academic programs, and services. The EOP represents the *Emergency Operations Plan*, which encompasses the facilities, services, and the administration of the LSCPA campus. Seventeen emergencies are specifically addressed in this plan.

1. Active Shooter
2. Bomb Threat
3. Explosion
4. Fire
5. Flooding
6. Fumes and Vapors
7. Hazardous Substance Spills
8. Mechanical Failures
9. Utility Failures
10. Medical Emergencies and Community Health Issues
11. Pandemic
12. Public Relations Emergencies
13. Severe Weather (other than tropical weather)
14. Student Crisis (suicide, assault, etc.)
15. Technology, Telecommunications, and Information Services
16. Violent or Criminal Behavior (Campus shooting, rape, assault, etc.)
17. Hurricane and Tropical Weather Preparation

PURPOSE

The *Emergency Operations Plan* provides the management structure, key responsibilities, emergency assignments, and general procedures to follow during and immediately after an emergency. The college has established this plan to address the immediate requirements for a major disaster or emergency in which normal operations are interrupted and special measures must be taken to:

- Save and protect the lives of students, employees, and the community.
- Protect and preserve college property and the environment.
- Provide and analyze information to support decision-making and action plans.
- Manage immediate communications and information regarding emergency response operations and campus safety.
- Manage college resources effectively in the emergency response.

The *Emergency Operations Plan* does not supersede or replace the procedures for safety, hazardous materials response, or other procedures that are already in place at the college. It supplements those procedures with a temporary crisis management structure, which provides for the immediate focus of management on response operations and the early transition to recovery operations.

AUTHORITY

1. Federal

1. Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 USC§ 5121
2. Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
3. Emergency Management and Assistance, 44 CFR
4. Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
5. Homeland Security Act 2002
6. Homeland Security Presidential Directive, HSPD-5, Management of Domestic Incidents
7. Homeland Security Presidential Directive, HSPD-3, Homeland Security Advisory System
8. National Incident Management System
9. National Response Framework
10. National Strategy for Homeland Security, July 2002
11. Nuclear/Radiological Incident Annex of the National Response Plan

2. State of Texas

1. Government Code, Chapter 418 (Emergency Management)
2. Government Code, Chapter 421 (Homeland Security)
3. Government Code, Chapter 433 (State of Emergency)
4. Government Code, Chapter 791 (Inter-local Cooperation Contracts)
5. Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
6. Executive Order of the Government Relating to Emergency Management
7. Executive Order of the Government Relating to the National Incident Management System
8. Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
9. The Texas Homeland Security Strategic Plan, Parts I and II, December 15, 2003
10. The Texas Homeland Security Strategic Plan, Part III, February 2004
11. Texas Education Code § 51.217

3. Local

- Inter-local Agreements & Contracts
- Inter-agency participation and training

OBJECTIVES

The objectives of this plan are to provide a framework for:

1. Organization

- Provide clear and easy-to-follow checklist based on guidelines for the most critical functions and liaisons during an emergency response.
- Organize and format the plan into an easy-to-follow format in which users can quickly determine their role, responsibility and primary tasks.

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- Link and coordinate processes, actions and the exchange of critical information into an efficient and real-time overall response in which all entities have access into the emergency response process, and know what is going on at the college.

2. Communications and Information Management

- Serve as the central point of communications both for receipt and transmission of urgent information and messages.
- Serve as the official point of contact for the college during emergencies when normal channels are interrupted.
- Provide 24-hour full service communication services for voice, data and operational systems.
- Collect and collate all disaster information for notification, public information, documentation and post-incident analysis.
- Provide a basis for training employees and organizations in emergency response management.

3. Decision Making

- Describe the decision-making process that will be used to determine the level of response and extent of emergency control and coordination that should be activated when incidents occur.

4. Response Operations

- Utilize efficiently, college resources to implement a comprehensive and efficient emergency management response team.
- Guide emergency response management during and following emerging incidents.

5. Recovery Operations

- Transition response operations over to normal management processes, as able.
- Support business resumption plans and processes, as needed, during restoration phases.
- Provide documentation and information support to FEMA disaster public assistance program application.

LEVELS OF EMERGENCY

Given the potential day-to-day and large-scale hazards that may affect the LSCPA campus, a tiered approach has been established to define the appropriate response to any campus emergency.

Each of the response levels is relative to the magnitude of the emergency. The approach is flexible enough to be used in an emergency response situation regardless of the size, type, or complexity of the emergency.

Routine Response

Routine incidents occur on campus daily and are often handled by Campus Security or Physical Plant personnel. These incidents can be handled through normal response procedures and do not require additional resources from other campus units. The scope of the incident is well-defined and it can be resolved within a short time period. Policies and procedures relating to routine responses are developed and

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maintained by the responding units. A routine response does not require activation of the *Emergency Operations Plan* or the Crisis Management Team.

Limited Emergency

Limited emergencies are those incidents that significantly impact one or multiple campus units; are complex, or require interaction with outside response organizations; and/or require a longer or more intense response than the affected unit(s) can effectively manage. These incidents include extended power outages affecting single or multiple buildings, localized flooding, and hazardous material releases. Limited emergencies may be handled by the responding departments with support from local first responders such as Port Arthur Police and/or Fire Departments. The Director of Campus Safety will notify the President and/or Crisis Management Team members who will provide leadership and coordination support. The *Emergency Operations Plan* may be partially activated to support a limited emergency.

Major Emergency

Major emergencies include those incidents where many, if not all, campus units are impacted; normal campus operations are interrupted; response and recovery activities will continue for an extended period of time; and routine response procedures and resources are overwhelmed. Procedures for responding to a major emergency are contained within this plan. Major emergencies will likely require partial or full *Emergency Operations Plan* activation and full Crisis Management Team participation.

CONCEPT OF OPERATIONS

The *Emergency Operations Plan* provides an organized management system for the college to follow during and after emergencies. It is designed as a flexible system in which part or the entire plan may be activated, as appropriate to the situation. It is based on a worst-case scenario and provides for the critical operational functions and roles of the college during a response and sets-the-stage for an effective transition to short- and long-term recovery.

The *Emergency Operations Plan* is considered a management tool, in that it provides an overall organization and general procedures for the management of information, activities, and operations during an emergency. The planning is based on elements of the National Incident Management System (N.I.M.S.), the management structure adopted throughout the United States and internationally, and a requirement of the State of Texas and various US Department of Homeland Security Presidential Decision Directives and NIMS guidance. This approach to emergency management contains functional positions for each critical operation of the college during an emergency. It provides for a smooth transition to restoration of normal services and the implementation of programs for recovery.

The President's Office will serve as the headquarters for the implementation of the Emergency Operations Plan. The response to any disaster on campus will be measured and timely. The varied nature of potential disasters requires that the **Crisis Management Team**, **Assessment Team** and the **Disaster Response Team** must maintain certain flexibility. These teams should strive to work within the boundaries of this pre-planned policy in order to avoid poor decision-making and coordination during the excitement and confusion of a real incident.

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Emergency Teams	
Crisis Management Team	<ol style="list-style-type: none"> 1. President 2. Executive Director of Campus Security (Shared Services) 3. Executive Vice President for Finance and Operations (Shared Services) 4. Vice President for Academic Affairs 5. Director of Physical Plant
Assessment Team	<ol style="list-style-type: none"> 1. Executive Director of Campus Security (Shared Services) 2. Executive Vice President for Finance and Operations (Shared Services) 3. Vice President for Academic Affairs 4. Dean of Academic and Technical Programs 5. Dean of Student Services 6. Director of Physical Plant
Disaster Response Team	<ol style="list-style-type: none"> 1. Executive Director of Campus Security (Shared Services) 2. Executive Vice President for Finance and Operations (Shared Services) 3. Vice President for Academic Affairs 4. Dean of Academic and Technical Programs 5. Dean of Student Services 6. Director of Campus Safety 7. Director of Information Technology 8. Director of Physical Plant 9. Director of Procurement 10. Athletic Director 11. Coordinator of Public Information

ROLES AND RESPONSIBILITIES

President

- Pre-approve broad policies relative to emergency operations, risk management, and disaster response and recovery.
- Review and approve all communications with the campus, community, and TSUS office.
- Decide when classes will be canceled, create a time line to limit services, close buildings or to evacuate campus.
- Communicate with TSUS Chancellor and System Officers.

Executive Director of Campus Security (Shared Services)

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- Member of the Crisis Management, Assessment, and Disaster Response Teams.
- Lead the Crisis Management Team.
- Make the decision as to the appropriate level of response up to and including the evacuation of campus.
- Communicate with the Assessment Team and the Disaster Response Team.
- Maintain communications with Jefferson County Emergency Management Coordinator and Port Arthur Police Department.
- Recommend to the President when classes will be canceled, create a time line to limit services, close buildings or to evacuate campus.
- Communicate with the Coordinator of Public Information (CPI).
- Communicate with President and advises on the College's state of readiness.
- Schedule a meeting following emergencies to assess the reaction and make recommendations for improvement.

Executive Vice President for Finance and Operations (Shared Services)

- Member of the Crisis Management, Assessment, and Disaster Response Teams.
- Administrator responsible for security.
- Lead the Crisis Management Team in the absence of the Executive Director of Campus Security (Shared Services).
- Communicate emergency instructions to Business Office supervisors.
- Communicate with TSUS Finance Officers.

Vice President for Academic Affairs

- Member of the Crisis Management, Assessment, and Disaster Response Teams.
- Following consultation with the President, communicate to direct reports when classes will be canceled and when the campus will be evacuated.
- Inform deans, academic departments and department chairs of the decision and time line to limit services, close buildings or to evacuate campus.
- Implement building closure procedures.

Dean of Academic and Technical Affairs

- Member of the Crisis Management, Assessment, and Disaster Response Teams.
- Assist the Vice President for Academic Affairs in the damage assessment.

Director of Physical Plant

- Member of the Crisis Management, Assessment, and Disaster Response Teams.
- Advise Executive Director for Campus Safety, Crisis Management Team and Assessment Team of campus conditions.
- Determine the structural safety and serviceability of any structure damaged during a disaster.
- Coordinate contractors and facilities staff in their response to a disaster.
- Coordinate damage repairs and reconstruction and advises the team on available resources and timelines.
- Procure, store, and maintain in an operable condition all supplies and equipment necessary to prepare the campus for a weather event as outlined in this plan.

Director of Information Technology

- Member of the Disaster Response Team.

- Coordinate with Executive Vice President for Finance and Operations and the Vice President for Academic Affairs on initiation of Information Technology Services, Department backup, recovery, and failover procedures.

Director of Campus Safety

- Provide the Crisis Management Team with timely updates to any emergency situation.
- Notify the President and/or Vice Presidents of emergency situations, regardless of College wide impact, immediately upon occurrence of such an emergency.

Coordinator of Public Information

- Reviews all announcements with the President prior to distribution.
- Receives information from the Executive Director of Campus Safety and develop announcements to be made following an emergency event after consultation with the President.
- Develop and implement a communication plan for campus evacuation, return to campus, and media response during and following an emergency event.
- Inform entire campus of the decision and time line to limit services, close buildings or to evacuate campus.
- Communicates plan to the media, updates campus website and social media.

Dean of Student Services

- Notify the Director of Campus Safety, President and/or Vice Presidents of emergency situations, regardless of College wide impact, immediately upon occurrence of an emergency.

Director of Procurement (Shared Services)

- Member of the Disaster Response Team.
- Advise the Disaster Response Team regarding the procurement of services and/or equipment.
- Communicate with Insurance Representatives.

Athletic Director

- Member of the Disaster Response Team.
- Implement evacuation of student athletes and dormitory residents during campus evacuations.

TRAINING

The *National Incident Management System (NIMS)* guides all levels of government, nongovernmental organizations and the private sector to work together to prevent, protect against, mitigate, respond to and recover from incidents. NIMS defines operational systems that guide how personnel work together during incidents.

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Training of employees is an integral part of achieving the capabilities described in the *National Preparedness System*. The Executive Director of Campus Safety (Shared Services) is, therefore, responsible for:

1. Annual training of employees in responding to an emergency.
2. Mandatory drills to prepare students, faculty, and employees in responding to an emergency.
3. Training to ensure coordination with the Department of State Health Services, local emergency management agencies, law enforcement, health departments, and fire departments in the event of an emergency.
4. A safety and security audit of the institution’s facilities at least once every three years that shall follow safety and security audit procedures developed in consultation with the Texas Division of Emergency Management. The Executive Director of Campus Safety will conduct a safety and security audit in the Fall 2023 Semester.

Training is required for the Crisis Management Team and the Assessment Team. Training requirements are listed in *Table 1: Training Requirements*, page 14 and must be completed by December 31, 2024.

Table 1: Training Requirements

Position	Name	IS 100 Online	IS 200 Online	IS 700 Online	IS 800 Online	ICS300	ICS400	Type 3 Course for Designated Position	G367 Emergency Planning for Campus Executives
President	Dr. Betty Reynard	X	X	X	X	X	X		X
Executive Vice President for Finance and Operations	Mary Wickland	X	X	X	X	X	X	X	X
Vice President for Academic Affairs	Dr. Pamela Millsap	X	X	X	X	X	X		X
Dean of Academic and Technical Programs	Dr. Melissa Armentor	X	X	X	X	X	X		X
Dean of Student Services	Dr. Tessie Bradford	X	X	X	X	X	X		
Director of Physical Plant	Reed Richard	X	X	X	X	X	X	X	
Assistant Vice President Information Technology Services (Shared Services)	Kash Cox	X	X	X	X	X	X	X	
Athletic Director	Scott Street	X	X	X	X	X	X	X	
Executive Director of Procurement Services (Shared Services)	Amber Mello	X	X	X	X	X	X	X	
Director of Campus Security	Martin Blitch	X	X	X	X	X	X	X	
Executive Director for Campus Safety (Shared Services)	Gary Rash	X	X	X	X	X	X	0958-NIMS ICS All-Hazards Operations Section Chief	

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In addition, select employees will need to be trained on the operation of fire extinguishers and how to transport individuals with disabilities down stairs. The Environmental Health Specialist (EHS) will provide the training.

PHASES OF PLAN OPERATION

The *Emergency Operations Plan* has four phases:

1. **Notification of the emergency.** The Crisis Management Team is convened and emergency response from key departments is initiated. The Crisis Management Team will be the decision-making group throughout all phases of the emergency event and campus response.
2. **Damage Assessment.** After the emergency event has ceased, the Assessment Team is convened to assess damage from the event and develop an immediate response plan. The Assessment Team's assessments and response plans will flow to the Crisis Management Team for decision making.
3. **Disaster Response.** If the Crisis Management Team deems it necessary, the Disaster Response Team implements the *Disaster Recovery Plan*. The Disaster Response Team's recovery actions and efforts will be guided by the Crisis Management Team.
4. **Plan Review and Maintenance.** The Crisis Management Team will assemble following each emergency event to evaluate how the situation was handled and make recommendations to better handle similar situations in the future.

NOTIFICATION OF THE EMERGENCY

The LSCPA Security Office must be notified of any emergency situations (such as those described in Appendix A) that occur on the campus or on off-site locations. The security officer on duty and any Port Arthur Police Department (PAPD) officers working on campus at the time will respond, assess the situation, and immediately notify the Director of Safety regardless of College wide impact.

The Director of Campus Safety will immediately notify the President and/or Vice Presidents of the situation.

The President or Vice Presidents will determine whether assembling the Crisis Management Team is warranted.

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Security phone.....	(409) 720-7369

LSCPA uses Blackboard Connect to notify students, faculty and staff about any significant emergency or dangerous situation involving an immediate threat to health or safety, including school closures related to weather or other circumstances. Available phone numbers and email addresses in the college's student registration and human resources systems are automatically enrolled in the Blackboard Connect system. Additional contact points may be added through the My.LSCPA.edu portal. Individuals can also opt out of these notifications or select how they receive these messages by changing settings in the My.LSCPA.edu portal.

Notifications may also be released to area media by the Public Information Office, posted on the front page of the college website (www.lamarpa.edu), and posted to social media. All public statements and notifications must be approved by the President prior to release.

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Crisis Management Team

The Crisis Management Team (CMT) will be convened should the President or any Crisis Management Team member determine the emergency event will have a wide-ranging or long-lasting effect. The Crisis Management Team will suggest actions or make decisions when imminent danger exists throughout all phases of the emergency event and campus response. The team will consist of the following individuals:

- President.
- Executive Vice President for Finance and Operations / Shared Services
- Vice President for Academic Affairs and/or Dean of Academic and Technical Programs.
- Dean of Student Services.
- Director of Physical Plant.
- Executive Director for Campus Security and Safety / Shared Services.
- Other individuals with expertise related to the emergency event.

The Crisis Management Team may convene in person or via telephone conference call or any combination. The team may seek input from individuals with direct information about the event.

The following management process for crisis situationHes will be followed:

- The President or Vice Presidents must be informed immediately when the incident is reported.
- The President or Vice Presidents will contact the remaining Crisis Management Team members and initiate a meeting. The team must be ready to react quickly and must be reachable by cell phone 24 hours a day.
- Team meeting occurs with a review of all known information provided by the Physical Plant Director, Dean of Student Services, Director of Safety, or any individual or organization (police department, fire department, drainage district, city of Port Arthur, etc.) with direct relevant information.
- The team will decide on a course of action, proper response, public statement, and appropriate activities.
- A single office will be designated to investigate the emergency, and all staff members will work through that office. (Note: The office designated to investigate the issue will maintain documents that describe the actions taken.)
- The Coordinator for Public Information will handle all media contact and external inquiries as directed by the Crisis Management Team.
- Athletic Director manages evacuations of student athletes and dormitory residents during campus evacuations as directed by the Crisis Management Team.
- As events develop or change, the team will communicate clearly before further action or further statements are issued.

DAMAGE ASSESSMENT

The Damage Assessment phase of the *Emergency Operations Plan* may begin at any time during the emergency event or disaster but will formally begin immediately after the event. An assessment of the

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damage caused by an emergency event or disaster will be necessary in order to develop a coordinated and prioritized response plan.

Assessment Team

The Assessment Team (AT) will convene immediately after the emergency event or disaster to assess the damage incurred during the event and to develop an immediate response plan. The team may recommend a call to invoke the Disaster Response Team and the *Disaster Recovery Plan* as necessary.

The Assessment Team will consist of the following:

1. Executive Director of Campus Security and Safety (Shared Services)
2. Executive Vice President for Finance and Operations (Shared Services)
3. Vice President for Academic Affairs and/or Dean of Academic and Technical Programs.
4. Director of Physical Plant.
5. Director of Safety.

The following process for damage assessment will be followed:

- Director of Physical Plant assesses damage to buildings and infrastructure and advises the team on available resources and timelines.
- Executive Vice President for Finance and Operations (Shared Services) estimates the need for emergency financial support, financial services, and contact with the insurance representative.
- Vice President for Academic Affairs and the Dean of Academic and Technical Programs assist with damage assessment.
- Director of Safety will assess the need for additional security resources.

The Assessment Team may convene in person or via telephone conference call or any combination. The team may seek input from individuals with information or expertise the team deems valuable. The team will update the Crisis Management Team. The Crisis Management Team will work with the Coordinator for Public Information to inform the campus community, media and the public of developments.

DISASTER RESPONSE

A major emergency event or natural disaster may result in significant damage to the college's infrastructure and/or may cause significant disruption in the college's normal course of business. Such damage and disruption can require significant resources and sustained efforts to remediate. If the damage assessments indicate it necessary, the Crisis Management Team may call for the Disaster Response Team and invoke the Disaster Recovery Plan.

Disaster Response Team

If the emergency event results in significant damage to campus facilities and infrastructure the Crisis Management Team may call for the Disaster Response Team. The Disaster Response Team will continue with the following members:

- President
- Executive Director of Campus Security and Safety (Shared Services)

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- Executive Vice President for Finance and Operations (Shared Services)
- Vice President for Academic Affairs and/or Dean of Academic and Technical Programs.
- Director of Physical Plant
- Director of Information Technology Services
- Executive Director of Procurement Services (Shared Services0)
- Athletics Director

The following management process for disaster response will be followed:

- Executive Director for Campus Safety (Shared Services) will collect disaster response information and generate a report to be shared with the Crisis Management Team.
- Director of Physical Plant begins coordination of damage repairs and reconstruction and advises the team on available resources and timelines.
- Executive Vice President for Finance and Operations (Shared Services) establishes emergency financial support, financial services, and contact with the insurance representative.
- Vice President for Academic Affairs and the Dean of Academic and Technical Programs reviews damage assessments and develops a strategy and timeline for resuming classes and completing the academic term.
- Director of Information Technology Services establishes emergency computing stations, assesses damage to computing services, assesses damage to telecommunications systems, and initiates repair procedures.
- Athletics Director manages evacuations of student athletes and dormitory residents during campus evacuations as directed by the Crisis Management Team.

The Disaster Response Team may convene in person or via telephone conference call or any combination. The team may seek input from individuals with information or expertise the team deems valuable. The team will update the Crisis Management Team. The Crisis Management Team will work with the Coordinator of Public Information to inform the campus community, media and the public of developments.

More information about the Disaster Response Team and the college's plans for recovery from a disaster can be found under a separate cover in the *LSCPA Disaster Recovery Plan*.

PLAN REVIEW AND MAINTENANCE

The Executive Director of Campus Safety will assemble the Crisis Management Team following each emergency event to evaluate how the situation was managed and make recommendations to improve emergency management of similar situations in the future. After Action Reports shall be generated by the Crisis Management Team after each emergency event and updates to the plan recommended.

Tabletop exercises and/or drills testing specific parts of the plan shall be planned and scheduled by the Executive Director of Campus Security on an annual basis. After Action Reports shall be generated by the Crisis Management Team after each exercise or drill and updates to the plan recommended.

The *Emergency Operations Plan* must be updated annually.

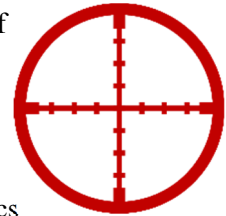
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APPENDIX A: EMERGENCY RESPONSES

1. Active Shooter	20
2. Bomb Threat	21
3. Explosion	22
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ACTIVE SHOOTER

An active shooter or hostile intruder is an individual actively engaged in killing or attempting to kill people in a confined and populated area by any means including but not limited to firearms (most frequently used), bladed weapons, vehicles, or any tool that in the circumstance in which it is used constitutes deadly physical force. In most cases, there is no pattern or method to their selection of victims. Most active shooter situations are unpredictable, evolve quickly, and are over within minutes.



The Civilian Response to Active Shooter Events (CRASE) course, designed and built on the Avoid, Deny, Defend (ADD) strategy developed by ALERRT in 2004, provides strategies, guidance, and a proven plan for surviving an active shooter event. Topics include the history and prevalence of active shooter events, civilian response options, medical issues, and considerations for conducting drills.

ACTION GUIDELINES. The following CRASE guidelines conform with the Texas State University Security's recommendations for situations involving an active shooter.

If you hear what sounds like gunshots or popping, immediately assume they are gunshots and don't investigate. You have to quickly decide on a course of action. Note: When directly confronted with an active shooter, any course of action may result in a bad outcome.

- **AVOID:** If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
 - Have an escape route and plan in mind.
 - Evacuate regardless of whether others agree to follow.
 - Leave your belongings behind.
 - Help others evacuate, if possible.
 - Call Campus Security or 911 when you are safe.
 - Prevent individuals from entering an area where the active shooter may be.
 - Keep your hands visible to any police officers.
 - Follow the instructions of any police officers.
 - Do not attempt to move wounded people.

- **DENY:** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:
 - Be out of the active shooter's view.
 - Provide protection if shots are fired in your direction (i.e. an office with a closed and locked door).
 - Not trap you or restrict your options for movement.
 - To prevent an active shooter from entering your hiding place:
 - Lock the door.
 - Blockade the door with heavy furniture.
 - If the active shooter is nearby:
 - Lock the door.
 - Silence your cell phone and/or pager.
 - Turn off any source of noise (i.e. radio, television).
 - Hide behind large items (i.e. cabinets, desks).
 - Remain quiet.

Campus Security at Ext. 6255, by cell phone at (409) 720-7369.

- **DEFEND:** As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
 - Acting as aggressively as possible against him/her.
 - Throwing items and improvising weapons.
 - Yelling.
 - Committing to your actions.
- **WHEN POLICE ARRIVE**
 - Put down any items in your hands.
 - Keep hands visible.
 - Follow all instructions.
 - Avoid making quick movements towards officers.
 - Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.
 - Wait in a safe area. The Police may need information from you during the investigation.

CARE TEAM

The Care Team is a dedicated group of faculty and staff who provide consultation and support for students in distress. The team was created to accept early alerts regarding individual students in distress or whose behavior raises concerns about their well-being or that of others.

BOMB THREAT

Bomb Threats can be received in several forms. Below are guidelines to follow should you receive a bomb threat affecting the campus:

1. Remain calm and do not panic others.
2. If a written message is received, keep track of the following information:
 - Who found it?
 - Who else was present?
 - Where was it found or how was it delivered?
 - When was it found or delivered?
 - Who touched it?
 - Have any previous threats been received?
3. If the threat is received by telephone, in a calm voice, try to obtain as much information as possible about the bomb and the caller: (THE FOLLOWING ISSUES ADDRESS VITAL INFORMATION THAT YOU SHOULD OBTAIN!)

<ul style="list-style-type: none">• Date and exact time of call.• Time set to explode.• Which building is it in?• Where is it?• Type of bomb?	<ul style="list-style-type: none">• Emotional state: agitated, calm, and excited.• Background noises: traffic, music, and voices.• Why it was set?• Who is the target?• Who is the caller?
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Campus Security at Ext. 6255, by cell phone at (409) 720-7369.

4. If practical, do not hang up the phone, but phone the campus Security, Ext. 6255, by cell phone at (409) 720-7369, from a different telephone.
5. Administration, with the assistance of Campus Security and other local authorities, will determine a plan of action. A decision on whether or not to evacuate will be based on all available information received.
6. If the decision is made to evacuate, instruct occupants to take purses, book bags, and personal packages and EXIT the building. (If left behind, these items could be mistaken to contain concealed explosives.)
7. If ordered to evacuate, move at least 300 feet away from the building and stay away from glass. Do not attempt to re-enter the building until you have received official instructions to do so.

A. IDENTIFYING SUSPICIOUS ITEMS

Look closely around your work area when you arrive for work. This will help you if you are called on to identify unusual or suspicious items later.

Report potential safety or security problems to Campus Security Ext. 6255, by cell phone at (409) 720-7369.

Be on the lookout for anything unusual, particularly packages or large items seemingly left behind or thrown out. Note time and location of anything odd.

B. IDENTIFYING SUSPICIOUS MAIL PACKAGES

Look closely at packages that arrive in the mail that you were not expecting or from senders you do not recognize. Report suspicious packages to Campus Security Ext. 6255 or by cell phone at (409) 720-7369.

Some signs of a suspicious package might be:

- No return address
- Insufficient postage
- Is addressee familiar with name and address of sender?
- Is addressee expecting package/letter? If so, verify contents.
- Return address and postmark are not from the same area.
- Wrapped in brown paper with twine
- Grease stains or discoloration on paper
- Strange odors
- Foreign mail, Air Mail, and Special Delivery
- Restrictive markings such as Confidential, Personal, etc.
- Excessive postage
- Hand-written or poorly typed addresses
- Incorrect titles
- Misspellings of common words
- Excessive weight
- Rigid envelope
- Lopsided or uneven envelope
- Protruding wires or tinfoil
- Excessive securing materials such as masking tape, string, etc.
- Visual distractions

EXPLOSION

- **Do Not Use Elevators!**

- Report any explosion on or adjacent to the campus. Call 911 first, then call the Campus Security Ext. 6255, or cell phone at (409) 720-7369.
 - If necessary, or when directed to do so, activate the building alarm, (the safest and nearest fire alarm pull station).
 - When the building evacuation alarm is sounded, an emergency exists. All rooms should be evacuated. Closing doors will help contain a fire, but **DO NOT LOCK THE DOORS!**
 - Assist persons with disabilities to an enclosed stairwell landing, preferably the designated rescue assistance area if it is safe to do so, and notify the Campus Security or Fire Department Personnel of their location.
- If the source of the explosion is a ship or barge in the Sabine Neches waterway, go to an interior portion of the building that you are in or nearest to and shelter-in-place. The possibility of a secondary explosion always exists in a maritime fire. If you have to evacuate the building, move north, away from the waterway.



FIRE

- **Do Not Use Elevators!**
- In all cases of fire, activate the nearest fire alarm to warn other building occupants. You should know where the nearest alarm is to your work area.
- In all cases of fire, call the Campus Security Ext. 6255, by cell phone at (409) 720-7369. Do not assume that someone else is making the call, make the call yourself.
- When the building fire alarm is sounded, an emergency exists. All rooms must be evacuated. Leave the lights on and close, but do not lock the doors.
- Assist persons with disabilities to the nearest rescue assistance area, (generally a stairwell), if it is safe to do so. Handicapped person carrier chairs are available on the second floor of the Madison Monroe Building and the third floor of the Student Center. Have the person(s) wait in that area and be sure to notify rescue personnel of your actions.
- If the fire is small and you have an unobstructed egress path, you may choose to use an available fire extinguisher to put out the fire. Each employee should familiarize themselves with the location of the two nearest fire extinguishers in their area and learn how to use them. Remember to pull the pin and aim at the base of the flames. Continue to dispense the extinguishing agent until the extinguisher is empty. If at any time the fire begins to grow, back out of the room and close the door.



FLOODING

If flood conditions occur, contact Physical Plant at Ext. 6250 DURING REGULAR BUSINESS HOURS. Call Campus Security at Ext. 6255, by cell phone at (409) 720-7369, during non-business hours.

Campus Security at Ext. 6255, by cell phone at (409) 720-7369.



Provide sufficient information as to building name, floor, room, and degree of flooding or potential damage due to the flooding.

A Physical Plant or Campus Security Representative will contact the City of Port Arthur Drainage Department at (409) 983-8500 and Jefferson County Drainage District 7 at (409) 985-4369 to report the flooding event.

A determination of the extent of the flooding will be relayed to the Executive Director for Campus Safety and callout of critical personnel will begin.

An inventory of lights, sandbags, duct tape, and polyethylene sheeting is maintained in the Physical Plant Building. A stockpile of sand is located on the west side of the Verrett Building. Shovels, trucks, trailers, generators, the tractor, and other tools are located in the Grounds Maintenance Garage.

FUMES AND VAPORS

Toxic fumes can infiltrate a building from various sources including improperly stored chemicals, faulty refrigeration, equipment fires, gasoline engines operated near air intakes, etc. If the presence of toxic fumes is suspected, the area or areas affected should be vacated. Use a telephone away from this area and notify Campus Security Ext. 6255, by cell phone at (409) 720-7369.



Since the campus is located on the Sabine Neches waterway, the possibility exists that a passing ship could be the source of the fumes. If the source seems to be coming from outside of the building, shelter-in place. If possible, turn off the air conditioning and go to the interior of the building. If the fumes are intense, place wet paper towels under the door to reduce the amount of vapors entering the building.

Call Campus Security Ext. 6255, by cell phone at (409) 720-7369, or 911 from a campus or cellular phone if the situation merits a Haz-Mat response from the Port Arthur Fire Department.

After the source of the vapor / fumes is discovered and contained:

Ventilate the contaminated area(s). It may be possible to clear an affected area by opening windows and/or activating exhaust fans, provided such action is undertaken by trained personnel.

Emergency Treatment:

- Don't endanger yourself or others.
- Remove victims from area only if safely possible.
- Call 911 from a campus or cellular phone for ambulance service and notify Campus Security at Ext. 6255, by cell phone at (409) 720-7369. Assist victims as necessary.

Campus Security at Ext. 6255, by cell phone at (409) 720-7369.

HAZARDOUS SUBSTANCES SPILL

Any major spill of a hazardous substance must be reported immediately to the Campus Security Ext. 6255, by cell phone at (409) 720-7369. During regular business hours, also call Physical Plant at Ext. 6250. Physical Plant will assess the extent of the spill and contact the Port Arthur Fire Department if they deem it necessary. Personnel on site should be evacuated from the affected area at once. Seal off the contaminated area to prevent further contamination until the arrival of trained responders. Port Arthur Fire Department (PAFD) HAZMAT team officials will take charge of the site management of the spill once they are on scene.

Environmental Health and Safety (Shared Services) will assist the PAFD and conduct a spill investigation.

Personnel who may be contaminated by a spill or release are to:

- Seek medical attention immediately.
- Avoid contact with others.
- Alert responders/emergency personnel of injury or contamination.
- Notify the Human Resources Office.



MECHANICAL FAILURES

Any emergency related to building or facility problems, such as equipment failure or erratic operation, must be reported to Physical Plant as soon as possible. During normal business hours contact Physical Plant directly by calling Ext. 6250.

If failure occurs after normal business hours, weekends, or holidays, call Campus Security at Ext. 6255, by cell phone at (409) 720-7369.

If the failure is related to the Fire or the Intrusion Alarm System notify the Physical Plant as soon as possible. During normal business hours contact the Physical Plant at Ext. 6250. After hours, contact Campus Security. If an Intrusion Alarm System failure cannot be repaired, Campus Security will contact the Port Arthur Police Department and request the patrols be increased until the following weekday morning when repairs can be affected.

NOTE: If there is potential danger to building(s), and/or its occupants, call 911 from a campus or cellular phone immediately.

MEDICAL EMERGENCY AND COMMUNITY HEALTH ISSUES

Report any serious injury or illness by calling 911 from a campus or cellular phone immediately. Non-emergency injuries or illness should be reported to Campus Security at Ext. 6255, by cell phone at (409) 720-7369.

Begin first aid if qualified or seek someone who can.

Response to community health issues will be coordinated by the Lamar State College Port Arthur by the Emergency Management Team.



Campus Security at Ext. 6255, by cell phone at (409) 720-7369.

Notify the Human Resources Office of the injury.

Personal safety is your first priority. Use personal protective equipment (PPE) when in contact with the victim's blood or any bodily fluids.

PANDEMIC

A pandemic (from Greek πᾶν pan "all" and δῆμος demos "people") is a disease epidemic that has spread across a large region, for instance multiple continents, or worldwide. A widespread endemic disease with a stable number of infected people is not a pandemic. Further, flu pandemics generally exclude recurrences of seasonal flu.

Throughout history, there have been a number of pandemics of diseases such as smallpox and tuberculosis.



One of the most devastating pandemics was the Black Death, which killed an estimated 75–200 million people in the 14th century. The current pandemics are HIV/AIDS and Coronavirus 2019 (COVID 19). Other recent pandemics include the 1918 influenza pandemic (Spanish flu) and the 2009 flu pandemic (H1N1).

In the event of a disease epidemic that affects the region, the Emergency Management Team will follow the guidelines provided by the Center for Disease Control, health departments, State and local agencies, and other national, state, and local agencies responsible for mitigating the epidemic. Guidelines provided by these agencies shall be implemented, if possible, and employees and students will comply with the implemented guidelines.

Students and faculty must report their COVID infections to the Port Arthur Health Department.

PUBLIC RELATIONS EMERGENCIES

While public scandals are rare in higher education, virtually every institution must occasionally deal with such situations. This might involve a highly visible lawsuit, accusations of wrongdoing on the part of a college official, an egregious case of student misconduct, or a variety of unspecified events that carry the potential of having a negative impact on the institution's reputation. The impact of these events is exacerbated when they result in potential or actual news coverage.

When such events occur, the Vice President for Academic Affairs, in close consultation with the President, may consider the following responsibilities:

- Assessment of the potential impact on the college's reputation.
- Legal implications of the event; laws and policies pertaining to its disposition.
- Recommendations on steps to diffuse or eliminate the problem before it goes public; or when that is not possible, steps to lessen the negative impact on the college's reputation.
- Development of messages and channels of communication to the various constituents (including the news media) associated with the event. Assurance that all privacy laws are obeyed and freedom of information is respected.

Campus Security at Ext. 6255, by cell phone at (409) 720-7369.

SEVERE WEATHER (Tropical Storm or Hurricane)

Campus Closure

In the event of a tropical storm or hurricane, the campus may close until all threats to the community disappear. The decision to close the campus will be made by the Crisis Management Team following an evaluation of the prevailing weather reports, city disaster declarations, county disaster declarations, and other relevant information.

Notices of campus closure should include the date of closure, how to monitor updates about the closure, extent of classes that will not be taught (online classes may continue being taught), and other significant information. See APPENDIX B: HURRICANE/TROPICAL WEATHER PREPARATIONS (page 30) for a complete preparation plan.



Communication between the Campus, Students, and Community

The college will communicate with the campus and community via email, MyLSCPA.edu, Facebook, and updates on the college website. Messages will be generated by President and the Director of Public Information.

SEVERE WEATHER (Tornado)

Severe Weather/Tornado Watch:

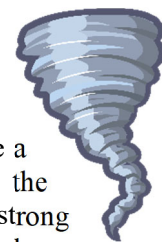
A watch is an indication of where and when the probabilities are highest that severe weather or a tornado could occur. A watch is a statement that severe weather/tornado conditions are present and could occur. The National Weather Service will issue a watch bulletin to local authorities as well as to the local radio and television stations.

Severe Weather/Tornado Warning:

If a severe weather/tornado sighting occurs, the National Weather Service alerts all weather stations and local authorities.

In case of severe weather:

When the emergency warning is made, it is YOUR responsibility to get to a shelter. Take a battery-operated radio with you to listen for the “all clear” signal if possible. When the emergency notification is made, all persons should immediately seek shelter in the nearest strong building. Go to the interior walls of lower floors. Auditoriums, gymnasiums and similar large rooms with wide roofs should be avoided. Stay away from all windows and exterior doors. During sudden severe weather events it will be necessary to shelter-in-place.



STUDENT CRISIS

Contact the Campus Security at Ext. 6255, by cell phone at (409) 720-7369. The Security Officer will notify the Office of the Dean of Student Services at Ext. 6156.

Appropriate referrals will be made in the event of the following types of crisis situations involving students of Lamar State College Port Arthur.

Campus Security at Ext. 6255, by cell phone at (409) 720-7369.

- Alcohol and other drug use emergencies
- Classroom disruptive or violent behavior
- Death of a student, friend, or family member
- Discipline issues
- Mental health/behavioral incidents or concerns
- Physical injury
- Sexual assault
- Threats to public welfare
- Criminal behavior

CARE TEAM

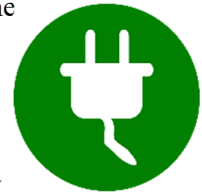
The Care Team is a dedicated group of faculty and staff who provide consultation and support for students in distress. The team was created to accept early alerts regarding individual students in distress or whose behavior raises concerns about their well-being or that of others.

UTILITY FAILURE

All utility failures must be reported to Physical Plant as soon as possible. During normal business hours call the Physical Plant directly at Ext. 6250. If telephone service is not available, go to the Physical Plant building.

If utility failures occur after hours, weekends, or holidays, contact Campus Security at Ext. 6255, by cell phone at (409) 720-7369.

NOTE: If there is potential danger to building(s) and/or its occupants, call 911 from a campus or cellular phone immediately.



Emergency Contact Numbers for Utility Providers:

Utility	Provider	Phone Number
Electric Utility	Entergy	1-800-766-1648
Natural Gas Utility	Texas Gas Services	1-800-959-5325
Water / Sewer	City of Port Arthur	(409) 983-8550
Fire / Intrusion Alarm Service	Simplex	1-888-746-7539

VIOLENT OR CRIMINAL BEHAVIOR

All violent or criminal behavior or threats of violent or criminal behavior must be reported to the Campus Security Ext. 6255, by cell phone at (409) 720-7369.

Report suspicious persons/behaviors/noises immediately to Campus Security.

If you observe a situation that seems to be escalating and you are not directly involved, go to a telephone and notify Campus Security. Be prepared to give complete information about the subject and the circumstance.

Campus Security at Ext. 6255, by cell phone at (409) 720-7369.

If you recognize that a person appears to be verbally out of control and you are also being uncharacteristically vocal, step away and allow a colleague to bring new “calmness” to the situation. Notify Campus Security, if the situation remains out of control.

If the violent person has left the area prior to your notification, relay as much information as you can about the subject and direction/means of travel, if possible.

If you observe any type of weapon, remove yourself from range and notify Campus Security immediately. Campus Security will immediately notify the Port Arthur Police Department of any suspected weapons on campus.

Report any safety concerns that may present a potential danger to you or others, (such as lights out, surface or mechanical malfunctions, etc.) to the Physical Plant Maintenance Line at Ext. 6250.

Arrange for a Campus Security Officer to escort you to your vehicle/office if you have concerns about your safety.

Remember: You can be your own best security by remaining aware of your surroundings, practicing crime prevention behaviors, and making timely/ appropriate reports.

NOTE: Additional crime prevention information may be obtained from the Campus Security Department by calling Ext. 6255 by cell phone at (409) 720-7369.

Campus Security at Ext. 6255, by cell phone at (409) 720-7369.

APPENDIX B: HURRICANE/TROPICAL WEATHER PREPARATIONS

The *Emergency Operations Plan* is intended to acquaint personnel with hurricane/tropical storm hazards, to indicate the action required to overcome or minimize these hazards, and to delineate responsibility in carrying out such action. The Office of the President will serve as the headquarters for the implementation of this plan.

Classes will be canceled and the campus will be closed at the discretion of the President or upon notification of a mandatory evacuation order from Jefferson County Emergency Management officials. The campus will be closed within eight (8) hours of that notification. Buildings on the campus have not been designated as shelters by the Jefferson County Emergency Management Coordinator, and all persons must seek shelter elsewhere. All College sponsored functions on or off campus are to be canceled. All personnel will evacuate the site when hurricane winds are imminent, whether or not shut down is completed.

See Roles and Responsibilities (page 11) for recommended actions.

Hurricane Threat Procedures

The State of Texas Emergency Management System and Jefferson County Emergency Management System are the over-arching authorities having jurisdiction in matters concerning public safety and evacuations in times of declared emergency. These organizations will work in concert with LSCPA in providing direction and assistance. The state and local emergency management coordinators will issue bulletins and preparatory announcement timed to initiate a safe and orderly response to the disaster. The campus will participate with emergency management authorities in specific disaster planning and will respond to the phased stage-up toward closing the campus and ultimate evacuation of the area.

LSCPA's adherence to the structural time frames represented in this plan are subject to modification due to events as so directed by the Crisis Management Team.

Beginning of Hurricane Season

- Director of Campus Safety announces beginning of hurricane season and requests all departments review Hurricane Defense Plan and their Departmental Defense Plan.
- Emergency Management commences pre-season preparations, which includes securing a renewal of a professional meteorological service, Preferred Client Letter with a recovery agency, and the Inter-local Cooperation Contract.
- Physical Plant check roofs of buildings for loose debris; insure drain heads are cleared and secure hatches.
- Inspect custodial supplies for adequate materials (mops, buckets, squeegees, batteries, and battery-powered lights, etc.).
- Ensure adequate fuel (gasoline and diesel) on hand for operation of emergency generators and vehicles following storm.
- Inventory and replenish emergency supplies.

Campus Security at Ext. 6255, by cell phone at (409) 720-7369.

Hurricane/Tropical Storm within 72 hours or 1250-mile range of Port Arthur as noted on Hurricane Tracking Map and Port Arthur is in the projected storm path.

- The President's Office tells the Crisis Management Team to communicate to their units that the campus is monitoring a storm.
- The Vice President for Academic Affairs will contact the deans and department heads, alerting of the new status.
- The Executive Vice President for Finance and Operations (Shared Services) will conduct an operational review of the Business Office. Non-essential business not related to the possible closure of campus will be put aside. Employees will redirect their efforts toward preparation for possible shutdown and evacuation of campus.
- The Director of Physical Plant will have Physical Plant employees begin to secure non-essential equipment e.g. picnic tables and trash cans.

Hurricane/Tropical Storm within 60 Hours of Port Arthur:

- Jefferson County Emergency Operations Center opens 24 hours per day. The Executive Director of Campus Safety or a representative sit in on meetings and report back to the college.
- The Director of Physical Plant will contact remediation companies to confirm service status and availability.

Hurricane is within the 48 Hours or 1000-mile range of Port Arthur or if any part of the Texas/Louisiana coast between Matagorda Bay, Texas and Morgan City, Louisiana is in the projected storm path, hurricane alert status should be triggered. Jefferson County Emergency Management will notify the campus of evacuation plans.

- President's Office places the Crisis Management Team on alert status.
- Executive Director for Campus Safety notifies school district partners and the Port Arthur Police Department of the alert status.
- President's Office notifies the Texas State University System Office as to the alert status.
- Executive Vice President for Finance and Operations schedules a strategy meeting to prepare the campus to activate the *Emergency Operations Plan*.
- Physical Plant on alert to prepare to protect College buildings.
- Library should have assistance in securing what they consider to be their priority collections at this stage.
- Building Coordinators should be notified by their appropriate vice president.
- President's Office notifies Crisis Management Team of decision to evacuate the campus. Vice Presidents notify respective area of responsibility of the decision to evacuate and to implement building closure procedures
- All College-related functions are canceled.
- Vice President for Academic Affairs and/or Dean of Academic and Technical Programs notify the dean and department chairs to dismiss classes.

Campus Security at Ext. 6255, by cell phone at (409) 720-7369.

- Coordinator for Public Information notifies the media of the campus closure.
- Physical Plant Director initiates the College shutdown procedures.
- All faculty, staff, and departments shutdown offices and evacuate within an 8-hour limit.
- All windows closed, and if possible locked.
- All blinds lowered.
- All College vehicles shall be serviced and fueled by Physical Plant. Those vehicles capable of being used to evacuate college property.
- Secure labs.
- All personnel leave the College at completion of hurricane preparations. All personnel should be sure to check out with their immediate supervisor and take personal items as they are not covered by College insurance.
- Campus Security will perform a security check of the campus to verify that all non-essential personnel have left the campus. If you have questions about whether or not you are non-essential personnel, please call the Human Resource Office or the Executive Vice President for Finance and Operations (Shared Services).
- Any remaining personnel on campus should be evacuated.
- Physical Plant runs final check, verifies utilities to all buildings have been shut off.
- Physical Plant fuels and transports all vehicles to the designated staging location.
- Campus Security verifies that all personnel have left the campus and buildings are locked.

PHYSICAL PLANT HURRICANE / TROPICAL STORM PREPARATION PROCEDURES

- All personnel report to supervisors for hurricane team assignments.
- Director of Physical Plant obtains a block of purchase order numbers to be used after the storm for cleanup. The Physical Plant will keep records of purchase order numbers and associated purchases until the Purchasing Department is able to return to the campus and set up business. Purchase orders, department clean-up time sheets, and equipment logs are included in Physical Plant evacuation box which will be issued from the Finance Office. The Physical Plant Director may also be issued cash to provide emergency start-up supplies after the storm.
- Make final check of roofs for loose debris and clear drain heads.
- Distribute storm preparation supplies throughout the campus.
- Issue additional waterproof sheeting and other protective and safety equipment as requested. Shut down HVAC units, turn off all electricity, natural gas, and water.
- Lock the doors and duct tape the gap around exterior doors. Secure loose lumber, sheet metal, drums, and any exterior portable equipment such as lawn furniture, trash receptacles, etc.

COMPUTER EQUIPMENT

Campus Security at Ext. 6255, by cell phone at (409) 720-7369.

1. Unplug computers and peripherals power from the wall. If your computer power is plugged into a power strip, unplug the power strip.
2. Relocate computers to a higher location if your computer tower is on the first floor
3. Loosely cover the CPU with a plastic trash bag. You may only cover the monitor(s) if the CPU is not exposed and is located under a desk.

COMMUNICATION BY EMPLOYEES

1. Change the message on your telephone.
2. Update your email reply to indicate that you will be away from your office but will be monitoring your email messages.

CAMPUS SECURITY DEPARTMENT PROCEDURES

- All Security Personnel report to the Director of Security and Safety for assignments.
- Make final inspection of premises to confirm complete evacuation of all other person. (faculty, staff, and students)

Immediately After the Storm

The Executive Director for Campus Safety contacts the Assessment Team to convene on campus, at a designated site, by telephone, or any combination.

Assessment Team

- Completes immediate survey of campus to identify and isolate safety hazards (biological, electrical, structural, gas leaks, etc.).
- Team members will evaluate the damage and develop immediate response plans. Assessment results are reported to the Executive Director for Campus Safety.
- Contact insurance provider.
- Establishes communication with federal/state assistance offices as follows:
 - Jefferson County Emergency Management Coordinator.
 - Port Arthur Emergency Management Coordinator or Port Arthur Emergency Management Deputy Coordinator.

Disaster Response Team

- Director of Physical Plant begins coordination of damage repairs and reconstruction and advises the team on available resources and timelines.
- Executive Vice President for Finance and Operations (Shared Services) establishes emergency financial support, financial services, and contact with the insurance representative.
- Vice President for Academic Affairs and/or the Dean of Academic and Technical Programs assists with damage assessments and develops strategies and timelines for reopening the campus and completing the academic term.

Campus Security at Ext. 6255, by cell phone at (409) 720-7369.

- Director of Information Technology Services establishes emergency computing stations, assesses damage to computing services, assesses damage to telecommunications systems, and initiates repair procedures.
- The Disaster Response Team will update the Executive Vice President for Campus Safety. The Crisis Management Team will work with the Coordinator of Public Information to inform the campus community, media and the public of developments.

Security Team

- Secures campus from unauthorized access and looting.
- The Assessment Team will call additional personnel as needed to resume College operations. Remaining personnel wait to report to campus upon notification by immediate supervisor or through an announcement on the local media services.

Primary Emergency Alert Systems for Port Arthur

Radio Stations

1. KLVI (560 AM)
2. NOAA Weather Radio (Port Arthur 162.44 MHZ)

Television Stations

1. KBMT-TV (12)
2. KBTW (4)
3. KFDM-TV (6)

Faculty and Staff

Faculty and Staff who have submitted their cell phone, emails and other various contact information to the *Personal Information* tab of their MyLSCPA account will receive voice mails and text messages

through the Seahawk Emergency Notification System regarding various actions to take, key campus updates, and return to work status. For general information about campus status during and following the storm, anyone can check the LSCPA homepage and listen to local radio/TV stations.

If you are not listed as a Disaster Response Team member, DO NOT RETURN to the campus until contacted by a Disaster Response Team member or your supervisor. Employees will be compensated according to LSCPA’s Policy and Procedures Manual Compensation Disaster Recall.

Disaster Response Team Telephone Numbers

See PHONE NUMBERS, page 44.

Campus Security at Ext. 6255, by cell phone at (409) 720-7369.

APPENDIX C: BUILDING COORDINATOR ASSIGNMENTS

PROCEDURES FOR HURRICANES, TROPICAL STORM, OR OTHER LONG-TERM CLOSURE PROCEDURES

Building Coordinators are responsible for securing physical assets from storm damage. Physical assets generally include, but are not limited to, equipment and supplies required to support classroom, lab, and office functions.

Certain buildings have equipment unique to that facility. A building-by-building evacuation checklist has been developed. Coordinators are responsible for verifying completion of evacuation activities and must report their findings to their Dean or the Vice President for Academic Affairs **prior to personally departing the campus.**

The following tasks are common to most buildings. These tasks must be performed prior to evacuation of the campus.

1. Equipment that can be damaged by water shall be covered by plastic bags or waterproof sheeting or placed in a closet or cabinet if one is convenient and/or available. Supplies will be provided by the Physical Plant Department. Building Coordinators shall determine in advance if plastic sheeting will be required and inform the Physical Plant of the estimated quantity.
2. Computers on the first floors of a building shall be covered by plastic bags (but not sealed) and placed on work stations. Computers on the upper floors of a building shall be bagged, but will remain on the floor.
3. All computers and peripheral equipment, as well as, all other electrical/electronic devices, shall be **disconnected** from their power sources (not just turned off). However, the computers and peripherals should **remain connected** to each other.
4. **Perishable food and beverages** shall be removed from refrigerators and freezers and the doors propped open.
5. All windows, doors, and vents shall be closed and, if possible, locked.

Campus Security at Ext. 6255, by cell phone at (409) 720-7369.

BUILDING/CLASSROOM COORDINATOR ASSIGNMENTS

Building	Coordinator	Alternate	Dean/VP
Allied Health Building	Shirley MacNeill	Brandon Buckner	Melissa Armentor
Allied Health Annex	Melanie James	Shirley MacNeill	Melissa Armentor
Automotive Mechanics Building	Reed Richard	Anthony Thompson	Mary Wickland
Business Office	Shelly Cowart	Kim Tran	Mary Wickland
Carl Parker Multi-Purpose Center	Scott Street	Brian Esquivel	Pamela Millsap
Commercial Driving Education and Examination Center	Amanda Metts	Isaac Riser	Ben Stafford
Cosmetology Building & Cosmetology Annex	Amanda Smith	Helen Fonteno	Melissa Armentor
Educational Building	Steve Zani	Nancy Longlet	Pamela Millsap
Educational Building II	Shalanda Allen	Eursula Davis	Melissa Armentor
Faculty Office Building & Pavilion	Melissa Armentor	Pamela Millsap	Pamela Millsap
Float Barn	Carl Richardson	Melissa Armentor	Pamela Millsap
Gates Memorial Library	Helena Gawu	Jane Moore	Pamela Millsap
Gates Memorial Library—Computer Lab	Kenneth Lisby	Carl Miles	Pamela Millsap
Grounds Maintenance	Reed Richard	Anthony Thompson	Mary Wickland
Industry Training Facility	Yadira Hernandez	Ben Stafford	Ben Stafford
Monroe Building, All CIS Labs	Petra Uzoruo	Thomas ‘Kash’ Cox	Mary Wickland
Monroe Building, IT Services	Thomas ‘Kash’ Cox	Carl Miles	Mary Wickland
Monroe Building, Downstairs Offices	Melissa Armentor	Mark Knowles	Pamela Millsap
Monroe Building, Upstairs Offices	Kash Cox	Melissa Armentor	Pamela Millsap
Monroe Building, Science Labs	Percy Jordan	Steve Zani	Pamela Millsap
Monroe Building, Correctional Education	Wayne Wells	Ariel Fontenot	Pamela Millsap
Monroe Building, Special Populations	Laurie Marcantel	Melissa Armentor	Pamela Millsap
Music Hall	Carl Richardson	Maurice Abelman	Melissa Armentor
Performing Arts, Art Studio	Albert Faggard	Maurice Abelman	Pamela Millsap
Performing Arts, Music & Recruiter Offices	Carl Richardson	Mathew Roe	Pamela Millsap
Performing Arts, Recording Studios & Equipment	Matthew Roe	Carl Richardson	Melissa Armentor
Performing Arts, Theater & Drama Offices	Blas Canedo-Gonzales		Pamela Millsap
Physical Plant Building	Reed Richard	Anthony Thompson	Mary Wickland
Press Building	Michelle Watkins	Sheila Guillot	Melissa Armentor
Ruby Fuller Building	Lona Alexander-Mitchell	Trenida Lewis	Pamela Millsap

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Building	Coordinator	Alternate	Dean/VP
Small Business Development Center	Dana Esquivel	Sandra Louis	Pamela Millsap
Student Center 1 st – 3 rd Floors	Tessie Bradford	Chris Bauer	Tessie Bradford
Student Center, 4 th Floor	Michelle Askew	James Cammack	Pamela Millsap
Student Success Center	Dana Hyatt	Antoinette Henry	Tessie Bradford
UITC, Faculty Offices	Diana Crutchfield	Sheila Guillot	Melissa Armentor
UITC, Room 102	Diana Crutchfield	Sheila Guillot	Melissa Armentor
UITC, Drafting Lab	Brent Campbell	Sheila Guillot	Melissa Armentor
UITC, HVAC Lab	Morgan Chaddick	Sheila Guillot	Melissa Armentor
UITC, INTC & PTAC Lab	George Bohn	Jim Powell	Sheila Guillot
Vuylsteke Home	Reed Richard	Anthony Thompson	Mary Wickland

Building Coordinators are responsible for the following building preparations:

Campus Security at Ext. 6255, by cell phone at (409) 720-7369.

ALLIED HEALTH BUILDING and ALLIED HEALTH ANNEX

- Unplug and loosely bag all computers and sensitive electronic/medical equipment.
- Secure water sensitive equipment off the floor.
- Disconnect or unplug electrical appliances and equipment.
- Cover beds with plastic.
- Empty the refrigerator and freezer and prop the door open.

AUTOMOTIVE BUILDING

- Secure rollup doors and lock.

BUSINESS OFFICE

- Unplug and loosely bag all computers.
- Disconnect or unplug electrical appliances and equipment.
- Empty the refrigerator and freezer and prop the door open.
- Important files and papers on the floor should be raised and covered.
- Secure and lock doors.

CARL PARKER MULTI-PURPOSE CENTER

- Unplug and loosely bag all computers.
- Unplug all equipment and exercise equipment.
- Disconnect or unplug electrical appliances and equipment.
- Empty the refrigerator and freezer and prop the door open.

COMMERCIAL DRIVING EDUCATION AND EXAMINATION CENTER

- Unplug and loosely bag all computers and sensitive electronic equipment.
- Disconnect or unplug electrical appliances and equipment.
- Secure and lock roll up doors.
- Empty the refrigerator and freezer and prop the door open.
- Secure gated entry and lock.

COSMETOLOGY BUILDING and ANNEX

- Unplug and loosely bag all computers and sensitive electronic equipment.
- Disconnect or unplug electrical appliances and equipment.
- Empty the refrigerator and freezer and prop the door open.
- Secure water sensitive equipment off the floor as practical.
- Cover student stations and chairs with plastic as practical.

Campus Security at Ext. 6255, by cell phone at (409) 720-7369.

- Advise students to remove all personal items.
- Disconnect or unplug all electrical appliances, hair dryers, and facial equipment, etc.
- Secure chemicals in proper locked storage cabinets or rooms.

EDUCATION BUILDING

- Unplug and loosely bag all computers and sensitive electronic equipment or scientific equipment.
- Unplug all equipment.
- Disconnect or unplug electrical appliances and equipment.
- Empty the refrigerator and freezer and prop the door open.
- Secure chemicals in proper locked storage cabinets or rooms.

EDUCATION BUILDING II

- Unplug and loosely bag all computers and sensitive electronic equipment or scientific equipment.
- Secure water sensitive equipment off the floor.
- Unplug all equipment.
- Disconnect or unplug electrical appliances and equipment.
- Empty the refrigerator and freezer and prop the door open.

FACULTY OFFICE PAVILION

- Lock all doors.

FLOAT BARN

- Secure all items that can be damaged by water on pallets off the floor.
- Secure and lock roll up door

RUBY FULLER BUILDING

- Unplug and loosely bag all computers.
- Disconnect or unplug electrical appliances and equipment.
- Empty the refrigerator and freezer and prop the door open.

GATES MEMORIAL LIBRARY and LIBRARY COMPUTER LAB

- Unplug and loosely bag all computers.
- Protect special collections.
- Disconnect or unplug electrical appliances and equipment.
- Empty the refrigerator and freezer and prop the door open.

GROUNDS MAINTENANCE

Campus Security at Ext. 6255, by cell phone at (409) 720-7369.

- Secure all items that can be damaged by water on pallets off the floor.
- Empty the refrigerator and freezer and prop the door open.
- Unplug and loosely bag all computers.
- Disconnect or unplug electrical appliances and equipment.
- Top off all vehicles with fuel.
- Secure and lock roll up doors.
- Turn in radios to Physical Plant office.

INDUSTRY TRAINING FACILITY (ARMORY)

- Unplug and loosely bag all computers and sensitive electronic equipment.
- Empty the refrigerator and freezer and prop the door open.
- Secure water sensitive equipment off the floor.
- Disconnect or unplug electrical appliances and equipment.
- Secure gas cylinders in vault.

MADISON MONROE EDUCATION BUILDING

- Unplug and loosely bag all computers.
- Disconnect or unplug electrical appliances and equipment.
- Empty the refrigerator and freezer and prop the door open.
- Turn in radios to security.

MUSIC HALL

- Unplug and loosely bag all computers.
- Disconnect or unplug electrical appliances and equipment.
- Secure and lock roll up door.

PERFORMING ARTS CENTER, ART STUDIO

- Unplug and loosely bag all computers and sensitive electronic equipment.
- Disconnect or unplug electrical appliances and equipment.
- Cover art supplies and equipment.
- Secure water sensitive equipment off the floor as practical.

PERFORMING ARTS CENTER, MUSIC

- Unplug and loosely bag all computers.
- Empty the refrigerator and freezer and prop the door open.
- Disconnect or unplug electrical appliances and equipment.

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- Cover sensitive sound equipment.
- Cover pianos and musical instruments.

PERFORMING ARTS CENTER, THEATER & DRAMA AREAS

- Unplug and loosely bag all computers and sensitive electronic equipment.
- Disconnect or unplug electrical appliances and equipment.
- Empty the refrigerator and freezer and prop the door open.
- Cover sensitive sound equipment.
- Cover pianos and musical instruments.
- Secure water sensitive equipment off the floor as practical.
- Secure and lock rollup door.

PHYSICAL PLANT BUILDING

- Secure all items that can be damaged by water on pallets off the floor.
- Unplug and loosely bag all computers.
- Disconnect or unplug electrical appliances and equipment.
- Empty the refrigerator and freezer and prop the door open.
- Top off all vehicles with fuel.
- Secure and lock roll up doors.
- Collect and inventory all Physical Plant radios.

PRESS BUILDING

- Unplug and loosely bag all computers and sensitive electronic equipment.
- Disconnect or unplug electrical smallware appliances and equipment.
- Empty small refrigerators and prop the door open.
- Important files and papers on the floor should be raised and covered.

WORKFORCE TRAINING BUILDING

- Unplug and loosely bag all computers.
- Disconnect or unplug electrical appliances and equipment.
- Empty the refrigerator and freezer and prop the door open.
- Secure water sensitive equipment off the floor as practical.

SMALL BUSINESS DEVELOPMENT CENTER

- Unplug and loosely bag all computers and sensitive electronic equipment.
- Disconnect or unplug electrical appliances and equipment.

Campus Security at Ext. 6255, by cell phone at (409) 720-7369.

- Empty the refrigerator and freezer and prop the door open.
- Secure water sensitive equipment off the floor.
- Empty the refrigerator and prop the door open.

STUDENT CENTER 1st – 3rd Floors

- Unplug and loosely bag all computers.
- Disconnect or unplug electrical appliances and equipment.
- Empty the refrigerator and freezer and prop the door open.
- Collect and inventory all security radios.

STUDENT CENTER, 4th Floor

- Advise faculty to unplug and loosely bag all computers and sensitive electronic equipment.
- Disconnect or unplug electrical appliances and equipment.
- Secure water sensitive equipment off the floor.
- Empty the refrigerator and freezer and prop the door open.
- Cover and unplug copier and office equipment in the workroom.

STUDENT SUCCESS CENTER

- Unplug and loosely bag all computers.
- Cover and unplug copier and office equipment in the workroom.
- Disconnect or unplug electrical appliances and equipment.
- Empty the refrigerator and freezer and prop the door open.
- Important files and papers should be raised and covered.

UMPHREY INDUSTRIAL TECHNOLOGY CENTER

- Unplug and loosely bag all computers and sensitive electronic equipment.
- Cover and unplug copier and office equipment in the workroom.
- Disconnect or unplug electrical appliances and equipment.
- Secure water sensitive equipment off the floor.
- Secure tools in locked storage area.
- Secure and lock rollup doors.
- Turn off power to air compressors and other electrical equipment.
- Empty the refrigerator and freezer and prop the door open.

VUYLSTEKE HOME

- Disconnect or unplug electrical appliances and equipment.

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- Empty the refrigerator and freezer and prop the door open.

Campus Security at Ext. 6255, by cell phone at (409) 720-7369.

PHONE NUMBERS

First	Last	Title	Organization	Governmental Entity	Phone	Cell
Robert	Grimm	Coordinator	Jefferson County Emergency Management	Jefferson County	(409) 835-8757	(409) 651-0360
Jeff	Phillips	Deputy Coordinator	Jefferson County Emergency Management	Jefferson County	(409) 835-8757	
Melissa	Armentor	Dean of Academic and Technical Programs	LSCPA		(409) 984-6239	(409) 504-3944
Martin 'Bubba'	Blitch	Director of Campus Security	LSCPA		(409) 984-6255	(409) 626-2163
Tessie	Bradford	Dean of Student Services	LSCPA		(409) 984-6156	(409) 234-2288
Kash	Cox	Assistant Vice President for Information Technology (Shared Services)	LSCPA		(409) 984-6393	(409) 937-6099
Gerry	Dickert	Director of Public Information	LSCPA		(409) 984-6342	(409) 460-8096
Amber	Mello		LSCPA			
Pamela	Millsap	Vice President for Academic Affairs	LSCPA		(409) 984-6211	(281) 221-4827
Leanna	Odom	Vice President for Business (Shared Services)	LSCPA		(409) 984-6129	(409) 201-5839
Gary	Rash	Executive Director of Campus Security (Shared Services)	LSCPA		(409) 984-4921	(409) 749-9144
Betty	Reynard	President	LSCPA		(409) 984-6100	(409) 782-5201
Reed	Richard	Director of Physical Plant	LSCPA		(409) 984-6252	(409) 460-2152
Scott	Street	Director of Athletics	LSCPA		(409) 984-6292	(409) 853-6928
Mary	Wickland	Executive Vice President for Finance and Operations (Shared Services)	LSCPA		(409) 984-6125	(409) 656-0457

Campus Security at Ext. 6255, by cell phone at (409) 720-7369.

First	Last	Title	Organization	Governmental Entity	Phone	Cell
Houston	Jeremey	Coordinator	Port Arthur Emergency Management	Chief of Police, Port Arthur Police Department	(409) 983-8611	(409) 540-6512
Havens	Robert	Deputy Coordinator	Port Arthur Emergency Management	Deputy Chief of Police, Port Arthur Police Department	(409) 983-8737	(409) 344-1021

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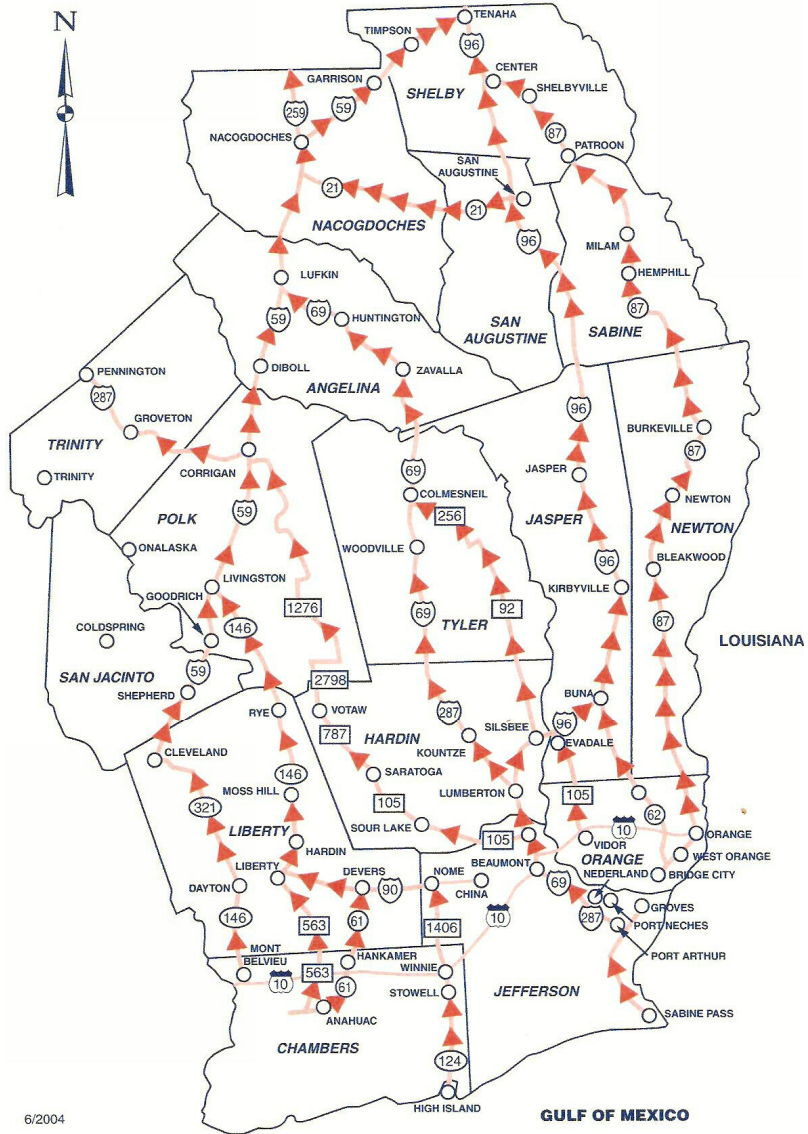
CAMPUS MAP



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EVACUATION ROUTES-REGIONAL MAP

EVACUATION ROUTES - REGIONAL MAP JEFFERSON / ORANGE / CHAMBERS COUNTIES



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