Emergency Operations Plan
Lamar State College Port Arthur

Revised: September 2019
Table of Contents

Introduction .................................................................................................................................... 6
Purpose ........................................................................................................................................... 6
Authority ......................................................................................................................................... 7
Concept Of Operations ................................................................................................................... 8
Objectives ....................................................................................................................................... 9
Levels Of Emergency ................................................................................................................... 10
Roles And Responsibilities ........................................................................................................... 11
Phases Of Plan Operation .............................................................................................................. 13
  Notification Of The Emergency ................................................................................................ 13
Damage Assessment ......................................................................................................................... 15
  Assessment Team ...................................................................................................................... 15
Disaster Response ............................................................................................................................. 16
  Disaster Response Team ........................................................................................................... 16
Plan Review And Maintenance ...................................................................................................... 17
Appendix A: Specific Emergency Responses ............................................................................... 18
  Active Shooter ........................................................................................................................ 19
  Bomb Threat ............................................................................................................................ 20
  Explosion .................................................................................................................................. 23
  Fire ............................................................................................................................................ 24
  Flooding .................................................................................................................................... 24
  Fumes And Vapors ...................................................................................................................... 25
  Hazardous Substances Spill ........................................................................................................ 25
  Mechanical Failures ................................................................................................................... 26
  Utility Failure ............................................................................................................................ 26
    Emergency Contact Numbers For Utility Providers: ............................................................ 26
  Medical Emergency And Community Health Issues............................................................... 27
  Public Relations Emergencies..................................................................................................... 27

Campus Security at Ext. 6255, by cell phone at 409-720-7369.
Severe Weather (Tornado) ........................................................................................................ 27
Student Crisis ............................................................................................................................ 28
Violent Or Criminal Behavior ................................................................................................... 29
Appendix B: Hurricane/Tropical Weather Preparations .............................................................. 30
  Hurricane Threat Procedures .............................................................................................. 32
  Immediately After The Storm ............................................................................................... 35
Appendix C: Building Coordinator Assignments ........................................................................ 37
  Building/Classroom Coordinator Assignments .................................................................. 38
Evacuation Routes-Regional Map ............................................................................................ 45

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ANNUAL REVIEW AND APPROVAL

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

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## Record of Changes

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Page 5 of 45
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. This plan represents the Emergency Operations Plan, which encompasses the facilities, services, and the administration of the LSCPA campus. Sixteen emergencies are specifically dealt with 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. Public Relations Emergencies
12. Severe Weather (other than tropical weather)
13. Student Crisis (suicide, assault, etc.)
14. Technology, Telecommunications, and Information Services
15. Violent or Criminal Behavior (Campus shooting, rape, assault, etc.)
16. Hurricane and Tropical Weather Preparations

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:
Lamar State College Port Arthur
Emergency Operations Plan

- 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.

TRAINING

The Risk Manager will be responsible for the training of college employees annually in responding to an emergency. Mandatory drills will also be conducted annually to prepare students, faculty, and college employees to respond to an emergency. Measures will be taken 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.

The Risk Manager will be responsible for training students, faculty, and employees annually.

- employee training in responding to an emergency;
- mandatory drills to prepare students, faculty, and employees for responding to an emergency;
- measures 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;
- a safety and security audit of the institution’s facilities at least once every three years, that, to the extent possible, shall follow safety and security audit procedures developed in consultation with the Texas Division of Emergency Management. Currently, the referenced audit procedures have not been developed.

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

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Page 7 of 45
3. Emergency Management and Assistance, 44 CFR
8. National Incident Management System
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)
   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)
   11. Texas Education Code § 51.217

3. Local
   1. Inter-local Agreements & Contracts
   2. Inter-agency participation and training

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.
Lamar State College Port Arthur
Emergency Operations Plan

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 (NIMS), 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 Office of the President will serve as the headquarters for the implementation of this 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 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.

OBJECTIVES

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

1. Organization
   - Provide clear and easy-to-follow checklist based 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.
   - 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.
Lamar State College Port Arthur
Emergency Operations Plan

- 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 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 Security 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.

**ROLES AND RESPONSIBILITIES**

**President**
- Pre-approve broad policy relative to emergency operations, risk management, and disaster response and recovery.
- Head the Crisis Management Team.
- Make the decision as to the appropriate level of response up to and including the evacuation of campus.
- Communicate decisions to the Vice Presidents, Executive Vice President, Director of Physical Plant (Campus Safety Officer), and Dean of Student Services (Director of Security).
- Maintain communications with Jefferson County Emergency Management Coordinator and Port Arthur Police Department.
- Decide when classes are to be canceled and campus closed or evacuated.
- Communicate with TSUS Chancellor and System Officers.

**Executive Vice President for Finance and Operations**
- Member of the Crisis Management, Assessment, and Disaster Response Teams
- Lead Crisis Management Team if President is unavailable.
- Communicate with President and advises on the College's state of readiness.

Campus Security at Ext. 6255, by cell phone at 409-720-7369.
Communicate with Disaster Response Team leaders.

Communicate emergency instructions to Business Office supervisors.

Communicate with TSUS Finance Officers.

Communicate with Insurance Representatives.

Vice President for Academic Affairs

- Member of the Crisis Management, Assessment, and Disaster Response Teams.
- Upon consultation with the President communicates when classes are to be canceled.
- Inform entire campus of the decision and time line to limit services, close buildings or to evacuate campus.

Director of Physical Plant (Campus Safety Officer)

- Member of the Crisis Management, Assessment, and Disaster Response Teams.
- Advise President, Crisis Management and Assessment Teams 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 Tropical Weather event as outlined in this plan.

Director of Information Technology

- Member of the Disaster Response Team.
- Coordinate with Vice President for Academic Affairs on initiation of Information Technology Services Department backup, recovery, and failover procedures.

Coordinator of Public Information

- Receives input from the President and Crisis Management Team regarding announcements to be made during and after an emergency event on campus.
- Develop and implement communication plan for campus evacuation, return to campus, and media response during assessment stage following an emergency event.

Dean of Student Services (Administrator Responsible for Security)

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

Campus Security at Ext. 6255, by cell phone at 409-720-7369.
Supply the Crisis Management Team with timely updates to any emergency situation.

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

**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.

   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.

3. **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 Department must be notified of any emergency situations (such as those described in Appendix A) that arise on campus. They can be reached by dialing Ext. 6255 on any campus telephone, 409-984-6255 from any off-campus telephone, by dialing the Security cell phone at 409-720-7369. 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 Office of the Dean of Student Services regardless of College wide impact.

The Dean of Student Services (Security Director’s Office) 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.

Campus Security at Ext. 6255, by cell phone at 409-720-7369.
Lamar State College Port Arthur
Emergency Operations Plan

The college uses the LSCPA Seahawk Emergency Communications System (eLERTS) 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 eLERTS system. Additional contact points may be added through the My.Lamarpa.edu portal. Individuals can also opt out of these notifications or select how they receive these messages by changing settings in the My.Lamarpa.edu portal.

Notifications may also be released to area media by the college 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 will be approved by the Crisis Management Team prior to release.

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 be the decision making group 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.
- Vice President for Academic Affairs.
- Director of Physical Plant.

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 situations will then 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, Campus Security Coordinator, or any individual with direct information.
- The team will decide on a course of action, proper response, public statement, and appropriate activities.

Campus Security at Ext. 6255, by cell phone at 409-720-7369.
A single office will be designated to investigate the issue, 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.

Athletics 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 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:

- President.
- Executive Vice President for Finance and Operations.
- Vice President for Academic Affairs.
- Physical Plant Director.
- Campus Security Coordinator.

The following management process for damage assessment will then be followed:

- Director of Physical Plant assesses any damage to buildings and infrastructure and advises the team on available resources and timelines.

- Executive Vice President for Finance and Operations estimates the need for emergency financial support, financial services, and contact with the insurance representative.

- Vice President for Academic Affairs helps with damage assessments and develops strategies and timelines for resuming impacted classes.

Campus Security at Ext. 6255, by cell phone at 409-720-7369.
Campus Security Coordinator 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 Vice President for Finance and Operations
- Vice President for Academic Affairs
- Director of Physical Plant
- Director of Information Technology Services
- Athletics Director

The following management process for disaster response will then be followed:

- 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 establishes emergency financial support, financial services, and contact with the insurance representative.
- Vice President for Academic Affairs helps with damage assessments and develops strategies and timelines for resuming classes or reopening the campus 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.

Campus Security at Ext. 6255, by cell phone at 409-720-7369.
Athletics Director manages evacuations of student athletes and dormitory residents during campus evacuations as directed by the Crisis Management Team.

The Disaster Recovery 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 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. 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 held by the Crisis Management Team on a yearly 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 Management Plan must be updated annually.
APPENDIX A: Emergency Responses

1. Active Shooter
2. Bomb Threat
3. Explosion
4. Fire
5. Fumes/Vapors
6. Flooding
7. Hazardous Substance Spills
8. Mechanical Failures
9. Utility Failures
10. Medical Emergencies And Community Health Issues
11. Public Relations Emergencies
12. Severe Weather
13. Student Crisis
14. Violent Or Criminal Behavior
APPENDIX A: EMERGENCY RESPONSES

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.

ACTION GUIDELINES. The following guidelines conform to the Department of Homeland 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.

- **EVACUATE – Run:** 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.

- **SHELTER-IN-PLACE – Hide:** 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:

Campus Security at Ext. 6255, by cell phone at 409-720-7369.
APPENDIX A: EMERGENCY RESPONSES

- 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.

- **PROTECT YOURSELF – Fight**: 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.

**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:

   Campus Security at Ext. 6255, by cell phone at 409-720-7369.
APPENDIX A: EMERGENCY RESPONSES

- 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!
   - Date and exact time of call.
   - Time set to explode.
   - Which building is it in?
   - Where is it?
   - Type of bomb?
   - Estimated age and gender of the caller.
   - Emotional state: agitated, calm, and excited.
   - Background noises: traffic, music, and voices.
   - Why it was set?
   - Who is the target?
   - Who is the caller?

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.

Campus Security at Ext. 6255, by cell phone at 409-720-7369.
APPENDIX A: EMERGENCY RESPONSES

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.

If asked to assist in a search for a bomb:

- Be thorough.
- DO NOT USE 2-WAY RADIOS.
- Do not touch anything you suspect.
- If necessary move people away from the suspicious item.
- Look for anything and everything that might conceal a bomb.
- Do not panic persons in the area.

Follow all instructions from Campus Security (Ext.6255).

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

Campus Security at Ext. 6255, by cell phone at 409-720-7369.
APPENDIX A: EMERGENCY RESPONSES

- 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 to Campus Security Ext. 6255, by 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.
APPENDIX A: EMERGENCY RESPONSES

- 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.

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 409-983-8524 and Jefferson County Drainage District 7 at 409-985-4369 to report the flooding event.

Campus Security at Ext. 6255, by cell phone at 409-720-7369.
APPENDIX A: EMERGENCY RESPONSES

A determination of the extent of the flooding will be relayed to the Office of the President 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 Armory 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—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.

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 Campus Security at Ext. 6255, by cell phone at 409-720-7369.
APPENDIX A: EMERGENCY RESPONSES

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.

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.

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.

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:

<table>
<thead>
<tr>
<th>Service</th>
<th>Provider</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electric Utility</td>
<td>Entergy</td>
<td>1-800-766-1648</td>
</tr>
</tbody>
</table>

Campus Security at Ext. 6255, by cell phone at 409-720-7369.
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 Senior Administration.

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

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.

SEVERE WEATHER (TORNADO)

Campus Security at Ext. 6255, by cell phone at 409-720-7369.
APPENDIX A: EMERGENCY RESPONSES

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.

- 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

Campus Security at Ext. 6255, by cell phone at 409-720-7369.
APPENDIX A: EMERGENCY RESPONSES

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.

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 thePhysical 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.
APPENDIX B: Hurricane/Tropical Weather Preparations

This 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 8 hours of that notification. Buildings on this 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.

Responsibilities

President

- Pre-approve broad policy relative to emergency operations, risk management, and disaster response and recovery.
- Head the Crisis Management Team.
- Make the decision as to the appropriate level of response up to and including the evacuation of campus.
- Communicate decisions to the Vice Presidents, Director of Physical Plant (Campus Safety Officer), and Director of Security.
- Maintain communications with Jefferson County Emergency Management Coordinator (Mike White) 409-617-2890 and the Port Arthur Police Department.
- Decide when classes are to be cancelled and campus closed or evacuated.
- Communicate with TSUS Chancellor and System Officers.

Executive Vice President for Finance and Operations

- Member of the Crisis Management Team
- Lead Crisis Management Team is President is unavailable.
- Communicate with President and advises on the College's state of readiness.
- Communicate emergency instructions to Business Office supervisors.
- Communicate with TSUS Finance Officers and Insurance Representatives.
APPENDIX B: HURRICANE/TROPICAL WEATHER PREPARATIONS

Vice President for Academic Affairs
- Member of the Crisis Management Team
- Upon consultation with the President communicates when classes are to be canceled.
- Inform deans, academic departments and department chairs of the decision and time line to limit services, close buildings or to evacuate campus.
- Implements building closure procedures.
- Maintain communications with area weather media.

Dean of Student Services (Director of Security)
- Consults with the Crisis Management Team regarding conditions of impending disaster or event.

Director of Physical Plant (Campus Safety Officer)
- Member of the Crisis Management Team
- Advise President, Crisis Management Team of campus conditions.
- Oversee overall hurricane/tropical weather preparation and defense.
- Procure, store, and maintain in an operable condition all supplies and equipment necessary to prepare the campus for a tropical weather event as outlined in this plan.
- Take the steps necessary to effect hurricane/tropical weather defense measures.

Director of Information Technology
- Initiate Information Technology Services Department disaster recovery and failover procedures.
- Distribute Contact Information sheet to key personnel.

Athletic Director
- Implement evacuations of student athletes and dormitory residents during campus evacuations.

Coordinator of Public Information
- Develop and implement communication plan for campus evacuation, return to campus, and media response during assessment stage following storm.
- Receives input from the President, Vice Presidents, and Director of Physical Plant regarding announcements to be made during and after severe weather conditions.
- Communicates plans to the media, updates campus website and social media.

Campus Security at Ext. 6255, by cell phone at 409-720-7369.
APPENDIX B: HURRICANE/TROPICAL WEATHER PREPARATIONS

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 President and the Assessment Team.

Beginning of Hurricane Season

- Campus Safety Officer announces beginning of hurricane season and requests all departments review Hurricane Defense Plan and their Departmental Defense Plan.
- Physical Plant 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.
- 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.

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 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.

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

Page 32 of 45
APPENDIX B: HURRICANE/TROPICAL WEATHER PREPARATIONS

Hurricane/Tropical Storm within 60 Hours of Port Arthur:
- Jefferson County Emergency Operations Center to open round the clock. The President 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.
- President’s Office notifies school district partners and the Port Arthur Police Department as to alert status.
- President’s Office notifies the Texas State University System Office as to the alert status. President holds a strategy meeting to prepare the campus to activate the Emergency Operations Plan.
- Physical Plant on alert to make preparations 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 convened by their appropriate vice president.

Hurricane landfall 38 hours or 750-mile range as noted on Hurricane Tracking Map and any part of the Texas/Louisiana coast between Matagorda Bay, Texas and Morgan City, Louisiana is in the projected storm path.
- 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 to be canceled.
- Vice President for Academic Affairs notifies the dean and department chairs to dismiss class.
- 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 Venetian blinds lowered.

Campus Security at Ext. 6255, by cell phone at 409-720-7369.
APPENDIX B: HURRICANE/TROPICAL WEATHER PREPARATIONS

- All College vehicles shall be serviced and fueled by Physical Plant. Those vehicles capable of being used to evacuate college property shall be delivered to the designated areas for loading.
- 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 office of the Executive Vice President for Finance and Operations or the Director of Physical Plant for this information.

Hurricane landfall 30 hours or 500-mile range as noted on Hurricane Tracking Map

- 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.
APPENDIX B: HURRICANE/TROPICAL WEATHER PREPARATIONS

CAMPUS SECURITY DEPARTMENT PROCEDURES

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

Immediately After the Storm

The President or a designee 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.
- Establishes communication with federal/state assistance offices as follows:
  o Jefferson County Emergency Management Coordinator, Mike White, at 409-617-2890.
  o Port Arthur Emergency Management Coordinator (Chief of Police, Port Arthur Police Department) 409-983-8600 or Port Arthur Emergency Management Deputy Coordinator (Deputy Chief of Police, Port Arthur Police Department) 409-983-8613.

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 establishes emergency financial support, financial services, and contact with the insurance representative.
- Vice President for Academic Affairs helps with damage assessments and develops strategies and timelines for reopening the campus 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.
- 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.

Security Team

Campus Security at Ext. 6255, by cell phone at 409-720-7369.
APPENDIX B: HURRICANE/TROPICAL WEATHER PREPARATIONS

- 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.

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 MyLamarPA 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.

NOTE: KLVI (560 AM) is the primary Emergency Alert System radio station for the Port Arthur area, NOAA Weather Radio (Port Arthur 162.44 MHZ). KBMT-TV (12), KBTV (4), and KFDM-TV (6) are the primary Emergency Alert System television stations for the Port Arthur area.

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 Administration Policy and Procedures Manual Compensation Disaster Re-Call.

Disaster Response Team Telephone Numbers

<table>
<thead>
<tr>
<th>Team Member</th>
<th>Office Phone</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Betty Reynard</td>
<td>(409) 984-6101</td>
<td>(409) 782-5201</td>
</tr>
<tr>
<td>Mary Wickland</td>
<td>(409) 984-6125</td>
<td>(409) 656-0457</td>
</tr>
<tr>
<td>Dr. Pam Millsap</td>
<td>(409) 984-6211</td>
<td>(281) 221-4827</td>
</tr>
<tr>
<td>W. Reed Richard</td>
<td>(409) 984-6249</td>
<td>(409) 460-2152</td>
</tr>
<tr>
<td>Samir Ghorayeb</td>
<td>(409) 984-6484</td>
<td>(409) 749-0183</td>
</tr>
<tr>
<td>Scott Street</td>
<td>(409) 984-6292</td>
<td>(409) 853-6928</td>
</tr>
</tbody>
</table>

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.
### BUILDING/CLASSROOM COORDINATOR ASSIGNMENTS

<table>
<thead>
<tr>
<th>Building</th>
<th>Coordinator</th>
<th>Alternate</th>
<th>Dean/VP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allied Health Building</td>
<td>Shirley MacNeill</td>
<td>Brandon Buckner</td>
<td>Melissa Armentor</td>
</tr>
<tr>
<td>Allied Health Annex</td>
<td>Tammy Woods</td>
<td>Shirley MacNeill</td>
<td>Melissa Armentor</td>
</tr>
<tr>
<td>Armory</td>
<td>Reed Richard</td>
<td>Donald Jones</td>
<td>Mary Wickland</td>
</tr>
<tr>
<td>Automotive Mechanics Building</td>
<td>Reed Richard</td>
<td>Donald Jones</td>
<td>Mary Wickland</td>
</tr>
<tr>
<td>Book Store</td>
<td>Deborrah Hebert</td>
<td>Reed Richard</td>
<td>Deborrah Hebert</td>
</tr>
<tr>
<td>Business Office</td>
<td>Mary Wickland</td>
<td>Maria Garcia</td>
<td>Mary Wickland</td>
</tr>
<tr>
<td>Carl Parker Multi-Purpose Center</td>
<td>Scott Street</td>
<td>Brian Esquivel</td>
<td>Pamela Millsap</td>
</tr>
<tr>
<td>Cosmetology Building &amp; Cosmetology Annex</td>
<td>Amanda Smith</td>
<td>Sherry Lejeune</td>
<td>Melissa Armentor</td>
</tr>
<tr>
<td>Educational Building</td>
<td>Michelle Davis</td>
<td>Darren McIntire</td>
<td>Pamela Millsap</td>
</tr>
<tr>
<td>Educational Building II</td>
<td>Shalanda Allen</td>
<td>Eursula Davis</td>
<td>Melissa Armentor</td>
</tr>
<tr>
<td>Faculty Office Building &amp; Pavilion</td>
<td>Pam Millsap</td>
<td>Pamela Millsap</td>
<td>Pamela Millsap</td>
</tr>
<tr>
<td>Float Barn</td>
<td>Reed Richard</td>
<td>John Freyermuth</td>
<td>Pamela Millsap</td>
</tr>
<tr>
<td>Fuller Building</td>
<td>Reed Richard</td>
<td>Donald Jones</td>
<td>Mary Wickland</td>
</tr>
<tr>
<td>Gates Library</td>
<td>Helena Gawu</td>
<td>Yumi Shin</td>
<td>Pamela Millsap</td>
</tr>
<tr>
<td>Gates Library—Computer Lab</td>
<td>Kenneth Lisby</td>
<td>Samir Ghorayeb</td>
<td>Pamela Millsap</td>
</tr>
<tr>
<td>Grounds Maintenance</td>
<td>Reed Richard</td>
<td>Donald Jones</td>
<td>Mary Wickland</td>
</tr>
<tr>
<td>Monroe Building—All CIS Labs</td>
<td>Samir Ghorayeb</td>
<td>John Burgin</td>
<td>Mary Wickland</td>
</tr>
<tr>
<td>Monroe Building—IT Services</td>
<td>Samir Ghorayeb</td>
<td>John Burgin</td>
<td>Mary Wickland</td>
</tr>
<tr>
<td>Monroe Building—Electronics Lab</td>
<td>George Bohn</td>
<td>Sheila Guillot</td>
<td>Melissa Armentor</td>
</tr>
<tr>
<td>Monroe Building—Downstairs Offices</td>
<td>Wayne Wells</td>
<td>Mark Knowles</td>
<td>Pamela Millsap</td>
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<td>Monroe Building—Upstairs Offices</td>
<td>Mark Knowles</td>
<td>Darren McIntire</td>
<td>Pamela Millsap</td>
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<td>Monroe Building—Science Lab</td>
<td>Percy Jordan</td>
<td>Darren McIntire</td>
<td>Pamela Millsap</td>
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<tr>
<td>Monroe Building—Special Populations</td>
<td>Laurie Marcantel</td>
<td>Melissa Armentor</td>
<td>Pamela Millsap</td>
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<tr>
<td>Music Hall</td>
<td>John Freyermuth</td>
<td>Carl Richardson</td>
<td>Melissa Armentor</td>
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<tr>
<td>Performing Arts—Art Studio</td>
<td>Grace Megnet</td>
<td>Albert Faggard</td>
<td>Pamela Millsap</td>
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<tr>
<td>Performing Arts—Music &amp; Recruiter Offices</td>
<td>John Freyermuth</td>
<td>Darren McIntire</td>
<td>Pamela Millsap</td>
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<td>Performing Arts—Recording Studios &amp; Equipment</td>
<td>John Freyermuth</td>
<td>Carl Richardson</td>
<td>Melissa Armentor</td>
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<tr>
<td>Performing Arts—Theater &amp; Drama Offices</td>
<td>Laura Stafford</td>
<td>John Freyermuth</td>
<td>Pamela Millsap</td>
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<tr>
<td>Physical Plant Building</td>
<td>Reed Richard</td>
<td>Donald Jones</td>
<td>Mary Wickland</td>
</tr>
<tr>
<td>Records Storage Building</td>
<td>Reed Richard</td>
<td>Donald Jones</td>
<td>Mary Wickland</td>
</tr>
<tr>
<td>Small Business Development Center</td>
<td>Linda Tait</td>
<td>Sandra Louis</td>
<td>Pamela Millsap</td>
</tr>
<tr>
<td>Student Center 1st – 3rd Floors</td>
<td>Deborrah Hebert</td>
<td>Sharon Thibodeaux</td>
<td>Deborrah Hebert</td>
</tr>
<tr>
<td>Student Center 4th Floor</td>
<td>Laura Stafford</td>
<td>Michelle Askew</td>
<td>Pamela Millsap</td>
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</table>

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APPENDIX C: Building Coordinator Assignments

<table>
<thead>
<tr>
<th>Building</th>
<th>Coordinator</th>
<th>Alternate</th>
<th>Dean/VP</th>
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<tr>
<td>Student Success Center</td>
<td>Dana Hyatt</td>
<td>Michelle Davis</td>
<td>Pamela Millsap</td>
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<tr>
<td>UITC Faculty Offices &amp; Drafting Lab</td>
<td>Sheila Guillot</td>
<td>Melissa Armentor</td>
<td>Pamela Millsap</td>
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<td>UITC HVAC Lab</td>
<td>Morgan Chaddick</td>
<td>Sheila Guillot</td>
<td>Melissa Armentor</td>
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<td>UITC INTC &amp; PTAC Lab</td>
<td>George Bohn</td>
<td>Jim Powell</td>
<td>Sheila Guillot</td>
</tr>
<tr>
<td>Vuylsteke Home &amp; White Haven Facility</td>
<td>Reed Richard</td>
<td>Donald Jones</td>
<td>Mary Wickland</td>
</tr>
</tbody>
</table>

The Building Coordinator is responsible to make sure the following building preparations have been completed:

**ALLIED HEALTH, ANNEX, AND FULLER LABS (Trahan/Buckner/Toups/MacNeill)**
- Unplug and bag all computers and sensitive electronic/medical equipment.
- Secure water sensitive equipment off the floor.
- Disconnect electrical appliances.
- Cover beds with plastic
- Remove all perishable items from refrigerator, unplug, and prop refrigerator door open.

**ARMORY (Odom/Jones)**
- Unplug and loosely bag all computers and sensitive electronic equipment.
- Secure water sensitive equipment off the floor.
- Disconnect all electrical appliances.
- Secure gas cylinders in vault.
- Remove all perishable items from refrigerator and prop door open.

**AUTOMOTIVE BUILDING (Odom/Jones)**
- Unplug and loosely bag all computers and sensitive electronic equipment.
- Secure water sensitive equipment off the floor.
- Secure tools in locked storage area.
- Have oil storage drum emptied and secured.
- Secure gas cylinders
- Unplug all appliances.
- Turn off power to air compressors and other electrical equipment.
- Secure rollup doors and lock.

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

Page 39 of 45
APPENDIX C: Building Coordinator Assignments

BOOK STORE (Hebert/Odom)
- Unplug and loosely bag all computers.
- Drape and wrap books on shelves.
- Remove perishable items from freezer and prop door open.
- Unplug all electrical appliances.

BUSINESS OFFICE (Wickland/Wright)
- Unplug and loosely bag all computers.
- Disconnect all electrical appliances.
- Remove all perishable items from refrigerator and prop door open.
- Important files and papers should be raised and covered.
- Secure and lock doors.

CARL PARKER MULTI-PURPOSE CENTER (Street/Health)
- Unplug and loosely bag all computers.
- Unplug all equipment and exercise equipment.
- Disconnect all electrical appliances.
- Remove all perishable items from refrigerator and prop doors open.

COSMETOLOGY BUILDING and ANNEX (Smith/Lejeune)
- Unplug and loosely bag all computers and sensitive electronic equipment.
- Secure water sensitive equipment off the floor as practical.
- Cover student stations and chairs with plastic as practical.
- Advise students to remove all personal items.
- Disconnect all electrical appliances, hair dryers, and facial equipment, etc.
- Remove all perishable items from refrigerator and prop door open.
- Secure chemicals in proper locked storage cabinets or rooms.

EDUCATIONAL BUILDING (M.Davis/McIntire)
- Unplug and loosely bag all computers and sensitive electronic equipment or scientific equipment.
- Unplug all equipment.
- Disconnect all electrical appliances.

Campus Security at Ext. 6255, by cell phone at 409-720-7369.
APPENDIX C: Building Coordinator Assignments

- Remove all perishable items from refrigerator.
- Secure chemicals in proper locked storage cabinets or rooms.

EDUCATIONAL BUILDING II (Allen/E.Davis)
- Unplug and loosely bag all computers and sensitive electronic equipment or scientific equipment.
- Secure water sensitive equipment off the floor.
- Unplug all equipment.
- Disconnect all electrical appliances.
- Remove all perishable items from refrigerator.

FACULTY OFFICE BUILDING AND PAVILION (McIntire/Millsap)
- Unplug and loosely bag all computers.
- Disconnect all electrical appliances.
- Lock gates to pavilion.

FLOAT BARN (Gengo/Freyermuth)
- Secure all items that can be damaged by water on pallets off the floor.
- Secure and lock roll up door

FULLER BUILDING (Odom/Jones)
- Unplug and bag all computers and sensitive electronic equipment in the training rooms.
- Secure water sensitive equipment off the floor.
- Disconnect all electrical appliances.
- Remove all perishable items from refrigerator, unplug, and prop refrigerator door open.

GATES LIBRARY (Arthur-Okror/Shin) AND LIBRARY COMPUTER LAB (Lisby/Ghorayeb)
- Unplug and loosely bag all computers.
- Protect special collections
- Disconnect all electrical appliances.
- Remove all perishable items from refrigerator, unplug, and prop door open.

GROUNDs MAINTENANCE (Odom/Jones)
- Secure all items that can be damaged by water on pallets off the floor.

Campus Security at Ext. 6255, by cell phone at 409-720-7369.
APPENDIX C: Building Coordinator Assignments

- Remove all perishable items from refrigerator and prop door open.
- Unplug and loosely bag computer.
- Disconnect all electrical appliances
- Top off all vehicles with fuel.
- Secure and lock roll up doors.
- Turn in radios to Physical Plant office.

MADISON MONROE BUILDING (Ghorayeb/Guillot/Jordan//Knowles/Marcantel)
- Unplug and loosely bag all computers.
- Disconnect all electrical appliances.
- Remove all perishable items from refrigerators and prop doors open.
- Turn in radios to security.

MUSIC HALL (Freyermuth/Gillam)
- Unplug and loosely bag all computers.
- Unplug all electrical appliances.
- Secure and lock roll up door.

PERFORMING ARTS CENTER ART STUDIO (Megnet/Faggard)
- Unplug and bag all computers and sensitive electronic equipment.
- Unplug all electrical appliances.
- Cover art supplies and equipment.
- Secure water sensitive equipment off the floor as practical.

PERFORMING ARTS CENTER MUSIC & RECUITER OFFICES (Freyermuth)
- Unplug and loosely bag all computers.
- Disconnect all electrical appliances.
- Cover sensitive sound equipment.
- Cover pianos and musical instruments.

PERFORMING ARTS CENTER THEATER & DRAMA AREAS (Gengo/Freyermuth)
- Unplug and loosely bag all computers and sensitive electronic equipment.
- Unplug all electrical appliances.

Campus Security at Ext. 6255, by cell phone at 409-720-7369.
APPENDIX C: Building Coordinator Assignments

- 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 (Odom/Jones)**

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

**RECORD’S STORAGE BUILDING (Odom/Jones)**

- Cover records with sheets of polyethylene

**SMALL BUSINESS DEVELOPMENT (Tait/Louis)**

- Unplug and loosely bag all computers and sensitive electronic equipment.
- Disconnect all electrical appliances and
- Secure water sensitive equipment off the floor.
- Remove all perishable items from refrigerator and prop door open.

**STUDENT CENTER 1st – 3rd Floors (Hebert/Thibodeaux)**

- Unplug and loosely bag all computers.
- Disconnect all electrical appliances.
- Remove all perishable items from refrigerators and prop doors open.
- Collect and inventory all security radios.

**STUDENT CENTER—4th Floor (Stafford/Askew)**

- Advise faculty to unplug and bag all computers and sensitive electronic or scientific equipment.
- Unplug electrical appliances.
- Secure water sensitive equipment off the floor.

Campus Security at Ext. 6255, by cell phone at 409-720-7369.
APPENDIX C: Building Coordinator Assignments

- Remove all perishable items from refrigerators, unplug, and prop doors open.
- Cover and unplug copier and office equipment in the workroom.

**STUDENT SUCCESS CENTER (Hyatt/M.Davis)**
- Unplug and loosely bag all computers.
- Disconnect all electrical appliances.
- Remove all perishable items from refrigerator and prop door open.
- Important files and papers should be raised and covered.

**UMPHREY INDUSTRIAL TECHNOLOGY CENTER (Guillot/Chaddick/Bohn/Powell)**
- Unplug and loosely bag all computers and sensitive electronic equipment.
- Disconnect all electrical appliances
- 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.
- Remove all perishable items from refrigerator and prop door open.

**VUYLSTEKE HOME & WHITE HAVEN FACILITY (Odom/Jones)**
- Unplug all appliances.
- Remove all perishable items from refrigerators and freezers and prop doors open.

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EVACUATION ROUTES-REGIONAL MAP

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