

POLICY & PROCEDURES MEMORANDUM

TITLE:	EMERGENCY PLANNING, RESPONSE & RECOVERY
EFFECTIVE DATE:	December 10, 2008* <i>(*Title Updates 9/9/16; 5/1/14; 10/3/13; 3/15/13;10/3/11)</i>
CANCELLATION:	AD-1370.3C (5/24/06)
CATEGORY:	Safety (SF)

POLICY STATEMENT

As a major component of the College's [Comprehensive Safety Program](#) policy, Delgado Community College has developed a comprehensive emergency plan, which addresses the planning, response, and recovery efforts to minimize injury to personnel, students, visitors and/or neighbors and damage to facilities, equipment and records in the event of an emergency. An emergency condition may be weather-related (e.g., hurricanes, storms, extensive flooding, etc.) or may be any condition that can cause extensive damage to facilities or loss of life (e.g., intruder, bomb threat, workplace violence, fire, etc.).

Upon threat assessment, the Chancellor or his/her designee will activate the Emergency Plan. Campus and site-specific emergency plans have been developed based on the nature of the threat and will be activated as deemed necessary. If the emergency condition has affected or has the potential to affect the information systems of the College, the Chancellor or his/her designee will also activate the Office of Information Technology Disaster Recovery Plan. All purchases made during a declared emergency will be in accordance with Louisiana Revised Statutes, R.S. 39:1598, *Emergency Procurements*.

In the event of an emergency, all employees will follow the procedures outlined in their campus/site's respective emergency plan and in this memorandum.

PROCEDURES & SPECIFIC INFORMATION

1. **Purpose**

To publish the College's emergency plan.

2. **Scope and Applicability**

This policy and procedures memorandum applies to all College operating units and to all employees, students and visitors of Delgado Community College.

3. **College-wide Oversight of Emergency Planning, Response and Recovery**

In accordance with the College's [Comprehensive Safety Program](#) policy, the Chancellor designates a Safety and Risk Manager to oversee all components of the College's safety program, which includes the development of the emergency plan and campus-site specific emergency plans. The College Safety and Risk Manager assists each Campus Executive Dean/ Site Administrator in the development of a campus/site emergency plan that addresses planning, response and recovery efforts for all potential threats for that campus/site; works closely with the Campus/Site Safety Committee and the Safety Council in addressing issues related to emergency planning, response and recovery; and provides training and awareness programs regarding emergency threats for supervisors, employees, and students.

Each Campus Executive Dean/ Site Administrator is responsible for emergency planning, response and recovery efforts on his/her campus or site. Each academic year Campus/Site Safety Committees are established to ensure input on the emergency plan from all operational units of the College. These are chaired by the Campus Executive Dean/ Site Administrator or his/her designated representative. The Campus Executive Dean/ Site Administrator or his/her designated representative shall also serve as the Campus/Site Safety Program Coordinator. Committee membership includes Division Deans or designees, as deemed appropriate by the Executive Dean/ Site Administrator; representatives from Campus Police, Maintenance, and Central Utilities, if applicable; the campus/site SGA President; and others recommended by the Campus Executive Dean/ Site Administrator.

The College Safety and Risk Manager chairs a college-wide Safety Council, composed of appropriate college-wide and campus/site specific representatives involved in the safety program and those deemed by the Chancellor. The function of the Safety Council is to address all components of the college-wide safety program, including the emergency plan, and to make policy and procedural recommendations for improvements on an ongoing basis.

4. **Activation of Emergency Plan**

Upon threat assessment, the Chancellor or his/her designee will activate the college-wide Emergency Plan. Campus and site-specific emergency plans have been developed based on the nature of the threat and will be activated as deemed necessary at the respective campus/site location. These plans include emergency planning, response, and recovery procedures, as well as strategies for testing the procedures and preserving critical data. In addition, it is the responsibility of all unit heads to ensure all departments under their supervision have departmental or unit plans, which are included in the appropriate campus and/or site-specific plans.

If the emergency condition has affected or has the potential to affect the information systems of the College, the Chancellor or his/her designee will also activate the Office of Information Technology Disaster Recovery Plan. All purchases made during a declared emergency will be in accordance with Louisiana Revised Statutes, R.S. 39:1598, *Emergency Procurements*.

5. **Structure of the Delgado Emergency Team**

The Delgado Emergency Team has been established to ensure that comprehensive planning, adequate operating procedures, and necessary allocation of resources, including personnel, exist in the event of an emergency. The team consists of the following: Chancellor, Vice Chancellor for Business and Administrative Affairs; Vice Chancellor for Academic Affairs; Vice Chancellor for Workforce Development and Technical Education; Vice Chancellor for Institutional Advancement; Vice Chancellor for Student Affairs/ Executive Dean, City Park Campus, Executive Dean; West Bank Campus, Executive Dean; Charity School of Nursing Campus, Executive Dean, Delgado Northshore; the College Safety and Risk Manager, Assistant Vice Chancellor/Chief Information Officer, Assistant Vice Chancellor for Facilities and Planning, Assistant Vice Chancellor for Human Resources, and Assistant Director of Public Relations and Marketing, and will be activated in the event of an emergency condition as contained in this plan and will be responsible for overseeing the implementation of appropriate emergency actions.

The Vice Chancellor for Business and Administrative Affairs has been designated as Delgado's Emergency Coordinator. Emergency Team members are responsible for providing personnel to accomplish assigned responsibilities. An Emergency Call List of names, organizations and phone numbers of key personnel required to support an emergency will be maintained by each team member; copies will be provided to and kept by the Emergency Coordinator and the designated College Safety and Risk Manager.

6. **Responsibilities During Emergency Plan Activation**

A. The Chancellor:

- (1) Declares the Emergency Plan to be initiated or has responsibility delegated to another individual of his/her choice.
- (2) Is responsible for the overall direction of Delgado's Emergency Plan.

B. The Vice Chancellor for Business and Administrative Affairs:

- (1) Serves as the College's Emergency Coordinator.

- (2) Is responsible for the coordination and administration of all emergency activities involving College personnel and property in accordance with the Emergency Plan.
- (3) Establishes emergency purchasing procedures.
- (4) Is responsible for implementing emergency procedures of areas under his/her cognizance.

C. College Safety and Risk Manager:

The Chancellor designates a Safety and Risk Manager, whose role is to assist the Emergency Coordinator in coordination and administration of the Emergency Plan.

D. The Vice Chancellor for Academic Affairs:

Is responsible for implementing emergency procedures of areas under his/her cognizance.

E. The Vice Chancellor for Workforce Development and Technical Education:

Is responsible for implementing emergency procedures of areas under his/her cognizance.

F. The Vice Chancellor for Institutional Advancement:

Is responsible for implementing emergency procedures of areas under his/her cognizance.

G. The Vice Chancellor for Student Affairs:

Is responsible for implementing emergency procedures of areas under his/her cognizance.

H. The Assistant Vice Chancellor/Chief Information Officer:

- (1) Is responsible for preparing the College's information systems for shutdown and restarting.
- (2) Implements the College's Office of Information Technology (OIT) Disaster Recovery Plan if activated by the Chancellor or his/her designee.

In the event of Emergency Plan implementation, I-N applies:

- I. The Assistant Director of Public Relations and Marketing:

Serves as Delgado's official spokesperson in case of emergency or extraordinary circumstances and approves all information prior to release to any external medium.
- J. The Chief of Campus Police:
 - (1) Is responsible for providing appropriate police personnel to directly address the emergency, as applicable.
 - (2) Initiates emergency measures to ensure that campus facilities are secured.
- K. The Assistant Vice Chancellor for Facilities and Planning:
 - (1) Is responsible for shutting down major electrical and mechanical systems.
 - (2) Ensures emergency generators are available in critical areas.
- L. The Assistant Vice Chancellor for Human Resources:

Is responsible for implementing emergency procedures of areas under his/her cognizance.
- M. Each Campus Executive Dean/ Site Administrator:
 - (1) Is responsible for implementing emergency procedures and activating the campus/site-specific emergency plan based on the nature of the threat for areas under his/her cognizance.
 - (2) Notifies the Emergency Coordinator when all relevant emergency procedures have been completed at the campus/site level, and when the threat has posed challenges outside of the Campus Executive Dean/ Site Administrator's jurisdiction.
- N. Each employee:
 - (1) Keeps his/her department and his/her supervisor informed of any contact information change.
 - (2) Returns to work, following dismissal for an emergency on the following day unless instructed otherwise by media announcement, by his/her supervisor, through the College's website, college-wide email or text message, and/or via any other means deemed necessary or appropriate. Local media will be used for media announcements.

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- (3) Has a battery powered radio at home, if possible, to listen to local emergency warnings and work schedule announcements.
- (4) Monitors Delgado's website (www.dcc.edu) or the alternative emergency website (www.dcc911.com) if activated, calls the College's information line (504-671-5000) or calls her/his supervisor for return to work instructions following an emergency, if not otherwise informed.

7. **Notification of an Emergency**

The Assistant Director of Public Relations and Marketing under the direction of the Chancellor will issue an advanced notice via the College's website, college-wide email, text messaging, voice mail to office phones, and/or any other means deemed necessary or appropriate, if time permits, of conditions that could require an unscheduled closure of the College (i.e., hurricane, pending extreme weather conditions, bomb threat, workplace violence, intruder, and fire, etc.).

Emergency Team members will designate personnel who will prepare for and respond to emergency situations on a full-time basis. Such personnel upon notification of emergency conditions will implement emergency plans applicable to their areas of responsibility.

As directed by the Chancellor, faculty members will dismiss students and advise them to check local media announcements for return to school instruction.

Personnel not needed to support the emergency will be notified by their supervisors as to their status and disposition.

Personnel not on duty at the time an emergency is declared will receive notification of future work schedules by media announcements or telephone contact by their supervisors.

8. **Public Announcements**

The Assistant Director of Public Relations and Marketing under the direction of the Chancellor determines the appropriate media outlet to be used for making any public announcements relating to an emergency, or for notifying Delgado personnel and students of work/school information. This includes posting information on the College's website (www.dcc.edu) and the emergency alternative website (www.dcc911.com/) if activated; making announcements via the phone information line (504-671-5000) college-wide email, text messaging, and voice mail to office phones; and communicating with local media.

No public announcement relating to any emergency will be made without the permission and approval of the Chancellor or his/her designee. The Assistant Director of Public Relations and Marketing or his/her designee will provide the media with necessary information relative to these approved announcements.

The Chancellor and the Assistant Director of Public Relations and Marketing or appropriate designee is responsible for any information transfer between the College and the families of any injured/deceased during the emergency situation.

9. **Emergency Operating Center**

Depending on the nature and location of the threat, the Emergency Coordinator determines the appropriate on- or off-campus location to be used as an Emergency Operating Center/ Command Post during the emergency event. The emergency operating center will be used by the Emergency Team and other individuals deemed to have access by the Emergency Coordinator and the College Safety and Risk Manager.

10. **Emergency Purchasing Procedures**

Procedures for emergency purchases at Delgado Community College are governed by Louisiana Revised Statute 39:1598. The procedures included in this statute are to be used ONLY as defined in R.S. 39:1598 (“when there exists an imminent threat to the public health, welfare, safety or public property under emergency conditions”) and when declared by the Chancellor or his/her designee. They will not be used to procure any goods or services because of failure of anyone in the procurement process to act in a timely manner. Within forty-eight (48) hours any emergency requisition will be submitted to the Vice Chancellor for Business and Administrative Affairs with a complete and separate justification attached for each purchase made under this procedure.

During regular office hours all procurement will be handled through the Purchasing Department in accordance with the Procurement Code (La. R.S. 39), Purchasing Rules and Regulations, and applicable Executive Orders.

After regular office hours the Emergency Coordinator or her/his designee will authorize emergency purchases and will:

- Verify the necessity of the purchase as to the need and relevance of the emergency.
- Procure the goods or services required for the emergency.

- Maintain an Emergency Purchase Order Log which shall contain the following:
 - Date requisitioned
 - Name of requisitioner
 - Emergency Purchase Order Number used; i.e. EP-1, EP-2, etc.
 - Vendor Name
 - Commodity/service purchased
 - Estimated Value
 - Initials of authorizing authority
- Furnish a copy of the Emergency Purchase Order Log to the Purchasing Department by the end of the first regular working day after the emergency procurement.
- Furnish all necessary paperwork required to issue regular purchase order(s) confirming the emergency purchase order(s) to the Purchasing Department by the end of the second regular working day after the emergency procurement.

11. **Activation of Office of Information Technology (OIT) Disaster Recovery Plan**

The Office of Information Technology implements the College's OIT Disaster Recovery Plan if activated by the Chancellor or his/her designee. The plan is activated in response to a disaster that destroys or severely cripples the College's central computer systems, which are operated by the Office of Information Technology. This plan has been approved by the College's Information Systems Council and is reviewed at least annually and updated as needed. The plan is available to authorized personnel and, in accordance with state regulations, has been submitted to the State Office of Information Technology and the Board of Supervisors for the Louisiana Community and Technical College System.

12. **Weather Emergencies**

A. **Definitions of Weather Emergencies**

Weather emergencies can result from any unusual weather conditions that may cause injury to personnel or destruction of property or equipment and can strike in the form of hurricanes, tornadoes, local thunderstorms, floods, ice or freezing. This section defines these emergencies.

Hurricane Watch: an announcement issued by the US Weather Service whenever a tropical storm or hurricane becomes a threat to a coastal area. It indicates the hurricane is near enough for everyone in the watch area to listen for subsequent advisories and be ready to take precautionary action in case hurricane warnings are issued.

Hurricane Warnings: issued when one or more of the following dangerous effects of a hurricane is expected in a specific coastal area in 24 hours or less. Winds will be 74 MPH or faster, and/or water of dangerously high levels will occur.

Hurricane: a large storm originating over tropical ocean waters, with winds of 74 MPH or more, blowing counter-clockwise around the center (eye).

Severe Local Storms: hazardous weather conditions, such as hurricanes, intense lightning, and thunderstorms, heavy rain and flooding and damaging winds that are usually for short periods of time, with sufficient intensity to threaten life or property.

Tornado: a rotating column of air usually accompanied by a funnel shaped downward extension of a cumulonimbus cloud having a vortex several hundred yards in diameter whirling at speeds of up to 300 MPH.

Ice/Freezing/Flood - These are conditions forecasted by the National Weather Service that create hazardous driving or other exposure.

B. **Weather Emergency Plan**

Depending on the nature of the weather threat, the appropriate weather emergency plan is activated:

1. **Hurricane Threat**

In the event of a potential hurricane threat the [Delgado Hurricane Emergency Plan](#) will be activated by the Chancellor or his/her designee.

2. **Severe Local Storms/ Thunderstorms**

In the event of severe local storms or thunderstorms, when accompanying lightning approaches to within five miles of the facility, exterior equipment operators (tractors, lawnmowers, etc.) shall shut down and seek shelter and observe the procedures outlined in the [Severe Weather Emergency Plan](#) and the appropriate campus and site-specific emergency plan.

3. **Tornadoes**

When the National Weather Service issues a notice that conditions are favorable for tornado development, all personnel will continue to work but will remain alert. The Chancellor, Emergency Coordinator, and Campus Executive Deans/ Site Administrators will closely monitor the situation. If a tornado is spotted or heard, all personnel should move to the interior of the building away from windows and observe the procedures outlined in the [Severe Weather Emergency Plan](#) and the appropriate campus and site-specific emergency plan.

4. **Ice/Freezing/Flood**

If one of these conditions is occurring with indications of creating hazardous driving condition or other exposure, action will be taken to prevent personnel injury or damage to College property and equipment in accordance with the procedures outlined in the [Severe Weather Emergency Plan](#) and the appropriate campus and site-specific emergency plan. When flooding occurs, all students and staff will be released, except for a small crew as selected by the Emergency Coordinator. The Emergency Plan Coordinator will assume responsibility for action necessary to protect personnel and property during the flood. If duty hours are altered, the Director of Public Relations and Marketing or her/his designee will advise area media outlets.

13. **Non-Weather Emergencies**

In the event of other emergency conditions that can cause extensive damage to facilities or loss of life, such as bomb threats, workplace violence incidents, fire, etc., the relevant emergency plan will be activated and the appropriate emergency actions, as outlined in this section and the appropriate campus and site-specific emergency plan will be followed.

A. **Bomb Threat**

Every bomb threat should be taken seriously. If a bomb threat is received by telephone, record in writing the following:

- time and type of threat
- location of bomb
- expected time of detonation
- voice type (male/female, raspiness, hoarseness, stuttering, etc.)
- why placed there and whom the caller wishes to hurt
- keep them on the phone for as long as possible
- inform Campus Police* as soon as possible

Upon notification of a potential bomb threat, the [Bomb Threat Emergency Plan](#) is activated. The Campus Police Office will evacuate and secure the area immediately. Trained staff members will perform a search of the suspected area. If warranted, the local parish Police Bomb Squad will be contacted. This agency is to be the coordinating agency.

**Note:* For off-campus sites outside the jurisdiction of the Delgado Campus Police Office, upon awareness of a threat the appropriate local Police Department must be contacted and will serve as the coordinating authority.

B. Hazardous Threats

Upon notification of a potential hazardous material threat, the [Chemical/ Biological Threats Emergency Plan](#) or [Hazardous Materials Emergency Plan](#), as applicable, is activated and emergency actions are initiated in accordance with the appropriate campus and site specific emergency plan.

C. Workplace Violence

Depending on the nature of the threat of potential or active violence, the respective plan will be activated and emergency actions are initiated as outlined in the appropriate campus or site specific emergency plan.

[-Demonstration Emergency Plan](#)

[- Weapons Emergency Plan](#)

[- Fight/Disturbance Emergency Plan](#)

[- Assault Emergency Plan](#)

[-Shooting Emergency Plan](#)

[-Intruder Emergency Plan](#)

[-Hostage Emergency Plan](#)

[-Suicide Emergency Plan](#)

In accordance with the College's [Violence in the Workplace](#) policy, when someone at the College is attacked by a probable casualty causing weapon (e.g., guns, knives, etc.) the instant the individual(s) is discovered the Campus Police Office* will be contacted.

It is a violation to have any weapon on any College facility, unless the weapon is lawfully possessed in accordance with current legislation. If shots are heard, the classrooms should be shut and locked, if possible. The Campus Police Office will contact the local parish Police Department for a Special Weapons and Tactics Team (SWAT) team. Upon arrival the local Police Department will be the coordinating authority.

**Note:* For off-campus sites outside the jurisdiction of the Campus Police Office the instant the individual(s) is discovered the appropriate local Police Department must be contacted who will serve as the coordinating authority.

D. Fire Emergency

Upon notification of a potential fire threat, the [Fire Emergency Plan](#) is activated and emergency actions are initiated as outlined in the appropriate campus or site specific emergency plan.

Each and every sounding of the fire alarm should be taken seriously. Employees should be aware of the evacuation plan for exiting their building. Students and teaching faculty should also note evacuation plans for classrooms and instructional laboratories in which they regularly attend classes. If an employee or student suspects a fire has started, he or she should do the following:

1. Activate the building's fire alarm system by pulling a fire alarm switch.
2. If possible, contact Campus Police* by telephone.
3. Exit the building quickly and carefully
4. Do not reenter the building until it has been announced by a fire professional or Campus Police Officer that the building is safe for reentry.

**Note:* For off-campus sites outside the jurisdiction of the Campus Police Office, the emergency response number (911 or other number as appropriate) will be contacted and the responding unit will serve as the coordinating authority.

E. Pandemic/ Public Health Emergency

In the event of a pandemic or public health threat, the College's [Pandemic/ Public Health Emergency Plan](#) is activated to protect the health and safety of students, employees, and their families. To accomplish this, Delgado adheres to the guidelines published by the Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC). The College also works closely with state and local public health and other local authorities in addressing pandemic/public health threats to the college community.

F. Other Threats

In accordance with the College's [Comprehensive Safety Program](#), as new threats against safety develop, additional emergency plans will be added and will be officially published as they are developed and implemented. For any other non-weather emergencies, the Campus Police Office* will be immediately notified and will address the threat in accordance with established police protocol.

**Note:* For off-campus sites outside the jurisdiction of the Campus Police Office the appropriate local Police Department will be contacted and will serve as the coordinating authority.

14. **Standard Emergency Procedures**

The College has developed standard emergency procedures that may be employed for various threats in accordance with the appropriate campus and site specific emergency plan:

[-General Emergency Procedures](#)

[-Medical Emergency Procedures](#)

[-Lockdown Procedures](#)

[-Evacuation/Relocation Procedures](#)

[-Shelter-in-Place Procedures](#)

[-Post-Crisis Intervention Procedures](#)

15. **Recovery Plan/Business Continuity**

It is a priority of the College to recover and continue business operations as soon as possible after the emergency threat has passed. All campus and site specific emergency plans are required to include pre-planned, specific procedures for recovery and business continuity, as well as strategies for testing the plans and preserving critical data. Upon the College's Emergency Coordinator's determination that the emergency threat no longer exists, the Delgado Emergency Team assesses all facilities to determine operational status. If necessary, the Delgado Emergency Team assembles at a determined command location not affected by the threat, at a Command Center at an LCTCS sister institution through established prior agreement, or at an out-of-state location.

Determinations are then made as to when to reopen system operations (student information system, financial resource system, human resource system, Distance Learning, etc.) and when employees and students may return to some, or all, campuses and sites. The phone information line and website addresses will provide information of operable campuses and sites and will direct staff, faculty, and students where and when to report for work or classes. Supervisors determine assignments for individual staff and faculty members, and the College leadership team designates which campuses and sites will be used for instruction and administrative purposes.

16. **Cancellation**

This policy and procedures memorandum cancels AD-1370.3C, *Emergency Preparedness Plan*, dated May 24, 2006.

December 10, 2008*
(*Title Updates 9/9/16; 5/1/14; 10/3/13; 3/15/13; 10/3/11)

AD-1370.3D

Policy Reference:

State of Louisiana Revised Statute 39:1598, *Emergency Procurements*
Act 684, Louisiana Legislature 2008, *Motor Vehicles: Lawful Possession of Firearms*
Delgado Policy and Procedures Memorandum, [Violence in the Workplace](#)
[Delgado Hurricane Emergency Plan](#)
[Delgado Pandemic/ Public Health Emergency Plan](#)

Review Process:

Ad Hoc Safety/Emergency Program Task Force 10/7/08
Safety Council 10/28/08
College Council 12/10/08

Distribution:

Distributed Electronically Via College's Intranet