



Upper Iowa University – Baton Rouge Center Emergency Procedures

EMERGENCY TELEPHONE NUMBERS

Building Management: (225) 930-4523

Police Department: 911

Fire Department: 911

Medical Emergency/Ambulance: 911

EMERGENCY TEAM MEMBERS FOR ACADIAN CENTRE

Chief Fire Warden: Charles Spinose (225) 916-5977

Fire Warden: Jonann Stutzman (225) 445-0473

Searcher: Jeff Weiss (225) 916-5515

Acadian Centre will not be an emergency shelter as Baton Rouge Louisiana prepares for a major storm. This is due to property management staff taking preventative measures to protect the building that will effectively shut down all services such as entry doors, elevators, and common areas when a hurricane warning is issued.

In addition, the parking lot will not be available for storage of tenant vehicles. The parking area may be used as a staging area of Red Cross and Emergency Management Service (EMS) supplies.

ACTIONS TO TAKE IN THE EVENT OF A FIRE

- If you see flames or smoke, go to the nearest fire alarm manual pull station and PULL DOWN THE HANDLE (LOCATED NEAR ELEVATORS)

- If you suspect flames or smoke, sound the building emergency alarm and notify building management
- Notify Upper Iowa University Administrators
- Turn off electrical power to all computer terminals
- Use a fire extinguisher on MINOR fires only. Do not fight a major fire yourself.
- Evacuate the building immediately upon sounding the building/office alarm, unless other directed.
- WALK to the designated emergency stairway (Left side of the building-stairways will be lighted by flashlights and other emergency lights), taking only your immediate personal belongings. DO NOT TURN BACK FOR ANY REASON
- DO NOT use the elevators
- WALK carefully down the stairs
- Assemble in the rear parking lot
- Do not return to the building until advised to do so by the Emergency Team

ACTIONS TO TAKE IN THE EVENT OF A BOMB THREAT

Bomb threats are usually received over the telephone from an anonymous caller, who in some cases will give the general location of the bomb and the time it is set to detonate.

If you receive a bomb threat directly, record/recall/write the message exactly:

- Keep the caller talking as long as possible and signal another person who can summon help
- Stay calm. Do not excite the caller
- Ask questions:
 - Where is the bomb?
 - When is it set to go detonate?
 - What kind and size of bomb?
 - Why was it put there?
 - Where are you calling from?

- Who are you?
- Note the following:
 - Voice: Man, woman, child, age, drunk, speech impediment, accent, attitude (calm, excited)
 - Background noise: Music, talking, typing, children, traffic, other
- Notify the Upper Iowa University Administrators, who will notify Building Management and the local Police Department
- The decision to evacuate will be made by the Building Management

ACTIONS TO TAKE IN THE EVENT OF AN ELECTRICAL OUTAGE OR FAILURE OF OTHER ESSENTIAL SERVICES

In the event of an electrical power outage at the building during working hours, the fire evacuation procedure may be used:

If the Building Management decides upon evacuation, your Administrators/Emergency Team will instruct you as to the method and time.

In case of an evacuation, the following steps must be taken:

- WALK to the designated emergency stairways ((Left side of the building-stairways will be lighted by flashlights and other emergency lights),)
- DO NOT use the elevators.
- DO NOT return to the building until advised to do so by Administration/Emergency Team

ACTIONS TO TAKE IN THE EVENT OF HURRICANES/TORNADOES

Initiate Hurricane Watch procedures. A Hurricane Watch is a 48-hour warning of an approaching storm. A Watch will prompt the initial steps property management will take to prepare the building and grounds for heavy rains and strong winds. The Hurricane Watch will not shut down the building utilities and the building will stay open until further notice by the property management staff. All exterior pumps will shut down at this time and all items considered to be possible projectiles will be safely stored.

Initiate Hurricane Warning procedures. A hurricane warning is a 24-hour warning that sustained winds of 74 miles an hour or higher are expected. A warning will prompt property management to

take the following measures and give notice to all tenants recommending evacuation of their office within one hour. Services will shut down elevators, and air conditioning will be provided on limited demand only. The building security system will continue to be activated. Brass key to the service entrance door of the building will be issued to key personnel in charge of each office, in case of complete power outage.

- Close business and vacate all non-essential personnel.
- Move final computer back-up systems off property or to a secure inside office.
- Close and lock doors behind you as you leave proper

****In case of an emergency such as tornado siting, the best place in a commercial office building during an emergency is in the stairwell****

ACTIONS TO TAKE IN THE EVENT OF AN ACTIVE SHOOTER

EVACUATE

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

HIDE OUT

Hide in an area out of the shooter's view

- Block entry to your hiding place and lock the doors
- Silence your cell phone and/or pager

TAKE ACTION

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

Call 911 when it is safe to do so

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times

- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

Be ready to move, if your current position is judged too dangerous. Be aware of possible escape routes. Recognized law enforcement or a UIU official will notify occupants when it is safe to resume normal activities. **ALL CLEAR.**

STAFF, FACULTY, STUDENT LOCKDOWN PROCEDURE – BATON ROUGE CENTER

- Call 911 from cell phones when there is an imminent threat to life. Notify those around you and anyone you can that is outside.
- Lock doors.
- Lock or confirm that someone is locking entrance doors.
- Move to a location within the center that has a lockable door and lock it. All classrooms can be locked from the inside.
- Stack furniture in front of the door.
- Hide. Get out of the line of sight and fire.
- Get away from windows, doors, and outer walls.
- Crouch down in areas that are out of sight from doors and windows, such as behind furniture or the wall nearest the view from outside the room.
- Close, cover, turn off, or lock, if possible, blinds, window in the door, lights, and ventilation.
- Be Quiet. Do not draw attention to yourself.
- Do not talk.
- Turn off audio equipment.
- Turn off, or turn to silent, cell phones and radios.
- Do not exit the center if a fire alarm sounds during lockdown unless:
- You have reason to believe that there really is a fire in the building, or you have been advised by a recognized emergency responder or UIU employee to evacuate.