



bossier parish  
community college

# EMERGENCY PROCEDURES GUIDE

## FOR FACULTY AND STAFF

**IN A LIFE-THREATENING  
EMERGENCY DIAL 911**

**FOLLOWED BY CALLING  
THE BPCC CAMPUS  
POLICE 318.678.6318**



Bossier Parish Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Bossier Parish Community College. • Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices. • Coordinator for Section 504 and ADA: Angie Cao, Student and Disability Services Specialist - Disability Services, 6220 East Texas Street, Bossier City, LA 71111 - (318) 678-6511 - acao@bpcc.edu - 8:00 a.m.-4:30 p.m. M-F, excluding holidays and weekends. • Equity/Compliance Coordinator: Teri Bashara, Director of Human Resources - Human Resources Office, 6220 East Texas Street, Bossier City, LA 71111 - (318) 678-6056 - 8:00 a.m.-4:30 p.m. M-F, excluding holidays and weekends.

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It should be noted that any and all emergency situations are fluid in nature. An event of this nature has the potential to change. Neither Bossier Parish Community College nor its agents shall be bound to this guide as a step by step process. Steps in this guide are subject to change at the discretion of responding officers, Bossier Parish Community College Chancellor, his designee or the Bossier Parish Community College Chief of Police.

## MEDICAL EMERGENCIES

- Remain calm and do not move the victim unless his/her location poses a possible danger.
- Immediately notify or ask someone in the vicinity to **call 911** and the Bossier Parish Community College Office of Campus Police **318.678.6318**.
- Let the Office of Campus Police and responding emergency personnel know if the victim
  - Is unconscious
  - Has trouble breathing
  - Has chest pain or pressure
  - Is bleeding severely
  - Has pressure or pain in the abdomen that does not go away
  - Is vomiting or passing blood
  - Appears to be having a seizure
  - Has a severe headache or slurred speech
  - Appears to have been poisoned or exposed to hazardous materials
  - Has injuries to the head, neck or back or
  - Has possible broken bones

*Care for life-threatening conditions and provide first aid only if you have the proper training.*

## SUICIDE THREAT/MENTAL HEALTH EMERGENCY

Mental health emergencies include suicide, attempted suicide, threats of suicide and other behaviors that directly endanger the affected individual or others.

- If it appears that an individual has caused harm to herself/himself or others or needs immediate medical assistance call 911, then call the Office of Campus Police **318.678.6318**.
- Every attempt or statement about suicide should be taken seriously. Don't try to evaluate the validity of the threat on your own.
- If it appears that an individual is threatening to cause harm to herself/himself or others, call the Office of Campus Police immediately **318.678.6318**.
- Once on the scene, Campus Police Officers will make an initial evaluation and render aid as needed until support arrives. Local Police or emergency medical assistance might be requested. Campus Police Officers will contact appropriate community representatives.
- If possible, provide responding personnel with any pertinent information you know about the victim.
- After the immediate emergency passes, contact the office of the Vice Chancellor for Student Services **318.678.6310** or the Campus Counselor **318.678.6476/318.771.2565** to ease the effects of any trauma you or others might feel regarding the incident. The staff will provide you with access to mental health counseling.

### LOCAL EMERGENCY RESOURCES

NORTHWEST LOUISIANA SUICIDE HOTLINE **1.877.994.2275**

SAMARITAN COUNSELING SERVICES **318.221.6121**

## DEATH

- Upon discovery of a person who appears to be deceased, immediately **call 911** and the Office of Campus Police **318.678.6318**.
- Try to stay with the deceased until a Campus Police Officer or Bossier City Police arrive.
- Do not allow anyone to disturb or move the body in the interim.
- If possible, provide any pertinent information you know about the victim to responding Campus Police Officers or Bossier City Police Officers.
- Counseling Services will be provided for members of the campus community.

# DESIGNATED GATHERING SPOT FOR BUILDING EVACUATION

<b>BUILDING A</b>	<b>NORTH PARKING LOT CLOSEST TO HWY 80</b>
<b>BUILDING B</b>	<b>WEST PARKING LOT</b>
<b>BUILDING C</b>	<b>WEST PARKING LOT</b>
<b>BUILDING D</b>	<b>WEST PARKING LOT</b>
<b>BUILDING E</b>	<b>GRASSY AREA EAST OF BPCC</b>
<b>BUILDING F</b>	<b>GRASSY AREA EAST OF BPCC</b>
<b>BUILDING G</b>	<b>GRASSY AREA EAST OF BPCC</b>
<b>BUILDING H</b>	<b>GRASSY AREA SOUTH OF BUILDING H</b>
<b>BUILDING I</b>	<b>BUILDING D PARKING LOT</b>
<b>BUILDING J</b>	<b>BUILDING D PARKING LOT</b>
<b>BUILDING L</b>	<b>WEST PARKING LOT</b>

## IF YOU DISCOVER A FIRE

ACTIVATE THE NEAREST FIRE ALARM.

Immediately notify **911**, and then call the Office of Campus Police **318.678.6318** to inform them of the location and scope of the fire and any injuries known to you.

# **FIRE/EVACUATION PROCEDURES**

## **ONCE THE ALARM IS ACTIVATED**

- Calmly alert others in your area they must leave.
- Assist disabled individuals in your vicinity and inform safety officials of their location.
- Take service animals with you if you can do so without jeopardizing anyone's safety.
- Do not try to retrieve items in another location in the building.
- Evacuate the building by following the exit signs. Do not use the elevators.
- Close as many doors as possible between you and the fire. Touch doors before opening them to see if they are hot.
- Move to the building's designated evacuation area or, as directed by Campus Police or local law enforcement at least 25 feet away from the building.
- Try to account for all people who were within your vicinity, including visitors.
- Wait for Campus Police or local law enforcement to tell you when it is safe to return to the affected building.

## **IF CAUGHT IN SMOKE**

- Crawl toward the nearest exit.
- Breathe through your nose, covering your mouth and nose with a shirt or a towel.

## **IF TRAPPED IN A BUILDING**

- Close all doors and windows.
- If possible, wet and place cloth material around and under the door to prevent smoke from entering.
- Attempt to signal people outside of the building and call **911** for help using a telephone or cell phone.

## **FIRE/EVACUATION PROCEDURES**

Locate and remember every regular and emergency exit from the building where you work, teach, or attend classes.

Know the locations of the building's fire alarm and extinguishers.

Write down and post your building's designated evacuation gathering spot.

### **FIRE EXTINGUISHER USE**

Pull the pin. This will break the tamper seal.

Aim low, pointing the extinguisher nozzle at the base of the fire.

Squeeze the handle to release the extinguishing agent.

Sweep from side to side at the base of the fire until the fire is out. Watch the area. If the fire re-ignites, repeat the steps above.



# CHEMICAL OR HAZARDOUS MATERIALS SPILL

## HAZMAT INCIDENTS MAY BE

- Indoor and outdoor fuel spills
- Solvent or other chemical spills in shops
- Chemical or biological spills in buildings and laboratories
- Chemical odors in the buildings
- Natural gas smells and leaks
- Fires in a laboratory or other facility involving toxic chemicals
- Infectious substances and radioactive materials

## RESPONSE OUTDOORS

- If you witness an accidental or intentional release of hazardous materials into the environment (air, water, ground) move upward from the spill's activity.
- Immediately notify the Office of Campus Police **318.678.6318** of the spill's location and scope.
- Warn other individuals to stay away from the spill site.
- The Office of Campus Police will call medical personnel if necessary and direct them to your location.

## RESPONSE INDOORS

- Alert all individuals who might be harmed to evacuate the immediate area and go to a location that will not impede emergency personnel, such as the designated campus evacuation areas.
- Notify the Office of Campus Police on a phone located a safe distance from the hazard.
- State the nature of the incident and name of hazardous materials if known.
- Give the exact location.
- State whether there are injuries.
- Describe symptoms being exhibited by exposed individuals.
- Give any other details that would assist officials in preparing their response.

## GAS LEAK/FUMES/VAPORS

### IF YOU DETECT NATURAL GAS, FUMES, OR ANY UNUSUAL ODORS OR VAPORS

- Evacuate the area immediately leaving doors and windows open. Avoid using the elevators.
- Do not use electric switches, telephones (including cell phones) or anything that could cause a spark.
- Aid persons with special needs, if possible; otherwise, provide their location to emergency responders.
- Call **911** and then the Office of Campus Police **318.678.6318** from a safe location.
- Provide your location and the location of the odor or vapor to the dispatcher.
- Provide as many details as possible about the nature of the smell.
- Report to your building's designated evacuation area to be accounted for and to receive further instruction.

A gas leak typically smells like sulfur or rotten eggs because of an additive in the natural gas supply.

## SUSPICIOUS PACKAGES OR OBJECTS

If you receive or discover a suspicious package or device, DO NOT TOUCH IT, TAMPER WITH, OR MOVE IT.

Do not use a cell phone, cordless phone, or walkie talkie within 300 feet of the suspicious package because it may trigger an explosion. Turn off these devices immediately.

EVACUATE THE AREA AND IMMEDIATELY CALL **911** AND THE OFFICE OF **CAMPUS POLICE 318.678.6318** FROM A CAMPUS PHONE.

### IF THE PACKAGE HAS ALREADY BEEN OPENED

- Do not smell, touch or taste the package or its contents.
- Call the Office of Campus Police **318.678.6318**.
- Wash your hands with soap and water and remove contaminated clothing if necessary.
- List all people in the room or area and give this list to responding emergency personnel.

### WHAT CONSTITUTES A SUSPICIOUS LETTER OR PARCEL?

- It is delivered by anyone other than a regular carrier.
- It is wrapped in string.
- It has a powdery substance on the outside.
- It arrives after a phone call asking if the items were received.
- It is unexpected or from someone unfamiliar to you.
- It has excessive postage, non-cancelled postage or no postage.
- It is handwritten or has a poorly typed address, incorrect titles.
- It is addressed to someone no longer at the College.
- It is of unusual size or weight.
- It has an unusual amount of tape.
- It is marked with handwritten words such as Personal or Private.
- It has strange odors or stains.
- It is making a noise.

# **WEATHER EMERGENCIES**

## **KEEPING INFORMED**

The College will alert the college community in various ways in the event of imminent weather emergencies, including Bossier Parish Community College Alarm System, CAVS ALERT and Facebook or Twitter. In addition, local law enforcement may notify the college community through vehicle sirens and public address systems.

College decisions to cancel or modify classes and work schedules because of emergency weather conditions will be announced through outlets that may include the following Shreveport/Bossier Television stations: KTBS, KSLA, KTAL, KMSS

## **SEVERE STORMS**

If threatening weather approaches, seek shelter immediately and assist disabled individuals to seek shelter with you.

## **IF YOU ARE OUTDOORS**

- Seek shelter inside immediately.
- Do not try to outrun a tornado in a vehicle or on foot. Leave the vehicle and seek indoor shelter or low spots off the side of the road.
- Be aware of the potential for flooding.

## **IF YOU ARE INSIDE A BUILDING**

- Move to safer areas, such as stairwells or interior rooms and hallways on lower levels without windows.
- Get under sturdy pieces of furniture and stay away from windows.

## **OTHER DISASTERS/STORMS**

### **IF YOU ARE INSIDE**

- Take cover under a sturdy desk, table, or bench or against an inside wall. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall such as lighting fixtures or furniture.
- Use a doorway for shelter only if it is near you and if you know it is a strongly supported, load bearing doorway.
- Be aware that the electricity may go out, fire alarms may be on, and water leakage may be present.
- Do not use the elevators.
- Stay inside until it is safe to go out. Most injuries occur when people are hit by falling objects when entering or exiting a building. Once outside, move to the building's designated evacuation area. Wait for Campus Police or local law enforcement to tell you when it is safe to return to the building.

### **IF YOU ARE OUTSIDE**

- Stay there.
- Move to the nearest designated evacuation area, away from the building, streetlights, and utility wires. Wait for Campus Police or local law enforcement to tell you when or if it is safe to return to the building.

## EVACUATION PROCEDURES-DISABLED INDIVIDUALS

Persons whose mobility is impaired are individually responsible for informing their supervisors and the Office of Campus Police **318.678.6318** of their names, building and room numbers. This information will be given to the Bossier City Fire Department during emergencies. The rescue of disabled persons who are unable to evacuate themselves will be an initial priority for responding fire units.

Co-workers may assist in evacuating disabled persons only if this places all persons in no personal danger.

Employees should ask someone with a disability how he/she can be helped before attempting any rescue technique. Employees should ask the individual if there are any special considerations or items that need to come with the person.

Mobility-impaired persons in wheelchairs on non-ground-level floors should proceed to the nearest enclosed stairwell and wait for the Bossier City Fire Department to arrive. Someone should stay with the disabled person if it does not place that person in additional danger, and someone should meet responding fire fighters to report the location of disabled persons. There is an emergency button located in the following places:

- BUILDING A  
2nd floor stairwell landing in both NW and SE corner
- BUILDINGS B, D, E & G  
2nd floor end of hallway/3rd floor stairwell landing
- BUILDING F  
2nd floor stairwell landing

In the event of an evacuation, and if possible, employees should assist a visually impaired person guiding him or her to safety.

No one should assume a hearing impaired person knows what is happening by watching others. Employees should guide this person to safety if doing so does not place the employee or others in danger.

# **INOPERABLE ELEVATOR PROCEDURES**

## **PURPOSE**

This policy outlines the responsibilities and actions to be taken when persons are trapped in an elevator or when a condition exists with an elevator which could lead to personal injury. Whenever possible, it is recommended that any evacuation of passengers from elevator cars be performed under the direct supervision of Campus Police or Physical Plant, as they have the necessary resources and expertise to deal with the various complex hazards which may arise.

## **TYPES OF EMERGENCIES**

- Person(s) trapped in an elevator.
- Elevator moving without car doors fully closed.
- Elevator doors open on any floor without the elevator at that level.
- Any elevator condition or situation that, if not corrected promptly, could lead to serious injury.

## **EMERGENCY ACTIONS**

Notify the Office of Campus Police, at (318) 678-6318, of the nature of the elevator emergency. This can be done either by cell phone or by the elevator phone button located in the elevator.

## **POLICE DEPARTMENT ACTIONS**

- Dispatch a police officer to the scene.
- If persons are trapped in an elevator:
  - Contact the Office of Physical Plant at (318) 678- 6420 and advise, "We have person(s) trapped in an elevator." This will identify the call as an emergency requiring immediate attention. The Campus Police shall provide the building name, specific elevator and number of persons trapped, if known.
  - The Police Department Operator should communicate with the occupants in the elevator car, and inform them that they are safe and that steps are being taken to evacuate them from the elevator car. In communicating with the occupants, the Operator should determine the number of persons in the elevator and whether any of the occupants are ill or injured. If an injury is reported, the Operator shall contact the appropriate medical response personnel. The occupants of the elevator should continually be kept informed and reassured of their safety.
  - Notify the Vice Chancellor for Student Services of elevator failure and pending rescue.

Continued on next page.

## INOPERABLE ELEVATOR PROCEDURES CONTINUED

- The police officer should then coordinate the rescue of the occupants with the Physical Plant personnel.
  - Open the elevator doors, using the appropriate elevator key.
  - At this point, evaluate the distance between the elevator car floor and the building landing level. If this distance is greater than 3 feet, do not attempt to remove any occupants from the elevator car. It is inadvisable to remove the occupant through the elevator door opening as the excessive distance between the car floor and building landing creates a danger due to the possibility that an occupant may fall into the hoist way. Ask the occupants to remain calm until an elevator maintenance person or emergency personnel can arrive and set the car closer to the landing.
  - If the distance between the elevator car floor and the building landing is 3 feet, or less, then assist the occupants in leaving the elevator car, one at a time. If the car is not level with the landing, the responder(s) will make sure the occupants do not trip or fall while leaving the car. The use of a ladder may be required.
  - After all occupants have been removed, close the elevator doors and post a temporary “Out of Order” sign on all doors, at each floor for that elevator until the elevator maintenance repair person arrives.
  - Do not attempt to restore power to the stalled elevator. After the rescue has been completed, have a rescue team member available to inform the elevator repair person of action taken and what doors were forced opened.
- If person(s) are not trapped in the elevator:
  - The officer shall post a temporary “Out of Order” sign on all doors for that elevator at each floor, until the elevator maintenance repair person arrives.
  - Contact the Office of Physical Plant at (318-678-6420) and notify them of the situation. Fill out and turn in the proper work order. Physical Plant personnel shall call the elevator maintenance company responsible for the specific elevator, and advise the company of the situation, requesting repair service.

Physical Plant shall keep a log of all maintenance on elevators. If verification is needed that a student’s absence is caused by an inoperable elevator the Office of Campus Police can be contacted.



## ASSAULTS OR CRIMES AGAINST PERSONS

### LOCAL LAW ENFORCEMENT

BPCC CAMPUS POLICE  
**318.678.6318**

BOSSIER CITY POLICE DEPARTMENT  
**318.741.8605**

BOSSIER PARISH SHERIFF OFFICE  
**318.965.3404**

SHREVEPORT POLICE DEPARTMENT  
**318.673.7300**

CADDO PARISH SHERIFF OFFICE  
**318.681.0735**

BOSSIER PARISH DISTRICT ATTORNEY  
**318.965.2336**

CADDO PARISH DISTRICT ATTORNEY  
**318.429.7618**

BOSSIER PARISH CORONER  
**318.746.7318**

## SEXUAL ASSAULT OR RAPE

### IF YOU HAVE BEEN RAPED OR SEXUALLY ASSAULTED

If you are raped or sexually assaulted, the most important thing is your safety. Get to a safe environment as soon as possible and call **911** or the Office of Campus Police **318.678.6318**

If you choose to seek medical assistance, campus personnel can and will assist you. Willis Knighton, 2300 Medical Drive, Bossier City Louisiana 71111, is the nearest hospital equipped with Sexual Assault Evidence Collection Kits.

Seeking medical attention is advisable, even if you think you do not have any physical injuries. A health care provider can talk with you about other possible risks, such as internal injuries, sexually transmitted diseases, and pregnancy.

Medical providers may be required to inform law enforcement. It is your choice to cooperate with the police, and you have the right to ask for a crisis counselor or advocate to be present.

### IF YOU CHOOSE TO REPORT THE CRIME

IF YOU CHOOSE TO REPORT THE RAPE OR SEXUAL ASSAULT, TAKE THESE IMPORTANT STEPS TO PRESERVE EVIDENCE:

- Do not shower, bathe, brush your teeth, or wash your hands.
- Do not change clothes or destroy your clothes.
- Do not disturb the area, room, or vehicle where the assault took place.
- Even if you forget or are unable to take these steps, it's still not too late to report the crime.
- Remember reporting the crime does not mean you must press charges.

### CAMPUS ASSISTANCE

A rape or sexual assault can cause you to experience a range of emotions, some of which may be difficult to understand. Talking about what happened helps. Bossier Parish Community College encourages you to reach out to any of the following people for support or assistance:

- Office of the Campus Police **318.678.6318**
- Campus Counselor **318.678.6476 / 318.771.2565**
- Vice Chancellor for Student Services **318.678.6276 / 318.678.6310**

## ASSAULTS/ACTS OF VIOLENCE

### RESPONSE

- If you are a witness or are the victim of an assault or act of violence, immediately call **911**, then the Office of Campus Police **318.678.6318**. If you need to seek medical attention, campus personnel can assist you.
- If it is safe to do so, stay at the location of the incident to provide officers with a full account of the events and direct them to any evidence.
- If known, provide officers with any information regarding the perpetrators of the incident.
- Consider calling the Campus Counselor **318.678.6476 / 318.771.2565** or the Office of the Vice Chancellor for Student Services **318.678.6276 / 318.678.6310** to arrange counseling to ease the effects of any trauma you might feel regarding this incident.

Sometimes acts of violence or vandalism are motivated by hate or bias. A hate/bias incident is an act that appears to be motivated or is perceived by the victim to be motivated, all or in part by race, color, religion, ethnic background, sexual orientation or disability. To be considered a hate/bias incident, the act is not required to be a violation of a federal, state or local statute.

## PERSONAL SAFETY TIPS

- Avoid walking or jogging alone.
- If you must travel alone at night, ask someone to escort you to your destination. The Office of Campus Police will escort you to your vehicle if you desire.
- Be alert to your surroundings. If you suspect that you are being followed, quickly run in a different direction toward a lighted area, a group of people, or a street with traffic.
- Be aware of the call boxes on campus located in the parking lots of BUILDINGS E, B, D & G.
- Have your keys ready when walking to your vehicle, and keep personal items concealed and close to your body.
- Don't investigate a suspicious person or noise by yourself: Call for help.
- Remember many assaults involve alcohol: Be aware of your limits.

## **CIVIL DISTURBANCES/PROTESTS**

The College supports the rights of persons to express themselves, to dissent and to demonstrate, if demonstrations are lawful, do not disrupt normal college activities, and do not infringe upon the rights of others.

### **PEACEFUL PROTESTS**

Do not interfere with or obstruct a peaceful civil protest; instead, watch peacefully or continue with your business on campus as usual.

### **DISRUPTIVE CIVIL PROTESTS**

If protests disrupt normal college activities, result in damage to college buildings or grounds, or threaten the safety of others:

- Remain calm.
- Call 911 and the Office of Campus Police.
- Do not obstruct or provoke protesters.
- Alert all persons in the situation to move away.
- If prudent, lock doors and windows to prevent unauthorized entry.
- If necessary to evacuate, follow the directions of responding Campus Police and local law enforcement.
- If evacuated, meet at the predetermined evacuation area and wait for additional instructions and information.

## **BOMB THREATS-WEAPONS/EXPLOSIVES**

### **BOMB THREATS**

If you are within 300 feet of any suspicious package, do not use a cell phone, cordless phone or walkie talkie because it may trigger an explosion.

#### **BY PHONE**

- Stay calm.
- If your phone has caller ID, record the number displayed.
- If possible, get the attention of someone else and have him or her call **911**.

#### **BY E-MAIL**

- Immediately call **911** and the Office of Campus Police **318.678.6318**.
- Forward the e-mail to the Office of Campus Police **jistewart@bpcc.edu**, and do not delete the email.

#### **BY MAIL**

- See Suspicious Packages

### **WEAPONS AND EXPLOSIVES**

- If you become aware that someone possesses dangerous materials on campus, call **911** and the Office of Campus Police **318.678.6318** immediately to report the person's location.
- Do not approach or confront anyone you suspect of having a weapon. Observe him/her from a distance and point the person out to arriving police officers.