EMERGENCY CONTACT INFORMATION

Phyllis Dupuis E-mail: pdupuis@ltc.edu **Regional Director** **Greater Acadiana Region 4** 1101 Bertrand Drive Lafayette, Louisiana 70506 337 262-5962 (Phone) 337-262-5122 (Fax)	**Willie Smith** **Email: wsmith@ltc.edu** **Property, Fleet & Safety** **Associate Dean** TH Harris Campus **332 East South Street** **Opelousas, LA 70570** **337-948-0326(Phone)** **337-948-0243 (Fax)**	**Harold Schexsnayder** Email: **hschexsnayder@ltc.edu** **Safety Coordinator - Region 4** **332 East South Street** **Opelousas, LA 70570** **337-948-0327 (Phone)** **337-948-0243 (Fax)**
Pat Miers Email: **pmiers@ltc.edu** Assistant Dean **Acadian Campus** 1933 W. Hutchinson Crowley, LA 70526 337-788-7521 (Phone) 337- 788-7642 (Fax)		
Susan Fontenot Email: **sfontenot@ltc.edu** Assistant Dean **Charles B. Coreil Campus** 1124 Vocational Drive-Ward 1, Industrial Park Ville Platte, LA 70586-0296 337-363-2197 (Phone) 337-363-7984 (Fax)	**Millie Filer** **Email: mfiler@ltc.edu** Assistant Dean **Evangeline Campus** P.O. Box 68 600 South Martin Luther King, Jr. Drive St. Martinville, LA 70582 337-394-6466 (Phone) 337-394-3965 (Fax)	**Desiree Huggins** **Email: dhuggins@ltc.edu** Assistant Dean **Lafayette Campus** 1101 Bertrand Drive Lafayette, Louisiana 70506 337 262-5962 (Phone) 337-262-5122 (Fax)
Kenneth Posey Email: **kposey@ltc.edu** Assistant Dean **Gulf Area Campus** 1115 Clover Street Abbeville, LA 70510 337-893-4984 (Phone) 337-893-4991 (Fax)	**Angela Schexsnayder** **Email: aschexnider@ltc.edu** Interim Assistant Dean **Morgan Smith Campus** P.O. Box 1327 1230 North Main Street Jennings, LA 70546-1327 337-824-4811 (Phone) 337-824-5653 (Fax)	**Annette Faulk** **Email: afaulk@ltc.edu** Associate Dean **Teche Area Campus** P.O. Box 11057 609 Ember Drive New Iberia, LA 70562-1057 337-373-0011 (Phone) 337-373-0039 (Fax)

ACADIAN CAMPUS EMERGENCY CONTACT INFORMATION

Pat Miers
Assistant Dean
LTC - Acadian Campus
1933 West Hutchinson Ave
Crowley, LA 70516
(337) 788-7521
337-788-7642 (Fax)

NOTE: To obtain an outside line, dial "9" then the number.

AMBULANCE **(Non-Emergency:** **Acadian:511 or Med Express: 800-256-9777)**	**ANY EMERGENCY 911**
FIRE DEPARTMENT **(Crowley Non-Emergency: 337-788-4106)**	
CITY POLICE **(Crowley Non-Emergency: 337-783-1234 or 337-788-4110)**	
SHERIFF **(Acadia Parish Non-Emergency: 337-788-8700)**	
HOSPITAL **(American Legion Non-Emergency: 337-783-3222)**	
LOUISIANA STATE POLICE **(LSP Non-Emergency: 337-262-5880)**	
CHEMICAL, RADIATION, SPILL, AND HAZARDOUS MATERIALS EMERGENCY	800-424-8802
POISON CONTROL CENTER	800-256-9822
OFFICE OF EMERGENCY MANAGEMENT	337-783-4357
LOUISIANA WATER COMPANY (LAWCO)	337-788-1315 (ext31)
CLECO ELECTRIC COMPANY	800-622-6537
CENTERPOINT ENERGY – ENTEX	337-783-4933
MONITRONICS INTERNATIONAL ALARM SYSTEMS	800-447-9239
State of Louisiana **Office of Telecommunications Management** **Phone Equipment Management and Repair Services**	225-342-7777 (Helpdesk)

ACADIAN CAMPUS EMERGENCY CONTROL COMMITTEE

When an emergency or disaster is impending or first occurs, the Campus Administrator shall immediately begin contacting members of the Campus Emergency Control Committee which consists of the following:

TEAM MEMBER	JOB TITLE	WORK PHONE	EMERGENCY HONE	ESTIMATED Travel Time
Patricia Miers **Assistant Dean**	Campus Administrator or designee	337-788-7521 Ext. 203	337-788-0973	15 minutes
Patrick Cormier **Campus Safety Contact**	Campus Safety Contact or designee	337-788-7521 Ext. 206	337-334-2261	20 minutes
Kenneth Hanks **Maintenance**	Maintenance Foreman or designee	337-788-7521 Ext. 240	None	15 minutes
K. P. Gibson **Chief of Police**	Local Police Officers & Staff or designee	337-788-1234	911	3 minutes

CB COREIL CAMPUS EMERGENCY CONTACT INFORMATION

Susan Fontenot
Assistant Dean
LTC - CB Coreil Campus
1124 Vocational Drive-Ward 1, Industrial Park
Ville Platte, LA 70586-0296
(337) 363-2197
Lafayette Exchange: (337) 262-5720
Fax: (337) 363-7984

AMBULANCE **(Non-Emergency:** **Acadian:511 or Med Express: 800-256-9777)**	
FIRE DEPARTMENT **337-363-2121**	
CITY POLICE **337-363-1313**	
SHERIFF **337-363-2161**	
HOSPITAL **337-363-5684**	
LOUISIANA STATE POLICE **(LSP Non-Emergency: 337-262-5880)**	
CHEMICAL, RADIATION, SPILL, AND HAZARDOUS MATERIALS EMERGENCY	800-424-8802
POISON CONTROL CENTER	800-256-9822
WATER COMPANY	337-363-3763
ELECTRIC COMPANY	800-622-6537
GAS COMPANY	337-363-3763
ALARM SYSTEMS	337-942-5522
State of Louisiana **Office of Telecommunications Management** **Phone Equipment Management and Repair Services**	225-342-7777 (Helpdesk)

CB COREIL CAMPUS EMERGENCY CONTROL COMMITTEE

When an emergency or disaster is impending or first occurs, the Campus Administrator shall immediately begin contacting members of the Campus Emergency Control Committee which consists of the following:

TEAM MEMBER	JOB TITLE	WORK PHONE	EMERGENCY PHONE	ESTIMATED Travel Time
Susan Fontenot **Assistant Dean**	Campus Administrator or designee	337-363-2197		10 min.
Donald Soileau **Welding Instructor**	Campus Safety Contact or designee	337-363-2197		20 min.
Jesse Whittington **Maintenance**	Maintenance Foreman or designee	337-363-2197		10 min.
Neil Lartigue **Chief of Police**	Ville Platte Police Officers & Staff or designee	337-363-1313	911	3 min.

EVANGELINE CAMPUS EMERGENCY CONTACT INFORMATION

Millie Filler
Assistant Dean
LTC - Evangeline Campus
P.O. Box 68
600 South Martin Luther King, Jr. Drive
St. Martinville, LA 70582
(337) 394-6466
Fax: (337) 394-3965

AMBULANCE **(Non-Emergency:** **Acadian:511 or Med Express: 800-256-9777)**	**ANY EMERGENCY 911**
FIRE DEPARTMENT **(337) 394-6416**	
CITY POLICE **(337) 394-3001**	
SHERIFF **(337) 394-2112**	
HOSPITAL **(337) 332-2178**	
LOUISIANA STATE POLICE **(LSP Non-Emergency: 337-262-5880)**	
CHEMICAL, RADIATION, SPILL, AND HAZARDOUS MATERIALS EMERGENCY	800-424-8802
POISON CONTROL CENTER	800-256-9822
OFFICE OF EMERGENCY MANAGEMENT	225-925-7500
WATER COMPANY	337-394-2232
ELECTRIC COMPANY	337-394-2232
GAS COMPANY	800-477-0177
ALARM SYSTEMS	337-942-5522
State of Louisiana **Office of Telecommunications Management** **Phone Equipment Management and Repair Services**	225-342-7777 (Helpdesk)

EVANGELINE CAMPUS EMERGENCY CONTROL COMMITTEE

When an emergency or disaster is impending or first occurs, the Campus Administrator shall immediately begin contacting members of the Campus Emergency Control Committee which consists of the following:

TEAM MEMBER	JOB TITLE	WORK PHONE	EMERGENCY PHONE	ESTIMATED Travel Time
Millie Filer **Assistant Dean**	Campus Administrator or designee	337-394-6466	337-839-2663	30 minutes
Samuel Savoy **Welding Instructor**	Campus Safety Contact or designee	337-394-6466	337-394-6189	20 minutes
Allen Simon **Maintenance**	Maintenance Foreman or designee	337-394-6466	337-394-6661	5 minutes
Nerry Smith **Police Representative**	Local Police Officers & Staff or designee	337-394-2226	911	5 minutes

GULF AREA CAMPUS EMERGENCY CONTACT INFORMATION

Kenneth Posey
Assistant Dean
LTC - Gulf Area Campus
1115 Clover Street
Abbeville, LA 70510
(337) 893-4984
or (337) 893-4985
Fax: (337) 893-4991

AMBULANCE **(Non-Emergency:** **Acadian:511 or Med Express: 800-256-9777)**	**ANY EMERGENCY 911**
FIRE DEPARTMENT **337-898-4258**	
CITY POLICE **337-893-2511**	
SHERIFF **337-893-0871**	
HOSPITAL **337-893-5466**	
LOUISIANA STATE POLICE **(LSP Non-Emergency: 337-262-5880)**	
CHEMICAL, RADIATION, SPILL, AND HAZARDOUS MATERIALS EMERGENCY	800-424-8802
POISON CONTROL CENTER	800-256-9822
OFFICE OF EMERGENCY MANAGEMENT	337-898-4308
WATER COMPANY	337-893-8550
ELECTRIC COMPANY	337-893-8550
GAS COMPANY	337-893-8550
ALARM SYSTEMS	N/A
State of Louisiana **Office of Telecommunications Management** **Phone Equipment Management and Repair Services**	225-342-7777 (Helpdesk)

GULF AREA CAMPUS EMERGENCY CONTROL COMMITTEE

When an emergency or disaster is impending or first occurs, the Campus Administrator shall immediately begin contacting members of the Campus Emergency Control Committee which consists of the following:

TEAM MEMBER	JOB TITLE	WORK PHONE	EMERGENCY PHONE	ESTIMATED Travel Time
Kenneth Posey **Assistant Dean**	Campus Administrator or designee	337-893-4984	318-664-1237	20 minutes
Keith Sherman **Campus Safety Contact**	Campus Safety Contact or designee	337-893-4984	337-898-1928	7 minutes
Ray Vincent **Maintenance**	Maintenance Foreman or designee	337-893-4984	337-962-1044	15 minutes
Rick Coleman **Chief of Police**	Local Police Officers & Staff or designee	337-893-2511	337-652-9474	5 minutes

LAFAYETTE CAMPUS EMERGENCY CONTACT INFORMATION

Desiree Huggins
Assistant Dean
LTC - Lafayette Campus
1101 Bertrand Drive
P.O. Box 4909
Lafayette, LA 70502-4909
(337) 262-5962
Fax: (337) 262-5122

AMBULANCE **(Non-Emergency:** **Acadian:511 or Med Express: 800-256-9777)**	**ANY EMERGENCY 911**
FIRE DEPARTMENT **337-232-9211**	
CITY POLICE **337-291-8600**	
SHERIFF **337-232-9211**	
HOSPITAL **337-261-6142 or 337-289-4660**	
LOUISIANA STATE POLICE **(LSP Non-Emergency: 337-262-5880)**	
CHEMICAL, RADIATION, SPILL, AND HAZARDOUS MATERIALS EMERGENCY	800-424-8802
POISON CONTROL CENTER	800-256-9822
OFFICE OF EMERGENCY MANAGEMENT	225-925-7500
WATER COMPANY	337-291-5746
ELECTRIC COMPANY	337-291-5700
GAS COMPANY	888-852-2424
ALARM SYSTEMS	337-234-0396
State of Louisiana **Office of Telecommunications Management** **Phone Equipment Management and Repair Services**	225-342-7777 (Helpdesk)

LAFAYETTE CAMPUS EMERGENCY CONTROL COMMITTEE

When an emergency or disaster is impending or first occurs, the Campus Administrator shall immediately begin contacting members of the Campus Emergency Control Committee which consists of the following:

TEAM MEMBER	JOB TITLE	WORK PHONE	EMERGENCY PHONE	ESTIMATED Travel Time
Desiree Huggins	Campus Administrator or Assistant Dean	337-262-5962	337-981-6626	10 min.
Clifton Weekley	Campus Safety Contact or designee	337-262-5962	337-261-0165	8 min.
Clifton Weekley	Maintenance Foreman or designee	337-262-5962	337-261-0165	5 min.
Chief of Police and Security	Local Police Officers & Staff or designee	337-232-9211	911	3 min.

MORGAN SMITH CAMPUS EMERGENCY CONTACT INFORMATION

Angela Schexsnayder
Interim Assistant Dean
P.O. Box 1327
1230 North Main Street
Jennings, LA 70546-1327
(Phone) 337-824-4811
(Fax) 337-824-5653

AMBULANCE **(Non-Emergency:** **Acadian:511 or Med Express: 800-256-9777)**	**ANY EMERGENCY 911**
FIRE DEPARTMENT **Non-fire purposes dial: 337-821-5507**	
CITY POLICE **337-824-0423**	
SHERIFF **337-824-3850**	
HOSPITAL **337-616-7000**	
LOUISIANA STATE POLICE **(LSP Non-Emergency: 337-262-5880)**	
CHEMICAL, RADIATION, SPILL, AND HAZARDOUS MATERIALS EMERGENCY	800-424-8802
POISON CONTROL CENTER	800-256-9822
OFFICE OF EMERGENCY MANAGEMENT	337-821-2100
WATER COMPANY	337-821-5522
ELECTRIC COMPANY	800-368-3749
GAS COMPANY	800-477-0177
ALARM SYSTEMS	800-574-1600
State of Louisiana **Office of Telecommunications Management** **Phone Equipment Management and Repair Services**	225-342-7777 (Helpdesk)

MORGAN SMITH CAMPUS EMERGENCY CONTROL COMMITTEE

When an emergency or disaster is impending or first occurs, the Campus Administrator shall immediately begin contacting members of the Campus Emergency Control Committee which consists of the following:

TEAM MEMBER	JOB TITLE	WORK PHONE	EMERGENCY PHONE	ESTIMATED Travel Time
Angela Schexnider	Campus Administrator or designee	337-824-4811	337-224-9679	3 minutes
Robert Istre	Campus Safety Contact or designee	337-824-4811	337-783-6273	1 Hour
Donald Myers	Maintenance Foreman or designee	337-824-4811	337-824-8553	10 Minutes
Jennings Police Department	Local Police Officers & Staff or designee	337-824-0423		5 Minutes
Becky Istre		337-824-4811	337-581-9911	15 Minutes

TECHE AREA CAMPUS EMERGENCY CONTACT INFORMATION

Annette Faulk
Associate Dean
LTC - Teche Area Campus
P.O. Box 11057
609 Ember Drive
New Iberia, LA 70562-1057
(337) 373-0011
Fax: (337) 373-0039

AMBULANCE **(Non-Emergency:** **Acadian:511 or Med Express: 800-256-9777)**	**ANY EMERGENCY 911**
FIRE DEPARTMENT **337-369-2370**	
CITY POLICE **337-373-0011**	
SHERIFF **337-369-3711**	
HOSPITAL **Dauterive Hospital 337-365-3711** **Iberia Medical Center 337-364-0441**	
LOUISIANA STATE POLICE **(LSP Non-Emergency: 337-262-5880)**	
CHEMICAL, RADIATION, SPILL, AND HAZARDOUS MATERIALS EMERGENCY	800-424-8802
POISON CONTROL CENTER	800-256-9822
OFFICE OF EMERGENCY MANAGEMENT	337-369-4421
WATER COMPANY	337-365-0002 (Reg. hours) 337-364-3023 (After hours) 337-3694413 (Sewage)
ELECTRIC COMPANY	1-800-622-6537
GAS COMPANY	1-800-252-3323
ALARM SYSTEMS	337-289-9113
State of Louisiana **Office of Telecommunications Management** **Phone Equipment Management and Repair Services**	225-342-7777 (Helpdesk)

TECH AREA CAMPUS EMERGENCY CONTROL COMMITTEE

When an emergency or disaster is impending or first occurs, the Campus Administrator shall immediately begin contacting members of the Campus Emergency Control Committee which consists of the following:

TEAM MEMBER	JOB TITLE	WORK PHONE	EMERGENCY PHONE	ESTIMATED Travel Time
Jamie Dugas **Administrative Assistant**	Campus Administrator or designee	337-373-0011	337-394-9781	
Renee Covington **Campus Safety Contact**	Campus Safety Contact or designee	337-373-0011	337-380-6218	
Allen Badeaux **Maintenance**	Maintenance Foreman or designee	337-373-0011	337-367-1548	
Donnie Tornblom **First Aid Coordinator**	Local Police Officers & Staff or designee	337-373-0011	337-369-7643	

TH HARRIS CAMPUS EMERGENCY CONTACT INFORMATION

Willie Smith
Associate Dean
LTC - TH Harris Campus
332 East South Street
Opelousas, LA 70570
(337) 948-0326
Fax: (337) 948-0243

AMBULANCE **(Non-Emergency:** **Acadian:511 or Med Express: 800-256-9777)**	**ANY EMERGENCY 911**
FIRE DEPARTMENT **337-942-2601**	
CITY POLICE **337-948-2500**	
SHERIFF **337-948-6516**	
HOSPITAL **337-948-3011 (Opelousas General Hospital)**	
LOUISIANA STATE POLICE **(LSP Non-Emergency: 337-262-5880)**	
CHEMICAL, RADIATION, SPILL, AND HAZARDOUS MATERIALS EMERGENCY	800-424-8802
POISON CONTROL CENTER	800-256-9822
WATER COMPANY	337-948-2527
ELECTRIC COMPANY	888-275-3626
GAS COMPANY	800-622-6537
ALARM SYSTEMS	N/A
State of Louisiana **Office of Telecommunications Management** **Phone Equipment Management and Repair Services**	225-342-7777 (Helpdesk)

TH HARRIS EMERGENCY CONTROL COMMITTEE

When an emergency or disaster is impending or first occurs, the Campus Administrator shall immediately begin contacting members of the Campus Emergency Control Committee which consists of the following:

TEAM MEMBER	JOB TITLE	WORK PHONE	EMERGENCY PHONE	ESTIMATED Travel Time
Willie Smith **Associate Dean**	Campus Administrator or designee	337-948-0326	337-258-7974	10 min.
Harold Schexsnayder **Assistant Dean**	Campus Safety Contact or designee	337- 948-0239	337-948-4295	8 min.
Arthur Henry **Maintenance**	Maintenance Foreman or designee	337-948-0239	337-943-1053	10 min.
Perry Gallow **Chief of Police**	Opelousas Police Officers & Staff or designee	337-948-2500	911	3 min.

All Threats

Influenza and Contagious Disease Prevention

The focus of this section will be to advise everyone about how to prevent the spread of contagious illnesses. Suggestions are all common sense and yet we often need to be reminded—get an ample amount of rest, eat nutritiously, stay home when ill, often and proper hand washing (hand sanitizing as a possible substitute), etc.

Additionally, LTC Region 4 will adhere to the following guidelines as prescribed by the CDC (Center for Disease Control):

1. If students/employees become ill while on campus, they will be asked to return home to recuperate in order to minimize the risk of infecting others.
2. Infected students/employees who need to leave the campus should do so without using public transportation.
3. Infected students/employees should stay in their homes until at least 24 hours after they no longer have a fever.
4. To minimize the spread of infection, classrooms, elevators, dining halls, and other high contact areas will be cleaned frequently and wiped down with disinfectant.
5. Alcohol based hand sanitizers will be available on campus.
6. Ill students will be provided options to complete classes. (Instructors should make arrangements with ill students to make up work and should not drop them from classes if they are ill with the flu).
7. A broad range of communication channels have been identified that will be used to reach students/employees to inform them of the situation at their college (First Call, Facebook, radio, TV, etc.).
8. Campus closures will be considered on a case by case basis.
9. Colleges will coordinate with the Department of Health and Human Services to provide vaccinations/immunizations as warrented.

The goal of these prevention measures will be to promote good health and hygiene habits for students, faculty, and staff.

H1N1 Flu Provisions

Note: LTC Region 4 will be using the following reporting process:

Any student that believes that they are experiencing symptoms of the flu (specifically fever or chills and cough or sore throat, runny nose, body aches, headache, tiredness, diarrhea, or vomiting) is asked to call 337-262-5962 Ext. 139 and report:

Student Name

Campus Name

Department

The line is ONLY to be used for persons exhibiting symptoms of flu. Since we don't know the strain, we do need all reports of any flu such as Type A, H1N1, etc.

ANY employee who calls in sick to work; administrators will follow up with the employee to determine if he/she has the flu. These numbers will be reported to the Region 4 Public Relations Officer on a daily basis.

Bomb Threats

A specific campus plan for dealing with bomb threats is available at each campus. See the campus administrator for more information.

Every threat should be taken seriously. If a bomb threat is received by mail, message, or telephone, record in writing the time and type of threat, location of bomb, expected time of detonation, if it is a male or female voice, and any other important information. If the threat is received by phone, keep the person on the phone as long as possible to determine any unusual voice characteristics such as raspy, hoarse, or stutter. Try to notice any background noises. Ask why the bomb was placed there and whom the caller wishes to hurt. **DO NOT HANG UP THE PHONE WHEN THE CALL ENDS. POLICE MAY BE ABLE TO REVERSE TRACE THE CALL.** Report a bomb threat to a supervisor, who will contact the proper authorities. The phone number of local law enforcement shall be placed in conspicuous places throughout agencies.

It is important that each employee visually scans his/her work area before leaving to look for unusual packages or something out of the ordinary. Do NOT touch anything suspicious but report it immediately to law enforcement personnel as you arrive at your designated outside area. Local law enforcement has no way of knowing what belongs in a work area and what does not. It is necessary that employees identify suspicious objects/packages for the bomb squad. Only take your personal items with you.

- Do not use a cell phone in or near the building or during the evacuation as this could trigger the bomb.
- Do not return to your work area until you receive the all-clear signal by the authorized person.

In the event of a bomb threat, the person taking the call should do the following:

- Get an accurate message. Try to write down each word.
- Request the caller to repeat the message as if you did not hear what was said. Do not get excited and fail to get the statements of the caller.
- Ask the caller where the bomb is located and when it is set to go off.
- Identify the caller's voice—whether male or female.
- Try to detect an accent or dialect.
- Try to determine sobriety.
- Note the caller's style of speech-erratic or firm or emphatic.
- Note any background noises or conversation
- Ask the name of the caller. Oddly enough, there have been cases where correct names and addresses have been given.
- Try to determine the length of the call.
- After taking the call, do not broadcast the matter and cause panic.
- When the call is completed, call the campus Administrator and advise that a bomb threat has been received. It will be the responsibility of the Campus Administrator to determine the need to evacuate.