


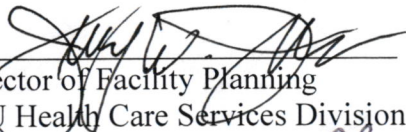
**LOUISIANA STATE UNIVERSITY HEALTH CARE  
SERVICES DIVISION  
BATON ROUGE, LOUISIANA**

POLICY NUMBER: 9701-16  
CATEGORY: Emergency Preparedness  
CONTENT: Emergency Management  
EFFECTIVE DATE: Issued: October 1, 2007  
Reviewed: July 8, 2009  
Reviewed: June 10, 2010  
Reviewed: June 2, 2011  
Reviewed: September 20, 2012  
Reviewed: October 10, 2013  
Reviewed: January 26, 2015  
Reviewed: April 29, 2016

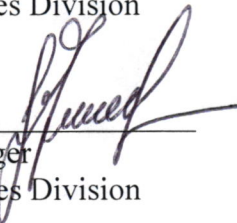
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Deputy Chief Executive Officer  
LSU Health Care Services Division

5/2/2016  
Date

  
Director of Facility Planning  
LSU Health Care Services Division

5/2/16  
Date

  
Executive Project Manager  
LSU Health Care Services Division

4/29/16  
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# LSU HCSD EMERGENCY MANAGEMENT POLICY

## **I. STATEMENT OF POLICY**

It shall be the responsibility of each LSU HCSD location/facility to develop a comprehensive plan to respond in the event of any emergency situation. The plan shall be coordinated at the appropriate hospital, campus administrative level, utilizing the input and resources available to the campus, facility internally and externally.

## **II. PURPOSE**

The purpose of this policy is to ensure, each LSU HCSD locations' readiness to respond appropriately to potentially catastrophic events within or around the respective facility community; thus, minimizing the negative effects upon life, property.

## **III. APPLICABILITY**

This emergency management policy applies to all LSU-HSCD, personnel, including, contractors/contracted workers, students, and volunteers.

## **IV. IMPLEMENTATION**

This policy and subsequent revisions to the policy shall become effective upon approval, signature and date of the LSU HCSD Deputy Chief Executive Officer.

## **V. GENERAL POLICY PROVISIONS**

The emergency management plan shall be developed in the event of potential or actual catastrophic events (both natural and manmade) occurring on or in the proximity of the hospital campus, facility and/or property. The plan shall include written policies and procedures for the following:

Type of emergencies covered.

- Person to contact in the event of a disaster.
- Documentation of activities, including names of persons involved, times, etc.
- Duties and responsibilities of person(s) involved.
- Communication and public relation responsibilities.
- Method(s) of appraisal of situation.
- Evacuation routes.

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- Relationship with public authorities, e.g., law enforcement, fire, civil defense, and environmental authorities.
- Medical, first aid facilities and services.
- Mutual exchange of assistance with other agencies, MOUs.
- Role of Safety Officer and ICS personnel.
- Methods of testing plan, communication of plan, updates and revisions.

The plan shall be reviewed by the appropriate hospital campus, facility administrator annually. A copy of the respective hospital, facility plan shall be retained with the LSU HCSD Hospital Administrator, ABO Administrator. Each LSU HCSD facility incident command structure, LSU HCSD system and general emergency preparedness information shall be posted at <https://www.lsuhsospitals.org/Emergency/purplebook.html>.

The plan must be communicated to the appropriate hospital campus departments and facility divisions for staff knowledge in the event of a need to participate in drills or actual emergency.

## **VI. EXCEPTION**

Any exception to this policy must be approved by the Deputy CEO of LSU HCSD. Requests for exception shall be submitted to the LSU HCSD Deputy CEO for review and approval.