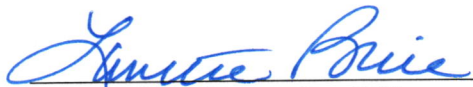


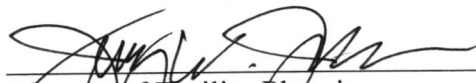
**LOUISIANA STATE UNIVERSITY
HEALTH CARE SERVICES DIVISION
BATON ROUGE, LOUISIANA**

POLICY NUMBER: 9702-16
CATEGORY: Emergency Preparedness/Management
CONTENT: Emergency Management Communications
EFFECTIVE DATE: Issued: July 1, 2008
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 26, 2016

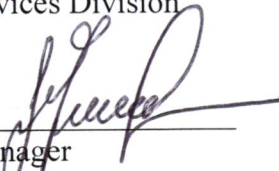
INQUIRIES TO: Angela Gooden, Executive Projects Section
LSU Health Care Services Division
Post Office Box 91308
Baton Rouge, LA 70821-1308
Telephone: 225-354-7017 Facsimile: 225-354-4953


Deputy Chief Executive Officer
LSU Health Care Services Division

5/2/16
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
Date

Effective: July 1, 2008
Reviewed: July 8, 2009
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LSU HCSD EMERGENCY COMMUNICATION POLICY

I. STATEMENT OF POLICY

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

II. PURPOSE

The purpose of this policy is to ensure LSU HCSD locations' readiness to communicate appropriately to potentially catastrophic events that may occur within or around the facilities' communities; thus, minimizing the negative effects upon life, property.

III. APPLICABILITY

This emergency communications 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. POLICY STATEMENT

LSU HCSD will utilize pre-determined forms of emergency communications when normal forms of communications fail.

VI. PROCEDURE

LSU HCSD will utilize all normal forms of communication such as telephone, email, cell, phone, and fax, until an event occurs disabling these communications for the respective facility. In the event of disablement, each facility will follow the guidelines as outlined for communication.

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Upon activation of the Incident Command (ICS) all emergency communications should be deployed and tested. 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>

1. Voice

A. 700/800 Mhz Radio

The 700/800 Mhz radios will be utilized as the primary form of voice communication. If one or more facilities lose normal voice communications, the respective facility will monitor its radio. The primary channel to be used by all facilities is **HRSA-REG2***, the secondary channel is **HRSA-REG3***. All facilities should continue to monitor their respective radios until notified normal voice communication has been restored at all facilities.

** The 700/800 MHz radio network is a public system monitored and recorded by Louisiana State Police. It does not require a licensed operator, but anyone using this radio network is required to use clear, concise, and appropriate speech.*

B. Satellite Phone

Facilities **may** be equipped with a minimum of one Thrane & Thrane 700 BGAN Satellite system, allowing them to have phone/fax service via satellite.

2. Data

A. Satellite Internet

Facilities **may** be equipped with a Thrane & Thrane 700 BGAN Satellite system, allowing them to have access to the Internet. Facilities will have an emergency email address outside of the LSU HCSD email system, allowing communication via email.

B. I-Phone

Facilities have I-Phones assigned to multiple staff. The I-Phones can be utilized for text messaging, as well as PIN to PIN messaging. There is also a tool to import the complete PIN listing into a user's Microsoft Outlook mailbox, which will automatically update an I-Phone associated with the mailbox.

VII. EXCEPTION

Any exceptions 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.

Effective: July 1, 2008

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