

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

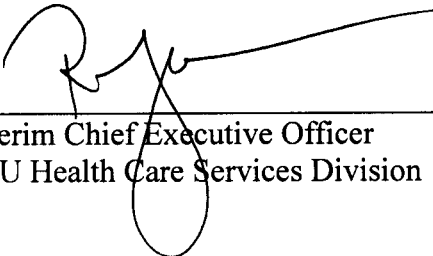
POLICY NUMBER: 9701-11

CATEGORY: Emergency Preparedness

CONTENT: Emergency Management

EFFECTIVE DATE: Issued: October 1, 2007
Reviewed: July 8, 2009
Reviewed: June 10, 2010
Reviewed: June 2, 2011

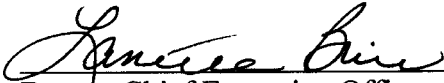
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Interim Chief Executive Officer
LSU Health Care Services Division

6-15-11

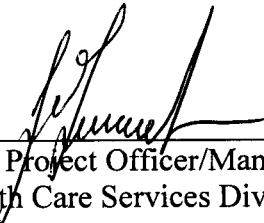
Date



Deputy Chief Executive Officer
LSU Health Care Services Division

6/17/2011

Date



Executive Project Officer/Manager
LSU Health Care Services Division

6/3/11

Date

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. Such a plan shall be coordinated at the appropriate campus administrative level, utilizing the input and resources available to the campus internally and externally.

II. PURPOSE

The purpose of this policy is to ensure, all LSU HCSD locations' readiness to respond appropriately in the case of potentially catastrophic events which could occur within or around the respective facility communities; thus, minimizing the negative effects upon life, property that could occur as the result of such event.

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 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, 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.
- 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 administrators annually. A copy of the plan shall be retained at each LSU HCSD facility with the LSU HCSD Hospital 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 divisions for their knowledge in the event of a need to participate in either drills or an actual emergency.

VI. EXCEPTION

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