

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

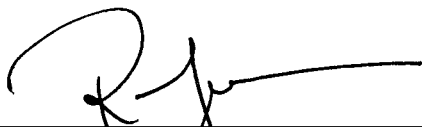
POLICY NUMBER: 9702-09

CATEGORY: Emergency Preparedness/Management

CONTENT: Emergency Management Communications

EFFECTIVE DATE: Issued: July 1, 2008
Reviewed: July 8, 2009

INQUIRIES TO: Claire Wicker, Executive Projects Section
LSU Health Care Services Division
Kirby Smith Hall, Suite 1267B
Baton Rouge, LA 70803
225-922-2227 225-922-2259



Chief Executive Officer
LSU Health Care Services Division

7.21.09

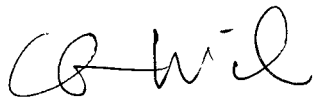
Date



Deputy Chief Executive Officer
LSU Health Care Services Division

7/10/09

Date



Executive Project Director
LSU Health Care Services Division

7-10-09

Date

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 campus administrative level, utilizing the input and resources available to the campus internally and externally.

II. PURPOSE

To ensure, at all LSU HCSD locations, LSU HCSD's readiness to communicate appropriately in the case of potentially catastrophic events which could occur within or around the facilities' communities; thus, minimizing the negative effects upon life and property that could occur as the result of such events.

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 Chief Executive Officer.

V. POLICY STATEMENT

LSU HSCD 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 one or more facilities. If such an event does occur all facilities will follow these guidelines for communication. Upon activation of the Incident Command all emergency communications should be deployed and tested.

1. Voice

A. 700/800 Mhz Radio

The 700/800 Mhz radios will be utilized as the primary form of voice communications. If one or more facilities lose normal voice communications, all facilities will monitor these radios. The primary

channel to be used by all facilities is **HRSA-REG2**, the secondary channel is **HRSA-REG3**. All facilities should continue to monitor these radios until notified that normal voice communications have been restored at all facilities.

** The 700/800 Mhz radio network is a public system monitored and recorded by 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. HAM Radio

HAM Radio will be utilized as the secondary form of voice communications. In the event that 700/800 Mhz radio fails, each facility will have licensed HAM operators and equipment available on site. These operators will communicate directly with HAM operators at the local OEP (Office of Emergency Preparedness). The HAM operators at the local OEP will be able to relay the communication to the state OEP. LSU HCSD will have staff on site at the state OEP.

C. Satellite Phone

All facilities will be equipped with a minimum of one Thrane & Thrane 700 BGAN Satellite system, allowing them to have phone/fax service via satellite. Facilities may choose to have additional satellite phones for voice communication.

2. Data

A. Satellite Internet

All facilities will be equipped with a Thrane & Thrane 700 BGAN Satellite system, allowing them to have access to the Internet. Each facility will have an emergency email address outside of the LSU HCSD email system, allowing them to communicate via email.

B. Blackberry

All facilities have blackberries assigned to multiple staff. The blackberry's can be utilized for text messaging, as well as PIN to PIN messaging. The current listing of blackberry users is available at the following address.

<https://intranet.lsuhs.edu/postmaster/blackberry/userlist/>

There is also a tool to import the complete listing with PIN's into a users Microsoft Outlook mailbox, which will then automatically update to a blackberry associated with the mailbox.

VII. 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.