

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

POLICY NUMBER: 0524-20

CATEGORY: Emergency Preparedness

CONTENT: Emergency Management

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Date

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Date

Note: Approval signatures/titles are on the last page

LSU HCSD EMERGENCY MANAGEMENT POLICY

I. STATEMENT OF POLICY

It shall be the responsibility of Lallie Kemp Medical Center to develop a comprehensive plan to respond in the event of any emergency. The plan shall be coordinated at the 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, Lallie Kemp Medical Center's 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, Lallie Kemp Medical Center 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 Lallie Kemp Medical Center 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
- 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 hospital campus facility administrator annually. A copy of the respective hospital, facility plan shall be retained with the LSU HCSD Hospital Administrator, ABO Administrator.

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.

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