

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

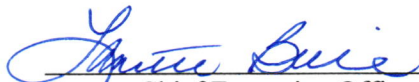
POLICY NUMBER: 0525-19

CATEGORY: Emergency Preparedness/Management

CONTENT: Emergency Management Communications


EFFECTIVE DATE: Issued: July 1, 2008
Reviewed: July 8, 2009
Reviewed: June 10, 2010
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Reviewed: September 20, 2012
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Deputy Chief Executive Officer
LSU Health Care Services Division

1/23/2020
Date



Director of Facility Planning
LSU Health Care Services Division

1/23/20
Date



Executive Project Manager
LSU Health Care Services Division

1/23/2020
Date

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LSU HCSD EMERGENCY COMMUNICATION POLICY

I. STATEMENT OF POLICY

It shall be the responsibility of LSU HCSD to develop a comprehensive emergency communication plan to respond in the event of an emergency.

II. PURPOSE

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

LSU HCSD's readiness to communicate with the LKMC Incident Command.

III. APPLICABILTIY

This emergency communications policy applies to all LSU HCSD 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. 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, LSU HCSD will utilize the following forms of communication to communicate with employees and with LKMC.

1. Campus Notifications

A. E2Campus

The campus wide notification system, e2Campus, will be used to communicate changes in status of each facility, the facilities phone capabilities and the facilities data capabilities. Changes in status will be sent to both LAK and HQ staff.

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2. Voice

A. 700/800 Mhz Radio

The 700/800 Mhz radios will be utilized as the primary form of voice communication with LKMC. If LKMC loses normal voice communications, those LSU HCSD personnel assigned emergency communication radios will monitor their assigned radios. The primary channel is **HRSA-REG2***, the secondary channel is **HRSA-REG3***. LSU HCSD personnel should continue to monitor their radios until notified of restoration of normal voice communication at LKMC.

** 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.*

VI. 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.

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