



POLICY STATEMENT 18 EMERGENCY RESPONSE PLAN

POLICY DIGEST

Monitoring Unit: Office of Emergency Preparedness
Initially Issued: August 1, 1975
Last Revised: April 1, 2016

I. PURPOSE

To establish policy and procedures regarding University response to natural and manmade disasters and other emergencies, herein referred to as emergencies.

II. GENERAL POLICY

- A. University emergency responses shall in all cases place primary emphasis on the protection of human life and all reasonable efforts shall be made to protect and preserve University property.
- B. Recognizing the different kinds of emergency events that could possibly occur and that such events could occur with no prior warning or several days of prior warning, it is the intent of this policy to provide flexibility in determining and implementing emergency responses that are both effective and appropriate.
- C. Emergency response decision-making shall be in accordance with the University chain of command by which the President or most senior administrative officer available shall assume command, gather information, and issue such instructions as are appropriate to protect lives and property.
- D. For emergencies requiring immediate response that occur during the absence or unavailability of the President or senior administrative officers, emergency response shall be made by the proximate University representative capable of taking necessary action.
- E. Vice Presidents and other administrative officers reporting directly to the President are responsible for communicating to and implementing emergency responses for their administrative areas.
- F. Designated elements within the Office of Emergency Preparedness, LSU Police Department and the Office of Facility & Property Oversight shall serve as the primary operating units for general emergency response implementation.
- G. Administrative areas having specialized emergency response needs unique to those areas, i.e., LSUPD, Facility & Property Oversight, Residential Life, Veterinary Medicine, and others, are responsible for developing emergency response plans for implementation during periods of emergency.

III. OPERATING PROCEDURES

The following Operating Procedures are hereby established:

A. Initial Notification

1. It is the responsibility of any employee who learns of an actual or impending emergency to report it immediately to the LSUPD (telephone 578-3231), which is operated 24 hours a day, every day of the year.
2. The LSUPD will notify the senior administrative officer available beginning with the President, the Executive Vice President & Provost, the Vice President for Finance & Administration and CFO, and such other administrative personnel as is appropriate to initiate the emergency response decision making process.

B. Emergency Response Procedure

1. During periods when the University is in full operation, and unless existing emergency conditions require an immediate response, the President, Vice Presidents and other personnel designated in Attachment A shall meet to review available information and establish a response to the emergency. A primary purpose of this meeting shall be to determine whether normal University operations should be continued, reduced or suspended. Once a response is determined, each Vice President is responsible for notifying their administrative areas as to necessary emergency response actions.
2. At all other times, the LSUPD shall notify the President or next most senior administrative officer available who shall initiate the response decision-making process in telephone consultation with other administrative personnel including the Vice President for Strategic Communications. Each administrator listed in Attachment A is responsible for maintaining home telephone numbers of other administrators to be contacted.
3. An existing or impending emergency may require immediate action by the LSUPD or other University personnel to prevent loss of life and property. Examples could include chemical spills, gas leaks, fires, and other emergencies requiring immediate evacuation of part or the entire campus or some other immediate response. Under such conditions, the emergency response shall be initiated before or concurrently with notification of senior administrative personnel through the chain of command and shall be implemented by the senior University representative available and able to initiate emergency response action. Follow-up response to the emergency would be made in accordance with procedures described above.

C. Public Announcements

Announcements as to whether the University will reduce operations or suspend operations because of emergency conditions will be made by the President through the Office of Strategic Communications for release to the public media as follows:

1. If classes only are to be dismissed but all other normal operations of the University are to continue, the announcement shall be:

"All classes, public events and related activities at LSU are suspended today (or until further notice). However, all departmental offices will be open and all employees, including faculty and graduate assistants whose work extends beyond conducting classes, are expected to report to work."

2. If University offices are to be closed and other operations suspended along with the suspension of classes, the announcement shall state:

"All classes, public events, and related activities at LSU are suspended and all offices and departments except those previously designated as required for essential operations will be closed today (or until further notice). Faculty and staff are not to report for work unless previously and specifically told to do so."

D. Essential Employees

1. Designated employees in support and service divisions of the University are required to report to or remain at work in order to maintain essential operations of the University, whether the University has otherwise suspended operations or not. The following departments and divisions will remain in operation and their employees are required to be at work during times of emergency closure or reduced operations:

Office of Emergency Preparedness
Environmental Health & Safety
LSU Police Department
Facility & Property Oversight
University Dining Administration
LSU Union
Residential Life
Student Health Center

Upon approval of the appropriate Vice President, operations in these units may be reduced to minimum requirements and individual employees retained for work or released from work as determined by the existing conditions.

2. With the approval of the appropriate Vice President, other units and/or individual employees may be designated as essential and required to report for work. Recognizing that weather conditions may make employee travel difficult or impossible at times, notification should be as early as possible.

E. Employee Emergency Leave Conditions

Leave conditions during times of reduced or suspended University operation or otherwise during emergencies are governed by PS 12, Leave Guidelines for Academic, Administrative/Professional and Classified Employees.

NOTE: This Policy Statement revises PS 18 and incorporates herein PS 58 which is hereby rescinded.

ATTACHMENT A

- A. President
- B. Executive Vice President & Provost
- C. Executive Vice President for Finance & Administration & Chief Administrative Officer
- D. Vice President for Communications & University Relations
- E. Vice President for Research & Economic Development
- F. Vice President for Student Affairs
- G. Associate Vice President for Facility & Property Oversight
- H. Director of Emergency Preparedness
- I. Chief Information Officer
- J. Chief of LSU Police

(Attachment A revised 7/2023)