
**LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER
SCHOOL OF NURSING**

Subject: Emergency Procedures for
Nursing Students
Approved by: Signature on File
Title: Dean, School of Nursing

Policy Number: F-8
Effective Date: 7/28/08; 11/24/08
Replaced Policy Number: F-8
Dated: 11/24/08
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PURPOSE:

The purpose of this policy is to provide all nursing students with guidance in the preparation for weather related emergency procedures for LSUHSC-NO, School of Nursing.

POLICY:

LSUHSC-NO nursing faculty are committed to ensuring the successful continuation of your academic education after a weather related emergency. Nursing faculty will work diligently to continue your nursing education as soon as possible following a weather related emergency. The successful management and recovery for any emergency is dependent upon adequate preparation. This requires that every nursing student is familiar with LSUHSC-NO emergency procedures and follow the guidance provided by nursing faculty prior to and after an emergency situation.

1. Chancellor, Dr. Larry Hollier has provided all faculty, staff and students with a policy on Weather Related Emergency Procedures for LSUHSC-NO, CM-51. This policy can be located at <http://www.lsuhs.edu/no/administration/cm/cm-51.aspx> This policy provides directives for activities in preparation for, during and after a weather related emergency. In addition, this policy provides categories for an emergency response due to flooding:
 - Yellow – Flood Caution
 - Orange – Flooding Possible
 - Red – Flooding Probable
2. The Chancellor of LSUHSC –NO is the final authority to activate the Disaster Plan.
3. LSUHSC-NO has a Text Message Alert System (TMAS) to advise faculty, staff, and students about emergency matters. Faculty, staff, and students are encouraged to subscribe.

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4. Students can access the “Student Directory” site to update their latest contact information. The site is:

<http://nursing.lsuhscc.edu/StudentInformation/StudentDirectory.html>

5. LSUHSC Email: In cases where there is a threat of severe weather, the SON will send LSUHSC Email that will supplement and reinforce messages coming from the Office of the Chancellor.

PROCEDURE:

A. Communication

1. In the preparation, during and after an emergency situation, communication is a critical and vital element for the successful management and recovery from a crisis situation. Therefore, all nursing students must utilize multiple sources of media to receive communication regarding the state of emergency, to include television, statewide and local radio stations, and the LSUHSC-NO Emergency Web site. Students are encouraged to subscribe to the Text Messaging Alert System (TMAS). Mass communication messages to all nursing students will be coordinated through either e-mail or the LSUHSC-NO Emergency Web site.
2. Nursing students should respond to all emergency messages designated for all LSUHSC Center students and those specifically posted on the LSUHSC-NO Emergency Web site for nursing students. Emergency messages posted specifically for students in other schools such as medicine, allied health, public health, graduate studies, and dentistry may not apply to nursing students.
3. Students will be able to access the Wimba site at <http://lsuhsc.wimba.com/> And the Moodle site at <https://moodle.lsuhscc.edu/> in an emergency situation. Communication modules have been established for all students and are as follows:
 - Graduate
 - MN, MSN, and DNS
 - MNNA
 - Undergraduate
 - CARE
 - RN to BSN and RN to MN

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- Traditional BSN
 - Special
- 4. In addition, an Emergency Information Hot Line can be contacted at 866-957-8472.
- 5. If students cannot secure assistance from the Helpdesk, SON students should contact the School of Nursing Computer Support Department.
- 6. Students are to keep their phone numbers and personal Email addresses current through the School of Nursing Office of Student Affairs.

B. Declaration of an Emergency

1. The Chancellor will issue an executive decision to activate the Weather Related Emergency Plan and Procedures. An emergency is not declared until the Chancellor provides the executive decision.
2. During the emergency, LSUHSC-NO will not serve as an evacuation site for faculty, staff or students.
3. Nursing students will be alerted to the declaration of an emergency through public announcements on the LSUHSC-NO Emergency Web site, TMAS, television, and radio. Depending on the timing of the emergency declaration and current situation, nursing faculty will attempt to notify students regarding the state of emergency. However, this may not be possible; therefore, nursing students should primarily utilize the LSUHSC-NO Emergency Web site, television or radio for current information and updates.

C. Research and Clinical Activity during a Weather Related Emergency

1. All clinical nursing activity must cease once the Chancellor has closed the School due to an emergency.
2. Graduate Students engaged in research activities should refer to policy ONRSS -8 Human Subject Protection Plan for Hurricanes located at: <http://nursing.lsuhs.edu/Administration/PoliciesAndProcedures.html>

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D. Preparation for a Weather Related Emergency

1. In addition to the personal preparation for your safety and security during a weather emergency situation, nursing students are encouraged to prepare for the continuation of the nursing education in the immediate aftermath of a weather related emergency. Nursing students are encouraged to prepare in advance to evacuate with the following items:

Emergency Checklist for Students (Items to Take)	
Books	Cell Phone
Computer Headset with Mic	Take in case it is needed for Wimba
Course Syllabi	Credit Cards, Cash, Check Book
Emergency Phone List Provided by SON	Flash Drives, Diskettes, CDs
Identification credentials Birth certificate, passport	Insurance documents
Laptops	LSUHSC ID Badge
Mementoes	Memorize your LSUHSC Emplid
Mortgage and rental papers	Notes and important course papers and reading materials that are in progress in both paper and electronic format
Personal Health Records/Medications	Personal licenses (drivers, nursing)
Personal Nursing Equipment (stethoscope)	Phone numbers of family and friends
Projects	Uniforms
URL for Moodle and Wimba	Portable radio with batteries
Books	Cell Phone

2. Students who know their evacuation plan can store the information on the Student Directory site. In addition, students who have alternate communication mediums such as personal email accounts and cell/satellite phones are encouraged to provide this information to their course faculty. This will facilitate communication in the aftermath of a weather related emergency.

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D. After the Declaration of a Weather Related Emergency and the Immediate Aftermath

1. All LSUHSC-NO nursing students, faculty and staff are required to update their personal contact information on the LSUHSC-NO registry. This registry will become available online via the LSUHSC Emergency Website once a state of emergency has been declared by Chancellor Hollier.
2. After the immediate weather related emergency has ceased, nursing students must access an update on LSUHSC-NO events through the LSUHSC-NO Emergency Web Site, television, radio, Moodle and/or Wimba communication modules.

Approvals/Reviews:

Date: 3/14/08, 9/26/08;6/19/09;5/28/10; 2/11/11 **By:** Administrative Council
Date: 7/28/08;11/24/08; 6/22/09;6/28/10; 3/28/11 **By:** Faculty Organization