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

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| Subject: Emergency Procedures for Faculty and Staff | Policy Number: F-5 |
| Approved by: Signature on File | Effective Date: 7/28/08 |
| Signature/Title: Dean, School of Nursing | Replaced Policy Number: F-5 |
| | Dated: 11/24/08 |
| | Page: 1 of 10 |

**PURPOSE:**

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

**POLICY:**

The successful management and recovery for any emergency is dependent upon adequate preparation. This requires that every faculty and staff member become familiar with LSUHSC-NO emergency procedures and follow the guidance provided by the administrative team.

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.lsuhsc.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.

4. Faculty and Staff are to keep their emergency contact information current in the School of Nursing Locator data base. Here is a direct link to update your information:
   http://nursing.lsuhsc.edu/FacultyStaff/Locator.html

5. To check whether your phone number is listed accurately. In LSUHSC Directory Assistance, go to link:

   http://www.lsuhsc.edu/no/directory/employeesearch.asp and search for your name to see if your office phone number is listed accurately. If it is not, then do the following:

   - Go and update our locator data base
   - Send an email to the IT Project Coordinator that you have updated your office phone number.

6. LSUHSC Email: In cases where there is a threat of severe weather, the SON will send a 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 faculty and staff must utilize multiple sources of media to receive communication regarding the state of emergency such as:
   - Television
   - Statewide and local radio stations
   - LSUHSC-NO Emergency Web site
   - Phone
   - LSUHSC Email
   - Mass communication messages to all faculty and staff will be coordinated through either e-mail or the LSUHSC-NO Emergency Web site.

2. Faculty and staff members should respond to all emergency messages designated for all LSUHSC Center faculty and staff and those specifically posted on the LSUHSC-NO Emergency Web site for faculty and staff.

3. Faculty and staff will be able to access the Moodle site at https://moodle.lsuhsc.edu/ and the Wimba site at http://lsuhsc.wimba.com/ in an emergency situation. Communication modules have been established for the following:
   - Graduate
     - MN, MSN, and DNS
     - MNNA
   - Undergraduate
     - CARE
     - RN to BSN and MN
     - Traditional BSN
   - Faculty
   - Special
   - Staff

4. In addition, an Emergency Information Hot Line can be contacted at 866-957-8472.

5. If assistance cannot be provided by the Helpdesk, please contact School of Nursing Computer Support Staff for assistance.

**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. Faculty and staff will be alerted to the declaration of an emergency through public announcements on the LSUHSC-NO Emergency Web site, Text Message Alert System (TMAS), television, and radio. Depending on the timing of the emergency declaration and current situation, the administrative staff will notify all faculty and staff regarding the state of emergency.

4. Faculty is not to engage in clinical teaching or faculty practice activities once the Chancellor has closed the Health Sciences Center. The Dean must approve any extenuating circumstances that would necessitate clinical or faculty practice activities.

5. Faculty engaged in research activities must refer to policy ONRSS-8 Human Subject Protection Plan for Hurricanes located at: http://nursing.lsuhsc.edu/Administration/PoliciesAndProcedures.html

## C. Preparation for a Weather Related Emergency

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

| Responsible Individual(s) | Actions |
|---|---|
| Faculty | **Back up files** – Backup files to O drive, and two (2) additional backups and take them with you. If you have a school laptop, put one set of backups on it. Place a second backup on one of the following media: flash drive or disc or external hard drive. |
| Faculty | **Moodle -** Prepare a Moodle component with backups for each course. |
| Faculty | **Chargers –** Remove and take all charging cords and portable batteries. |
| Faculty | **Computer Headset with Mic**- Take in case you need to use Wimba. |
| Faculty | **Course Grades** – Download course grades to an excel file and store on a flash drive. |
| Faculty | **Education packets –** Remove and take all patient educational material. |
| Faculty | **Lecture notes-** Place copy of lecture notes in Moodle and store a copy on a flash drive. |
| Faculty | **Research Studies** – Place backup copies of all appropriate research documents and data on flash drives. |

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| Faculty | **School laptop** – Remove and take school laptop. |
| Faculty | **Special Equipment –** Remove and take any special equipment that is needed, if not part of NSTC. |
| Faculty | **Sync** – Sync any technology that has a copy ability to desk top computer and laptop |
| Faculty | **Test Banks –** Place copies of test bank in Moodle |
| Faculty | **Textbooks** – If textbook is not online, take a copy. |
| Faculty | **Videos, DVDs –** Remove and take all personal videos and DVDs, if not a part of NSTC plan. |
| Faculty and Staff | **Locator Data Base –** Faculty and staff are to update their information in the locator data base. |
| Faculty and Staff | **Binders –** Faculty should remove and take all binders with them. |
| Faculty and Staff | **Faculty contacts -** Faculty/Staff contact information will be available in Moodle, but faculty and staff should have a hard copy for reference. |
| Faculty and Staff | **Items from file cabinets** – Remove all items that you need from file cabinets. |
| Faculty and Staff | **Personal Items** – Remove all your personal items (photos, radios, etc.). |
| Faculty and Staff | **Student contacts** – Student contact information will be available on Moodle, but faculty and staff should have a hard copy for reference. |

2. Faculty and staff should provide their evacuation plan to the administrative team and can store this information on the Nursing Locator site. In addition, faculty and staff who have alternate communication mediums such as personal email accounts and cell/satellite phones are encouraged to provide this information to the administrative team. This will facilitate communication in the aftermath of a weather related emergency.

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

1. All LSUHSC-NO 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 - SON Emergency Website once a state of emergency has been declared by the Chancellor.

2. After the immediate weather related emergency has ceased, faculty and staff must access an update on LSUHSC-NO events through the LSUHSC-NO Emergency Web Site, television, radio, Moodle and/or Wimba communication modules.

## E. TIMELINE

1. The timeline for actions that the SON will take for emergency readiness if provided below:

**120 HOURS OUT**

| Responsible Individual (s) | Actions |
|---|---|
| All faculty and staff | **Backup files -** Faculty & staff are to update data backups to flash drives, O drive, and external disk drives. |
| Associate Dean for Professional Practice, Community Services and Advanced Nursing Practice | **Clinical Contracts -** Clinical contracts are current and accessible on website. |
| Dean | **Classroom Arrangements -** Determine if classroom arrangements are secured. |
| NSTC Director | **Simulation Equipment -** The simulation equipment is located in room 5A3 and will be covered for protection. |
| Assistant Dean of Fiscal Affairs | **Refrigerators -** All refrigerators in the SON are to be cleared of all perishable food. |
| IT Project Coordinator | **Emergency Call List -** The emergency call list will be reviewed for accuracy and completeness. |
| IT Project Coordinator | **Faculty Checklist -** The faculty checklist will be distributed to faculty for readiness. |
| IT Project Coordinator | **Student Checklist -** The student checklist will be E-mailed to all students for readiness. |
| Director, Nurse Anesthesia Program and IT Project Coordinator | **Wimba -** Determine if all faculty and students will be able to access Wimba. |
| IT Analyst | **Designated Disaster Laptop –** The designated disaster laptop will be checked to determine working condition and that it contains latest updates. The designated disaster laptop will be fully charged and a plan will be developed to keep it charged until it is removed by the Dean. |

**96 HOURS OUT**

| Responsible Individual (s) | Actions |
|---|---|
| All faculty and staff | **Safeguard equipment -** Computers - Each faculty member will be accountable for relocating computer equipment from windows to an alternate location. Laptops - Remove laptops and take with you.<br>Portable projectors – Remove portable projectors to a secure alternate location. |
| IT Project Coordinator and Dean | **Command Center –** The Command Center in the Dean's Conference Room will be established. Needed supplies: Telephone, radio, computer(s), and television. |
| Essential Personnel | **Command Center -** Essential personnel will meet in the Command Center to establish the immediate plan of action. |

**ALERT (72 HOURS OUT)**

| Responsible Individual (s) | Actions |
|---|---|
| Dean | **LSUHSC Email –** The Dean will send out an Email to provide a status update to faculty staff, and students. |
| Associate Dean for Professional Practice, Community Services and Advanced Nursing Practice | **Faculty Practice –** The faculty practice arrangements will be reviewed to determine if any communication is needed with the practice site. |
| Dean | **Clinical Agencies –** Contracts are to be secured, assess for crisis status |
| Dean<br>Essential Personnel<br>Associate & Assistant Deans<br>Department Heads<br>CE Department<br>NSTC Department | Incident Command Center – The essential personnel will meet in the Command Center with the management team to finalize plans. Essential personnel will submit their personal evacuation plans. |

**WATCH (48 HOURS OUT)**

| Responsible Individual (s) | Actions |
|---|---|
| Chancellor<br>Dean | **Closure of Clinical Activities –** Upon the Chancellor's declaration for closure, all clinical activities will be closed. |
| Dean | **LSUHSC Email –** The Dean will send another Email to update all faculty, staff and students. |
| Dean | **Emergency Phone List –** The emergency phone list will be activated. |
| Dean | **Post-storm –** The essential personnel will be notified of procedures for reporting to work following the storm, for recovery operations. |

**WARNING (24 HOURS OUT)**

| Responsible Individual (s) | Actions |
|---|---|
| Dean | **Closure of Clinical Activities –** All faculty, students, and staff are notified of closure and release from duties. |
| Dean | **Secure School of Nursing -** The School of Nursing building will be secured by a person appointed by the Dean. |

## AFTER THE EVENT

### -24 HOURS

| Responsible Individual (s) | Actions |
|---|---|
| Dean | **Contact Essential Personnel –** Dean contacts the essential personnel to update and advise them on how to proceed after the event. |
| Dean | **Emergency Phone Tree –** Dean will initiate emergency phone tree to notify faculty, staff and class officers as well as posting information on the LSUHSC website. |
| Dean | **All Clear -** If "All Clear" is initiated, Dean will notify faculty, staff, and students through media and website the date that classes resume. Essential personnel will convene. |

### -48 HOURS

| Responsible Individual (s) | Actions |
|---|---|
| Dean | **Not Clear** – If the event is determined to continue and not be cleared, Dean will contact Essential personnel and discuss the issues at hand. |

### - 72 HOURS

| Responsible Individual (s) | Actions |
|---|---|
| Dean | **Not Clear** – If the event is determined to continue and not be cleared, Dean will call a meeting with the Essential personnel – time and place determined by the Dean. |
| Essential personnel | **Moodle/Wimba –** If event is not cleared and LSUHSC Email is not working, then essential personnel will utilize Moodle/Wimba for communications. |

**Approvals/Revisions:**

**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