

## **I. PURPOSE**

To establish policies and procedures regarding University response to emergencies.

## **II. GENERAL POLICY**

- A. Emergency response decision-making shall be in accordance with the University chain of command by which the Chancellor or most senior administrative officer available shall assume command, gather information, and issue such instructions as are appropriate to protect human life and University property.
- B. Occasionally, situations develop which require the suspension of classes and/or reduction of other activities on the campus. Examples include inclement weather, utility failure, a chemical or biological problem, bomb threats, violent or criminal behavior, fires and explosions.
- C. For emergencies that require immediate response that occur during the absence or unavailability of the Chancellor or Provost, emergency response shall be made by a Vice Chancellor capable of taking the necessary action.
- D. Vice Chancellors and other administrative officers reporting directly to the Chancellor are responsible for communicating to and implementing emergency responses for their administrative areas.
- E. Designated elements within the Business Affairs Division, including the University Police Department and the Department of Facility Services, shall serve as the primary operating units for general emergency response implementation.

## **III. OPERATING PROCEDURES**

- A. Decision and Notification Policy
  - i. It is the responsibility of any employee who learns of an actual or impending emergency to report it immediately to the LSUS Police Department (LSUSPD) - (telephone 318-455-5497).
  - ii. The LSUSPD will notify the senior administrative officer available beginning with the Chancellor, the Provost and Vice Chancellor of

Academic Affairs, the Vice Chancellor of Business Affairs and such other administrative personnel as is appropriate to initiate the emergency response decision making process.

- iii. The decision to suspend activities or close the University is made by the Chancellor. The Office of the Chancellor transmits the decision to the Director of Media and Public Relations and the vice chancellors, who in turn, notify the appropriate personnel in their respective areas.
- iv. In the absence of the Chancellor, the Provost makes the decision about University operations in emergencies. His/her office then becomes responsible for the notification process described in Paragraph III-iii.

B. Emergency Response Procedure

- i. During periods when the University is in full operation, and unless existing emergency conditions require an immediate response, the Chancellor, Vice Chancellors and other personnel determined by the Chancellor 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 Chancellor is responsible for notifying his or her administrative areas as to necessary emergency response actions. The Chancellor will notify LSU System President as well as Director of Media and Public Relations.
- ii. At all other times, the LSUSPD shall notify the Chancellor or the next most senior administrative officer available who shall initiate the response decision-making process in telephone consultation with other administrative personnel including the Director of Media and Public Relations. Each administrator listed in Attachment 3 is responsible for maintaining home and cell telephone numbers of other administrators to be contacted.

C. Public Announcements

i. Announcements as to whether the University will reduce operations or suspend operations because of emergency conditions will be made by the Chancellor through the Office of Media and Public Relations. Students and employees should assume that normal scheduling is being observed unless they hear contrary reports from the news media or official University sources. Students and employees are urged to monitor radio and television stations during suspect conditions.

ii. Employees who are not specifically relieved from duty during emergency situations and who do not report for work are charged annual leave or leave without pay (at the option of the employee), unless they certify to the satisfaction of their supervisors that they were absent due to conditions beyond their control and which warrant the granting of civil leave as provided by Civil Service or University regulations.

iii. The Director of Media and Public Relations notifies the news media of any changes in normal operation. Based upon the seriousness of the situations, these media reports specify the extent of suspensions or closings and which personnel should report for work. In the absence of the Director of Media and Public Relations, the news media are notified by the Office of the Chancellor.

When the University is closed, the announcement provided the news media should contain the following information:

*“All classes, events, and activities at LSUS are suspended and all offices and departments except those previously designated as essential for minimal operation will be closed today (or until further notice). Students are not to report to class. Faculty and staff, with the exception of those previously and specifically told to do so, are not to report for work.”*

On occasions when only classes are suspended, the announcement provided the news media is as follows:

*“All classes, events, and activities at LSUS are suspended today (or until further notice). Students are not to report to class. However, all departmental offices will be open and all faculty and staff are expected to report to work.”*

The news desk of The Shreveport Times is notified as follows:

459-3233

The assignment editors of the television stations notified are as follows:

KTBS (3)	ABC	861-5880 (password required)
KTAL (6)	NBC	629-7166 (password required)
KSLA (12)	CBS	222-1212 (password required)

The news directors of the radio stations notified are as follows:

**Gap Broadcasting:**

The following stations are provided news by one newsroom. For these stations, use the below information:

KEEL	688-5772 (password required)
KTUX	same
KVKI	same
KWKH	same
KRUF	same
KXKS	same

**The Radio Group:**

If calling during normal business hours (8 a.m. to 5 p.m.), call the main switchboard number **222-3122** and the receptionist will get the news of LSUS' closing to all the radio stations in the group. If not calling during normal business hours, call each station's request line individually.

KDKS	320-1021
KBTT	320-1037
KSYR	320-9292
KTAL	320-9898
KLKL	320-0957
KOKA	424-7951

**Cummulus Radio:**

The following stations are provided news by one Cummulus newsroom. For these stations, use the below information:

KMJJ	320-6397
KRMD	same
KQHN	same
KRMD-AM	same
KVMA	same

**Other:**

KDAQ	797-5163
KBCL	861-1070 or kbcl_radio@bellsouth.net
KFLO	550-2000, 464-7890

IV. IDENTIFICATION OF ESSENTIAL PERSONNEL

The Vice Chancellor for Business Affairs shall designate the positions on campus, by title, which are deemed "essential" during closures. These positions shall be confirmed, in writing, to the department head supervising these positions. The department head will advise each employee in these positions, also in writing, with a copy forwarded to the Director of Human Resource Management for that employee's personnel file.

The Vice Chancellor for Business Affairs will review the employment records each August to determine if any additional personnel have been employed who need to be so advised.

See Attachment 1 for a sample letter.

V. ANNOUNCEMENT OF POLICY

The Vice Chancellor for Business Affairs prepares for the Chancellor's signature a general information memorandum on this policy by September 1 of each year. See Attachment 2 for a sample memorandum.

RECOMMENDED:

\_\_\_\_\_  
Vice Chancellor for Business Affairs

\_\_\_\_\_  
Date

APPROVED:

\_\_\_\_\_  
Chancellor

\_\_\_\_\_  
Date

MEMORANDUM

TO: Department Head  
FROM: Vice Chancellor for Business Affairs  
DATE: August 1, (year)

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The following employees are deemed essential in the event of closure of the University:

Director and Assistant Director of Physical Plant  
Power Plant employees (all classifications)  
Electrician  
Maintenance Repairmen 2  
University Police (all classifications)

MEMORANDUM

TO: (Essential Personnel)  
FROM: Department Head  
DATE:  
SUBJECT: Designation as Essential Personnel

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You have been designated as an essential employee in the event of the suspension of classes and closing of offices at the University or for other events deemed appropriate by the Chancellor. Essential personnel may be required to report to work if either contacted by a University official or the University announces “essential personnel only staffing” on the local broadcast news media.

When “essential personnel only staffing” is announced, it will indicate that the University is closed to the public, but certain employees need to be available to handle emergency situations which may arise or to take care of business that cannot be postponed or cancelled.

cc: Vice Chancellor for Business Affairs  
Director, Human Resource Management

MEMORANDUM

TO: All LSU in Shreveport Employees

FROM: (Name of Chancellor)  
Chancellor

DATE: September 1, (year)

SUBJECT: Suspension of Classes and Closing of Offices Due to Inclement Weather

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The following guidelines will be observed in the event of closure:

Emergency leave will be granted only for periods during which classes are suspended and offices are closed and/or when “essential personnel only staffing” is declared by the Chancellor. Employees should stay tuned to local broadcast news media and, in the absence of such announcements, are expected to report to work.

Employees who fail to report to work in the absence of an appropriate confirmed announcement will be charged for annual leave or leave without pay. Sick leave may not be used during these periods unless the employee is actually ill, and department administrative officials should confirm to their satisfaction the legitimacy of such leave requests.

Under separate memoranda, certain employees will be named essential personnel. If you are not notified by your supervisors that you are designated as “essential,” you will not be required to report to work during the suspension of classes and closing of offices.

Thank you for your cooperation.

CHANCELLOR

PROVOST & VICE CHANCELLOR VICE CHANCELLOR OF ACADEMIC AFFAIRS

VICE CHANCELLOR OF BUSINESS AFFAIRS

VICE CHANCELLOR OF DEVELOPMENT

VICE CHANCELLOR OF STUDENT AFFAIRS

DIRECTOR OF MEDIA AND PUBLIC RELATIONS

LSUS CHIEF OF POLICE

DIRECTOR OF FACILITY SERVICES