

**LSU HEALTH CARE SERVICES DIVISION  
BATON ROUGE, LOUISIANA**

**POLICY NUMBER:** 0524-25

**CATEGORY:** Emergency Preparedness

**CONTENT:** Emergency Management

**APPLICABILITY:** This policy is applicable to Health Care Services Division Administration (HCSDA) and Lallie Kemp Medical Center to include classified/unclassified employees, students, volunteers, and contracted workers.

**EFFECTIVE DATE:** Issued: October 1, 2007  
Reviewed: July 8, 2009  
Reviewed: June 10, 2010  
Reviewed: June 2, 2011  
Reviewed: September 20, 2012  
Reviewed: October 10, 2013  
Reviewed: January 26, 2015  
Reviewed: April 29, 2016  
Reviewed: January 20, 2017  
Reviewed/Reissued: November 25, 2019  
(formerly policy series-9700/9701, reissue series, 0500/0524)  
Reviewed: October 20, 2020  
Reviewed: February 13, 2023  
Reviewed: February 26, 2024  
Reviewed: April 7, 2025

**INQUIRIES TO:** LSU Health Care Services Division  
Post Office Box 91308  
Baton Rouge, LA 70821-1308

**Note: Approval signatures/titles are on the last page**

# **LSU HEALTH CARE SERVICES DIVISION EMERGENCY MANAGEMENT POLICY**

## **I. STATEMENT OF POLICY**

It shall be the responsibility of the Health Care Services Division and Lallie Kemp Medical Center to develop a comprehensive plan to respond in the event of any emergency. The plan shall be coordinated at the hospital, campus administrative level, utilizing the input and resources available to the campus, facility internally and externally.

This policy is to ensure HCSDA and LKMC's readiness to respond to potentially catastrophic events within or around an HCSDA or LKMC's grounds/community to minimize the negative effects upon life and property.

## **II. IMPLEMENTATION**

This policy and subsequent revisions to the policy shall become effective upon approval and signature of the HCSD Chief Executive Officer (CEO) or Designee.

## **III. GENERAL POLICY PROVISIONS**

The emergency management plan shall be developed in the event of potential or actual catastrophic events (both natural and manmade) occurring on or in the proximity of LKMC campus, facility and/or property. The plan shall include written policies and procedures for type of emergencies covered:

- Person to contact in the event of a disaster
- Documentation of activities, including names of persons involved, times, etc.
- Duties and responsibilities of person(s) involved
- Communication and public relation responsibilities
- Method(s) of appraisal of situation
- Evacuation routes
- Relationship with public authorities, e.g., law enforcement, fire, civil defense, and environmental authorities
- Medical, first aid facilities and services
- Mutual exchange of assistance with other agencies, MOUs
- Role of Safety Officer and ICS personnel
- Methods of testing plan, communication of plan, updates and revisions

The plan shall be reviewed by the LKMC Administrator annually. A copy of the plan shall be retained with the LKMC Administrator.

The plan must be communicated to the appropriate LKMC departments and divisions for staff knowledge in the event of a need to participate in drills or actual emergency.

#### **IV. EXCEPTION**

The HCSD CEO or Designee may waive, suspend, change, or otherwise deviate from any provision of this policy they deem necessary to meet the needs of the Agency as long as it does not violate the intent of this policy; state and/or Federal laws; Civil Service Rules and Regulations; LSU Policies/Memoranda; or any other governing body regulations.

## Document Metadata

Document Name: 0524-25 Emergency Management Policy (formerly 9701).doc  
Policy Number: 0524  
Original Location: /LSU Health/HCSO/0500 - Administrative Services  
Created on: 10/01/2007  
Published on: 04/08/2025  
Last Review on: 04/07/2025  
Next Review on: 04/07/2026  
Effective on: 01/24/2020  
Creator: Townsend, Kathy  
*HCSO Human Resources Director*  
Committee / Policy Team: Main Policy Team  
Owner/SME: Gooden, Angela  
*Policy Project Manager*  
Manager: Townsend, Kathy  
*HCSO Human Resources Director*  
Author(s): Wicker, Claire M.  
*PROJECT COORDINATOR*  
Approver(s): Wilbright, Wayne  
*Chief Medical Informatics Officer*  
Townsend, Kathy  
*HCSO Human Resources Director*  
Publisher: Wicker, Claire M.  
*PROJECT COORDINATOR*

## Digital Signatures:

### Currently Signed

Approver:  
Townsend, Kathy  
HCSO Human Resources Director



04/07/2025

Approver:  
Wilbright, Wayne  
Chief Medical Informatics Officer



04/08/2025