

**LSU HEALTH CARE SERVICES DIVISION  
EMERGENCY COMMUNICATION POLICY**

**POLICY NUMBER:** 0525-25

**CATEGORY:** Emergency Preparedness/Management

**CONTENT:** Emergency Management Communications

**APPLICABILITY:** This policy applies to the Health Care Services Administration (HCSDA) and Lallie Kemp Medical Center (LKMC) employees, including students, volunteers, and contracted workers.

**EFFECTIVE DATE:** Issued: July 1, 2008  
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(formerly policy series-9700/9702, reissue series, 0500/0525)  
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Reviewed: April 7, 2025

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

# **LSU HCSD EMERGENCY COMMUNICATION POLICY**

## **I. STATEMENT OF POLICY**

It shall be the responsibility of LSU Health Care Services Division (HCSD) to develop a comprehensive emergency communication plan to respond in the event of an emergency.

HCSD shall ensure readiness to communicate in the case of potentially catastrophic events which could occur within and/or around an HCSD office and/or Lallie Kemp Medical Center to minimize the negative effects upon life and property.

Policy will ensure communication with the LKMC Incident Command.

**Note:** Any reference herein to Health Care Services Division (HCSD) also applies and pertains to Lallie Kemp Medical Center (LKMC).

## **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. PROCEDURE**

HCSD will utilize all normal forms of communication such as telephone, email, cell phone, websites, fax, and E2 Campus system.

## **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

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