LSU Health Sciences Center
School of Allied Health Professions
Allied Health Administration Faculty and Staff
Emergency Plan (2025)
May 29, 2025

PURPOSE:
The purpose of this policy is to provide all faculty and staff guidance in the preparation for weather related emergency procedures for LSUHSC-NO School of Allied Health Professions (SAHP). All faculty, staff, and students are to review and follow CM-51 on weather related emergency procedures as well as the LSUHSC Emergency Preparedness response actions for hurricanes. It is each individual's responsibility, whether faculty or staff to obtain esssential information about a hazardous condition from television, radio, or newspaper. It is each individual's responsibility to evaluate the situation and determine the course of action that is to the individual's best interest. The Allied Health Administration does not guarantee that every individual will be notified, nor assumes any liability for failure to contact any individual. Given these conditions, the SAHP will make an effort to notify faculty and staff of important information regarding hazardous conditions (e.g., hurricane information). This effort will include one or more of the following means of communication: LSUHSC website, e-mail, text-messaging, mass communication, telephone, and/or answering machine. In the case of mass communication, faculty and staff will be advised to listen to major television and radio stations for information.

POLICY:
The successful management and recovery for any emergency is dependent upon adequate preparation. This requires that every faculty and staff become familiar with LSUHSC-NO emergency procedures and follow the guidance provided by the administrative team.
The Chancellor has provided all faculty, staff, and students with a policy on Weather-Related Emergency Procedures for LSUHSC-NO, CM-51: http://www.lsuhsc.edu/administration/cm/cm-51.pdf. 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

1. The Chancellor of LSUHSC-NO is the final authority to activate the Disaster Plan.
2. LSHHSC-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.
3. Faculty and Staff are to keep their emergency contact information current in the SAHP Locator database. The direct link to update emergency contact information:
    - To check for accuracy of phone numbers in the LSUHSC Directory Assistance, go to: http://www.lsuhsc.edu/no/directory/employeesearch.asp, search your name and check accuracy of office phone numbers. If office phone is inaccurate, please do the following:
        - Update your locator database
        - Send an email to the IT Project Coordinator stating you have updated your office phone number.
4. LSUHSC email: If there is a threat of severe weather, the SAHP 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 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 Website
- Text Messaging Alert System (TMAS)
- Telephone, cell phone
- LSUHSC Email

2. Faculty and staff should respond to all emergency messages designated for all LSUHSC faculty and staff and those specifically posted on the LSUHSC-NO Emergency Website for faculty and staff.
3. Faculty and staff will have access to Zoom through the Moodle site at https://moodle.lsuhsc.edu/. Communication modules have been established for the following:
4. In addition, faculty and staff will have access to an Emergency Information Hot Line 866-957-8472.
5. If faculty and staff cannot secure assistance from the Helpdesk, faculty and staff should contact the SAHP Computer Support Department, ahnopcsupport@lsuhsc.edu.

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, students, or the general public.
3. Faculty and staff will be alerted to the declaration of an emergency through public announcements on the LSUHSC-NO Emergency Website, 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 are not to engage in practicum experiences/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.

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 SAHP 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 or OneDrive.
Faculty	**Moodle -** Prepare a Moodle component with backups for each course.
Faculty	**Chargers –** Remove and take all charging cords and portable batteries.
Faculty	**Course Grades** – Download course grades to an Excel file and store on T: drive, in the course folder.

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 O: drive or OneDrive.
Faculty	**Research Studies** – Place backup copies of all appropriate research documents and data on O: drive or OneDrive.
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 and Staff	**Locator Database –** Faculty and staff are to update their information in the locator database.
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 needed from file cabinets.
Faculty and Staff	**Personal Items** – Remove all your personal items (photos, radios, etc.).
Faculty and Staff	**Student contacts**

2. To facilitate communication in an aftermath of a weather-related emergency, faculty and staff should provide evacuation plans, personal emails, and cell/satellite phones to the administrative team, as well as stored information on the School of Allied Health Locator database. 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-SAHP 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 Website, television, radio, Moodle and/or Zoom communication modules.

E. TIMELINE

1. The timeline for actions that the SAHP will take for emergency readiness is provided below:

120 HOURS OUT

Responsible Individual (s)	Actions
All faculty and staff	**Backup files -** Faculty & staff are to update data backups to O: drive or OneDrive.
Clinical Coordinators	**Clinical Contracts -** Clinical contracts are current and accessible on website.
Dean	**Classroom Arrangements -** Determine if classroom arrangements are secured.

Department Head	**Simulation Equipment -** The simulation equipment will be covered for protection or moved.
Assistant Dean of Fiscal Affairs	**Refrigerators -** All refrigerators in the SAHP are to be cleared of all perishable food.
Program Directors, Course Coordinators	**Zoom-** Determine if all faculty and students will be able to access Zoom.
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. Portable projectors – Remove portable projectors to a secure alternate location.
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.
Dean	**Faculty Practice –** The faculty practice arrangements will be reviewed to determine if any communication is needed with the practice site.
Clinical Coordinators	**Clinical Agencies –** Contracts are to be secured, assess for crisis status
Dean Essential Personnel	**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 Dean	**Cease all practicum experiences –** Upon the Chancellor's declaration for closure, all practicum experiences will be stopped.
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	**Cease all practicum experiences –** All faculty, students, and staff are notified of closure and release from duties.
Dean	**Secure School of Allied Health** - The School of Allied Health 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/Zoom–** If event is not cleared and LSUHSC email is not working, then essential personnel will utilize Moodle/Zoom for communications.

F. BUSINESS CONTINUITY OF OPERATIONS PLAN

1. Administrative team meets post incident within 24-hours to provide guidance on continuation plans.
2. Develop business continuity of operations guidance that addresses:
    a. Revision of academic calendars and schedules,
    b. Communication plans during recovery period,
    c. Assessment of impact on administrators, faculty, staff, and students,
    d. Delegation of administrative duties for impacted administrators, faculty, and staff,
    e. Plans for resumption of classes,
    f. Plans for resumption of simulation,
    g. Plans for resumption of practicum experiences,
    h. Plans for staff duties and responsibilities,
    i. Plans for continuation of research funded projects.

Communication Hierarchy:

The first point of contact will be the Dean:

Dr. Erin Dugan, Dean (504) 444-3991 work cell; (504) 920-4333 personal cell

The Dean or alternate will contact the following:

Academic Department Heads & Program Directors

Dr. Phil Wilson, HDC	(504) 432-6383 work cell
Dr. Joanie Brocato, MLS	(225) 200-2796 work cell
Dr. Annette Hurley, CD	(504) 460-4961 cell
Dr. Leslie Lopez, CD	(618) 967-0340 cell
Dr. Ingrid Franc, OT	(504) 613-8267 cell
Dr. Howe Liu, PT	(501) 749-6309 cell
Dr. Andy Pellett, CPS	(504) 957-8200 cell
Dr. John Zamjahn, CPS	(504) 237-0728 cell
Dr. Brittany Booth, PA	(504) 813-4177 cell
Dr. George Hebert, COUN	(504) 496-4569 cell

Administrative Staff

Yahaira Amaya, Asst Dean Adm & Finance	(504) 444-4069 work cell; (504) 919-4636 cell
Pam Galindo, Dean's Asst.	(504) 756-4162 cell
Dr. Andy Pellett, Assoc Dean Acad Affairs	(504) 957-8200 cell
Dr. Noelle Moreau, Assoc Dean Research	(843) 813-8317 cell
Dr. Kevin Lord, Asst Dean Student Affairs	(210) 215-5510 cell
Dr. Alanna Glapion, Asst Dean Alum & CA	(504) 717-5788 work cell; (504) 301-6848 cell
Dr. Michael Norman, Assistant Professor	(504) 452-5766 cell
Yudi Cazanas, Director Student Affairs	(504) 462-0555 work cell; (504) 388-0142 cell
Coty Lovelady, Recruitment Specialist	(504) 930-2782 cell
Willis Brewer, Manager of Business Operations	(504) 264-2184 cell
Soranny Martinez-Mejia, Clinic Operations Mgr.	(786) 527-5426 cell
Adam Broussard, Research Supp Coordinator	(504)729-7101 cell
Demeka Thompson, Asst Mgr CFCC	(504) 914-1211 cell
Adam Boe, Special Projects Assistant	(504) 258-2225 cell

Information Technology

Quang Tran (504)-253-1022 work cell; 504-256-5746 cell

***Mr. Tran will contact all SAHP IT staff*:**

Ryan Ramsey	(504) 881-0647 work cell; (622) 251-7023 cell
Marilyn Viverito	(504) 416-4527 work cell; (504) 432-5935 cell

The following individuals are the Approved/Emergency Personnel in Compliance with CM-51

Level One:	Dr. Erin Dugan	
APPROVED	Yahaira Amaya	Quang Tran
Personnel	Ryan Ramsey	
Level Two:	Dr. Erin Dugan	
Emergency	Yahaira Amaya	Quang Tran
Personnel	Ryan Ramsey	

References:
CM-51 Weather-Related Emergency Procedures for LSUHSC-NO, ONRSS-8 Human Subject Protection Plan for Hurricanes, Emergency Readiness Plan for Human Participants Protection Plan

Approved:

By: Administrative Council **Date:** June 23, 2025