



Campus Safety Monthly Newsletter May 2024 – Hurricane Season Edition

**Risk Management
Environmental Health & Safety
Emergency Management
Ergonomics
Continuity of Operations
Campus Security
Title IX**

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1 Role of Organizational Units

Let’s talk briefly about unit plans. Did you know that each college department, both academic and operational, is required to have a unit plan? At a minimum each unit plan should include the following:

- Identify by position specific responsibilities during an emergency.
- Develop procedures for communicating within the Unit during an emergency.

- Identify all life safety threats.
- Identify important assets and how to protect them during an emergency.
- Identify disaster-specific response plans to maintain and restore services essential to the College.
- Identify and record contact information for all regularly used vendors.
- Communicate emergency assignments to all department employees.

Additional information on unit plans appears on page 18 of the Emergency Management and Business Continuity Plan (EMBCP).

2 How Does LSCO Respond to an Emergency?

When an emergency occurs, or is about to occur, the President will sign a Declaration of Emergency. This declaration triggers the Emergency Management and Business Continuity Plan processes.

LSCO uses the Incident Command System (ICS) when responding to campus emergencies. There are 3 levels of emergencies:

- Level 1 – Minor Incident
- Level 2 – Emergency
- Level 3 – Disaster

The ICS system can be used for any of these levels. There is organization within the ICS. The 3 organizational entities are:

- Emergency Management Team
- Incident Response Team
- Units with Supporting Response Plans

Each entity has a specific responsibility, identified more fully beginning on page 6 of the EMBCP. All LSCO employees needs to familiarize themselves

with the EMBCP, so there will be no surprises when the College is forced to activate the plan.

3 Campus Recovery After a Hurricane

The recovery process after a storm is something every employee needs to know. First, the campus remains closed to everyone until a damage assessment has been conducted.

The Damage Assessment Team members are:

- President
- Director of Safety
- Director of Physical Plant
- Other Members Notified by Incident Commander (IC) as Needed

This team will assess every campus building and determine if the buildings are safe for entry. Building assessments are just getting started with this initial review. Once the Damage Assessment Team gives the all clear, the IC will notify the Incident Response Team (IRT) to report to campus. Each unit of the IRT will complete a secondary, more thorough, building assessment. Only after the IRT completes this assessment will the President determine if the campus can be opened. **PLEASE DO NOT RETURN TO CAMPUS UNTIL THE PRESIDENT GIVES THE ALL CLEAR.**

4 Contact Campus Safety for Assistance

Don’t struggle creating a unit plan. Contact Campus Safety for assistance. We will be happy to help.