



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 How LSCPA Responds to a Hurricane Emergency

LSCPA has an Emergency Operations Plan (EOP) to follow during a hurricane emergency response. When the campus is threatened by a tropical system, the President issues a Declaration of Emergency. This declaration triggers the EOP, which activates the Crisis Management Team

(CMT). It's the responsibility of the CMT to guide the College through the emergency and restore any services that have been impacted by the storm. Since it is nearly impossible to gauge how any storm may impact the campus, the CMT has processes in place to return to campus if possible after the storm or virtually if the campus is not accessible. Members of the CMT are:

- President
- Executive VP for Finance & Operations
- Dean of Student Services
- Director of Physical Plant
- Executive Director of Campus Safety

Further information on the CMT appears in the EOP beginning on page 9.

2 Emergency Notifications

The Coordinator for Public Information handles all emergency notifications during a hurricane event. LSCPA uses Blackboard Connect to notify students, faculty, and staff about any significant campus emergencies. Available phone numbers and emails addresses in the college's student registration and human resources systems are automatically enrolled in the Blackboard Connect system.

If a person's phone number has changed, it's necessary to change it in Self Service Banner to continue to receive emergency notifications.

More information on emergency notifications is available in the EOP on page 15.

3 Returning to Campus

When allowed by local authority to travel to campus,

the CMT activates the Assessment Team (AT). The AT is responsible for assessing conditions of campus buildings and providing an idea to the CMT the extent of the recovery process.

During this phase of the emergency response, it is imperative students and employees stay off campus. No one should enter a building that has not been checked by the AT. An all-clear message will be provided when the campus is safe. Additional information on Damage Assessment is available on page 16 of the EOP.

4 Role of Building Coordinators During a Hurricane Emergency

The EOP designates Building Coordinators as responsible for securing physical assets from storm damage. The following are tasks common to most buildings:

- Equipment that can be damaged by water shall be covered by plastic bags or waterproof sheeting or placed in a closet or cabinet if one is convenient.
- Computers on the first floors of buildings shall be covered by plastic bags (but not sealed) and place on work stations.
- All computers shall be disconnected from power sources.
- Perishable food and beverages shall be removed from refrigerators and freezers and the doors propped open.

More information available on page 35 of the EOP.