

## **Policy Review – Campus Safety Rules, Hurricane Preparedness**

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### **UL Lafayette Campus Safety Rules**

*Note: These rules must be reviewed annually by every university employee as required by ORM. These rules shall also be available for students.*

- Every employee is expected to take responsibility for his or her own safety.
- DO NOT knowingly put yourself in an unsafe working environment.
- Determine who is your Departmental Safety Coordinator – ask your supervisor if you are not sure
- Report accidents or any unsafe activity to a Departmental Safety Coordinator or Supervisor.
- Possession or use of any weapons on campus is prohibited by law.
- UL Lafayette is an alcohol and drug free zone. Possession or use of these on campus is prohibited
- Smoking is not allowed in any University building
- Horseplay and fighting are not tolerated on campus.
- Notify your supervisor of any impairment that may reduce your ability to perform tasks in a safe manner.
- Operate equipment only if you are trained and authorized to do so.
- Use Personal Protective Equipment (safety glasses, ear protection, etc) to protect yourself from hazards
- Keep an orderly work environment. Pay close attention to hazards that can cause slips, trips, or falls.
- Store flammables, hazardous materials, and hazardous waste in appropriate containers.
- Bend your knees when lifting objects. DO NOT bend your back when lifting objects.
- Fasten safety belts before starting any motor vehicle.
- Additional safety procedures and policies may be applicable for certain departments. Consult your Departmental Safety Coordinator or the EH & S Policy for more information on these. If you do not know who your Departmental Safety Coordinator is, contact the EH & S office at 482-5357.

### **Hurricane Preparedness – University Procedures**

Every university employee shall be familiar with the following information. Please check with your supervisor to learn about any specific plans regarding hurricane preparedness in your department.

- Essential Personnel have been identified in many departments. Department Heads and Directors are responsible for ensuring Essential Personnel report to work as they deem necessary to protect the University and its campus from damages.
- The Environmental Health & Safety Director shall monitor all storms using data from the National Hurricane Center and other sources.

- When Lafayette Parish is within the 5-day potential track of a named storm, the University shall initiate its Phase I plans. The potential track of the storm will be identified using National Hurricane Center data and includes all potential errors.
- When Lafayette Parish is within the 2-day potential track of a named storm, the University shall initiate its Phase II plans. An administrative meeting shall be scheduled when the University reaches Phase II status. Discussion of possible school closure will be included in this meeting.
- The President (or his designee) shall determine any school closures.
- When Lafayette Parish is included in any mandatory evacuation, as declared by the Louisiana Office of Homeland Security and Emergency Preparedness, the University shall initiate its Phase III plans. With the exception of emergency responders, all University employees and students will leave the campus immediately. Formal preparations have been pre-planned with Louisiana College in Pineville to accommodate pre-approved University student residents who have no means to evacuate.
- Employees are encouraged to register their cell phones with the University's Emergency Notification System (ENS) to receive emergency text messages at:  
www.ens.louisiana.edu
- During times of emergency or school closure, current University information is available to the public by telephone at  
(337) 482-2222 or [www.louisiana.edu](http://www.louisiana.edu).

If the University loses its primary telecommunications capacity, public information will be available at - (765) 285-2222.

- Additional extensive information from the Louisiana Governor's Office of Homeland Security and Emergency Preparedness (OHSEP) on Hurricane Planning is available at:  
www.getagameplan.org