Louisiana State University
At Eunice

Safety Manual

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Introduction
Technology has proven beyond reasonable doubt that optimum control of losses from personal injury or property damage requires that prevention and control consideration be directed toward the system and not just man alone. Looking at the four major components of any system, which are man, equipment, material, and environment, consider the three stages of loss control where measures can be taken to prevent or control losses surrounding any of the components.

The term “contact” is used in describing each of the control stages since, with few exceptions, all accidents involve some type of undesired physical contact between man, equipment, material, or environment.

The term “contact” is also used for practical purposes, since it focuses attention more concretely on something specific that is trying to be prevented. Considering contacts rather than losses or accidents recognizes more potential sources of the undesired events. A discussion of safe practices or a planned observation of an employee’s action on the job would be an excellent example of pre-contact action.

A contact level would be the wearing of safety glasses or a face shield to prevent or minimize an injury resulting from an accident. Post contact action for employees would be prompt effective first aid or rehabilitation.

Preventive or control action can be taken with man, equipment, material, or environment at any or all of the three stages.

Safety Manual / Program

Purpose
1. To establish the LSU Eunice Safety Program.
2. To provide a basic source of policies, procedures, and guidelines to assist University administrators in carrying out their responsibilities for implementing the University Safety Program.

Objectives
1. To provide protection to life and property by prevention of all types of accidents, including fire, occupational diseases and hazards, explosions, hazardous chemicals or materials or substances, and other accidents resulting from equipment or personal failure.
2. To provide a safe environment in which to pursue educational goals of the University.

Distribution
1. New employees are issued a hard copy of the LSU Eunice Safety Manual. It is available on the Faculty Staff Webpage under Physical Plant. Click on Safety Manual.
2. In addition, access to review the policy statements can be found on the LSU Eunice Chancellors Website.

Please note that additional copies along with subsequent changes, corrections, additions, etc. to the existing LSU Eunice Safety Manual can be obtained from the LSU Eunice Faculty Staff.
General Policy

The personal safety and health of faculty, staff, students, and the visiting public are of primary concern to LSU Eunice. Providing a safe environment in which to pursue educational goals is of such consequence that it will be given high priority, support, and implementation wherever necessary. To the greatest degree possible, this Safety Program is provided to reduce or completely eliminate incidents that cause injury to personnel, damage to property, fire or explosion, and hazards to health.

Safety is a responsibility not only of LSU Eunice officials and administrators, but also of every individual employee and student. Careful attention to the requirements of this program for its effectiveness is dependent, to a large extent, upon the interest and cooperation of each constituency involved.

The success of this Safety Program depends upon support at all academic and administrative levels, but particularly at the level of direct supervision exercised by the immediate professor or supervisor. Practices and activities within each department must be examined on a continuing basis to ensure the development, application, and maintenance of appropriate safe practices and the elimination of hazardous conditions.

The LSU Eunice campus adopts the “Basic Loss Control Program” and safety policies of the Louisiana State University System.

Definitions

1. **Accident**: An undesired and unplanned event that results in personal injury and/or property damage.

2. **Accident Analysis**: Involves reviewing accident reports to determine trends in accident occurrence and to apply remedial measures to reduce and/or eliminate these trends.

3. **Accident Investigation and Reporting**: Accurately recording and assessing the conditions and action concerning an individual accident and the recording of these facts accurately and clearly to prevent the accident from occurring again.

4. **Administrator (Management)**: Chancellors, Vice Chancellors, Deans, Directors, and Supervisors.

5. **Building Custodians**: Individuals designated by appropriate University administrators who are responsible for safety, maintenance and security of public areas of a specific building.

6. **Classification of Hazards**
   a. Class “A” Hazard: A condition or practice with potential for causing loss of life or body part, serious injury or illness resulting in permanent disabilities, or extensive loss of structure, equipment, or material.
   b. Class “B” Hazard: A condition or practice with potential for causing serious injury or illness resulting in temporary disabilities, or property damage that is disruptive, but less severe than Class “A”.
   c. Class “C” Hazard: A condition or practice with probable potential for causing non-disabling injury or illness or non-disruptive damage.

7. **Major Activity**: A major administrative department of the LSU Eunice campus, i.e., Chancellor’s Office, Business Affairs, Physical Plant, Student Affairs, etc.
8. **Occupational Illness:** Any abnormal condition or disorder of an employee, other than one resulting from an occupational injury, caused by exposure to environmental factors associated with his employment.

9. **Occupational Injury:** Any injury that results from a work-connected accident or from exposure in the work environment.

10. **Potential Hazard Analysis:** Recording and appraising “near miss” occurrences, except for lack of unusual skills and circumstances, which might become accidents. Such appraisal should lead to developing measures to prevent potential accidents.

11. **Proper Job Instruction (PJI):** The instructing of an employee by presentation and demonstration on how to perform tasks to ensure safety and quality.

12. **Safety Education:** The teaching of the need to use wisely and at appropriate times, the skills and habits developed through training.

13. **Safety Inspection:** Evaluation of structures, equipment, grounds, program, and personnel performances to eliminate hazardous conditions and correct unsafe behavior.

14. **Safety Management:** The planning, organizing, directing, and controlling the accident prevention effort at each level of management to include the lowest supervisory level, employee, and student.

15. **Safety Promotion:** Maintaining safety awareness through the use of mass communication, (e.g., safety meetings, group discussion sessions, news releases, bulletin board notices, posters, safety drives, etc.).

16. **Safety Standards and Codes:** Minimum specifications required to maintain safe equipment, procedures, and performance.

17. **Safety Training:** The process through which attitudes, knowledge, and skills, as they relate to safe practices, are developed.

18. **Supervisor:** The person exercising direct supervision over an individual or a group of employees in the performance of assigned jobs or work tasks. This applies also to professors in their relation to students in their classes or in field operations and instruction.

19. **Work Area Factors:**
   a. **Apparatus:** An assemblage of instruments, machinery, material, etc. for a particular use.
   b. **Buildings and Structures:** Anything built or constructed.
   c. **Conditions:** Housekeeping, lighting, temperature, noise, fire protection, dust, spray, gases, fumes.
   d. **Devices:** Inventions or contrivances.
   e. **Equipment:** Anything used or provided for any task, such as tools, protective clothing, etc.
   f. **Machines:** Any mechanical contrivance used in the performance of some kind of work
   g. **Materials:** Anything found in the work areas, such as chemicals, containers, raw stock, flammables, acids, explosives, etc.

### Terminology

1. **Accident:** An unplanned, sometimes but not necessarily injurious or damaging event, which interrupts the completion of an activity, and is invariably preceded by an unsafe act and/or unsafe condition or some combination of both.

2. **Asbestosis:** A disease of the lungs caused by the inhalation of fine airborne fibers of asbestos.

3. **Auto-Ignition Temperatures:** The lowest temperature at which a flammable gas or
vapor air mixture will ignite from its own heat source, or a contacted heated surface without the necessity of spark or flame. Vapors and gases will spontaneously ignite at lower temperature in oxygen than in air and their auto-ignition temperature may be influenced by the presence of catalytic substance.

4. **Boiling Point**: The temperature at which the vapor pressure of a liquid equals atmospheric pressure.

5. **Carcinogenic**: Carcinogen – Producing cancer.

6. **Combustible Liquids**: Combustible liquids are those having a flash point at or above 140°F. They are known as Class III liquids. Class III A includes those having a flash point at or above 140°F, but below 200°F. Class III B includes those having flash points at or above 200°F.

7. **Decibel (dB)**: A unit to express the ratio of two amounts of electric or acoustic signal power. The decibel is equal to ten times the logarithm of the signal power ratio as expressed by the following equation:

\[
n(dB) = 10 \log \left( \frac{P_1}{P_2} \right)
\]

8. **Dermatitis**: Inflammation of the skin from any cause. There are two general types of skin reaction, primary dermatitis and sensitization dermatitis.

9. **Exposure**: Proximity to a condition that may produce injury, death or damage from dusts, chemicals, high-pressure explosives, etc.

10. **Hazard**: That dangerous condition, potential or inherent, which can bring about an interruption or interference with the expected orderly progress of an activity.

11. **Industrial Hygiene**: That science and art devoted to the recognition, evaluation and control of those environmental factors, or stresses arising in or from the work that may cause sickness, impaired health, and well-being, or significant discomfort and inefficiency among workers or among the citizens of the community.

12. **Loss Time Injury**: A work injury that results in death or disability and in which the injured person is unable to report for duty on his/her next regularly scheduled shift.

13. **Lower Explosive Limit (LEL)**: The minimum concentration of combustible gas or vapor in air of flammable liquids or gases below which propagation of flame does not occur on contact with a source of ignition.

14. **Mechanical Hazards**: Unsafe conditions involving machinery, equipment, tools, etc.

15. **Mg/m3**: Milligrams of contaminant per cubic meter of air. u. The abbreviation of micron. (1 u = 1/10,000 cm 1/25,000 inch).

16. **Nip Point**: The point of intersection of contact of two opposed circular surfaces, or a plane and a circular surface.

17. **Nuclear Energy**: The energy released in a nuclear such as fission or fusion. Nuclear energy is popularly, though mistakenly, called atomic energy.

18. **Occupational Illness**: Any abnormal physical condition or disorder, other than one resulting from an occupational injury, caused by exposure to environmental factors associated with employment.

19. **Personal Protective Equipment**: Any material or device worn to protect the worker from exposure to, or contact with, any harmful material or force.

20. **Pinch Point**: Any point at which it is possible to be caught between the moving parts of a machine, or between moving or stationary parts of a machine, or between the material and the moving parts of a machine.

21. **Radiation**: The emission and propagation of energy in the form of waves through space or through a material medium. Usually refers to electromagnetic radiation such as gamma rays, ultraviolet rays, heat waves, etc.
22. **Silica**: Silicon Dioxide (SiO2) which occurs in nature as quartz, sand, flint, etc. and is used in the manufacture of glass and ceramic products, and also is found in the sand used in foundry operations.

23. **TLV**: Threshold Limit Value. Referenced to airborne concentrations of substances and represent conditions under which it is believed that nearly all workers may be repeatedly exposed to day after day without adverse effect.

### Policy Statement Dealing with Safety

The following LSU Eunice Policy Statements (PS) have implications or deal with campus safety in some manner. They are available on the [Chancellor’s Policy Statement Webpage](#).

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In addition, Permanent Memorandum (PM) 30 on Radiation Protection Program available on the [LSU University Administration Website](#) also applies to this Safety Manual.

### Assignment of Safety Responsibility

Safety is everyone’s responsibility and all employees should be actively involved in the General Safety Program. Employees who do not comply with the LSU Eunice General Safety Program will not be considered desirable for continued employment. To meet this goal, specific safety responsibilities at LSU Eunice have been assigned as follows:

**Chancellor and Executive Staff (Chancellor and Vice Chancellors)**

1. Assign safety responsibilities, delegate authority required to implement LSU Eunice’s Safety Program and incorporate all necessary accommodations and safety measures associated with Services for Persons with Disabilities (See [LSU Eunice Policy Statement (PS) 44](#) available on the Chancellor’s Policy Statement Webpage).

2. Approve and implement safety policies formulated by the Campus Safety Coordinator and Administration.

3. Take under consideration recommendations on safety issues from the Campus Safety Coordinator.

**Campus Safety Coordinator and Administration**

Special meetings should be conducted when critical and urgent safety problems arise with primary consideration to the number of accidents, exposures, and hazards on campus. The Campus Safety Coordinator and Administration shall review problems, develop means and methods for resolving these problems, and develop procedures for placing acceptable measures into effect. The team shall:
1. Review reports of serious accidents or fires.
2. Provide suggestions and/or recommendations based on professional safety advice and in compliance with applicable safety regulations (federal, state, local) to correct hazardous conditions.
3. Review current policies and, if needed, recommend changes and/or assist in development of new policies to minimize unsafe conditions.
4. Recommend physical or structural alterations required to eliminate or control hazards.

**Director of Facilities Services and Safety Coordinator**

The Director of Facilities Services and Safety Coordinator shall work closely with the administrators and supervisors to ensure facilities are maintained in safe condition. The director shall:

1. Serve as chair of the Campus Safety.
2. Initiate topics and facilitate campus wide safety meetings to promote increased safety awareness and accident prevention throughout the campus.
3. Accumulate, maintain, and analyze accident records.
4. Furnish information on losses as requested by the State Office of Risk Management.
5. Conduct examinations for compliance of the fire alarm systems, fire extinguishers, pipeline safety, hazardous material reporting, elevator safety, asbestos management, etc. with local, state, and federal rules and regulations.
6. Coordinate and oversee regular and periodic campus-wide inspections of facilities, grounds, and equipment by utilizing the campus work-order system.
7. Promptly execute all work orders identified as safety related.
8. Conduct inspections of requested areas and report findings.
9. Set a good example through proper attitude, discussions and observance of safety rules and regulations.

**University Deans and Unit Directors**

Each administrator is accountable for safety within his or her area of responsibility. Delegation of authority to supervisors, managers, etc., is an acceptable means of accomplishing the overall goal of safety awareness, training, inspections, etc. They shall:

1. Educate new employees on job safety requirements and procedures.
2. Enforce safety rules and work regulations within their area of responsibility.
3. Report to the Department of Facilities Services any unsafe condition, practices, and make suggestions for improved safety.
4. Set a good example through proper attitude, discussions and observance of safety rules and regulations.

**Instructors**

Instructors are responsible for the safety of their students. This is especially important in those areas where students are exposed to hazardous conditions involving the handling, use, and storing and disposal of hazardous materials. Instructors shall:

1. Inform students and enforce the safety rules and regulations of their respective areas.
2. Ensure good housekeeping practices and strict adherence to lab and classroom safety requirements.
3. Serve as a good role model for his/her students.
Supervisors
Supervisors are responsible for the day-to-day implementation of safety rules and regulations. Supervisors shall:

1. Educate new employees on job safety rules, requirements and procedures.
2. Enforce safety rules, regulations, and procedures within their area of responsibility.
3. Investigate and follow-up on accidents and ensure that accident reports are filed through the Human Resources Office.
4. Ensure equipment and work area(s) are in safe functioning condition. Monitor work procedures and practices to ensure employees are performing their respective duties in a safe manner.
5. Be a good role model for employees under his /her supervision.

Employees
Each employee is responsible for abiding by LSU Eunice’s General Safety Program. Employees shall:

1. Work in accordance with accepted safety rules, regulations, and standard operating procedures. Employees shall seek assistance or further information when needed from their supervisor.
2. Report to their supervisor any unsafe conditions/practices and make suggestions for improved safety.
3. Observe all safety rules and regulations.
4. Attend safety meetings and safety training programs as required.

Safety Meetings
Campus-wide safety meetings will be conducted at the Faculty/Staff Workshops that are held at the beginning of each spring and fall semester. The workshops are mandatory and each employee is required to sign an attendance sheet. During the second and third quarter of each year, information regarding safety tips are communicated to all LSU Eunice employees in the form of handbooks or flyers. LSU Eunice employees are required to acknowledge receipt of the documents.

Safety Rules and Responsibilities
1. LSU Eunice is a tobacco free campus. The use of any tobacco product in any form is prohibited on all LSU Eunice facilities and property.
2. Horseplay and fighting will not be tolerated in the work place.
3. Possession of unauthorized firearms, alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs will not be tolerated in the work place.
4. Before beginning work, notify the immediate supervisor of any permanent or temporary impairment that may reduce the ability to perform in a safe manner.
5. Use personal protective equipment to protect oneself from potential hazards that cannot be eliminated.
6. Operate equipment only if trained and authorized.
7. Inspect the workstation for potential hazards and ensure that the equipment or vehicle is in safe operating condition before using it.
8. Immediately report any recognized potentially unsafe condition or act to the immediate supervisor.
9. If there is any doubt about the safe work method to be used, consult the supervisor before beginning work.
10. Immediately report accidents, near misses, and property damage to a supervisor regardless of the severity.
11. Operators should obtain special safety permits when required. Examples of conditions requiring special safety permits are electrical transformer maintenance and confined spaces.
12. Follow recommended work procedures outlined for the job including safe work methods described in the job safety analysis.
14. Report any smoke, fire, or unusual odors to the immediate supervisor.
15. Use proper lifting techniques. For objects exceeding 50 pounds in weight, the immediate supervisor must determine specific methods for safe lifting.
16. Never attempt to catch a falling object.
17. If work creates a potential slip or trip hazard, correct the hazard immediately or use safety tape to tag the area before leaving it unattended.
18. Fasten restraint belts before starting any motor vehicle.
19. Obey all driver safety instructions.
20. Comply with all traffic signs, signals, markers, and persons designated to direct traffic.

Employees who do not comply with the LSU Eunice safety rules will not be considered desirable for continued employment.

**Building Safety Inspections**

The Director of Facilities Services/Safety Coordinator or designee shall conduct campus-wide building safety inspections quarterly (the LSU Eunice Building Inspection Quarterly Report form can be found in Appendix A). After each inspection, work orders will be submitted to the Facilities Services Department for correcting any deficiencies. While the scheduled quarterly building inspections will be officially conducted by the Director of Facilities Services or designee, all faculty, staff and students are encouraged to report any hazards or possible hazards at any time primarily to the Facilities Services Department by way of the work order system.

LSU Eunice will continue to utilize the Facilities Services Department’s computerized maintenance work order program that prints out individual quarterly inspection checklists to include, but not limited to the following: exit signs, fire extinguishers, exit doors, vent hoods (in labs), emergency showers, general lighting, grounds, vehicles, etc., for all areas on campus. The Facilities Services Department shall conduct these inspections using hardcopy work orders that will be signed, dated, and eventually fed back into the computerized system for accurate tracking, equipment history, and overall record keeping. Emergency requests will take priority over all other requests.

**Procedures for Accident Investigation**

Accidents may occur in spite of an emphasis on safety and regular preventive inspections. Accidents involving injury requiring first aid and an ambulance require the involvement of the LSU Eunice Police and Campus security in order for an incident report to be filed with Human Resources. The accident will also appear in the Officer’s Shift Report (see Appendix B). Accidents must be thoroughly investigated regardless if the person is an employee, student, or
visitor to determine the cause and any contributing factors in order to prevent a reoccurrence.

According to the Office of Risk Management, the investigation report must include information on the person injured, a description of the incident, a statement of what caused or might have caused the accident, and any corrective action that has been taken. If the accident involves an employee, the supervisor of the work unit involved is primarily responsible for notifying the Human Resources Office of the incident along with assisting that office and the LSU Eunice Police and Campus Security in any way possible with the Emergency First Aid/Accident Report and the accident investigation. Others, such as the safety coordinator and/or the safety committee, may be involved depending upon the nature and severity of the accident. An example of the Office of Risk Management Employee Post Incident/Accident Analysis (DA 2000) is contained in Appendix C. An example of the Visitor/Client Post Incident/Accident Initial Information Form (DA 3000) is contained in Appendix D. Both the DA 2000 and the DA 3000 forms are available at the Office of Risk Management online. The use of the DA 2000 and DA 3000 forms are required for all incidents/accidents except vehicle accidents for which a police report serves as the proper documentation. The completed Office of Risk Management forms are filed in Human Resources. The completed Officer’s Shift Report and the Incident Report completed by the police officer or security personnel on duty are filed with the LSU Eunice Police and Campus Security.

Another component of accident investigation is job safety analysis. Job safety analysis is a procedure used to review work methods and uncover hazards that may result in accidents. The hazards might have been overlooked in the inspection of the building, workstation, equipment, tools or processes. The hazards may have developed after the work procedure was designed, or they may be the result of a change in the work procedure or personnel.

Job safety analysis is one of the first steps in hazard prevention, accident analysis, and safety training because a hazard must be recognized before it can be eliminated. Therefore, job safety analysis should be performed on all tasks that have a history of resulting in personal injury or property damage. There are three objectives in job safety analysis: 1) to systematically evaluate jobs and work methods to eliminate hazards and potential hazards, 2) to develop a tool to assist in the teaching of safe work procedures, and 3) to provide a framework for accident analysis. The State of Louisiana Job Safety Analysis Form is located in Appendix E.

**Control of Hazardous Materials**

The majority of the hazardous materials used and stored at LSU Eunice are normally below the reportable quantities as prescribed by the Environmental Protection Agency and the Louisiana Department of Environmental Quality. In addition, the Safety Coordinator does not monitor the purchasing and direct use of hazardous materials throughout campus. However, the overall control of hazardous material is considered an important part of the LSU Eunice Loss Prevention Program and therefore is a part of the Safety Manual.

The procedure for controlling hazardous materials used by or housed in any facility at LSU Eunice follows: The supervisor of each unit or department will:

1. Inventory and maintain an up-to-date list of hazardous materials in excess of 500 pounds by recording the information on the Hazardous Material Survey Form (see Appendix F).
2. Ensure all hazardous materials are properly labeled.
3. Submit on a quarterly basis the description of the given waste and quantities to the Purchasing and Director of Facilities Services/Safety Coordinator’s office to ensure the proper disposition of all hazardous materials in a timely fashion (see Appendix G).

4. Forward Safety Data Sheets (SDS) to the Director of Facilities Services/Safety Coordinator’s office for any hazardous materials or chemicals in excess of 500 pounds per given item that have been utilized or stored on any one day between January 1 and December 31 of a given calendar year. The SDS must be forwarded immediately upon receipt, usage, and/or storage of the products.

5. Provide safety instructions to employees/students covering proper handling, health considerations, protective gear, storage, emergency response, and disposition of hazardous materials.

6. Ensure appropriate SDS information is readily available to personnel/students in the area where hazardous materials are used/stored.

The Safety Coordinator will utilize the information requested in items 1, 3, & 4 above to file the required hazardous waste report to the Department of Environmental Quality and a hazardous material and chemical inventory report to the Louisiana Department of Public Safety and Corrections, Office of State Police.

Radiation Safety
The LSU Eunice Radiation Safety Manual is available on the Faculty/Staff webpage under “Facilities Services”. In addition, LSU has a Radiation Protection Program (see LSU Permanent Memorandum (PM) 30 on the LSU University Administration’s website).

LSU Eunice Emergency Response Procedures
In case of a Medical Emergency:

1. Remain with the victim.
2. Call 911 (9-911 from a campus telephone) of a victim is unconscious, has trouble breathing, has chest pain or pressure, or is bleeding severely.
3. Call LSU Eunice Police and Campus Security at 337-550-1225 or x225 from a campus phone for any type of emergency.

NOTES:
1. IF VIOLENCE OR POTENTIAL VIOLENCE is observed, call the LSU Eunice Police and Campus Security at 337-550-1225 and/or 911 (9-911 from a campus telephone).
2. To report a NATURAL GAS ODOR in or around a building
   a. during normal operating hours (Monday through Friday 8 am to 4:30 pm), call extension 291, extension 225, or 337-550-1225.
   b. after hours, weekends, or holidays, call the Eunice Police Department at 337-457-2626. The dispatcher will send Eunice Gas Department to respond and assess situation. If all else fails, dial 911.

Emergency Preparedness Plan
Every unit on the LSU Eunice campus must be prepared to effectively cope with the unique problem that arises in an emergency situation. Therefore, the purpose of an emergency
preparedness plan is to ensure the safe evacuation of all persons in an affected area and the rapid control of hazards during life threatening situations.

Emergency-preparedness is critical to protect employees, citizens, clients, students and property against all natural disasters and other incidents such as fires, bomb threats, and civil disorder. Effective planning for emergency situations can minimize the interruption of operations by providing a logical course of action during the emergency.

Emergency preparedness requires a system for the prompt recognition of a serious situation; the availability of a well-publicized, flexible, and tested plan; and clear delineation of the responsibilities of employees. Each departmental unit must stress the importance of being prepared in emergencies.

## Procedures for Handling Specific Emergency Situations

### Natural Disasters

The following are some suggested procedures for handling natural disasters such as hurricanes, floods, or tornadoes.

1. Only enter disaster areas if it is essential.
2. Do not bring lanterns, torches, or lighted cigarettes into buildings that have been flooded or damaged because of the possibility of leaking gas line or flammable materials.
3. Do not touch fallen or damaged electrical wires.
4. Immediately leave the area upon discovering a leaking gas line.
5. Formulate plans to isolate people from potential hazards.
6. Identify the disconnecting switch or master control valves for utility services and make them accessible.
7. When a tornado warning is issued, take shelter immediately. The warning indicates that a tornado has been sighted in the area. Protect oneself from falling objects and flying debris. The best protection is an underground shelter, ditch, a steel-framed, or reinforced concrete building. If no shelter is available, go to the basement or inner hallway of the lowest floor of the building.

### Fire Prevention and Control – General Information

Almost all fires are preventable, and control measures can limit the losses if a fire does occur. Fire prevention, control and training principles include the following:

1. Prevent a fire from starting by using fire resistant construction materials, designing facilities to isolate hazardous areas, controlling operations, using preventive maintenance, and eliminating unsafe practices.
2. If a fire is promptly discovered at its inception, and one feels confident and safe using a fire extinguisher that is readily available; extinguishing the fire can prevent it from growing out of control, thus stopping or minimizing human or property loss. Nevertheless, one should not be alone or should notify someone prior to attempting to extinguish the fire.
3. Limit the spread of fire by providing suitable fire barriers and keep the amount of combustibles stored to a minimum. Unorganized storing of large amounts of unused items in attics, basements, closets, etc. should not be practiced.
4. Maintaining clear paths to exit a building (normal exit routes) from any given location of a
building is a must.

Fire Drills, False Alarm & Alarm Response Procedures—For Occupants of a Building

Please be aware that campus wide unannounced fire drills shall take place once annually. Here are some helpful instructions and guidelines for scheduled drills and/or false alarms:

1. In most cases, the fire drills will be scheduled within the first two weeks of the spring or fall semesters.
2. Treat every alarm, whether an unannounced scheduled drill or false alarm, as an actual emergency. In every instance, when an alarm sounds, all students, faculty, staff, and visitors are expected to cooperate fully in safely exiting the given building.
3. Occupants should begin the evacuation process immediately upon alarm.
4. Occupants should move swiftly and orderly to the nearest building exit evacuation route and position themselves away from the given building.
5. The last person to leave a given classroom, office, etc., should close the door completely.
6. Occupants must not use elevators when evacuating a building during a fire emergency.

Fire Drills, False Alarm & Alarm Response Procedures—For Physical Plant Personnel

1. Prior to the scheduled campus fire drills, the Physical Plant Director/Safety Coordinator or his designee will contact the fire alarm monitoring company and the local fire and police departments to properly inform them of the safety exercise.
2. Alarm response – Actual or false - the operator engineer shall call 9-1-1.
3. In the event of a false alarm or actual alarm, trained members of the Physical Plant staff will proceed to the fire alarm panel in that given building to investigate and try to determine the nature or location of the fire. If possible, trained Physical Plant staff will take steps to extinguish the fire, SAFELY. Other Physical Plant personnel with radios will make themselves available at the exterior of the building for support. This support may include yielding radio communication equipment to the Chancellor or available Vice Chancellor in charge to ensure they are well informed of the given situation and circumstances. Support may also include assisting with clearing occupants away from the building, assisting with getting emergency vehicles to the given building, etc.
4. When the Fire Department arrives, the officer in charge takes command of the scene.
5. If the Facilities Services Director/Safety Coordinator or designee determines the alarm is FALSE, prior to the Fire Department arrival, call 9-1-1 and relay the information to Fire Department Dispatcher.
6. DO NOT RESET THE ALARM UNLESS INSTRUCTED TO DO SO BY THE FIRE DEPARTMENT!
7. The Fire Department will notify the fire companies in route to the building that a false alarm has been indicated. Generally, one fire company will continue to the building to verify the alarm is false, and all other response will be cancelled.
8. IT IS EXTREMELY IMPORTANT TO NOT RESET THE FIRE ALARM WHEN IT IS BELIEVED TO BE FALSE. ONLY DO SO WHEN DIRECTED BY THE FIRE DEPARTMENT. If the alarm is reset prior to Fire Department permission, it may be necessary for the Fire Department to conduct a complete search of the building to verify that the alarm was false.
Procedures for Persons on Upper Level Floors Who Are Unable to Use Exits
(wheelchair bound, other special needs individuals, etc.)

If the Individual Can Move to the Exit:

1. Move to the exit door outside of the stairwell. Wait until all persons on the floor have evacuated and traffic in the stairwell has cleared. If the hallway or entrance outside the stairwell has been compromised, filled with smoke, heat, any life threatening exposure, enter and wait on the stairwell landing immediately. Two people should wait with the individual while Facilities Services personnel (building custodian) communicate to the Fire Department of the location. Make sure that the door to the stairwell is securely closed.
2. Wait with colleagues for further instructions. The Fire Department will send firefighters to assist if an evacuation is necessary.
3. Colleagues should not attempt to carry anyone down the stairs unless conditions in the stairwell become threatening (if conditions deteriorate, firefighters and/or Facilities Services personnel can then proceed to carry the individual down the stairs to a safer area).

If the Individual is Unable to Leave the Floor:

1. If an individual does not have persons to assist or are otherwise unable to leave, seek refuge on the floor by securing the area (such as blocking openings around doors or vents where smoke might enter, etc.). When possible, a totally enclosed room with a solid door, telephone, and window is most appropriate.

Survival Skills to “Protect in Place”

1. Use towels or clothing to block openings around doors or vents where smoke might enter.
2. Put a wet cloth over the mouth or nose.
3. Place a signal in the window. The signal can be anything that will call attention to the location. For example, exposing a piece of clothing outside the window.
4. If smoke or fire enters the area, call 9-1-1 to report the location. Stay low to the floor to breathe the best air.
5. It is advisable not to open or break windows. Often smoke from outside the building can enter through open windows. Breaking windows will put an individual at greater risk of smoke entering from the outside, and may hamper rescue efforts.

All Threats – Including Telephone / Mail – Bomb, Bio-terrorist, etc.
Every threat should be taken seriously. If a bomb threat is received by mail, message, or telephone, record in writing the time and type of threat, location of bomb, expected time of detonation, if it is a male or female voice, voice characteristics such as raspiness, hoarseness, or stuttering and any other important information. For telephone threats, please see Appendix H for the “LSU at Eunice Phone Threat Check List”. Report all threats immediately to the Office of the Chancellor (ext. 203), a Vice Chancellor (ext. 301, 288, or 218), or the Director of Physical Plant (ext. 291). Do not share information with anyone else; the immediate supervisor will contact the proper authorities. In general, always remember:
1. If a suspicious object is found, **DO NOT TOUCH IT**, and clear the area.
2. Keep a running log of events as they occur.

Civil Disorder
The following are some suggestions for handling civil disorders:

1. **Emergency Authority** – Supervisors may be given additional authority during civil disorders.
2. **Emergency Responsibility** – During emergencies, responsibility for areas vulnerable to attack or necessary for operations should be assigned to specific persons. Responsibility for decisions in these particular areas should be assigned to employees with knowledge of the area and who will be present at the emergency.
3. **Community Relations** – The Chancellor or designee (usually the Director of Public Affairs) will be designated to communicate with news media and the public. The public should be informed of potential hazards as soon as possible.
4. **Security** – Strict security of the facility should remain in effect until the emergency is over. Gates and doors should be closed and perimeter fences maintained. Entry into the facility should be strictly controlled.

Other components of emergency preparedness procedures for LSU Eunice are located in **Policy Statement Number 72** - Emergency Response Plan.

**Emergency Response and the Command Team**
It is the responsibility of any employee who learns of an actual or impending emergency between 8:00 a.m. and 4:30 p.m. to report it immediately to a senior administrative officer available. This begins with the Office of the Chancellor (ext. 201), Vice Chancellor for Academic Affairs (ext. 301), Vice Chancellor for Business Affairs (ext. 288), Dean of Student Affairs (ext. 218), Director of Physical Plant/Safety Coordinator (ext. 291), and such other administrative personnel should be notified as is appropriate to initiate the emergency response decision
making process. In the event of an emergency situation occurring before 8:00 a.m., after 4:30 p.m., or on the weekend, all emergencies should be reported by calling 911, and in addition notify LSU Eunice Police and Campus Security at ext. 225 or mobile number 337-580-0720. The Chancellor or designated representative will evaluate the threat and order any or all of the following:

1. Establish the Command Team (see Appendix I) at its designated location.
2. Call 911 and report the threat. (Provide only the basic information needed to generate a response from fire/police agencies; do not inadvertently release sensitive information on the radio that can be heard on scanners throughout Southwest Louisiana.)
3. Contact other service agencies as required (see Appendix J).
4. Order evacuation of the campus or one or more campus buildings.

**LSU Eunice Police and Campus Security**

LSU Eunice Police and Campus Security is composed of two police officers and three guards. One police officer works a day and one works an evening shift. The guards each work a day, an evening, and an overnight shift to provide security for the LSU Eunice campus community. In addition to normal shifts, the police officers also cover select events that take place on campus. Utilization of local law enforcement is also used to supplement police coverage as needed on campus.

1. Major areas of concentration for police officers include:
   a. Patrol Campus. Patrolling campus on both foot and by marked police vehicle in order to provide police presence and deterrence of criminal activity.
   b. Respond to incidents and call for service. Officers respond to reported incidents on campus as notified, while taking reports for both criminal and select non-criminal investigations as necessary.
   c. Report on duty/off duty and maintain radio communications with City of Eunice Police that may occur when the officers are on duty as well as off duty.
   d. Coordinate with other local law enforcement for incidents or events that take place on or near the LSU Eunice campus.

2. Major areas of concentration for Security include:
   a. Parking and driving. All students with vehicles on campus must purchase an LSU Eunice parking decal. Each student is given copies of the campus parking policy that is included in the Student Handbook. Faculty and staff are issued hangtags. Faculty, staff, and students are ticketed for improper parking. Security also monitors the parking lot areas for safe driving policies. A copy of the LSU Eunice traffic and parking regulations contained in the Student Handbook is located in Appendix K. Parking and Traffic Regulations for faculty, staff, and students are also available on the LSU Eunice Policy and Campus Security Webpage and at https://www.lsue.edu/policy-statements/regulation-vehicular-traffic.php.
   b. LSU Eunice Police and Campus Security continuously patrols the campus to assure the safety and security of the campus community and their vehicles. Emergencies are reported to the Office of Student Affairs or to LSU Eunice Police and Campus Security, which will then make appropriate emergency contacts (police, fire, and ambulance) as necessary.
   c. All LSU Eunice Police and Campus Security shifts complete a Officer’s Shift Report that details specific findings such as defective campus lighting, unlocked doors, and
vehicles parked on campus overnight, etc. A sample of the Officer’s Shift Report is located in Appendix B. These reports are turned into the LSU Eunice Director of Police and circulated to appropriate campus administrators for information and implementation of corrective measures.

d. Evening shift security patrols the LSU Eunice campus after dark to assure the safety and security of evening students and campus personnel and facilities. A copy of the LSU Eunice campus map is located in Appendix L.
### SECTION 1: GENERAL INFORMATION

Building Name Building Area/Floor _______________________________
Inspectors Name/Date: _______________________________

<table>
<thead>
<tr>
<th>Item</th>
<th>Y</th>
<th>N</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are all listed hazards addressed?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Extinguishers checked:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exit Signs working:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Equipment Operational</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Furniture and Fixtures In Good Working Condition</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SECTION 2: HALLWAYS, STAIRWAYS, GROUNDS, AND ELEVATORS

<table>
<thead>
<tr>
<th>Item</th>
<th>Y</th>
<th>N</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Areas clear of obstructions:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Areas free of slip and fall hazards:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grounds areas free of obstructions and holes:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elevators working:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SECTION 3: ELECTRICAL AND PLUMBING

<table>
<thead>
<tr>
<th>Item</th>
<th>Y</th>
<th>N</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical systems check OK:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plumbing systems check OK:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SECTION 4: HAZMAT/FLAMMABLES

<table>
<thead>
<tr>
<th>Item</th>
<th>Y</th>
<th>N</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proper storage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SDS available:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waste properly contained:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SECTION 5: FUME HOODS AND OTHER HAZARDOUS AREAS

<table>
<thead>
<tr>
<th>Item</th>
<th>Y</th>
<th>N</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPE available:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety guard:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Aid available:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Warning labels intact:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Good Housekeeping:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE: If "no" is checked for any of these in Sections 1-5 please describe here:

_____________________________________________________________________________________________
________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
___________________
SECTION 6: AREAS THAT DO NOT FALL UNDER SECTIONS 1-5

Please describe: 

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Signed By: Inspector: ___________________________  Safety Coordinator: ___________________________
# Appendix B: Officer’s Shift Report

**Ticket Report**

<table>
<thead>
<tr>
<th>Number of Tickets</th>
<th>Violation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not Registered</td>
</tr>
<tr>
<td></td>
<td>Student parked in staff parking</td>
</tr>
<tr>
<td></td>
<td>Backed into space</td>
</tr>
<tr>
<td></td>
<td>Parked in no-parking</td>
</tr>
<tr>
<td></td>
<td>Parked in handicapped</td>
</tr>
<tr>
<td></td>
<td>Parked in visitor</td>
</tr>
<tr>
<td></td>
<td>Other</td>
</tr>
<tr>
<td>0</td>
<td>Total</td>
</tr>
</tbody>
</table>

## Misc. Comments

---

**Buildings**

<table>
<thead>
<tr>
<th>Building</th>
<th>Comments (Note any issues re: Doors, windows, gates, or exits open, safety hazards, damaged or defective equipment, defective lighting or anything of other interest.)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Acadian Center</strong></td>
<td><strong>Comments</strong>: (Note any issues re: Doors, windows, gates, or exits open, safety hazards, damaged or defective equipment, defective lighting or anything of other interest.)</td>
</tr>
<tr>
<td><strong>Science Bldg</strong></td>
<td><strong>Comments</strong>: (Note any issues re: Doors, windows, gates, or exits open, safety hazards, damaged or defective equipment, defective lighting or anything of other interest.)</td>
</tr>
<tr>
<td><strong>Health and Technology Bldg</strong></td>
<td><strong>Comments</strong>: (Note any issues re: Doors, windows, gates, or exits open, safety hazards, damaged or defective equipment, defective lighting or anything of other interest.)</td>
</tr>
<tr>
<td><strong>Manuel Hall</strong></td>
<td><strong>Comments</strong>: (Note any issues re: Doors, windows, gates, or exits open, safety hazards, damaged or defective equipment, defective lighting or anything of other interest.)</td>
</tr>
<tr>
<td><strong>HPRE</strong></td>
<td><strong>Comments</strong>: (Note any issues re: Doors, windows, gates, or exits open, safety hazards, damaged or defective equipment, defective lighting or anything of other interest.)</td>
</tr>
<tr>
<td><strong>Community Education Bldg</strong></td>
<td><strong>Comments</strong>: (Note any issues re: Doors, windows, gates, or exits open, safety hazards, damaged or defective equipment, defective lighting or anything of other interest.)</td>
</tr>
</tbody>
</table>
# Officer’s Shift Report

<table>
<thead>
<tr>
<th>Location</th>
<th>COMMENTS (notate any issues re: Doors, windows, gates, or exits open, safety hazards, damaged or defective equipment, defective lighting or anything of other interest.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUNDELEY HALL</td>
<td>TIME:</td>
</tr>
<tr>
<td>MXII</td>
<td>TIME:</td>
</tr>
<tr>
<td>CATHOLIC STUDENT CENTER</td>
<td>TIME:</td>
</tr>
<tr>
<td>BAPTIST COLLEGIATE MINISTRY</td>
<td>TIME:</td>
</tr>
<tr>
<td>LEDOUX LIBRARY</td>
<td>TIME:</td>
</tr>
<tr>
<td>BENGAL VILLAGE OFFICE (including POOL AREA)</td>
<td>TIME:</td>
</tr>
<tr>
<td>BENGAL VILLAGE BLDG 1</td>
<td>TIME:</td>
</tr>
<tr>
<td>BENGAL VILLAGE BLDG 2</td>
<td>TIME:</td>
</tr>
<tr>
<td>BENGAL VILLAGE BLDG 3</td>
<td>TIME:</td>
</tr>
<tr>
<td>SOCCER PRACTICE FIELD</td>
<td>TIME:</td>
</tr>
<tr>
<td>SOCCER GAME FIELD</td>
<td>TIME:</td>
</tr>
<tr>
<td>SOFTBALL FIELD (including POND)</td>
<td>TIME:</td>
</tr>
<tr>
<td>BASEBALL FIELD (FIELDHOUSE)</td>
<td>TIME:</td>
</tr>
</tbody>
</table>

RA on-call (if applicable):
**Officer’s Shift Report**

<table>
<thead>
<tr>
<th>Grounds Maintenance Building</th>
<th>COMMENTS (note all issues re: Doors, windows, gates, or exits open, safety hazards, damaged or defective equipment, defective lighting or anything of other interest.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIME:</td>
<td></td>
</tr>
<tr>
<td>CHANCELLOR’S RESIDENCE</td>
<td>COMMENTS</td>
</tr>
<tr>
<td>TIME:</td>
<td></td>
</tr>
</tbody>
</table>

**PARKING LOTS (AREA AND LIGHTING)**

<table>
<thead>
<tr>
<th>AREA</th>
<th>LIGHTING</th>
</tr>
</thead>
<tbody>
<tr>
<td>P-1 SCIENCE LOT</td>
<td></td>
</tr>
<tr>
<td>P-2 HEALTH TECH LOT</td>
<td></td>
</tr>
<tr>
<td>P-3 COMMUNITY ED LOT</td>
<td></td>
</tr>
<tr>
<td>P-4 HPRE LOT</td>
<td></td>
</tr>
<tr>
<td>P-5 MANUEL HALL LOT</td>
<td></td>
</tr>
<tr>
<td>P-6 UNION PARKING</td>
<td></td>
</tr>
<tr>
<td>P-7 CENTER AND SYCAMORE STREETS</td>
<td></td>
</tr>
<tr>
<td>MONUMENT DRIVE</td>
<td></td>
</tr>
</tbody>
</table>

**MISC. COMMENTS**
Appendix C: Office of Risk Management State Employee Incident/Accident Investigation Form (DA 2000)

OFFICE OF RISK MANAGEMENT
UNIT OF RISK ANALYSIS AND LOSS PREVENTION
STATE EMPLOYEE INCIDENT/ACCIDENT INVESTIGATION FORM
Worker’s Compensation Claims—For Agency Use Only

(PLEASE TYPE OR PRINT)

1. AGENCY

2. ACCIDENT DATE

3. REPORTING DATE

4. EMPLOYEE NAME (LAST, FIRST)

5. JOB TITLE

6. IMMEDIATE SUPERVISOR

7. DESCRIBE IN DETAIL HOW INCIDENT/ACCIDENT OCCURRED (USE ADDITIONAL SHEET IF NECESSARY)

8. PARISH WHERE OCCURRED

9. PARISH OF DOMICILE

10. WAS MEDICAL TREATMENT REQUIRED? Y N

11. EXACT LOCATION WHERE EVENT OCCURRED

12. NAME(S) OF WITNESSES

13. NAME OF PERSON COMPLETING THIS SECTION OF REPORT

14. SIGNATURE

15. DATE

KEEP COMPLETED FORMS ON FILE AT THE LOCATION WHERE INCIDENT/ACCIDENT OCCURRED
Employee Post Incident/Accident Analysis (DA 2000)

[This form is NOT for use in reporting a claim. The claim reporting form can be found at: www.laorm.com]

MANAGEMENT SECTION

16. NAME OF PERSON COMPLETING THIS SECTION OF REPORT ________________________

17. POSITION/TITLE ____________________________________________________________

18. IS THE PERSON COMPLETING REPORT TRAINED IN ACCIDENT INVESTIGATION _____ Y _____ N

19. WAS EQUIPMENT INVOLVED _____ Y _____ N (If no. skip to question 20)
   A. TYPE OF EQUIPMENT ______________________________________________________
   B. IS THERE A JSA FOR EQUIPMENT _____ Y _____ N ____________ C. DATE LAST JSA PERFORMED __________________________

20. HAVE SIMILAR ACCIDENT INCIDENTS OCCURRED _____ Y _____ N

21. DID INCIDENT INVOLVE SAME INDIVIDUAL _____ Y _____ N

22. SAME LOCATION _____ Y _____ N

23. WAS THE SCENE VISITED DURING THE INVESTIGATION _____ Y _____ N
   A. DATE & TIME ________________________________ B. ARE PICTURES AVAILABLE _____ Y _____ N
   C. IF NO, REASON FOR NOT VISITING __________________________

ROOT CAUSE ANALYSIS

UNSAFE ACT (PRIMARY): ☐ Failure to comply with policies/procedures ☐ Failure to use appropriate equipment/technique ☐ Inattentiveness
☐ Inadequate/lack of JSA/standards ☐ Incomplete or no policies/procedures ☐ Inadequate training on policies/procedures ☐ Inadequate adherence of policies/procedures

Other (specify) __________________________

Detailed explanation of checked box __________________________

WHY WAS ACT COMMITTED:

UNSAFE CONDITION (PRIMARY): ☐ Inappropriate equip/tool ☐ Inadequate maintenance ☐ Inadequate training ☐ Wet surface
☐ Worn/broken/defective building components ☐ Broken equipment ☐ Inadequate guard ☐ Electrical hazard ☐ Fire Hazard

Other (specify) __________________________

Detailed explanation of checked box __________________________

WHY DID CONDITION EXIST:

CONTRIBUTORY FACTORS (IF ANY):

IMMEDIATE ACTION TAKEN TO PREVENT RECURRENT:

LONG RANGE ACTION TO BE TAKEN:

WHAT ADDITIONAL ASSISTANCE IS NEEDED TO PREVENT RECURRENT:

KEEP COMPLETED FORMS ON FILE AT THE LOCATION WHERE INCIDENT/ACCIDENT OCCURRED
Appendix D: Visitor/Client Post Incident/Accident Initial Information Form (DA 3000)

VISITOR/CLIENT POST INCIDENT/ACCIDENT INITIAL INFORMATION FORM - DA 3000
OFFICE OF RISK MANAGEMENT - UNIT OF RISK ANALYSIS AND LOSS PREVENTION

GENERAL LIABILITY – FOR AGENCY USE ONLY

- This form is NOT for use in reporting a claim. The claim reporting form can be found at: www.laorm.com
- Required for all incidents/accidents except vehicle accidents for which a police report serves as the proper documentation.
- Keep completed forms on file at the location where the audit/compliance review will occur.

(PLEASE TYPE OR PRINT)

1. AGENCY NAME and LOCATION CODE: __________________________________________________

2. DATE and TIME of INCIDENT/ACCIDENT: __________________________  3. REPORTING DATE: __________________

4. VISITOR/CLIENT NAME (LAST, FIRST): ________________________________________________

5. VISITOR/CLIENT ADDRESS: __________________________________________________________

________________________________________________________

6. VISITOR’S/CLIENT’S TELEPHONE #: __________________________________________________

7. VISITOR’S/CLIENT’S DETAILED DESCRIPTION OF HOW ACCIDENT OCCURRED:
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

8. DID ANY EMPLOYEE ASK THE VISITOR/CLIENT IF HE/SHE WAS INJURED? _____Y_____N

9. DID THE VISITOR/CLIENT VERBALLY EXPRESS AN INJURY TO ANY PART OF HIS/HER BODY? _____Y_____N
   (IF NO, SKIP TO Q. 10)
   A. WHICH PART OF HIS/HER BODY WAS INJURED? PLEASE BE SPECIFIC (e.g., RIGHT FOREARM, LEFT WRIST, LOWER RIGHT ABDOMEN) __________________________________________________________
   B. WAS MEDICAL CARE OFFERED? _____Y_____N
   1. DID THE VISITOR/CLIENT ACCEPT MEDICAL CARE? _____YES____NO

10. WERE THERE ANY WITNESS(ES)? _____Y_____N (IF NO, SKIP TO Q. 11)
   A. WITNESS’S NAME, ADDRESS, and TELEPHONE # (use additional sheet if needed)
      __________________________________________________________
      __________________________________________________________
      __________________________________________________________
   B. WITNESS STATEMENT(S) ATTACHED? _____Y_____N
11. DETAILED DESCRIPTION OF INCIDENT/ACCIDENT LOCATION ____________________________________________

   IF YES, PLEASE PROVIDE A BRIEF SUMMARY:

13. CHECK THE APPROPRIATE ENVIRONMENTAL CONDITION(S) THAT IS/ARE APPLICABLE TO THE INCIDENT/ACCIDENT:
   - RAINING
   - SUNNY
   - CLOUDY
   - FOGGY
   - COLD
   - HOT
   - LIGHTING
   - WIND
   - OTHER WEATHER CONDITION(S) ________________________________
   - WEATHER NOT A FACTOR

14. CHECK THE APPROPRIATE BOX(ES) THAT PERTAINS TO THE INCIDENT/ACCIDENT:
   - STAIRS
   - PARKING LOT
   - GARAGE
   - SIDEWALK
   - ELEVATORS
   - GRATING
   - SPONSORED ACTIVITY
   - DORMITORY
   - WAITING ROOM
   - WALKWAYS
   - RAILINGS
   - FURNITURE
   - LIQUID ON FLOOR - TYPE OF LIQUID ________________________________
   - FLOORING - DESCRIBE THE TYPE OF FLOOR AND TYPE OF WAX ________________________________
   - EQUIPMENT (SPECIFY TYPE) ________________________________
   - STATE-OWNED? Y N
   - OTHER CONDITION(S): ________________________________

15. IF THE INCIDENT/ACCIDENT INVOLVED ITEMS THAT CAN BE RETAINED (e.g., furniture, muffler, exam table), THE CLAIMS UNIT REQUIRES THAT THE ITEM BE TAGGED WITH THE DATE OF INCIDENT/ACCIDENT AND NAME OF VISITOR/CLIENT.
   IF THE STATE-OWNED ITEM IS BROKEN OR DAMAGED, IT MUST BE PLACED IN A SECURED AREA AFTER BEING TAGGED.
   THE TAG CANNOT BE REMOVED OR THE BROKE/DAMAGE ITEM CANNOT BE SURPLUS/DISCARDED UNTIL NOTIFIED BY THE CLAIMS UNIT.
   IF APPLICABLE, WERE THESE STEPS FOLLOWED? Y N

16. WAS THE VISITOR/CLIENT AUTHORIZED TO BE IN THIS AREA? Y N

17. DID ANY EMPLOYEE OBSERVE ANYTHING BEFORE/AFTER THAT IS RELEVANT TO THE ACCIDENT? Y N
   (IF NO, SKIP TO Q. 18)
   A. WAS A STATEMENT OBTAINED AND ATTACHED? Y N

18. DID THE SUPERVISOR OR AGENCY SAFETY OFFICER RECEIVE A REPORT OF ANY OBSERVED CONDITIONS? Y N

19. WERE PICTURES TAKEN AND ARE THEY ATTACHED TO REPORT? Y N

20. NAME AND POSITION OF EMPLOYEE FILLING OUT THIS REPORT:

   ________________________________
   DATE
# Appendix E: Job Safety Analysis

<table>
<thead>
<tr>
<th>STATE OF LOUISIANA JOB SAFETY ANALYSIS TRAINING GUIDE</th>
<th>JSA FORM</th>
<th>JSA WORKSHEET (FORM JSA-1-00)</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOB:</td>
<td>DATE:</td>
<td></td>
</tr>
<tr>
<td>TITLE OF PERSON WHO DOES JOB:</td>
<td>SUPERVISOR:</td>
<td>ANALYSIS BY:</td>
</tr>
<tr>
<td>DEPARTMENT:</td>
<td>LOCATION:</td>
<td>REVIEWED BY:</td>
</tr>
<tr>
<td>REQUIRED AND/OR RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT:</td>
<td>APPROVED BY:</td>
<td></td>
</tr>
</tbody>
</table>

**SEQUENCE OF BASIC JOB STEPS**

<table>
<thead>
<tr>
<th>POTENTIAL ACCIDENTS OR HAZARDS</th>
<th>RECOMMENDED-SAFE-JOB-PROCEDURES.</th>
</tr>
</thead>
</table>

JSA 1-00 STATE OF LOUISIANA
# Appendix F: Hazardous Material Survey Form

## HAZARDOUS MATERIAL SURVEY FORM

<table>
<thead>
<tr>
<th>Campus/Operating Unit</th>
<th>Building</th>
<th>Room No.</th>
<th>Supervisor's Name and Position</th>
<th>Phone No.</th>
</tr>
</thead>
</table>

## HAZARDOUS MATERIAL INVENTORY

<table>
<thead>
<tr>
<th>Identity Hazardous Material</th>
<th>Usage Or Disposition</th>
<th>Container/Storage Location</th>
<th>Inventory Amount In Pounds</th>
<th>Distributor</th>
<th>MSDS Location</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

**CERTIFICATION:** I hereby certify the information contained herein is true and correct to the fullest extent of my knowledge.

---

**SUPERVISOR’S SIGNATURE**

---

**Date**

---

## SAFETY COMMITTEE’S RECOMMENDATIONS

<table>
<thead>
<tr>
<th>Approved By:</th>
<th>Date</th>
<th>Disapproved By:</th>
<th>Date</th>
</tr>
</thead>
</table>

**Reason for Disapproval:**

---

---
Appendix G: Disposition of Hazardous Materials Form

Campus/Operating Unit ________________________________________________

Supervisor’s Name & Position __________________________________________

<table>
<thead>
<tr>
<th>Building</th>
<th>Room Number</th>
<th>Description of Hazardous Material</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Certification:
I hereby certify the information contained herein is true and correct to the fullest extent my knowledge.

Supervisor’s Signature: ___________________________          Date: ____________
Approved: ___________________________                      Date: ____________

Safety Coordinator
Appendix H: LSU Eunice Phone Treat Check List

Remain calm. Listen; do not interrupt the caller. Respond in a matter-of-fact manner, asking the caller to repeat what she/he has said to you. Gather as much information as possible. Remember all details of the conversation. Alert campus officials immediately after the caller hangs up. Inform the caller that the bomb or bio-threat (see below) could cause injury or death, such as, “Do you know that what you are doing could cause injury or death?”

Record telephone number of caller ________________________
Note exact time of call ________________________

Ask the caller
Where is the threatening item located? ________________________________

If it is a bio-terrorist threat:
• What is the substance? ____________________________________________
• What does it look like? ____________________________________________

If it is a bomb:
• When will it explode? ____________________________________________
• What does it look like? ____________________________________________
• What kind of bomb is it? ____________________________________________

How do you know so much about this bomb? ____________________________
How do you know so much about this building? ____________________________

What group do you represent? _________________________________________
Where are you now? ________________________________________________
What is your name? ________________________________________________

Try to identify the following
Sex: ______ Age: ______ Nationality/Foreign accent: _______________________
Voice characteristics: ________________________________________________
Background noises: ________________________________________________
Other innuendoes as to location of the bomb or bio threat:

______________________________________________________________

Exact words of caller:
______________________________________________________________

• Immediately report the incident to the Office of the Chancellor (ext. 203), LSU Eunice Police and Campus Security (ext 225), a Vice Chancellor (ext. 301, 288, or 218), or the Director of Facilities Services (ext. 291).
• **Do not share this information with anyone else;** your supervisor will contact the proper authorities.
• If a suspicious object is found, **DO NOT TOUCH IT**, and clear the area.
• Keep a “running log” of events as they occur.
# Appendix I: Command Team Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Office Number</th>
<th>Other Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chancellor Dr. Nancee Sorenson</td>
<td>337-550-1203</td>
<td>520-490-9727</td>
</tr>
<tr>
<td>Vice Chancellor for Academic Affairs Dr. John Hamlin</td>
<td>337-550-1301</td>
<td>337-943-0434</td>
</tr>
<tr>
<td>Interim Vice Chancellor for Business Affairs Ms. Amy Greagoff</td>
<td>337-550-1288</td>
<td>337-278-1689</td>
</tr>
<tr>
<td>Dean for Student Affairs Dr. Kyle Smith</td>
<td>337-550-1218</td>
<td>337-385-8600</td>
</tr>
<tr>
<td>Director of Facilities Services/Safety Coordinator Mr. Michael P. Broussard</td>
<td>337-550-1292</td>
<td>337-580-6519</td>
</tr>
<tr>
<td>LSU Eunice Police &amp; Campus Security Mr. J. Cory, Lalonde</td>
<td>337-550-1225</td>
<td>225-337-2586</td>
</tr>
<tr>
<td>Director of Information Technology Mr. Stephen Heyward</td>
<td>337-550-1307</td>
<td>225-229-2735</td>
</tr>
<tr>
<td>Interim Director of Public Relations Mr. Travis Webb</td>
<td>337-550-1211</td>
<td>337-581-5746</td>
</tr>
</tbody>
</table>
Appendix J: Additional Contacts for Local Services

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
<th>Business Number</th>
<th>Other Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. James Simon, Director</td>
<td>LSU System Office</td>
<td>225-578-2111</td>
<td></td>
</tr>
<tr>
<td>Ms. Lisa Vidrine, Director</td>
<td>Acadia Parish OHSEP</td>
<td>337-783-4357</td>
<td>337-523-2679</td>
</tr>
<tr>
<td>Chief Randy Fontenot</td>
<td>St. Landry Parish OHSEP</td>
<td>337-948-7177</td>
<td>337-351-2467</td>
</tr>
<tr>
<td>Chief Michael Arnold</td>
<td>Eunice Police Department</td>
<td>337-457-2626</td>
<td></td>
</tr>
<tr>
<td>Sheriff K. P. Gibson</td>
<td>Acadia Parish Sheriff’s Office</td>
<td>337-788-8700</td>
<td>337-788-8772</td>
</tr>
<tr>
<td>Sheriff Bobby Guidroz</td>
<td>St. Landry Parish Sheriff’s Office</td>
<td>337-948-6516</td>
<td>337-948-5801</td>
</tr>
<tr>
<td>Sheriff Eddie Soileau</td>
<td>Evangeline Parish Sheriff’s Office</td>
<td>337-363-2161</td>
<td></td>
</tr>
<tr>
<td>Mr. Gerald Manuel, Supt.</td>
<td>Eunice Gas Department</td>
<td>337-457-6576</td>
<td>337-580-4747</td>
</tr>
<tr>
<td>Mr. David Willie Bergeron</td>
<td>CLECO</td>
<td>337-550-3535</td>
<td>337-849-3999</td>
</tr>
<tr>
<td>Ms. Chellie Godeaux</td>
<td>Utility Compliance Solutions, LLC</td>
<td>337-277-7817</td>
<td></td>
</tr>
<tr>
<td>Williams Gas Pipelines Transco</td>
<td></td>
<td>337-457-3602</td>
<td></td>
</tr>
<tr>
<td>Acadian Ambulance Service</td>
<td></td>
<td>800-259-3333</td>
<td>337-291-1111</td>
</tr>
<tr>
<td>Mr. Huey Miller</td>
<td>Service Master</td>
<td>337-234-1289</td>
<td>337-654-2700</td>
</tr>
</tbody>
</table>
Appendix K: LSU Eunice Traffic and Parking Regulations

Registering Your Vehicle
To part and operate a motor vehicle on campus, students must register their vehicles on their myLSUE accounts. Students are held responsible for knowing and obeying campus traffic regulations, which are outlined below. Steps for registering your vehicle on myLSUE:

1. Log into your myLSUE account;
2. Select “Student Services” tab; then
3. Enter your vehicle information.

Receiving your Parking Permit
After you have registered your vehicle online, you may pick up your permit/decal in the LSUE Police and Security Office during the hours of 8:00am – 4:30pm, Monday through Friday. The office is located in the Science Building Room 138.

Make sure to put the decal on the bottom left-hand corner of your rear windshield immediately to avoid receiving a parking citation.

Paying for your Parking Permit
Immediately after receiving your parking permit, you must make a payment of $30 online on your myLSUE account or in person at the Business Office.

Traffic and Parking Regulations
Parking decals must be placed on the left of the rear windshield affixed on the outside of the glass. Pedestrians have the right of way when within marked crosswalks. Unless a different limit is posted, the speed limit is 15 mph on all campus streets and 10 mph in parking areas.

Vehicles must be centered in marked parking spaces and must not be backed into parking spaces. Backing into a space or pulling across to an opposite space leaves the parked vehicle illegally facing against the flow of traffic and prevents LSU Eunice Police and Security Officers from being able to easily read decals. Vehicles must be registered by the end of the first full week of classes with decals that are valid from the date the car is registered until the following August 15. Vehicles must follow established traffic routes, stop at all stop signs, and obey all other traffic regulations. Vehicles must be parked in spaces designated specifically for the associated parking permit. Vehicles improperly parked in faculty/staff spaces, designated handicapped spaces, loading zones, fire lanes, or other improper spaces will be ticketed and/or towed at the owner’s expense. Parking and traffic tickets may be appealed in person in the Office of Student Affairs, Room 112 of the Acadian Center. Additional information on parking and traffic regulations for LSU Eunice is available at the LSU Police and Campus Security Webpage under Parking and Traffic Regulations at www.lsue.edu/police.
Appendix L: LSU Eunice Campus Map

1. Science Building [S]
   - Accommodated/Disability Services
   - Business Affairs
   - Chancellor's Office
   - Division of Sciences and Mathematics
   - Human Resources
   - Public Affairs
   - Tutorial Center
2. Library [L]
3. Acadian Center (Union) [A]
   - Bookstore
   - Cafeteria
   - Campus Activities Board
   - Financial Aid
   - LSUE Geaux Center
     - Admissions
     - Enrollment Management
     - Registrar's Office
     - Recruiting
     - Scholarships
     - Student Records
   - Student Government Association
   - Student Activities
   - Student Affairs
   - Veterans Affairs
4. Health Technology Building [T]
   - Division of Health Science and Business Technology
   - Performing Arts
5. Manuel Hall [M]
   - Division of Health Science and Business Technology
   - Developmental Education
   - Liberal Arts
6. LSU Police & Security (S-138)
7. Health & Physical Education [H]
   - Athletics
   - Gymnasium
   - Bengal Basketball Court
8. Community Education Building [C]
   - Chancellor's Office
   - Community Education
   - Dual Enrollment
   - Information Technology
   - LSUE Academy
   - LSUE Foundation
9. Obelisk Marker
10. Fountain
11. 40th Anniversary Clock & Plaza
12. Bengal Stadium
13. Lady Bengal Softball Field
14. Soccer Field
15. Soccer Practice Field
16. Tennis Courts
17. Beach Volleyball Courts
18. "The Sky's the Limit" Sculpture
19. Hundley Utilities Building
20. Baptist Collegiate Ministry
21. Catholic Student Union
22. Bengal Village Apartments
23. Pavilion
24. Chancellor's Residence
25. Maintenance Workshop

Northeastern University Highway, Eunice, LA 70535

2048 Johnson Highway, Eunice, LA 70535