



LSUA
LSU of ALEXANDRIA

SAFETY NEWSLETTER

FALL 2

DECEMBER 2024

SAFETY AUDIT

The Louisiana Office of Risk Management was on campus the end of last month to perform our annual Risk Management Audit. We are happy to report that LSUA had a successful audit, however, there were multiple findings in the walk-through that we will need to improve:

- **Clutter-Free Desks and Workspaces:** Office and desk spaces should be free of unnecessary clutter, with clear pathways to exits and desks.
- **Safe Use of Electrical Equipment:** Power strips should not be plugged into other power strips or extension cords.
- **Floor Storage:** Items should not be stacked on the floor to maintain safe and accessible spaces.
- **Prohibited Items:** Open-flame candles are not allowed in campus offices.
- **Space Heaters and Appliances:** All space heaters, microwaves, mini-refrigerators, and coffee pots are generally prohibited in *individual* employee offices. Exceptions may be approved in rare instances by Facility Services based on the type of device, location, and electrical demands on the building.

Thank you to everyone for logging in to MY.LSUA and reading the Safety Newsletters each quarter and helping to keep our campus safe.

MEDICAL EMERGENCIES ON CAMPUS

LSUA has established procedures to follow in the event of a medical emergency on campus.

Call 911 immediately for any campus medical emergency. This will connect you to dispatchers where an ambulance can be requested. You will need to be prepared to provide the nature and location of the emergency to the dispatcher so that directions can be provided to EMS and First Responders.

For any non-life threatening medical conditions such as coughing, sore throat, minor cuts, nausea & vomiting, etc., the LSUA Health Center is open Monday-Friday from 8:00- 4:30 and is located on the first floor of Coughlin Hall at 30 Grady Britt Drive.



ACTIVE SHOOTER

When an active shooter is in your vicinity, you must be prepared both mentally and physically to deal with the situation.

If Possible, RUN or ESCAPE

Have an escape route and plan in mind

Leave your belongings behind

Evacuate regardless of whether others agree to follow

Help others escape, if possible

Do not attempt to move the wounded

Prevent others from entering an area where the active shooter may be

Keep your hands visible

Call 911 when you are safe

If you can't run, HIDE

Hide in an area out of the shooter's view

Lock door or block entry to your hiding place

Silence your cell phone (including vibrate mode) and remain quiet

As a last resort, FIGHT

Fight as a last resort and only when your life is in imminent danger

Attempt to incapacitate the shooter

Act with as much physical aggression as possible

Improvise weapons or throw items at the active shooter

Commit to your actions . . . your life depends on it



HOLIDAY SAFETY TIPS AT HOME

- When leaving, lock windows and doors, even if you will only be gone for a few minutes.
- When leaving for an extend period of time, have someone pick up your mail or have it temporarily stopped.
- Use an automatic timer for indoor and outdoor lights.
- Leave a radio or television on so that it sounds as if the home is occupied.
- Ensure displays of gifts or valuables are not visible through windows.
- Ensure doors and walkways are clear when putting up holiday displays.
- Ensure your Christmas tree is mounted on a sturdy base.
- Ensure that live Christmas trees are well watered to prevent fires.

SAFETY WEBSITE

<https://www.lsua.edu/fas/safety>

This website contains various information on campus safety including our Safety Manual and General Safety Rules.

P.S. 227 ILLEGAL USE OF DRUGS OR ALCOHOL

LSUA is committed to maintaining an environment which supports the teaching and service mission of the University. Although the University respects an employee's right to privacy, the illegal use of drugs or alcohol within the University community interferes with the accomplishment of the University's mission.

For additional information, see LSUA policy statement 227, which can be found on-line at <https://www.lsua.edu/chancellor/policies>



UNIVERSITY TRAVEL



Just a reminder that each fiscal year, the DA2054 form, as well as a current Defensive Driver Training certificate, is required in order for anyone (including student workers) to drive on university business. The completed DA2054 form must be **submitted to Facility Services**. Please note, this is required if you drive a university vehicle, a rental vehicle or your personal vehicle for university business.

Please be advised that both the form and the training certificate are required and that simply completing the training does not authorize you to drive.

Additionally, any official university travel must be approved by your supervisor prior to travel taking place, including all necessary spend authorizations submitted and approved in Workday.

DRIVING TIPS:

- As the law requires, buckle up: every trip, every person. It takes only a second.
- Do not drive when you become fatigued. Stop and take breaks as needed.
- Keep alert and aware of your surroundings. Other drivers may be impaired, fatigued, or in a hurry to reach their destinations.
- For long drives, tell your supervisor when you expect to reach your destination and let your supervisor know when you get there.
- Check weather reports before leaving so the driver can change routes to avoid unsafe conditions.



IN CLOSING

I hope everyone is looking forward to the end of another great Fall semester and the upcoming Holiday Season. Please remember that the holidays are a time when many people unfortunately sustain injuries. So, please be safe with all your holiday adventures and enjoy the time spent with family! I am looking forward to seeing everyone back on campus in January and wish you and your family a Merry Christmas and a Happy New Year!