



**LSUA**  
LSU of ALEXANDRIA

# SAFETY NEWSLETTER

## FALL 2 ISSUE

NOVEMBER 2025

## OFFICE SAFETY

In past audit cycles, the Louisiana Office of Risk Management identified several findings within campus offices and storerooms. As a friendly reminder, please make sure your workspace is kept safe and organized in accordance with university and state safety standards.

### A few key things to remember:

- **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.

**A big thank you to everyone for logging in and acknowledging the documentation for these 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



## LSUA SAFETY WEBSITE

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

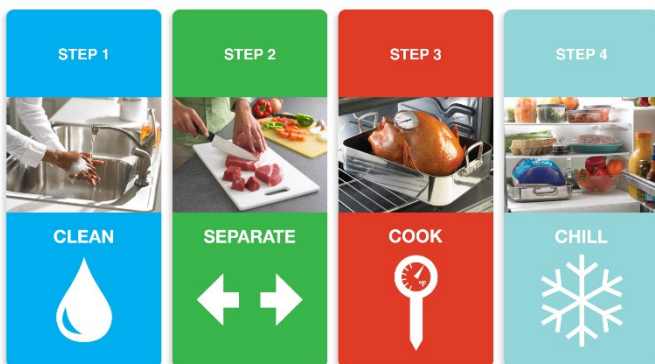
This website contains various information on campus safety, including our Safety Manual and General Safety Rules.





## HOLIDAY FOOD SAFETY

### CLEAN, SEPARATE, COOK, AND CHILL



These four simple food safety tips are your secret ingredients for keeping the holidays merry, bright—and free of foodborne illness.

Follow these four basic food safety tips during holidays and every day.

#### Clean

Wash your hands with soap and water periodically while preparing food, especially after handling raw meat, seafood, fish, or poultry. Also, clean food preparation surfaces frequently, especially after using them to prepare raw foods.

#### Separate

Cross-contamination can occur when bacteria from raw meat, poultry, seafood and eggs spread through the kitchen and get onto ready-to-eat foods and surfaces. To minimize the risk:

- Keep raw meat, poultry, seafood, and eggs separate from other foods when shopping and in the fridge.
- Use separate cutting boards for meat and seafood, and a different one for foods you don't plan to cook.
- Thoroughly clean and sanitize countertops, cutting boards, knives, and other utensils during and after food preparation.

#### Cook

Get a cooking thermometer, and use it properly.

- Place the thermometer in the thickest part of the food, and don't let it touch bone, fat, or gristle.
- Cook turkey and stuffing separately. Cook turkey and other poultry to an internal temperature of 165 degrees Fahrenheit or above.
- Cook ham to an internal temperature of 145 degrees Fahrenheit or above.
- Cook recipes with eggs to 155 degrees Fahrenheit or above.
- [Find a detailed list of temperatures and foods to learn more.](#)

#### Chill

Refrigerate all leftovers at 40 degrees Fahrenheit or below within two hours after cooking. Do not leave foods containing meat, dairy, eggs, fish, or poultry at room temperature. This includes casseroles and pumpkin or other custard pies that are popular during the holidays.

For more information and resources, visit the [CDC Food Safety website](#).

## P.S. 227 ILLEGAL USE OF DRUGS OR ALCOHOL

LSUA is committed to maintaining an environment that 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 online 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, are 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.**

## IN CLOSING

I hope everyone is feeling that end-of-semester excitement as we wrap up another great Fall semester on campus! The holiday season is almost here, so take time to relax, recharge, and enjoy every moment with family and friends.

Just a quick reminder to stay safe during all your holiday adventures — we want everyone back happy and healthy in January! Wishing you all a very Merry Christmas and a joyful New Year!

