

**Risk Management
Environmental Health & Safety**

Emails

[LSCO](#)
[LSCPA](#)
[LIT](#)
[LU](#)

Web:

[LSCO](#)
[LSCPA](#)
[LIT](#)
[LU](#)

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Department Contacts

Risk Management
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EHS
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EHS & Building Safety Specialists
[Landon Carr](#)
[Tracielynn Walters](#)
[Freddie Young](#)

EHS & Lab Safety Specialist
[Nathan Macy](#)

Fire Specialist
[Roshanda Guidry](#)

Administrative Assistant
[Crystal Guilbeau](#)

- Have all employees update contact and evacuation information
- Update contact/notification list and distribute list to all department employees
- Have employees enter important department and institution phone numbers into cell phone
- Backup all computer files on a network drive or approved cloud-based storage program
- Remove and/or surplus any unnecessary items from office, workspace, hallways, exterior storage
- Ensure needed emergency/disaster supplies are available
- Verify all emergency or back-up equipment is operational and create/update list of emergency items and include in the department operational plan
- Review specific roles and responsibilities with employees
- For insurance claims and FEMA reimbursement, photograph all workspaces and high-value equipment

Contact Risk Management with any questions or assistance needed.

2 Hurricane Monitoring

During the Atlantic Hurricane Season – June 1 to November 30 – Emergency Management constantly monitors numerous sources for the latest in tropical storm activity that could affect the LSCO, LSCPA, LIT, and LU Communities.

Emergency Management also has working relationships with the Texas Department of Emergency Management, Texas Department of Public Safety, Jefferson & Orange County Emergency Management Departments, and Beaumont, Orange, and Port

Arthur Emergency Management Departments and receives updates from these organizations during an active tropical storm event.

3 Storm Action Steps

Based on predicted impact, some action steps may require completion at varying times or may not be required at all.

Phase I: 120 – 72 Hours Before Arrival of Tropical Storm Winds

- All Department Heads review list of essential personnel and make updates as needed. Update operational plan as needed.
- Conduct a review of existing emergency response plans with employees and ensure they can accomplish assigned roles and responsibilities

Phase II: 72-48 Hours Before Arrival of Tropical Storm Winds

- All Department Heads ensure photo-documentation of all offices, laboratories, and equipment has been completed and stored
- All Department Heads provide situation status to Emergency Management

Phase III: 48-24 Hours Before Arrival of Tropical Storm Winds

- Department Heads provide employees with post-storm instructions
- Department Heads ensure all emergency operation tasks have been completed

Immediately following the storm, all employees should evaluate their personal status and then follow their department contact procedures. Employees should monitor their college website and other information sources for updates on when to return to work.

1 Hurricane Season Planning Checklist

Every Department Head should ensure the following preparatory actions have been completed before June 1st.

- Update the department’s operations plan for a tropical storm. If a plan template is needed, contact Risk Management
- Review and update the personnel to perform the unit’s critical functions and designate them as essential personnel

It is important employees remember the campuses will remain closed until they are determined safe for entry. Designated essential employees will be notified when to return to campus and must not return until notified. Any employee returning to campus early will be asked to leave.

An employee who has a need to return to campus before it opens can contact Emergency Management and make a request.