LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER - SHREVEPORT

INCLEMENT WEATHER POLICY

Purpose:

To insure adequate levels of appropriately trained personnel for the provision of consistent, quality care to all patients during periods of inclement weather. Additionally, to provide appropriate supervision and support services in order for LSUHSC-S to continue operations.

Policy:

1. LSUHSC-S will operate in accordance with Administrative Directive 2.8.2 Inclement Weather.

2. Upon declaration of a weather emergency by the Chancellor or the Chancellor’s designee; Hospital Administration (or, after hours or on weekends, the Administrator on Call) shall be contacted. Hospital Administration shall initiate the Hospital Administration Emergency Call List. Each Administrator shall also be responsible for contacting each of their department heads to communicate the issuance of the declaration. Personnel who are required by their Departmental Weather Plan to work on weather emergency days are not excused for any reason other than illness.

3. The LSUHSC-S Information Services Department shall notify Shreveport television and radio stations that an official weather emergency declaration has been issued. Employees shall be responsible for monitoring the local media for information.

4. Each Hospital Department head will maintain a department specific inclement weather plan for the provision of services. This plan will be reviewed for appropriateness, not less than annually, and approved by the Hospital Administrator.

5. Due to limited resources of the Hospital, it is not possible to provide transportation for all personnel during a weather emergency. Personnel shall be responsible for managing their own transportation needs. Should it appear likely that roads might become hazardous, consideration of calling personnel in before transportation becomes a problem should be made, and personnel should also be advised of the need to consider staying over following completion of their shift. Employees are not to leave their assigned work areas until relief has been arranged.
6. When weather conditions improve and surface transportation is no longer hazardous, Hospital Administration shall issue an official notice to all hospital departments terminating the weather emergency.

Reference: Adm. Directive 2.8.2
Written: 1/91
Revised: 3/94, 3/03
Reviewed: 8/97, 11/99, 2/00, 3/03
Clinical Board Approval: 3/18/03