

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER

Job Description
MEDICAL SCHOOL / ALLIED HEALTH DIRECTOR

Position Assigned To: _____

You Report To: _____
(Emergency Commander)

MISSION: Responsible to see that issues associated with an internal or external event that can negatively impact the Medical School.

- Immediate
- ___ Receive Job Description from Emergency Commander.
 - ___ Read Job Description and put on position tag.
 - ___ Obtain briefing from Emergency Commander.
 - ___ If physical damage has occurred at the Medical School/Allied Health begin to assess type and extent of damage.
 - ___ Assess potential for chemical, biological or radioactive materials. (First priority assess the laboratories containing select agents to ensure they are secure and no release of agents have occurred. Rooms: 4-304, F6-43, F9-60).
 - ___ If a major utility outage has occurred, assess the impact on Medical School/Allied Health operations.
- Intermediate
- ___ Meet periodically with the Safety Officer, Basic Science Chiefs, Clinical Chiefs, Dean of Allied Health and Director of Animal Resources to assess/reassess the situation.
- Extended
- ___ Document all actions/decisions with a copy to Emergency Commander.
 - ___ Observe and assist any staff who exhibit signs of stress and fatigue.
 - ___ Direct non-utilized staff to Labor Pool.

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- ___ Obtain briefing from Emergency Commander.
- ___ If physical damage has occurred at the medical school, begin to assess type and extent of damage.
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- ___ If a major utility outage has occurred, assess the impact the on medical school operations.
- Intermediate ___ Meet periodically with Basic Science Chiefs, Clinical Chiefs and Director of Animal Resources to assess/reassess the situation.
- ___ &
- Extended ___ Document all actions/decisions with a copy to Disaster Commander.
- ___ Observe and assist any staff who exhibit signs of stress and fatigue.
- ___ Direct non-utilized staff to Labor Pool.

