

<b>Policy Name:</b>	Emergency Preparedness & Inclement Weather Policy
<b>Original Approval Date:</b>	09-18-2020
<b>Approving Officer/Committee:</b>	Medical Curriculum Committee
<b>Revision Dates and Notes:</b>	
<b>Related LCME Element(s) (if any):</b>	

**A. Policy –**

**Pre-Clerkship Phase**

The administration at LSUHSC-S decides when the campus is closed due to inclement weather. If LSUHSC-S School of Medicine is closed or delayed in opening for inclement weather or other unforeseen circumstances, in person pre-clerkship courses will be cancelled and will resume when the campus officially reopens. Students should receive instructions from the course directors if online assignments are created to replace in person didactics.

The LSUHSC-S Alert system will serve to notify faculty, students and staff of such events. Course directors, in conjunction with the Office of Academic Affairs, will notify students about plans to reschedule any missed sessions and assessments due to the closure or delay.

**Clinical Phase**

In the event that the school is closed, faculty and students with clinical responsibilities are professionally obligated to provide that care even during inclement weather. Students with clinical duties should report to their assigned site regardless of the Medical School closures or delays provided traveling would not place the student at serious risk of injury. Students should consult with their resident and physician supervisors to determine the risks/benefits involving travel during these periods.

If a student is on an outpatient service, on an elective rotation, or at a non-LSUHSC site, the student should confirm that the site is functioning before reporting for duty. If LSUHSC-S is open and a student is unable to report to their assigned site, the student may be required to make up the missed time. If LSUHSC-S is closed, students will not be required to make up missed time.

**B. Purpose –** The purpose of this policy is to outline how the institution/supervisors will contact students concerning emergency preparedness and inclement weather.

**C. Scope –** This policy applies to all School of Medicine students.

**D. Procedure/Process –**

**SmartNotice Emergency Notification**

LSUHSC-S has implemented the SmartNotice Emergency Notification System to expand and enhance its emergency notification methods. In the event of an emergency, SmartNotice may be used to provide pertinent information and instructions to LSUHSC-S students and employees

through email and text messaging. Students and employees with an LSUSHC-S email account will automatically have their name and LSUHSC-S email enrolled into the SmartNotice System. Enrollment in the SmartNotice System is provided at no cost to students and employees. Enrollees that choose to update their contact information to receive text messages from the SmartNotice System may incur costs as outlined by their own cellular provider's contract. See the [SmartNotice Enrollment webpage](#)