



Personnel Policies for Lincoln University

The guiding principle for these policies is *The Rules and Regulation of Lincoln University* • Chapter I University Governance: Structure and Functions • Chapter VI Administration and Finance • Chapter VIII University Employment • HRSHB 9.5

Effective August 13, 2009

Emergency Preparedness Plan

Letter from the President

Rules and Regulations

Adjunct Handbook

 Print using your browser's print function.

Faculty Handbook

 Print using your browser's print function.

Staff Handbook

 Print using your browser's print function.

employees covered by this policy

his policy applies to all Faculty, Staff and Hourly employees at LU and applicants of positions.

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s a staff employee you should be familiar with and have a working knowledge of the university's emergency preparedness plan. This plan is to establish emergency/disaster classification and control procedures for Lincoln University and emergency response personnel during periods of an emergency/disaster. Below are the different levels of emergency classification:

- Level I Emergency is an occurrence that can be handled routinely by one or more departments within the University.
- Level II Emergency is an occurrence that requires a major response and the significant commitment of resources from several departments within the University, but will still be within the capabilities of the University. (Example: localized flooding, isolated damage to structures, etc.)
- Level III Emergency is an occurrence that requires an extensive response and commitment of resources from the University and could necessitate requesting outside assistance from the county, city, state and/or federal governments.

As a staff employee, you should be familiar with the procedure for dealing with an emergency situation. Your primary contact for notification is the dispatcher at the Department of Public Safety at (573) 681-5555. The Department of Public Safety will handle the communication channel based on the emergency level. Procedures for dealing with the following emergency situations:

1. Fire Emergencies Involving Chemicals or Hazardous Waste: Call the Department of Public Safety at (573) 681-5555. Give the nature of the emergency and the location. If unable to contact Public Safety, call the

Fire Department at 8-911. Set off a fire alarm and evacuate the building. Use a fire extinguisher or fire hose if it is possible to do so without jeopardizing your personal well-being. Report it to your supervisor.

2. Chemical or Biological Spills: Evacuate the area to the extent appropriate and warn fellow workers and supervisors. Call the Department of Public Safety at (573) 681-5555. *Note:* Do not call state or national chemical emergency numbers without prior authorization from Lincoln University Department of Public Safety, unless the spill is of disaster proportions and immediate contact with LU Public Safety is impossible. Take action to contain the spill if it is possible to do so without jeopardizing personal well-being.
3. Medical Emergencies Involving Chemicals or Hazardous Waste: Seek medical care for the injured person, when the injured person is conscious. If requested by the injured person, call an ambulance (73) 681-5555 or 8-911. Report the medical emergency to Lincoln University Department of Public Safety (573) 681-5555 and to your immediate supervisor.
4. Tornado Warnings: Lincoln University receives tornado watches and warnings from the local television and radio stations. Jefferson City's warning sirens can be heard throughout the campus. If the sirens are activated, students and employees should take immediate shelter in basements or move to interior hallways away from windows. Public Safety officers do not go from building to building giving instructions or coordinating evacuations to safe areas. You must heed the warning independently and move to a safe area on your own. The Jefferson City "all clear" sirens will alert you when it is safe to return.

