

**LSU  
Shreveport**

# Safety Newsletter

Volume 1



## ***Tornados Kill- Pictures Worth 1000 Words... Heed the Alarm!***

### ***When a tornado hits...***

**Move to the ground floor, center hall of the building**

**Close doors as you leave**

**Stay away from glass windows and doors with glass panes**

**Do not use the elevator**

**Do not leave the building or attempt to drive**

**Wait for the all clear**



Clockwise from right: University of Southern Mississippi, Union College, Austin Peay State, Lane Community College, Kentucky Wesleyan College, Dimple Newsome Shaw University, Ursuline College, Kansas State University



2000 Tornado Damage



# ***From the Safety Guy.....***



As I write, the 12th inch of rain in 20 hours is cascading down onto our campus which drives home the point that the weather in north-west Louisiana is often extreme and dangerous. Tornadoes are by far the biggest threat to our campus from a risk management perspective. (yes, even eclipsing slips and falls) It is impossible to predict precisely where a tornado will strike until the very last minute. This makes advance warning and preparation problematic. It is important that you heed the warnings heard on the media. A Tornado Watch means the conditions are optimal for a tornado to develop while a Tornado Warning means an actual tornado has been detected or spotted. A Watch calls for vigilance and preparation while a Warning suggests immediate action. **DO NOT IGNORE A TORNADO WARNING!** I often hear people say that the probability of our campus getting struck by a tornado is very slim.....I wonder if employees of the campuses pictured on page 1 thought the same thing. Please take tornadoes seriously.

*SG*

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## ***What is “LO/TO?”***

LO/TO is an acronym for Lock Out/Tag Out which is a process to ensure employee safety by identification of devices that have been turned off or shut down while they are being repaired or when a hazard exists. The Department of Facilities Services manages the LSUS LO/TO Program and will coordinate placement of all LO/TO devices on campus.

Examples of LO/TO devices are pictured below. **NEVER** remove or touch one of these safety devices or attempt to operate anything that has been locked or tagged. Never reset a circuit breaker, even if it is not locked out – it tripped for a reason and should be reset only after Facilities Services has identified and corrected the cause of the problem. If you observe equipment that is not operating properly, immediately discontinue use and report the problem to Facilities Services.



## Avoid the Penalty...do your training!

All LSUS staff and faculty, including adjuncts, graduate assistants, and student workers must complete the following actions for 2016 no later than **March 20, 2016**:

### **Instructions to complete Ethics Training**

Use the following link to access the Ethics Training. <http://eap.ethics.la.gov/EthicsTraining/login.as> As in past years, you will be asked to log in with the ID and password you established the first time you took the training. If you have never taken the training you may register and set up your account.

1. Take the 1 hour Ethics Training (yes, it is pretty “dry”) and prepare a Certificate of Completion per the instructions.

E mail, fax, or send a hard copy of your certificate to ***Stella*** in HR ([stella.mcmillian@lsus.edu](mailto:stella.mcmillian@lsus.edu))

This link is also on the LSUS HR web page

### **Instructions to complete Sexual Harassment/Title IX Training**

Use the following link to access the Sexual Harassment Training:  
<http://pages.lsus.edu/hr/sexualharassment/story.html>

1. Take the Sexual Harassment/Title IX Training and complete the exam at the end.

2. Print your test score results after you have passed the test

E mail, fax, or send the test score results page to ***Stella*** in HR ([stella.mcmillian@lsus.edu](mailto:stella.mcmillian@lsus.edu))

The link is also on the LSUS HR web page.

## *Need to Drive on university business...here's how to become an "Authorized Driver"*

1) Please review the Authorized Driver memo: [Authorized Driver Memo](#)

2) Authorized Drivers must take the online driver safety training. [Link To Driver Safety Training](#)  
Make sure to print your certificate.

3) Complete the [Driver Safety Form](#). The completed authorized driver form and the certificate from the driver safety training should both be faxed to Campus Police at 797-5161.

4) Those who travel with their personal vehicle and wish to be reimbursed for mileage must also submit a copy of their personal vehicle insurance as well.

Driving records will be reviewed by the Chief of University Police, and upon approval, drivers will be added to the “Authorized Drivers’ List.”