

**Risk Management
Environmental Health & Safety
Emergency Management
Ergonomics
Continuity of Operations
Campus Security**

Email
[LIT](#)

Web:
[LIT](#)

Contacts:
Gary Rash – Executive Director
Phone: LSCO – (409) 882-3902
LSCPA – (409) 984-4921
LIT – (409) 247-5082

Security Contacts
Rebecca Gentry – Director of Safety
Phone: (409) 257-0072
Email: rgentry@lit.edu

Markquinn Edwards – Security Guard
Phone: (409) 247-4732
Email: mledwards1@lit.edu

Darnella Cooper – Security Guard
Phone: (409) 247-4734
Email: dkcooper@lit.edu

Freddie Young: Gateway Security Guard
Phone: (409) 247-4748
Email: fyoung1@lit.edu

EHS Specialist – Shared Services
Tracielynn Walters
Phone: (409) 658-4491
Email: twalters@lit.edu

These are the decision makers during a storm emergency. They will designate key essential personnel who will be the first to respond to campus after an emergency or set up temporary operations off site.

2 Emergency Notification

The President, or designee, makes every attempt to notify the LIT Community of campus closures before the close of the business day. However, there are times when notification has to be made after hours. When the President makes the decision to close campus, the Vice Presidents and Director of Communications and Marketing are notified. The following responsibilities are assigned:

- Director of Communications and Marketing notifies the local area television and radio stations.
- Director of Information Technology ensures the emergency notification posts to the website and telephone messaging is pushed out.
- Vice Presidents are responsible for assuring emergency preparations for their departments.
- Director of Safety ensures the campus remains closed and all buildings are secured.

All students, faculty, and staff should keep their contact information in Self Service Banner current to receive emergency messages. Additional details on Emergency Notification can be found in Policy 2.28 of Policies and Procedures.

3 Departmental Hurricane Response Plans

It would be impossible to respond successfully to a storm without some plan of action. Departmental

Hurricane Response Plans serve an important role in the institutional plan.

At a minimum each departmental plan should include the following information:

- Identify by position specific responsibilities during an emergency.
- Develop procedures for communicating with the department during an emergency.
- Identify all life safety threats.
- Identify important assets and how to protect them during an emergency.
- Identify disaster-specific response plans to maintain and restore services essential to the Institution.
- Identify and record contact information for all regularly used vendors.
- Communicate emergency assignments to all department employees.

Campus Safety can assist a department with its response plan. Ask for help if needed.

4 Damage Assessment Team

After a storm impacts the campus, the President will turn to the Damage Assessment Team to inspect all campus buildings. **It's imperative no one return to campus until the Team has an opportunity to determine whether the buildings are safe.**

1 How Does LIT Manage a Hurricane Disaster?

Did you know that LIT has a Crisis Management Team? It is identified in Policy 2.18 of LIT's Policies and Procedures.

The team consists of the following members:

- President
- VP of Instruction
- Exec. VP of Finance & Operations
- Assoc. VP of Student Services
- Director of Facilities & Maintenance
- Director of Safety
- Director of Public Information and Marketing