

**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: rlgentry@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 impressive numbers. So as a reminder, wash hands:

- Before, during, and after preparing food
- Before and after eating food
- Before and after caring for someone at home who is sick
- Before and after treating a cut or wound
- After using the toilet
- After changing diapers or cleaning up a child who has used the toilet
- After blowing the nose, coughing or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage

When in doubt, wash the hands and stay healthy.

2 Safe Sun Exposure

Sun exposure is a primary source of vitamin D, an essential nutrient for overall health. However, it is crucial to balance the benefits of sun exposure with the potential risks of UV radiation. Let's explore safe sun exposure techniques to help maximize the benefits while minimizing the harmful effects.

- **Time of Day:** Plan sun exposure during the early morning or late afternoon when the sun's intensity is lower. Avoid prolonged exposure between 10 a.m. and 3 p.m. when the sun's rays are strongest and more likely to cause damage.
- **Use Sunscreen:** Apply a broad-spectrum sunscreen with a Sun Protection Factor (SPF) of 30 or higher to all exposed skin. Reapply every two hours, or more frequently if swimming or sweating. Don't forget areas such as the ears, back of the neck, and tops of feet.
- **Seek Shade:** Take breaks in shaded areas, especially during peak sun hours. Seek shelter under trees, umbrellas, or wear

protective clothing like wide-brimmed hats, long-sleeved shirts, and sunglasses to reduce direct exposure to the sun.

- **Gradual Exposure:** Fair or sensitive skin persons should start with short increments of sun exposure, gradually increasing the duration over time. This helps skin acclimate and minimize the risk of sunburn.
- **Hydration:** Stay well-hydrated by drinking plenty of water, especially during prolonged sun exposure. Dehydration can exacerbate the negative side effects of sun exposure on the body.
- **Monitor UV Index:** Check the UV Index forecast before heading outside. This information indicates the intensity of UV radiation and can help plan activities accordingly. Limit exposure on days when UV index is high.

Enjoying safe sun exposure is key to reaping the benefits of vitamin D while minimizing the risks associated with excessive UV radiation. Remember, it is essential to strike a balance between obtaining sufficient vitamin D and protecting skin from the harmful effects of the sun.

3 More Hurricane Prep – Let's Get Ready

LIT Departments are responsible for taking protective actions in their own office and administrative areas. This checklist is designed to identify suggested tasks and assignment of responsibilities for preparing work areas.

Before the tropics become active, departments should review this checklist to ensure the necessary equipment and supplies are available.

When impacts from tropical weather are possible,

1 Let's Don't Forget Handwashing

Everyone remembers the emphasis on handwashing a few years back. Out of all that chaos it proved just as important as any safeguards that were stressed. Consider the following statistics about handwashing:

- Reduce the number of people who get sick with diarrhea by about 23%-40%
- Reduce the number of school days children missed because of gastrointestinal illness by 27%-57%
- Reduce respiratory illnesses, like colds, in the general population by about 16%-21%

consideration should be given to protecting equipment, vital records, and data.

Review the checklist to gauge current readiness for a tropical system response. Contact Campus Safety with any questions about preparedness.

<input checked="" type="checkbox"/>	Action/Task	Location	Staff Responsible		Notes
			Primary	Alternate	
<input type="checkbox"/>	Cover and secure vulnerable equipment with plastic				
<input type="checkbox"/>	When possible, move equipment and other valuable items into interior areas of the building away from windows. Tag relocated equipment with department contact information for easy identification and retrieval.				
<input type="checkbox"/>	Make sure all electronic equipment and other valuable items are raised off the floor to ensure they are not damaged by water. Tag relocated equipment with department contact information for easy identification and retrieval.				
<input type="checkbox"/>	Remove or secure equipment from outdoor and rooftop locations				
<input type="checkbox"/>	Clear refrigerators and freezers of items that could spoil if power is lost, but leave appliances plugged in				
<input type="checkbox"/>	Place important records and files in cabinets, and cover with plastic				
<input type="checkbox"/>	Close and latch filing cabinets and cupboards, or secure with tape, if needed.				
<input type="checkbox"/>	Back-up electronic data and store in multiple locations				
<input type="checkbox"/>	Follow IT provider instructions for computer equipment preparations				
<input type="checkbox"/>	Clear desktops, tables, and exposed horizontal surfaces of materials subject to damage				
<input type="checkbox"/>	Place telephone in desk drawer if the cord is long enough. Do not unplug telephones				
<input type="checkbox"/>	Take personal possessions home. LIT is not responsible for damaged personal items				
<input type="checkbox"/>	Secure windows and close blinds				
<input type="checkbox"/>	Change voicemail to indicate LIT closure		All		
<input type="checkbox"/>	Close and lock all doors, including office doors, before leaving				
<input type="checkbox"/>					