

**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

EHS Specialist – Shared Services

Tracielynn Walters
Phone: (409) 658-4491
Email: twalters@lit.edu



2 It's Still Tropical Storm Season

There are two months remaining in the 2022 Tropical Storm Season. Now's not the time to stand down from storm preparation.

Departments should consider the following preparation steps:

- Department Chairs review department action plans with employees.
- Employees should be reminded to update their contact information in their Self-Service account so they may receive voice mails and text messages regarding various actions to take, key updates, and return to work status in a recovery situation.
- Review the Hurricane Preparedness Plan.
- Back up all computer files on a network drive or approved cloud-based storage program.
- Ensure needed emergency / disaster supplies are available.
- Review specific roles and responsibilities with employees.
- Photograph all department equipment including serial numbers.

3 Use of Candles and Other Open Flame Devices

To preserve life safety and reduce the risk of fire as required for the Life Safety Code (NFPA 101), the use of candles and other open flame devices in a LIT building is prohibited unless specially approved through the Office of Campus Safety. Open flames meeting the requirements for exceptions specified in the NFPA

Life Safety Code will be authorized.

Exceptions are available for:

- Educational and research purposes
- Dining and food service areas
- Theatrical or other entertaining arts performances
- Special religious ceremonies
- Maintenance operations conducted under a hot work permit

4 Emergency Communication

LIT uses Blackboard connect and campus email to notify employees about emergencies or dangerous situations believed to be an immediate threat to health or safety, including school closures related to weather or other circumstances.

In the event of an emergency or need for the College to make a mass notification, all employees will be contacted electronically (emails and/or phone calls and/or text messages).

Notifications may also be released to area media by Communications and Marketing, posted on the front page of the LIT website, and posted to social media.

5 New Director of Safety

LIT has a new Director of Safety. Director Rebecca Gentry begins on September 1. Her office is located in TC 114A. Director Gentry comes to LIT from the Texas Department of Public Safety. She retired from DPS on August 31 after 28 years of service.

Director Gentry and her staff are responsible for campus security and will respond to all campus emergencies.

1 Nightlock Lockdown 1 Door Barricade

The Nightlock Lockdown Door Barricade has been installed in all LIT classrooms. During a lockdown event, this device uses the strength of the floor itself to provide maximum protection from an armed assailant. The Nightlock Lockdown 1 Door Barricade can withstand tremendous force of 2,000 pounds on a door that opens into the room and 1600 pounds of force on doors that open out of the room.

Employees should familiarize themselves with the device. The [tutorial video](#) is a good place to start. The video takes two minutes to view and is filled with specific information on how to use the device. However, nothing beats hands-on experience. Faculty should take a few minutes to discuss the device with students and practice engaging and removing it.