



Office of the Dean  
School of Medicine

**Policy Title:** Policy on Student Clinical Responsibilities During an Emergency

**Last Review/Revision/Approval:** June 2023

**Review Cycle:** 4 years

**Body Responsible for Review/Revision/Approval:** Clerkship Director Committee; Curriculum Steering Committee

**Responsible Dean:** Associate Dean for Undergraduate Medical Education

**Relevant LCME Element:  
(if applicable)** 5.7

**Policy Statement/Purpose:**

This policy is intended to provide guidance for students if one or more of the campuses of LSU School of Medicine in New Orleans is closed for an emergency, such as a weather-related event. The safety of our students is our priority, but students should be allowed to continue their clinical work if they feel safe to do so and if circumstances at the campuses allow it. Students are not essential workers and therefore are not included in Code Gray planning for hospitals.

**Policy Directives:**

All students should be familiar with the Chancellor's Memorandum-51 on weather-related emergency procedures, in particular:

*"All employees and students are required to update their personal contact information on the LSUHSC-NO registry. The registry will become available online via the LSUHSC-NO website once a state of emergency has been declared by the Chancellor. Faculty staff and students failing to update their contact information on the registry will be subjected to disciplinary action up to and including being charged with an unauthorized absence."*

In the event of an emergency closure of one of the campuses of the LSU School of Medicine in New Orleans:

- Students on clinical rotations at the affected campus will be officially excused from school and their clinical responsibilities pending further notice through the emergency website or through the relevant communication channels at those sites.
- Students on clinical rotations at other campuses who have families or personal property in the city or region of the affected campus will be excused from school and their clinical responsibilities for up to 48 hours if needed to take care of their families or property. Students without the need to travel to the affected site to care for family or property may choose to continue their clinical work at their assigned site if they feel safe to do so. Students needing more than 48 hours to care for their family or personal property should contact their clerkship/rotation director to request additional time off. Students should also communicate with their clerkship/rotation directors if there are concerns or questions about safe return to clinical duties.