




LOUISIANA TECH  
UNIVERSITY

ENVIRONMENTAL HEALTH & SAFETY

November 5, 2007

**TO:** Deans, Directors and Department Heads  
**FROM:** Don Braswell   
Environmental Health and Safety Director  
**RE:** Quarterly Faculty/Staff Safety Meeting

We are now in a new school year and it is appropriate for us to review the University Policy regarding the faculty and staff's response in case of an emergency. The topic of the safety meeting for this quarter is "**Your Responsibilities in Times of Emergency and Posting of Emergency Phone Numbers**". The University Policy is available on the Louisiana Tech University website ([www.ltadm.latech.edu/envirosafety/section5.pdf](http://www.ltadm.latech.edu/envirosafety/section5.pdf)). Please take a moment to access this site to determine those actions you should take should an emergency arise in your work area.

The Louisiana Office of Risk Management also requires that the phone numbers of our first responders be posted on **ALL** university telephones. Please have your faculty/staff check the phones in their areas of responsibility to determine if they are labeled with these numbers. It is also required that each Budget Unit Head verify that all phones that are not specifically assigned to a faculty/staff member be labeled as well. A supply of labels has been provided to you.

Have your faculty/staff sign the attached "Quarterly Safety Letter Checklist". Their signature is their verification that all phones in their area of responsibility have been properly labeled. The Office of Risk Management has stated that **initialing is not sufficient; a full signature is required**. Please return the signed sheet to **Environmental Health and Safety (Campus Box 22) by November 16, 2007**. The Louisiana State Office of Risk Management as well as Louisiana Tech University's Safety Plan requires quarterly Safety Meetings. If you have any questions or need any additional information, please give me a call at 257-2120.

A MEMBER OF THE UNIVERSITY OF LOUISIANA SYSTEM

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