Louisiana Tech University
Speech and Hearing Center
Emergency Preparedness Procedures

For Information About LTSHC Closure due to Weather or Emergency:

Websites:  www.latech.edu

Weather Evacuation Procedures for Louisiana Tech Speech and Hearing Center:

Tornado:
1. Get your client.
2. Go to the hallway of the clinic.
3. Close doors.
4. Cover your head, neck, and face to the fullest extent possible.
5. Remain quiet.

Earthquake:
1. Get your client.
2. Go to the hallway of the clinic.
3. Close doors.
4. Cover your head, neck, and face to the fullest extent possible.
5. Remain quiet.

Floods and Hurricanes:

Louisiana Tech Speech and Hearing Center will close if it has been determined that travel conditions have become dangerous and would not reopen until the environment is safe. Therefore, there are no special on-site safety guidelines for non-storm personnel.

Emergency Procedures for Louisiana Tech Speech and Hearing Center:

Fire:
1. Get your client.
2. Close the door
3. Walk to the closest exit.
4. Meet at Faculty parking lot by Woodard Hall.
Bomb within the building:
   1. Get your client.
   2. Call campus police (257-4018).
   3. Walk to the close exit.
   4. Meet inside Memorial gym.

Gunman in the building:
   1. Get your client.
   2. Close and secure the door.
   3. Turn light off.
   4. Lay on the floor
   5. Remain quiet.

**Hazardous chemical release procedures for Louisiana Tech Speech and Hearing Center:**

If a hazardous chemical is released in the building, the steps provided should be followed.
1. Get the client.
2. Close the door.
3. Walk to the closest exit.
4. Meet at the Faculty parking lot by Woodard Hall.
5. Inform police of hazardous substance release with a detailed description of the substance, (color and texture), and any specific characteristics. The University Police will contact local fire/HAZMAT authorities of the situation. Authorities should be updated on the situation upon their arrival.

If a hazardous chemical is release outside of the building, the steps provided should be followed.

1. Get the client.
1. Walk into the main hallway and have the client.
2. Close the treatment room door.
3. Have client remain seated in the hallway with a designated official.
4. The clinician will assist in securing all outside and hallway doors and impede ventilation.
5. All clients and clinicians will remain in the hallway with the child until further notice or clearance to move elsewhere.