

Tornado Warning Protocol

Purpose

To define the procedures to be taken in the event of a tornado warning.

Definitions

- **Tornado Watch:** This alert notifies you that weather conditions are considered favorable for a tornado to form in and near the watch area.
- **Tornado Warning:** This emergency alert indicates that a tornado has been observed or radar has detected extreme weather that can spawn a tornado. **TAKE SHELTER IN DESIGNATED SAFE AREAS IMMEDIATELY.**

Tornado Watch/Warning Procedures:

- In the event of a tornado watch, all designated safe rooms will be unlocked by, or under the direction of the on-duty Campus Police Officer.
- Classes will be temporarily suspended and all students, faculty, staff and visitors will move to the designated safe locations. Occupants are instructed not to leave the building.
- When a tornado watch or severe weather warning is issued for Henry County, the Campus Police will notify administration and the Floor Captains.
- The Child Development Center and Maintenance Department will be notified of a Tornado watch by the Welcome Center. NOCAC Phone Number (419)-784-2152.
- When a tornado warning is issued for Henry County, the campus police will contact the Chief Fiscal Officer, Director of Facilities and Vice President of Academics. All Cabinet Members will be notified by the CFO or Vice President of Academics. The VP of Academics or Chief Fiscal Officer will issue a Rave alert to the campus community. Cabinet Members will report to the Command Center located in the Bookstore.
- Notification: While every attempt will be made to warn students and employees of severe weather situations, threatening conditions may arise suddenly.

Faculty/Staff and Floor Captains:

- Will aid in orderly evacuations to safe locations and maintain their positions overseeing their areas of responsibility. Please remember to remain calm.
- **All staff will ensure that all lights are turned off and doors are closed in the area they are currently in.**
- All occupants of the Atrium, "A" Building, "B" Building, and "H" Building shall proceed to the first floor of the "A" Building to our designated safe areas.
- All occupants of the "C" Building and "E" Building shall proceed to the first floor of the "E" Building to the designated safe areas. Those in the E building area of refuge please swipe your card on one of the black pads located on either end of the hallway to close the shelter doors.
- **Do Not** use elevators.

- If requested, assist persons with disabilities to the safest area available.
- Stay inside and away from windows.
- Sit against walls, place your head on knees and cover your head with your hands.
- When a warning has been lifted, Campus Police will communicate the “all clear” via the campus radio, a Rave alert will be issued and classes will resume.

TORNADO SHELTER LOCATIONS

A-Building

Room Number	Description	Secure Location
A-101	Library	Inside-West Wall
A-124	Book Store	Inside-West Wall
A-120	Women’s Restroom	Inside
A-128	Men’s Restroom	Inside

E-Building

<u>Room Number</u>	<u>Description</u>	<u>Secure Location</u>
E-120	Women’s Restroom	Archway and Inside
E-122	Men’s Restroom	Archway and Inside
E-124 B	Room Inside door E124	Inside
E-124 C	Room Inside door E124	Inside
E-111	Kitchen	Inside
E-116	CAM Room	Inside- West Wall
E- Building	North Addition	Area of Refuge