

TORNADO

Tornado Watch means conditions are favorable for a tornado to develop.

Tornado Warning means a funnel cloud has been sighted. Take cover.

When warning occurs:

- The Director of Security and the V.P.'s will monitor the emergency broadcast system and/or have severe weather alert e-mail service.
- The Director of Security will announce the warning over the Public Address / phone system and/or use megaphones.
- Employees, students, and visitors will evacuate to designated shelter areas. Close and lock all doors as you leave.

Instructor / Department Head Procedures

1. Proceed to designated shelter areas as indicated by the floor plans posted in the halls. Close and lock all doors as you leave. Shelter areas are located on bottom floor of the building interior hallways.
2. Instructors will take roll call of students from their own classes / Department Heads will account for all departmental employees, receptionists are to carry visitor logs and account for visitors.
3. Assume ready position, sitting, and knees up, hands around knees.
4. Assume alert position; bring head to knees and hands behind head.
5. Maintain position until "All Clear" is announced.

College Administrative Procedures

1. Director of Security will announce a tornado warning. If the Public Address system is inoperable the Director of Security and Administrators will use megaphones or follow alternate door-to-door procedure
2. Building Responsibilities:
Maintenance or Security personnel will alert the occupants of the portables and will dispatch maintenance personnel to each building to assist in emergency preparations.
For Olsen: Dean or Associate Dean of Students
For Health Center: Dean of Chiropractic Health Services, Reception Coordinator, or Director of Interns.
For Scallon: the President or his designated representative.
3. Ensure students / staff have relocated to designated shelter areas.

POST TORNADO PROCEDURES

Instructor / Staff Procedures

1. Instructors take roll. Department Heads account for all departmental employees.
2. Identify missing or injured students, employees, and/or visitors.
3. Assess students and/or staff injuries, call for assistance (additional staff, first responders).
4. Restore calm.

5. Monitor students and employees until further instructions.

College Administrative Procedures

1. Contact 911 for medical response if needed.
2. If building has been damaged, evacuate area cautiously.
3. Continue to monitor weather conditions.
4. Senior Administrators in conjunction with Director of Security will determine if the college will return to normal schedule or close.
5. Announce All Clear and give instructions for recovery procedures.
6. All administrators will file an incident report with an assessment of problems, and send copies to President's Office and Director of Security.

After Hours Procedures

The H/C Receptionists, the Gym Work Study Student and the Security Officer will all be provided with a weather alert radio. When an alert is sounded they will be responsible for directing the evacuation to shelter areas.

HC Reception will be responsible for the H/C. Security will notify the people in the Scallon Building and the Work Study will direct anyone in the Olsen Building to the designated shelters.