

SPECIFIC EMERGENCY PROCEDURES

TORNADO PREPAREDNESS AND RESPONSE

1. **During a “watch”, (when weather conditions are such that a tornado may develop) :**
 - a. Do not open any doors or windows; close them all to provide more protection.
 - b. Store portable equipment, breakable items, etc., inside building away from shelter areas.
 - c. Generally, buses may continue to operate, but drivers should be watchful.
2. **During a “warning” (when a tornado has been sighted and/or has touched down) :**
 - a. Secure or store articles, which may act as missiles indoors.
 - b. Buses should not operate.
 - c. Transportation personnel should be instructed in tornado procedures.
 - d. If a driver sees a tornado approaching, he/she should:
 - Drive away from the tornado’s path at right angles, if possible.
 - Evacuate the bus and take shelter in a pre-designated building or other substantial buildings along the route.
 - Evacuate the bus and direct students to a ditch or hollow and have them lie down, hands over head. Keep students far enough from the bus so it cannot be turned over on them. (Be careful of flooding).
 - e. If there is sufficient time to take shelter:
 - i. Evacuate room quickly, quietly and orderly.
 - ii. Check restrooms or nearby vacant rooms for students, staff or visitors.
 - iii. Take personal belongings only if they are at a desk and will provide extra protection (large books, notebooks, or coats may be held over head and shoulders).
 - iv. Professors should take roll book and take attendance.
 - v. Once in a shelter, report missing students. (Directors and principal administrators should take a similar accounting of staff members.)
 - vi. Take position for greatest safety by crouching on knees, head down with hands locked at back of neck.
 - vii. All staff, faculty, administrators, and students should know the “symptoms” of severe thunderstorms and tornadoes.
 - viii. Selected University employees and responsible students should be trained as “severe weather watchers” or tornado spotters. These people should also be trained in the use of the University’s warning and communication system.
 - ix. With the assistance of authorities, determine and designate the best tornado shelter areas in each building.
 - x. In multi-storied buildings:
 - Use identified fallout shelters.
 - Use basement.
 - Use first floor interior hallways.
 - Use restrooms or other enclosed small areas away from large glass areas of large open rooms.
 - If hallways are not suitable, use the inside wall of a room or rooms opposite side of the corridor from which the storm is approaching.
 - xi. In one-story buildings:
 - Use identified fallout shelters.
 - Use basement.
 - Use first floor interior hallways.
 - Use restrooms or other enclosed small areas away from large glass areas of large open rooms.
 - If hallways are not suitable, use the inside wall of a room or rooms opposite side of the corridor from which the storm is approaching.
 - xii. **END ROOMS GENERALLY SHOULD NOT BE USED.**
 1. In either one, or multi-storied buildings, restrooms are usually suitable for small groups, especially if the room is centrally located.

- xiii. Auditoriums, gymnasiums, cafeterias, or other large rooms are least suitable as shelters. Free-span roofs will usually be blown away from this type of room and the walls may collapse.
- xiv. Rooms with large glass areas should not be used for shelters.
- xv. Diagram the building and determine which areas to use as shelters and the quickest way to get there.
 - Check space available and number of persons who will use the areas; i.e., match people with space. Tornado drills will help decide how many rows of students you can place in protective area.
 - Post the tornado shelter plan appropriate to office areas.
 - Post in each room the location of tornado shelters to be used by persons in that room and the route to get there.
 - Provide a copy of this information to the Campus Emergency Response Team Coordinator.
- xvi. Bus/Van Transportation
 - Never attempt to out run a tornado.
 - If time permits, get passengers to a well-constructed building.
 - Move them into the interior, basement, or low-lying area (preferably without water). Stop bus downwind and unload passengers in the selected area with safe position with their hands over the head.