

# **Northwest State Community College**

## **Emergency Operations Plan**

**In an emergency, the College's goals are to protect life and safety, secure critical infrastructure and facilities, and resume teaching and business activities as quickly as possible.**

**Northwest State Community College's plan establishes and defines response and actions for serious emergencies that threaten the health and safety of the campus community or disrupt its program and activities.**

**In the case of an Emergency Event notification will be made by the RAVE alert warning system, Floor Captains and assigned NSCC Staff.**

**The same process will be utilized in addition to local media that may supply information concerning direction and notification when the Emergency Event has ended.**

**Direction will be provided according to the specific emergency plan as well as deviation that may become necessary due to circumstances that are faced during the emergency.**

**Following a response to an Emergency Event the emergency response team will evaluate the response and actions involved during the event.**

# **Active Shooter Protocol**

## **Purpose:**

Active shooter events are unpredictable, dynamic and rapidly evolving. No one can predict what may occur next or provide definitive directions on how to respond in every event.

Everyone should be mindful that such incidents do occur and that awareness with a proactive thought process is a positive step in facing an event. The best defense we have is **YOU!** If you see or hear something that makes you uncomfortable or that you think is suspicious **CONTACT CAMPUS POLICE IMMEDIATELY!**

## **Active Shooter Procedure:**

### **A potential shooter is observed outside of the building:**

- Remain calm.
- Move away from the shooter and/or the sounds of gun fire.
- While moving, try to utilize cover as much as possible until you are in a safe area.
- Warn others and call Campus Police or 911 as soon as possible.

### **Active shooter is present in the building:**

- Remain calm.
- Contact Campus Police by using a campus emergency phone.
- If you are able to flee the area safely and avoid danger, do so. Evacuate the building to a safe location away from the building.
- Warn others in your path as you are calmly and quickly evacuating.
- If you cannot safely flee, hide.
- Lock the door of the room you are in or try to barricade the door.
- Turn off lights, and work to be invisible, staying out of the line of fire.

### **The active shooter comes into your room:**

- Remain calm.
- You will have to determine what your best course of action is at that time.
- Take cover if possible.
- If there are multiple people in the room, spread out, do not huddle together.
- If you cannot flee safely you may have to try to negotiate with the individual.
- You may have to attempt to overcome the aggressor.
- If the shooter leaves your area evacuate immediately if possible.

### **Important things to remember:**

- Remain calm.
- Think clearly.
- Prepare yourself by thinking through what you might do if the situation occurs.
- Contact Campus Police or 911 as soon as possible.

**Police Response:**

- Police will quickly respond to the area where shots were last heard, and attempt to immediately engage/contain the active shooter(s).
- First responding officers will not stop to assist the injured or evacuate people.
- Remain calm.
- Do exactly as police tell you.
- Keep your hands empty and visible at all times.
- **DO NOT MAKE QUICK MOVEMENTS.**
- If you know where the shooter is quickly tell officers.
- **DO NOT** get in the officers way.

**Campus Police:** (Extension #452 or 419-572-1773)

- Will respond to the location where the individual is located to take necessary action as the situation dictates.
- Will communicate with the Henry County Sheriff's Office, advising them of the situation and request backup assistance.
- Will, if possible, communicate with the Welcome Center providing information so emergency action can begin.

**Welcome Center:** (Extension #0 or #213)

- Will notify Campus Police of the shooter situation on campus.
- Will notify 911 of the shooter situation on campus.
- Will notify administration of the shooter situation on campus.
- Will assist with evacuation instructions as needed.

**Administration:**

- Will immediately initiate a RAVE Alert.
- Will direct the evacuation or direction to safety of those on campus.

**Floor Captains, Faculty and Staff:**

- Will notify Campus Police or the welcome center of the situation or possible situation.
- Will direct safety efforts and assist with evacuation where needed.

**\*\*IT IS IMPORTANT THAT EACH PERSON BE MINDFUL OF PERSONAL SAFETY AND ONLY EMPLOY ACTIONS THAT WILL MAINTAIN THEIR OWN SAFETY AND THE SAFETY OF OTHERS DURING AN INCIDENT.**

# **Behavioral Disturbances Protocol**

## **Purpose:**

To address behavioral disturbances including threatening or disruptive individuals, assemblies that have become significantly disruptive or demonstrations.

## **Behavioral Disturbances Procedure:**

### **Faculty or Staff:**

- When a faculty or staff member encounters an individual who is threatening or disruptive to the learning process or to the general order, safety and security of the campus they should immediately contact Campus Police to alert them of the incident.

### **Campus Police:** (Extension #452 or 419-572-1773)

- Assess the situation by gathering information, and /or by taking a formal/informal statement.
- Contact Henry County Sheriff Office (Phone# 419-592-8010) for back up assistance if needed.

# **Bomb Threat Protocol**

## **Purpose:**

To respond calmly and efficiently to a bomb threat or explosion on campus.

## **Definition:**

An explosive device, whether present or alleged to be present, in the school or on the premises which may or may not have exploded.

## **Bomb Threat Procedure:**

### **Person receiving the call:**

- It is very important to remain calm and listen to what the caller is saying. The call may be very brief.
- Information obtained from the call and about the caller should be documented immediately.
- Document the exact time and date of the call.
- Do not interrupt; do not place the caller on hold or try to transfer the call.
- Document as closely as possible the exact words of the caller.

### **Questions to ask:**

- When is the bomb going to explode?
- Where is the bomb?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Are you the one that placed the bomb?
- Why?
- Where are you calling from?
- What is your address?
- What is your name?

### **Caller's Voice (choose all that apply):**

- |            |             |
|------------|-------------|
| • Calm     | • Angry     |
| • Slow     | • Rapid     |
| • Crying   | • Stressed  |
| • Slurred  | • Nasal     |
| • Stutter  | • Lisp      |
| • Deep     | • Excited   |
| • Loud     | • Disguised |
| • Broken   | • Sincere   |
| • Giggling | • Normal    |
| • Accent   | • Squeak    |

**If Caller's voice is familiar:**

- Whom did it sound like?
- Were there any background noises?
- What was said?
- Telephone number of call received.
- Contact Campus Police immediately.

**Campus Police:** (Campus Police: #452 or 419-572-1773 & Welcome Center #0 or #213)

- Will notify the Administration and provide the information received.
- Will notify the Welcome Center if they are not already aware.
- Floor Captains will be notified of the bomb threat and provided direction.

**Floor Captains:**

Possible scenarios:

- Immediate evacuation to a safe distance.
- Complete evacuation to another facility.
- Partial evacuation to a "safe area" of the school.
- A search with no evacuation.

**\*\*NOTE: A SEARCH OF THE BUILDING CANNOT BE A GUARANTEE THAT THERE IS NO BOMB.**

The Sheriff's Office (419-592-8010) and the Ridgeville Fire Department (#911, 419-267-3344 and 419-267-3684) may be called at any point of the incident.

If a search is made it is wise to have those who feel comfortable doing so, search the immediate work areas for any suspicious looking package or article. If one is found, **DO NOT TOUCH IT!!!**

**\*\*LEAVE SUSPICIOUS ITEMS UNTOUCHED!**

**\*\*ADMINISTRATION SHOULD BE NOTIFIED IMMEDIATELY!**

**Action in case of an explosion:**

- If an explosion occurs prior to the evacuation, seek cover under desks, tables, or other heavy furniture. Cover head with hands or books for protection.
- If possible, evacuate to nearest safe exit.
- Notify Campus Police immediately.
- Notify Administration immediately.
- Henry County Sheriff to be called with a request for Fire and EMS units to respond. Sheriff to notify Henry County EMA.
- Command Center will be activated if possible.
- Notify Floor Captains.

- **Course of Action:**
- Evacuate building using fire evacuation procedures unless special conditions warrant otherwise.
- Floor Captains along with Faculty and Staff will assist with evacuation to a predetermined location.

# **Chemical Spill Protocol**

## **Purpose:**

The spilling of hazardous materials on or near the school could pose a serious threat to the safety of the students, staff and visitors. Immediate communication with responders, as well as preventative action, is essential for the safety of everyone.

## **Outdoor Spill Procedure:**

- Notify Campus Police (Extension# 452 or 419-572-1773) and Maintenance (Extension# 226 or by radio) immediately. Area will be assessed and secured if necessary.
- Administration will be notified and will respond to the Command Center at the Police Office.
- Contact Henry County Sheriff's Office (Phone# 419-592-8010) to notify Ridgeville Fire Department, Henry County EMA and Ridgeville Fire. If notified by County Authorities this is not necessary.
- Floor Captains will be contacted for an emergency meeting.
- Faculty and Staff will assist with moving or directing students and visitors.
- Close outside window and doors.
- Turn off ventilation systems.
- Turn off ignition sources.
- If people have been exposed they should be kept quarantined. Decontamination may be required in the shower room.
- Medical assistance may be provided by first responders or the Campus Police.

## **Indoor Spill Procedure:**

- Notify Campus Police and Welcome Center.
- Notify Maintenance immediately.
- Contact Administration for response to the Command Center if necessary.
- Henry County Sheriff's Office will be called and asked to notify Ridgeville Fire Department, Ridgeville EMS and Henry County EMA.
- Floor Captains will be contacted with emergency directions.

## **Possible Courses of Action:**

- Complete evacuation to a safe distance.
- Complete evacuation to Four County Career Center (Phone# 419-267-3331 ext# 2210 or 2216).
- Partial evacuation to safe zones within the college.

## **Direction to Potential Victims:**

- Have people in the affected area stay as a group. Inform other people to stay clear of the group and the area.

- Tell affected individuals to keep hands away from their face to help prevent spreading of any substance internally.
- If clothes are contaminated and causing chemical burn, direct individuals to remove heavily contaminated clothing and place them in plastic bags or other containers.
- Individuals may need to be decontaminated in showers.

# **Death and Suicide Protocol**

## **Purpose:**

To address emergency situations where a student may threaten or attempt to commit suicide during school hours.

## **THREATENING:**

### **Faculty/Staff response:**

- Contact Campus Police (Extension #452 or 419-572-1773) immediately.
- Attempt to communicate with the student in a calm fashion until Campus Police arrive.

### **Campus Police response:**

- Notify the Administration and provide the information received.
- Notify the Welcome Center (Extension #0 or #213).

### **Welcome Center response:**

- Contact EMS if needed.
- Contact First Call for Help (Phone# 419-599-1660).

## **DEATH/SUICIDE:**

### **Faculty/Staff response:**

- Contact Campus Police (Extension #452 or 419-572-1773) immediately.

### **Campus Police response:**

- Contact Administration and direct to the Command Center.
- Notify the Welcome Center (Extension #0 or #213).
- Secure the scene.

### **Welcome Center response:**

- Contact Henry County Sheriff's Office (Phone# 419-592-8010) as well as EMS and the Henry County Coroner (Phone# 419-592-8783).
- Contact the Office of Institutional Advancement to deal with media.

**Note:** Trauma Counseling may be made available for those in need.

# **Fire Evacuation Protocol**

## **Purpose:**

To safely evacuate campus buildings in the event of a fire.

## **Fire Alarm Procedure:**

- Evacuate all people from affected areas to a safe assembly location away from the building. DO NOT use elevators.
- Assist the handicapped in exiting the building. Evacu-trac evacuation chair devices are available on second floors in A-Building, B-Building and E-Building.
- Exit the building using the closest safe exit.
- The last person leaving a room should turn off lights and close the door.
- In the event of inclement weather or for other pertinent reasons, evacuees may be directed to the shelter of Four County Career Center.
- DO NOT RETURN TO AN EVACUATED BUILDING unless directed by a college official. The fire alarm will be turned off when the building is evacuated. This is NOT a signal to reenter the building.

## **Faculty and Staff response:**

### **Command Center:**

- The Command Center will include: The President, Chief Fiscal Officer, Vice President of Academics, Director of Facilities and the Police Officer on duty. All members will respond to the Command Center immediately to direct the operations.
- The desired Command Center will be located in the Campus Police Office. This will be the point of contact for the fire and rescue teams and responding agencies.
- The Command Center will notify the Office of Institutional Advancement to send Rave alerts, update website and field media calls.
- The Command Center will issue the order to silence the fire alarm when the building is evacuated. This is NOT a signal to reenter the building.
- In the event of a false alarm, the College Police Officer will contact the Henry County Sheriff's Office to cancel the Ridgeville Fire Department's response.
- In the event the evacuees need shelter, the Chief Fiscal Officer or the Vice President of Academics will contact Four County Career Center and alert them to the situation. Evacuees will then be directed to take shelter in the designated area at Four County Career Center.
  - The Four County Career Center Superintendent's Office can be reached at 419-267-3331 ext# 2210 or 2216.
- The Command Center will issue the directive for the evacuees to re-enter the College once there is verification of a false alarm or by order of the Fire Chief.
- Once the Fire Department is on site they are the controlling authority.

**Floor Captains:**

- Will direct the evacuation of their designated area.
- Will direct those who may be enlisted to assist with the evacuation.
- Will ensure that any handicapped person is assisted.
- Will ensure their area of responsibility is clear of people.
- Will ensure that all lights are turned off and doors and windows are closed.
- Will notify the Command Center, via radio, when their building is clear.
- Will, unless otherwise notified, exit the building and assist with moving the evacuees to a secure area that is not in conflict with the Fire Department or EMS.
- Will provide information to the evacuees to re-enter the building at the direction of the Command Center.

**Welcome Center:**

- Will immediately notify the maintenance department of the fire alarm.
- Will work directly with the Command Center to assist with communications.

**Maintenance Personnel:**

- Will respond immediately to the alarm board to determine the nature of the alarm.
- Will investigate the cause of the alarm.
- Will inform the Command Center of the status and nature of their finding.
- Will meet with the responding fire agency at the Command Center.

**Faculty Staff:**

- If capable, assist with Floor Captains in the evacuation of the building.
- Will assist with the evacuees outside in the designated areas.
- Will assist with the re-entry of evacuees when the all clear is given by the Command Center.

**Custodial:**

- Will evacuate the building and help direct other evacuees to the designated area where they will not be in conflict with the fire department and other emergency response teams.
- Will assist in directing evacuees to Four County Career Center if necessary.
- Will assist with the re-entry of evacuees when the all clear is given by the Command Center.

**Overview:**

- After the incident, as soon as practical, the response to the incident should be critiqued by the emergency response team.

**Emergency Response Team:**

- President
- Vice President of Academics
- Vice President of Institutional Advancement
- Chief Fiscal Officer
- Campus Police
- Welcome Center
- Floor Captains
- Director of Facilities

# **Hostage Situation Protocol**

## **Purpose:**

To respond calmly and efficiently to a hostage situation.

## **Hostage Situation Procedure:**

- Notify Campus Police immediately (Extension #452 or 419-572-1773).
- Evacuate people from the immediate area of the hostage situation to a location away from the violence.

## **If you see/hear/witness a hostage situation:**

- Get away quickly to avoid danger.
- Notify Campus Police (Extension #452 or 419-572-1773).
- Provide as much information as possible; your name and location, location of incident, number of assailants and number of possible hostages, weapons involved, and physical description of assailant(s).

## **If you are taken hostage:**

- Remain calm and cooperative.
- Avoid heroics and do not act aggressively.
- Do not try to be a negotiator.
- Do not attempt to escape unless there is an extremely good chance of survival.
- Do not draw attention to yourself with sudden body movements, comments or hostile looks.
- Speak normally. Do not complain or become belligerent. Comply with all orders and instructions.
- Carefully observe the captor(s) and try to memorize their physical traits, voice patterns, clothing and other details that can help provide a description later.
- Try to establish a positive relationship with your captor(s). Captors are generally less likely to harm you if they have a personal connection or respect for you.
- Try to stay low to the ground or behind cover from windows or doors if possible.

## **Command Center: (Extension #452)**

- Will be located in the Police Office, or designated location.
- Will be manned by the President, Vice President of Academics, Chief Fiscal Officer and the Director of Facilities.
- Will direct RAVE Alerts to the campus community to inform them of the situation.
- Will be the contact point for emergency responders.
- Will act under the direction of law enforcement and will provide instruction for re-entry to the campus community once the emergency situation has been controlled.

**Welcome Center:** (Extension #0 or 213)

- Will notify the Emergency Response Team of the incident.
  - President
  - Vice President of Academics
  - Vice President of Institutional Advancement
  - Chief Fiscal Officer
  - Campus Police
  - Floor Captains
  - Director of Facilities
  - Maintenance Director
- Will assist the Command Center with operations.
- Will assist with communications for the Campus Police.

**Maintenance Personnel:** (Extension# 226 or by radio)

- Will be available to Command Center to assist emergency responders.

**Floor Captains, Faculty, Staff and Custodial:**

- Will assist and direct evacuees away from the danger area to a safe location as determined by the Command Center.

**Campus Police:** (Extension #452 or 419-572-1773)

- Will respond to the hostage location to secure the scene and attempt to initiate negotiations.
- Will communicate with the Henry County Sheriff's Office and other emergency responders as necessary.

# **Medical Emergency Protocol**

## **Purpose:**

To provide medical assistance for anyone who may need it due to an illness or injury.

## **Medical Emergency Procedure:**

- If an individual is found to be in need of medical assistance and cannot be moved, contact Campus Police (Extension #452 or 419-572-1773) or the Welcome Center (Extension #0 or # 213) , or by utilizing a campus emergency phone.
- Provide information concerning the individual's condition.
- Try to keep the individual calm.
- Keep people away from the ill or injured person.
- If the individual is mobile they should be accompanied to the Welcome Center. Campus Police or First Responder will be summoned for assistance.
- A sick room is available if needed. The sick room is located on the first floor of the "B" Building.

## **Campus Police/First Responder:**

- Will respond to the location of the ill or injured person to provide necessary medical support.
- May direct the Welcome Center to contact the Henry County Sheriff's Office (Phone# 419-592-8010) to dispatch Ridgeville EMS.

# **Reporting Crime Protocol**

## **Purpose:**

Reporting criminal activity or potential criminal activity. All members of the Northwest State college community are encouraged to report actual or suspected criminal activity to the campus police immediately.

## **Reporting a Crime procedure:**

- Use an emergency phone located in all hallways of the college to contact Campus Police.
- Visit the Campus Police in their office located in the Atrium.
- Give information to the staff at the Welcome Center in the Atrium.
- Call the campus police at 419.572.1773 or extension #452.
- Notify any campus employee.

## **Reporting information:**

In the event of an emergency provide as much information as possible. It is important to address:

1. Who is involved while giving an accurate description, including age, height, hair, clothing, and if a vehicle is involved, the make, model and license plate information.
2. What was observed or is expected to occur.
3. When the incident took place or is expected to take place.
4. Where did the incident occur or is expected to occur.
5. Any other pertinent information including the names of others who witnessed the incident.

## **Suspicious Person:**

If you see a suspicious person or suspicious activities, notify the Campus Police immediately. Supply as much detail as possible, physical description, clothing, car description and license plate number if applicable.

## **Faculty/Staff:**

- Will work to assist students or visitors on campus with the reporting any criminal or suspicious activity.

**\*\*WHILE OUR CAMPUS POLICE ARE RESPONSIBLE FOR ENSURING THAT OUR CAMPUS REMAINS SAFE, THE PRIMARY RESPONSIBILITY FOR CRIME PREVENTION AND PERSONAL SAFETY RESTS WITH EACH INDIVIDUAL. EACH PERSON MUST TAKE RESPONSIBILITY FOR THEIR OWN SAFETY, AS WELL AS FOR THE ENTIRE CAMPUS COMMUNITY.**

# **Tornado Warning Protocol**

**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.**

**\*\*NOTIFICATION:** While every attempt will be made to warn students and employees of severe weather situations, threatening conditions may arise suddenly.

## **Tornado Watch/Warning Procedure:**

- 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.
- When a tornado watch or a 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.
- When a **tornado warning** is issued for Henry County, the campus police will contact the President, VP of Academics, Chief Fiscal Officer and Director of Facilities. The office of Vice President of Academics/Chief Fiscal Officer will issue a Rave alert to the campus community. These members of administration will report to the Command Center located in the Bookstore.
- The maintenance department will be notified by the welcome center and will respond to the Atrium to lower the steel doors that separate "A" Building and the Atrium.

**\*\*CLASSES WILL BE TEMPORARILY SUSPENDED AND ALL STUDENTS, FACULTY, STAFF AND VISITORS WILL MOVE TO THE DESIGNATED SAFE LOCATIONS. OCCUPENTS ARE INSTRUCTED NOT TO LEAVE THE BUILDING.**

## **Faculty/Staff and Floor captains:**

- Will aid in orderly evacuations to safe locations and maintain their position overseeing their areas of responsibility.
- Will ensure that all lights are turned off and doors are closed.
- All occupants of the Atrium, "B" Building and "C" Building shall proceed to the designated safe areas in "E" Building.
- All occupants of "E" Building shall proceed to designated safe areas in "E" Building.
- All occupants of "A" Building shall proceed to designated safe areas in "A" Building.
- **DO NOT** use elevators.
- If requested, assist persons with disabilities to the safest area available.
- Stay inside and away from windows.

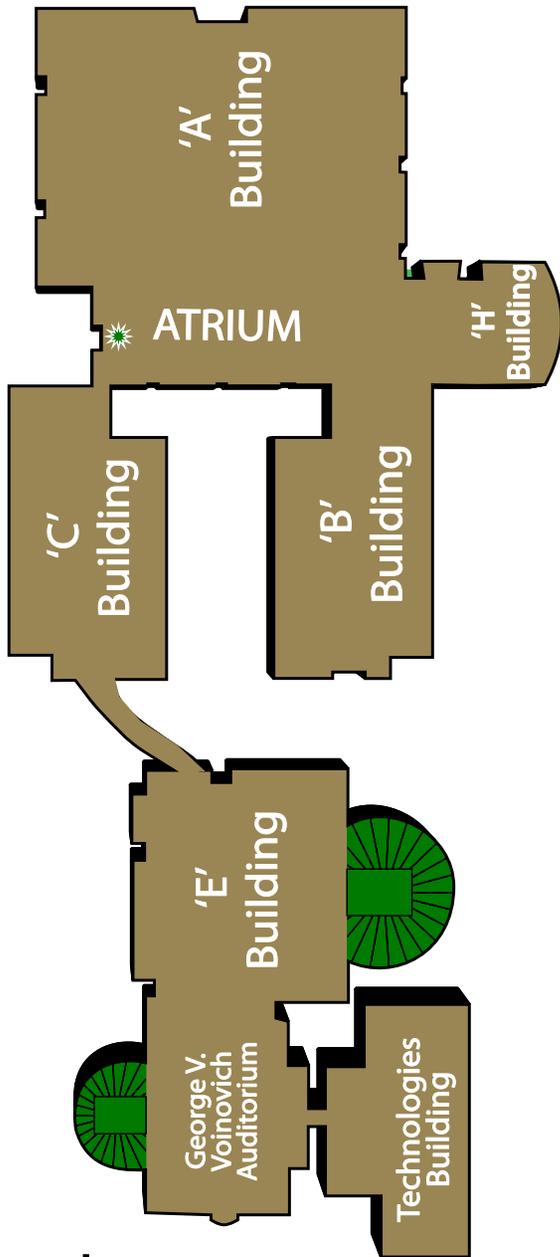
- Sit against walls, place head on knees and cover head with hands.
- When a warning has been lifted, Campus Police will communicate the “all clear” via the campus radio, a Rave alert will be issued and classes will resume.

**BE AWARE OF SAFE PLACES IN THE BUILDINGS YOU REGULARLY OCCUPY**

**WHERE TO GO**

<b>Room Number</b>	<b>Description</b>	<b>Secure Location</b>
<b>A101</b>	<b>Library</b>	<b>Inside – West Wall</b>
<b>“A” Building</b>	<b>Book Store</b>	<b>Inside – West Wall</b>
<b>A120</b>	<b>Women’s Restroom</b>	<b>Inside</b>
<b>A104</b>	<b>Custodian’s Closet</b>	<b>Inside</b>
<b>A128</b>	<b>Men’s Restroom</b>	<b>Inside</b>
<b>A100</b>	<b>Storage Closet</b>	<b>Inside (overflow)</b>
<b>A130</b>	<b>Storage Closet</b>	<b>Inside (overflow)</b>
<b>E104</b>	<b>Mechanical Elevator Closet</b>	<b>Inside</b>
<b>E120</b>	<b>Women’s Restroom</b>	<b>Archway and Inside</b>
<b>E122</b>	<b>Men’s Restroom</b>	<b>Archway and Inside</b>
<b>E124B</b>	<b>Room Inside E124</b>	<b>Inside E124B</b>
<b>E124C</b>	<b>Room Inside E124</b>	<b>Inside E124C</b>
<b>Stairway Hall -1<sup>st</sup> floor</b>	<b>Hallway to Plastic Shop</b>	<b>Next to stairs</b>
<b>E111</b>	<b>Kitchen</b>	<b>Inside</b>
<b>E116</b>	<b>CAM Room</b>	<b>Inside – West Wall</b>

# Campus Map



- Tornadoes may strike quickly, with little or no warning.
- Tornadoes may appear nearly transparent until dust and debris are picked up or a cloud forms in the funnel.
- The average tornado moves Southwest to Northeast, but tornadoes have been known to move in any direction.
- The average forward speed of a tornado is 30 MPH, but may vary from stationary to 70 MPH.
- Waterspouts are tornadoes that form over water.
- Tornadoes are most frequently reported east of the Rocky Mountains during spring and summer months.
- Peak tornado season in the northern states, is late spring through early summer.
- Tornadoes are most likely to occur between 3 p.m. and 9 p.m., but can occur at any time.

# Northwest State Community College

## TORNADO *Safety Tips*



## TORNADO *Facts*



# Definitions



## TORNADO WATCH

- A tornado watch occurs when tornadoes are expected to develop. The alert notifies you that weather conditions are favorable for a tornado.

## TORNADO WARNING

- A tornado warning is an emergency alert that an actual tornado has been observed. Move quickly to a safe area when a tornado warning is issued.
- Before a tornado hits, the wind may die down and the air may become very still.
- A cloud of debris can mark the location of a tornado even if a funnel is not visible.
- Tornadoes generally occur near the trailing edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado.

Occasionally, tornadoes develop so rapidly that advance warning is not possible. Remain alert for signs of an approaching tornado such as a dark, often greenish sky, large hail, or a loud roar similar to a freight train.

# R N A D O T O R N A Procedures

In the event of a **tornado warning**, all employees, students and visitors shall go to designated areas identified as most structurally secure as noted below. The campus map is located on the back page of this pamphlet.

- Safety doors will be unlocked by the Custodial and Police staff when a **Tornado Watch** is issued.
- The Switchboard will notify the Child Development Center of the alert.
- All occupants of the **Atrium, 'B' and 'C' Buildings** shall proceed to safety areas designated in the **'E' Building**.
- All occupants of the **'E' Building** shall proceed to safety areas in the **'E' Building**.
- All occupants of the **'A' Building** shall proceed to safety areas in the **'A' Building**.
- All occupants of the **'H' Building** shall proceed to safety areas in the **'E' Building**.
- Stay inside and away from windows.
- Sit against walls, place head on knees and cover head with hands.
- Do NOT use elevators.
- If requested, assist persons with disabilities to the safest area available.
- Remain in designated safe areas until 'all clear' has been issued.



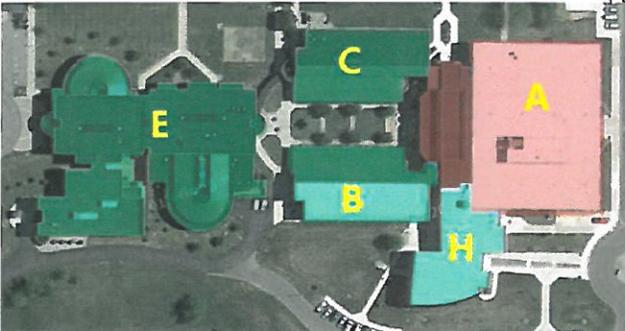
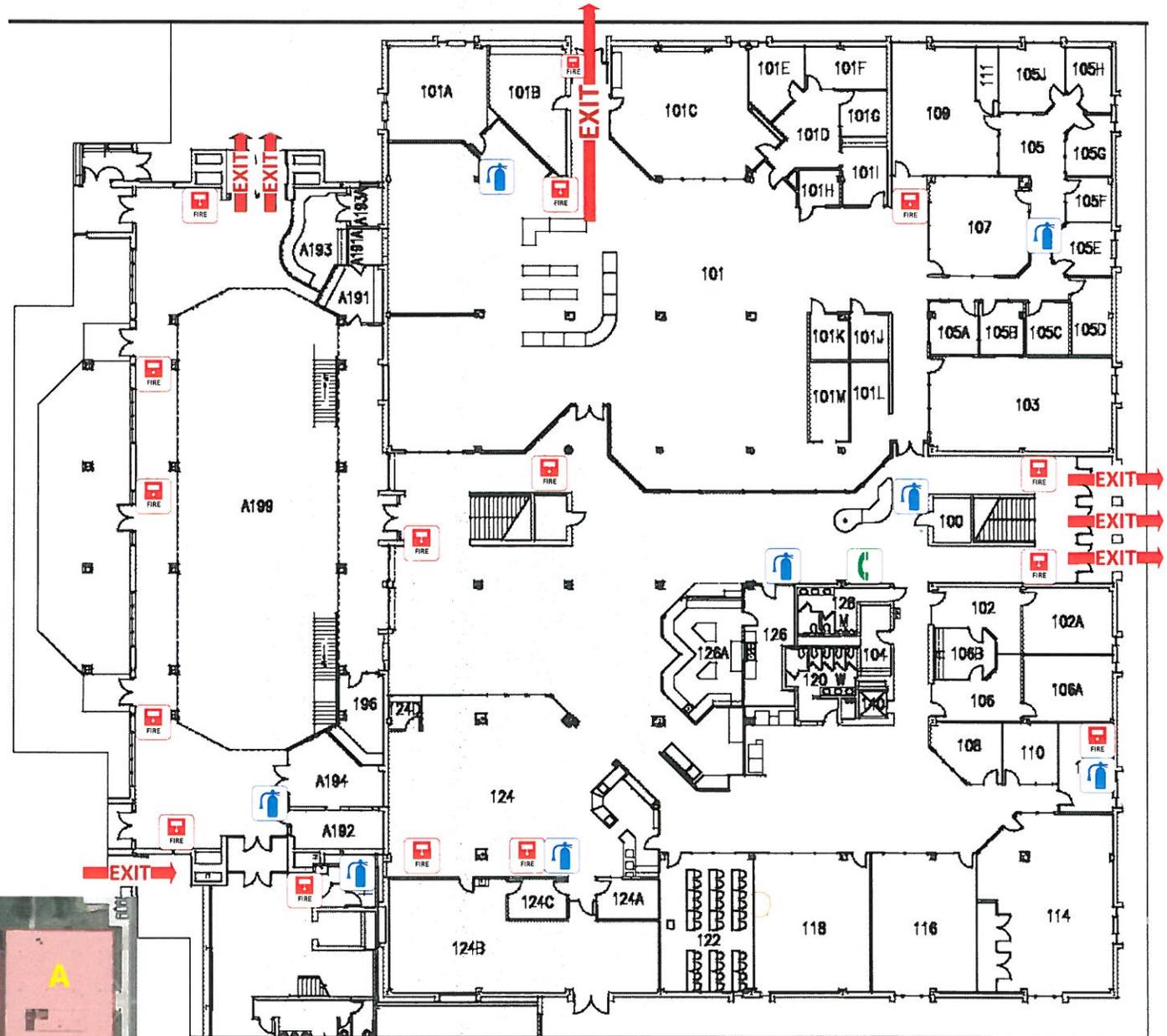
*Where to go  
when severe  
weather  
strikes...*



Room #	Description	Secure Location
A101	Library	Inside - West Wall
A124	Book Store	Inside - West Wall
A120	Women's Restroom	Inside
A104	Custodian's Closet	Inside
A128	Men's Restroom	Inside
A100	Storage Closet (under stairway)	Inside (Overflow)
A130	Storage Closet (under stairway)	Inside (Overflow)
E104	Mechanical Elevator Closet	Inside
E120	Women's Restroom	Archway and Inside
E122	Men's Restroom	Archway and Inside
E124B	Room inside door E124	Inside E124B
E124C	Room inside door E124	Inside E124C
Stairway Hall	Hallway to Plastic Shop next to stairs	Door across from Auditorium
E111	Kitchen	Inside
E116	CAM Room	Inside - West Wall

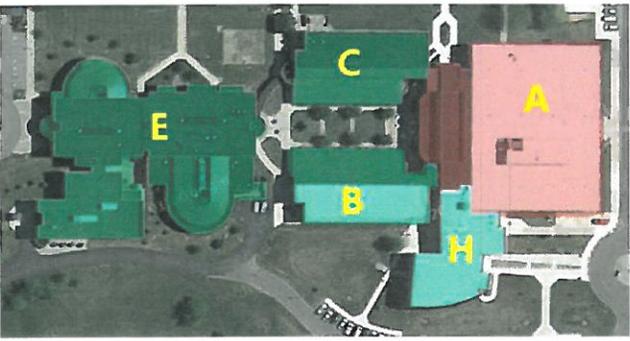
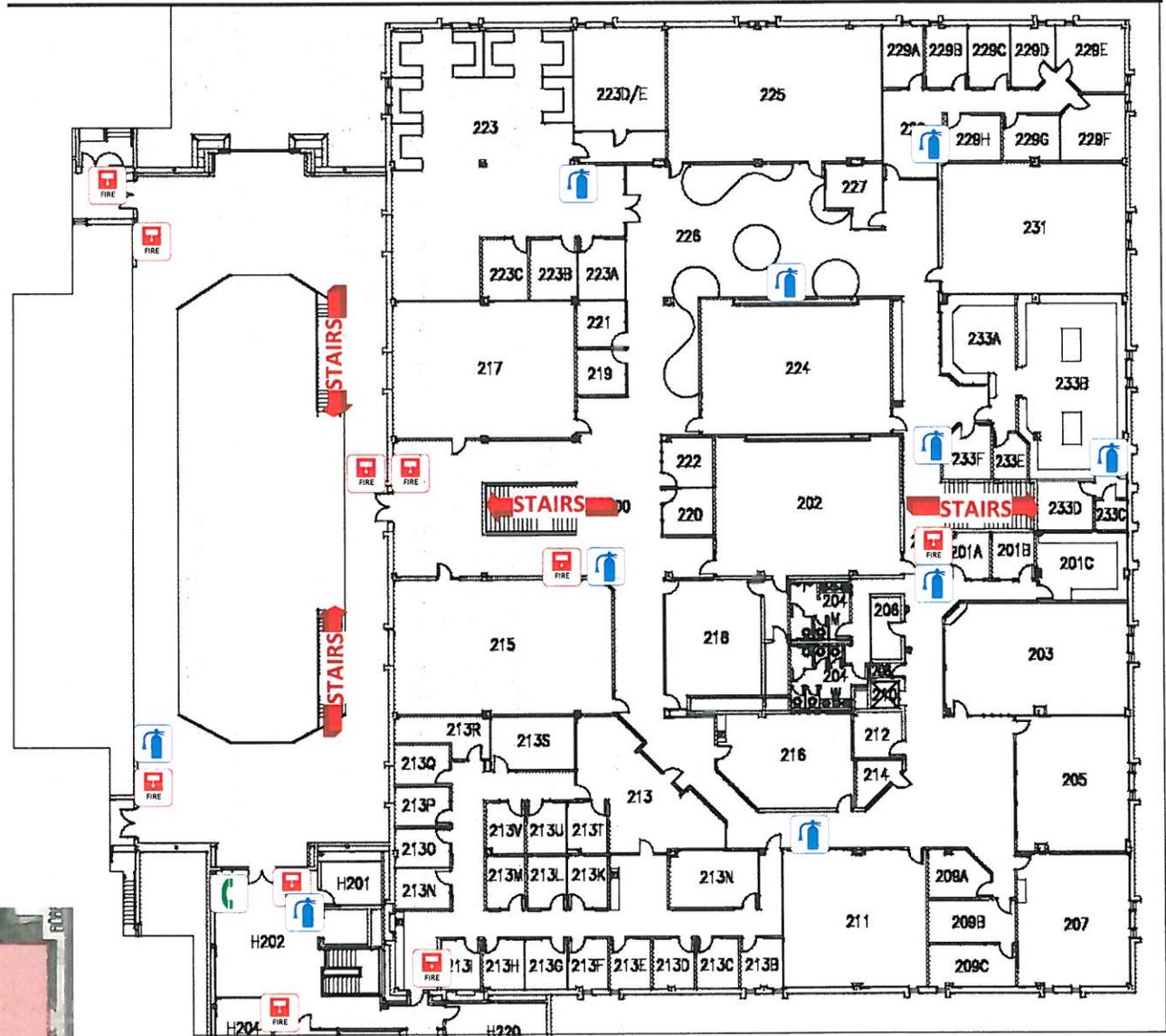
# A Building 1<sup>st</sup> Floor

-  Fire Alarm Pull Station
-  Fire Extinguisher
-  Emergency Phone

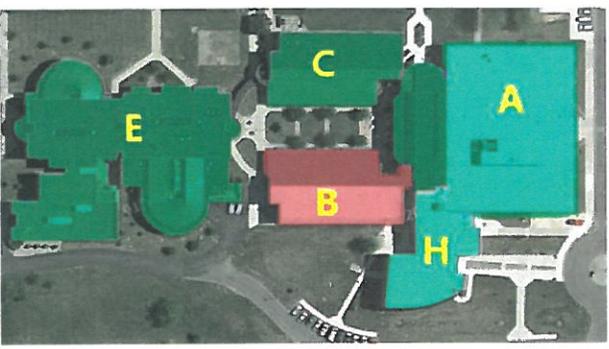
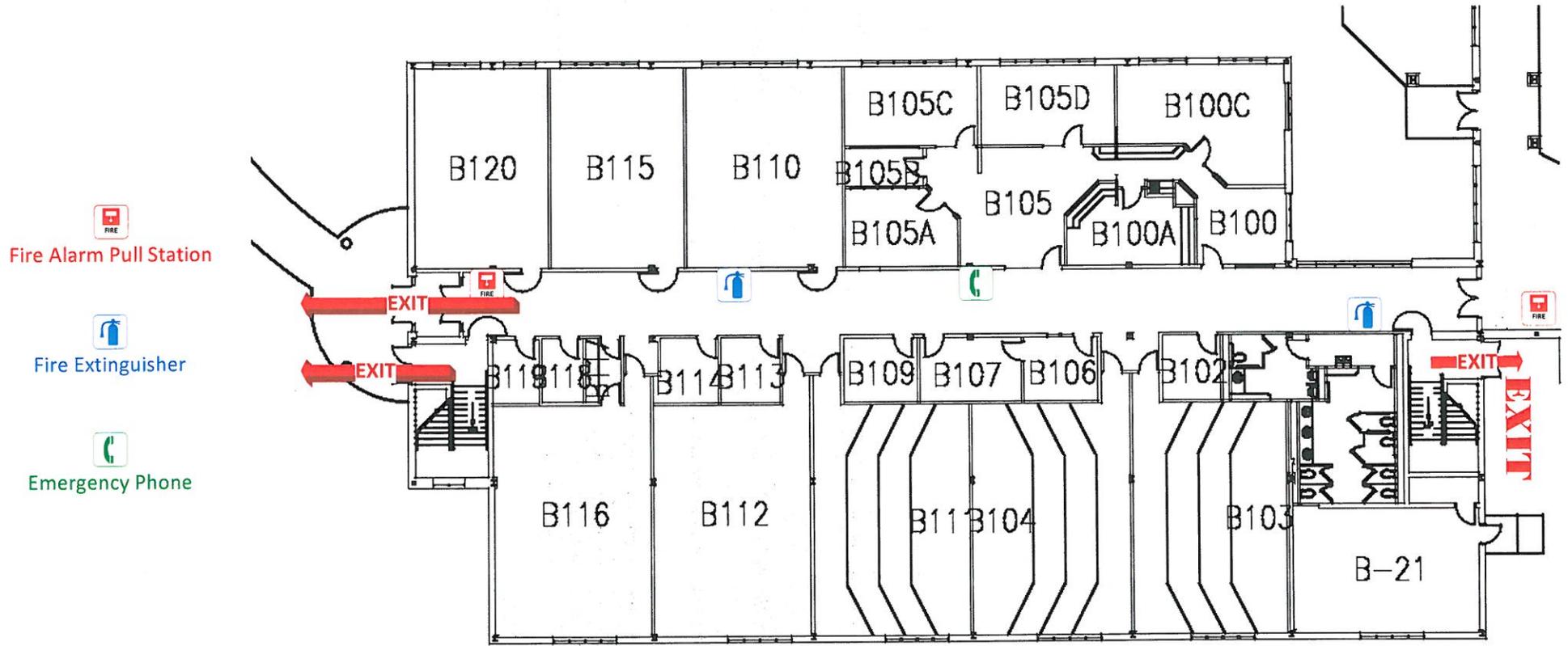


# A Building 2<sup>nd</sup> Floor

-  Fire Alarm Pull Station
-  Fire Extinguisher
-  Emergency Phone

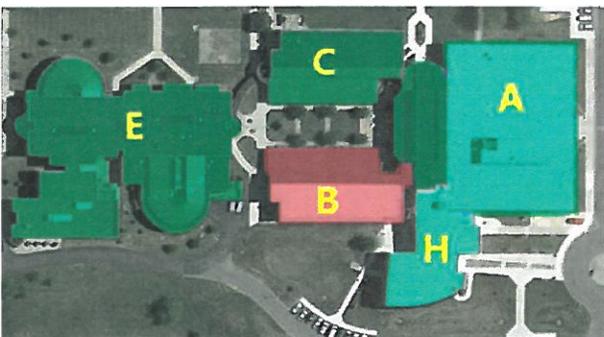
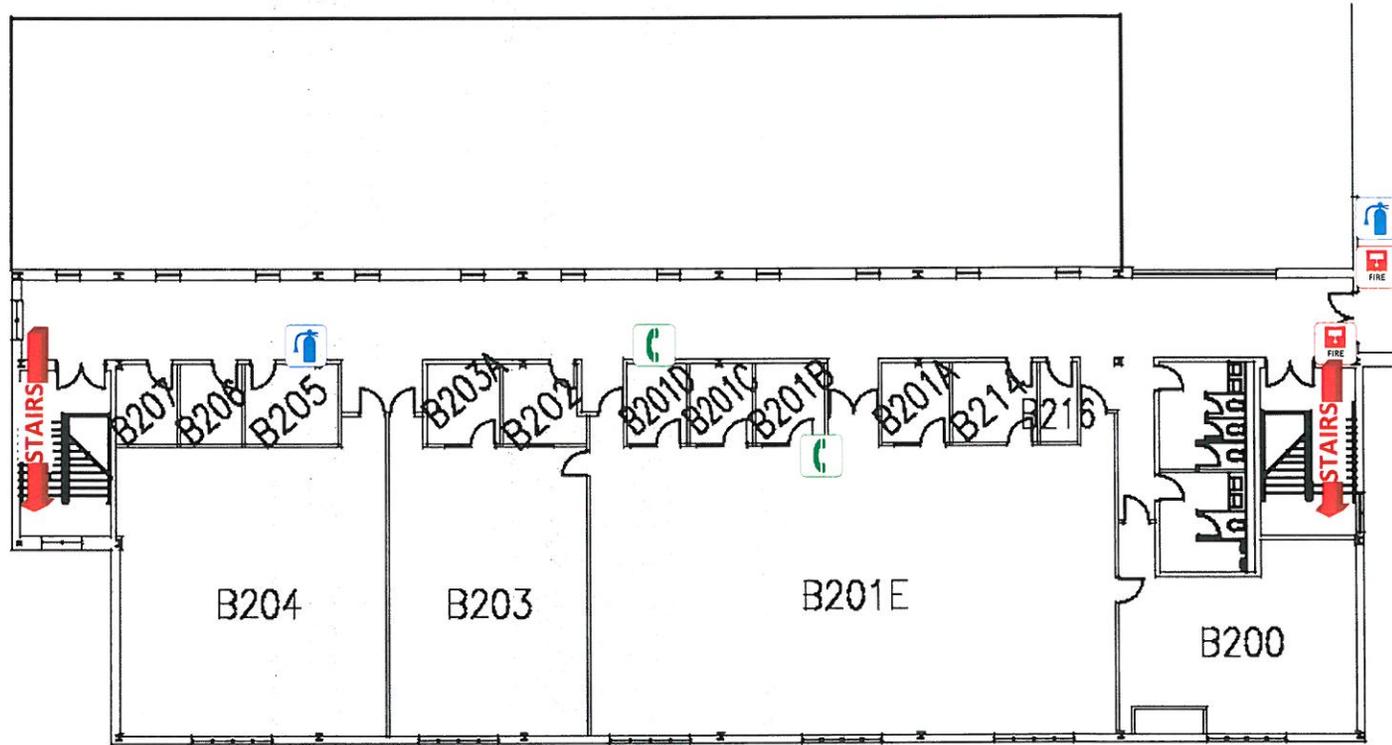


# B Building 1<sup>st</sup> Floor



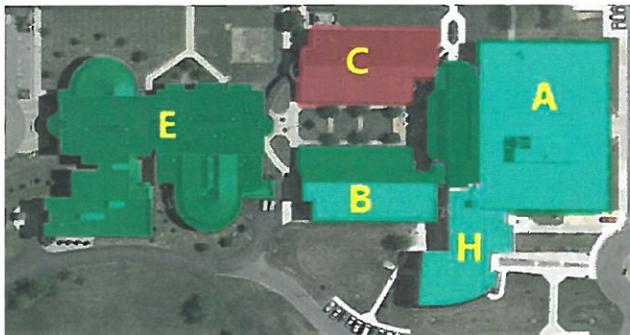
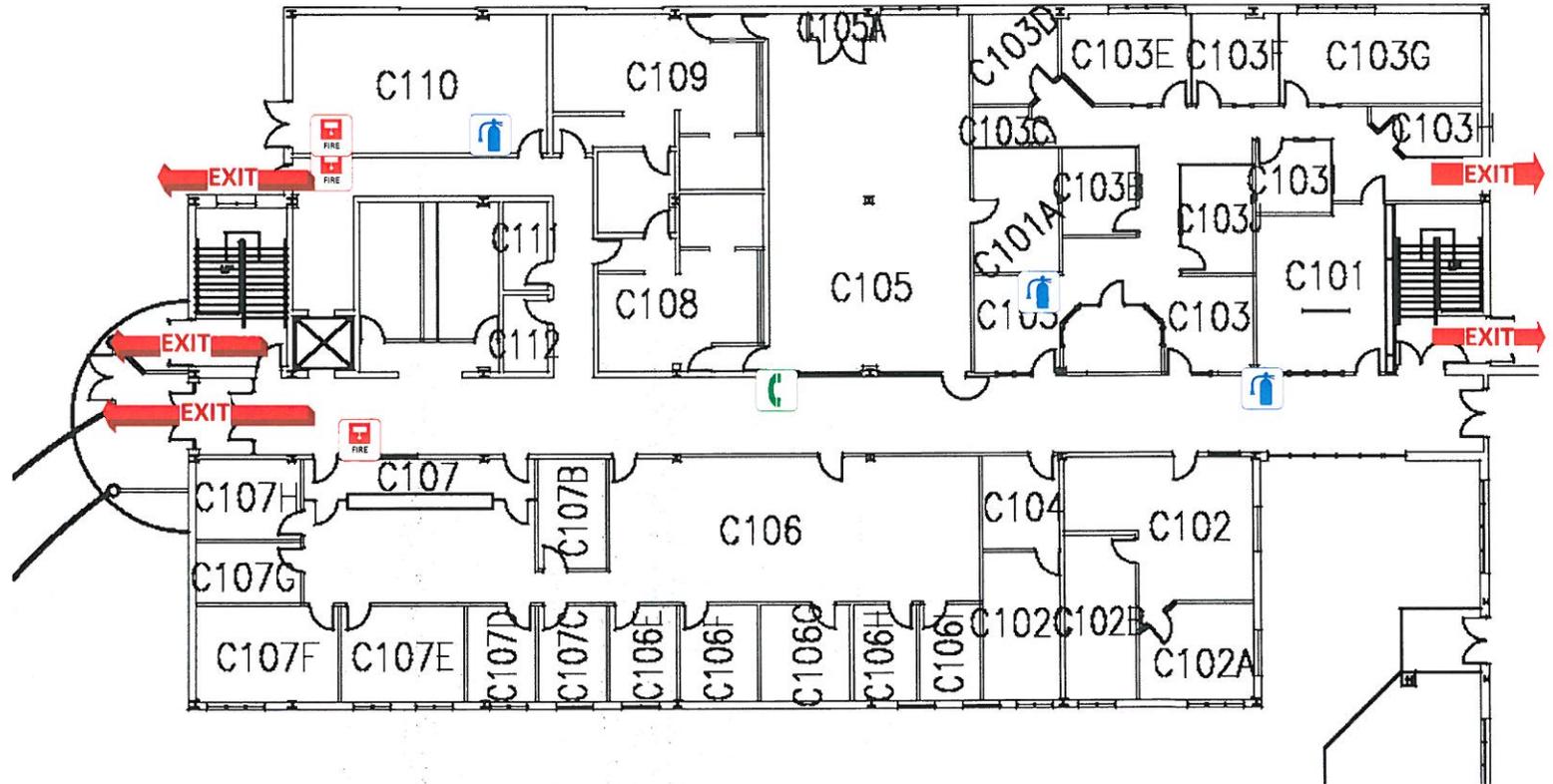
# B Building 2<sup>nd</sup> Floor

-  Fire Alarm Pull Station
-  Fire Extinguisher
-  Emergency Phone



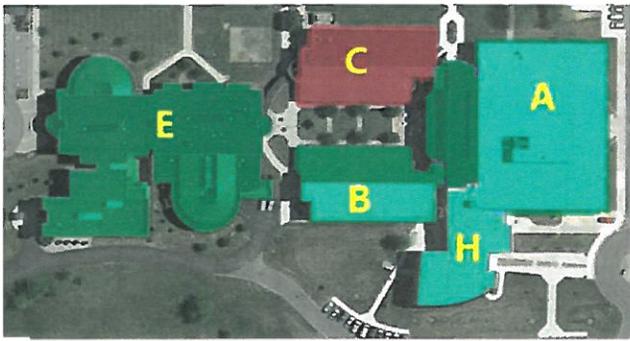
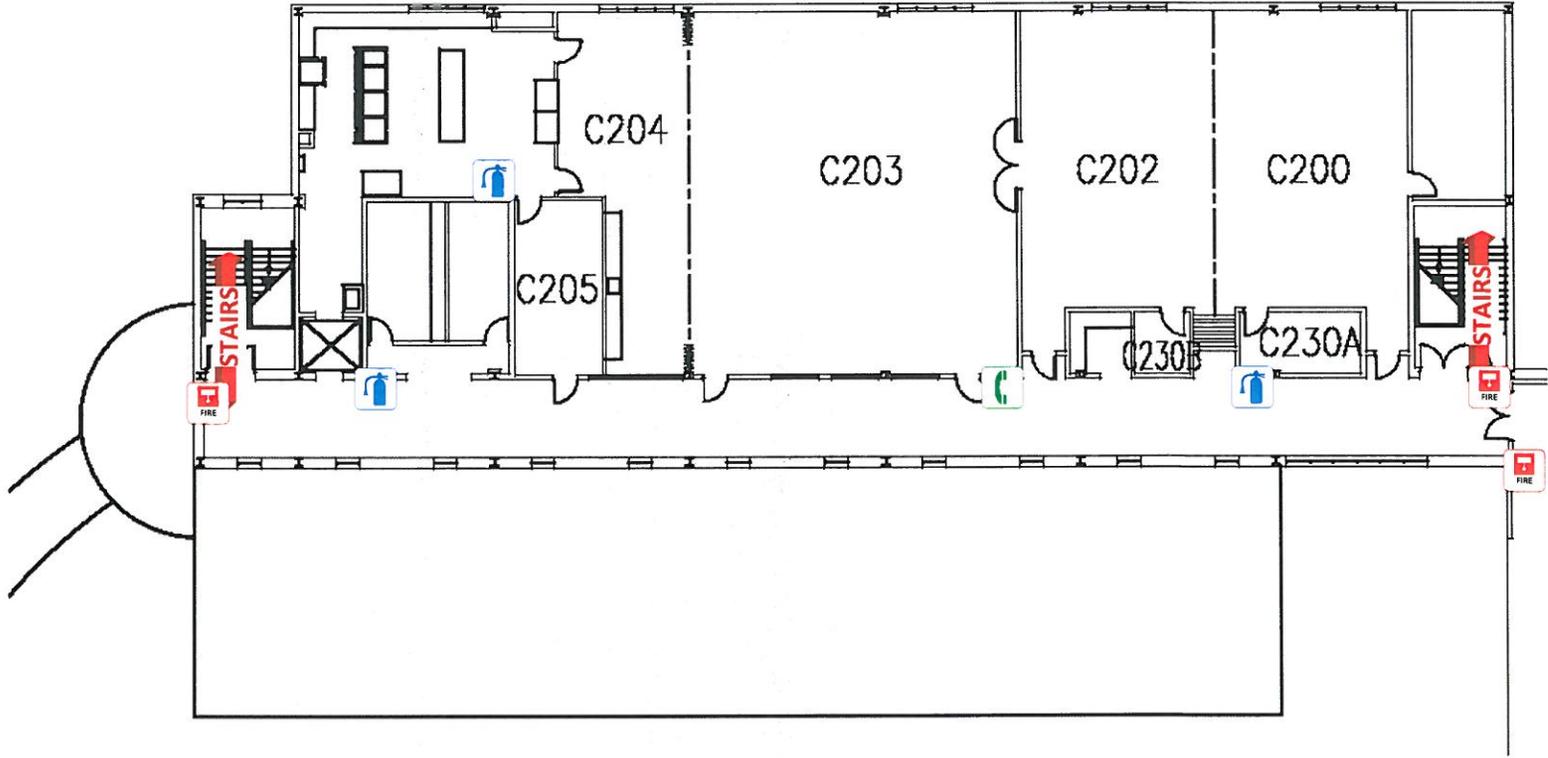
# C Building 1<sup>st</sup> Floor

-  Fire Alarm Pull Station
-  Fire Extinguisher
-  Emergency Phone



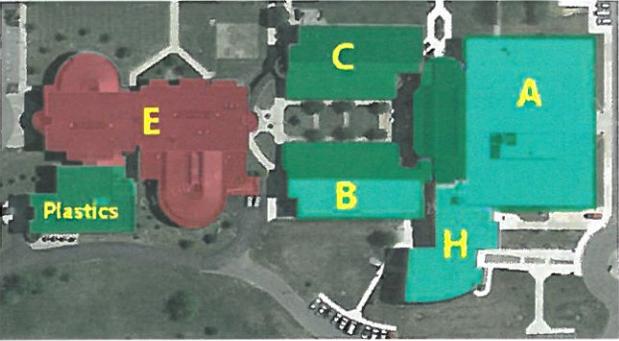
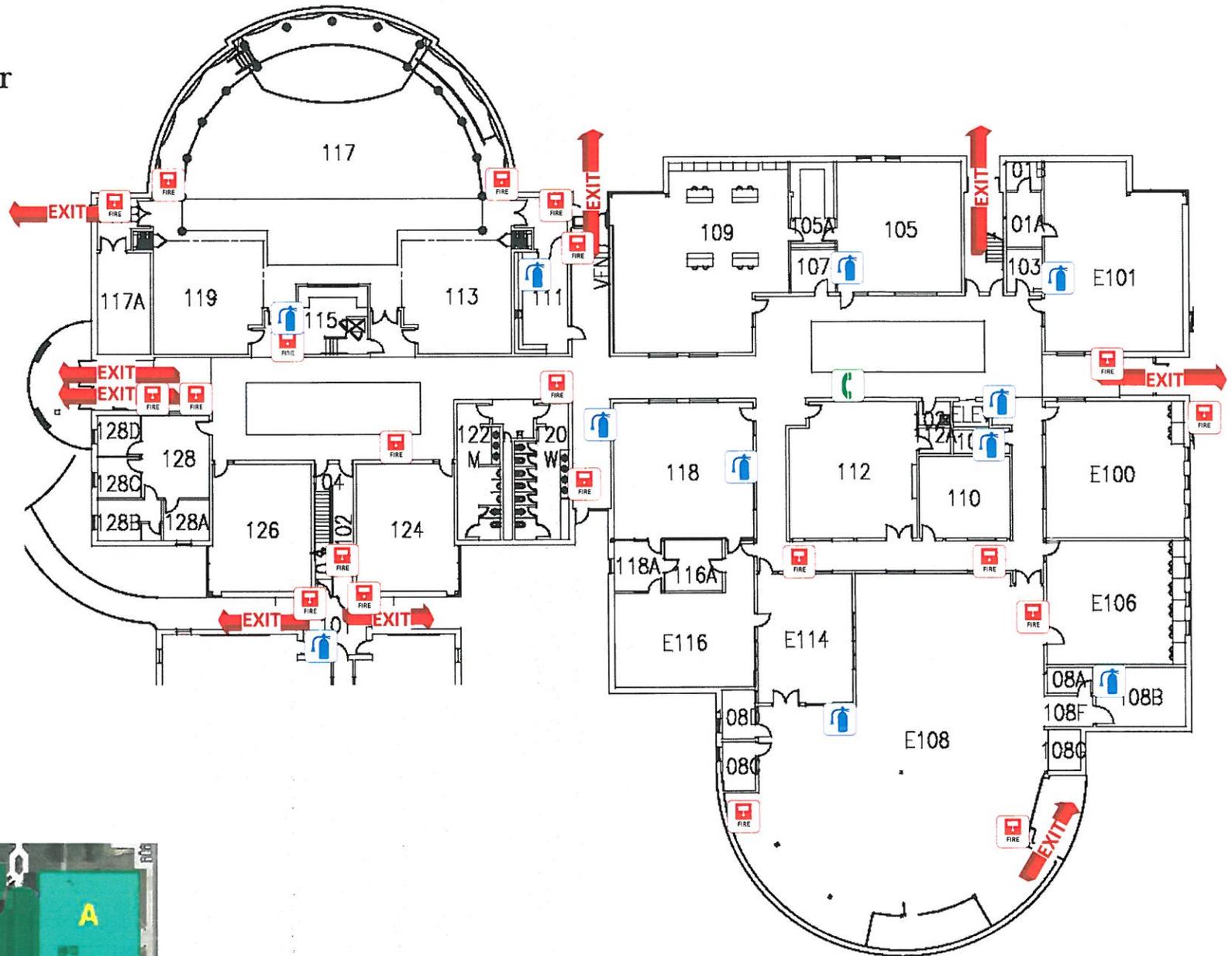
# C Building 2<sup>nd</sup> Floor

-  Fire Alarm Pull Station
-  Fire Extinguisher
-  Emergency Phone



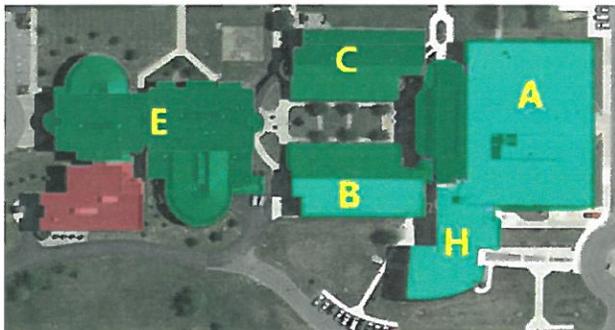
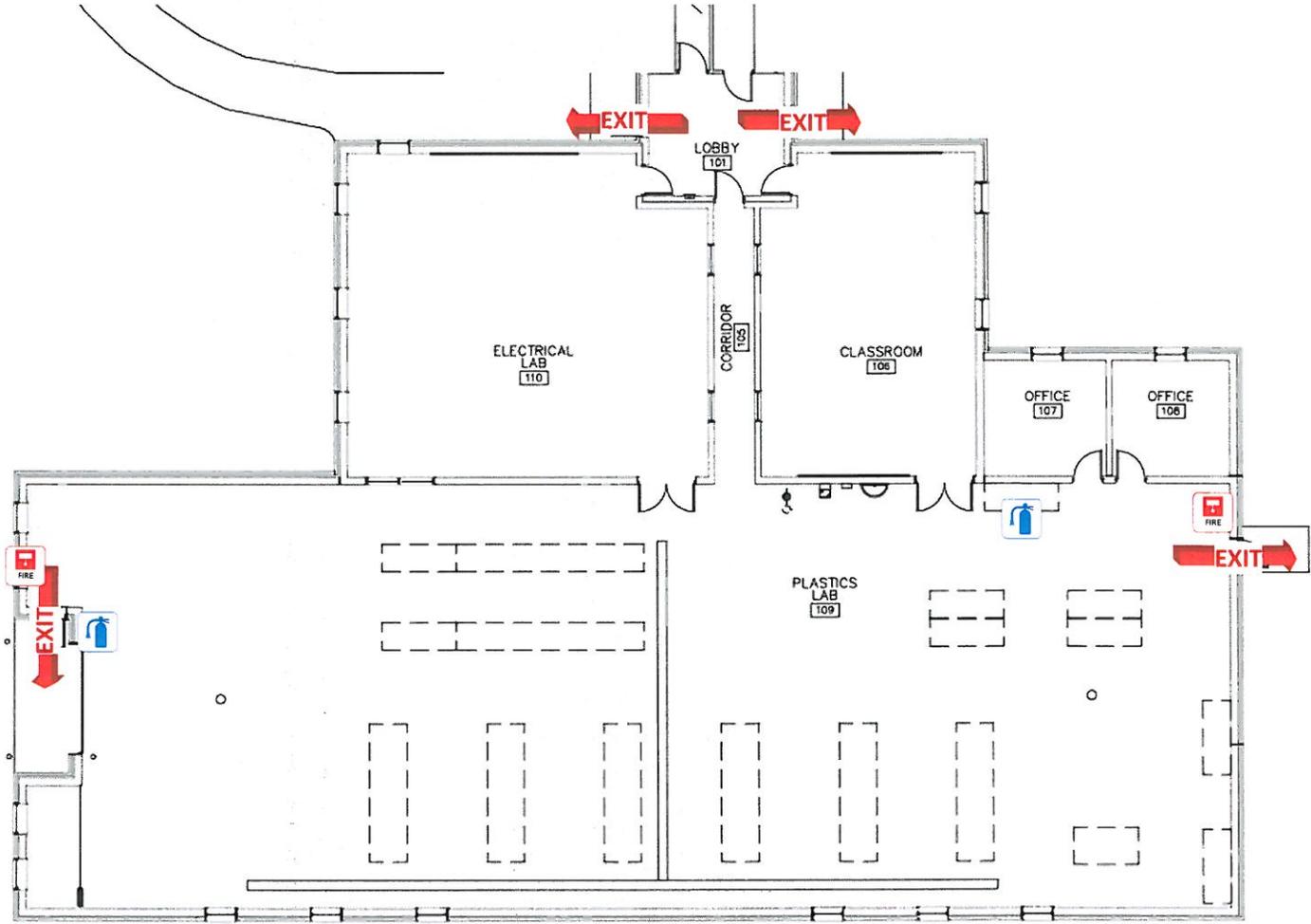
# E Building 1<sup>st</sup> Floor

-  Fire Alarm Pull Station
-  Fire Extinguisher
-  Emergency Phone



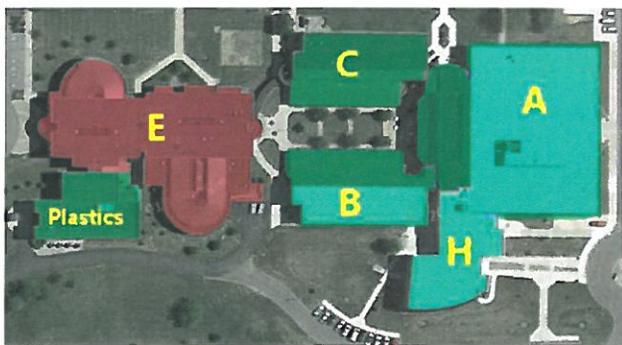
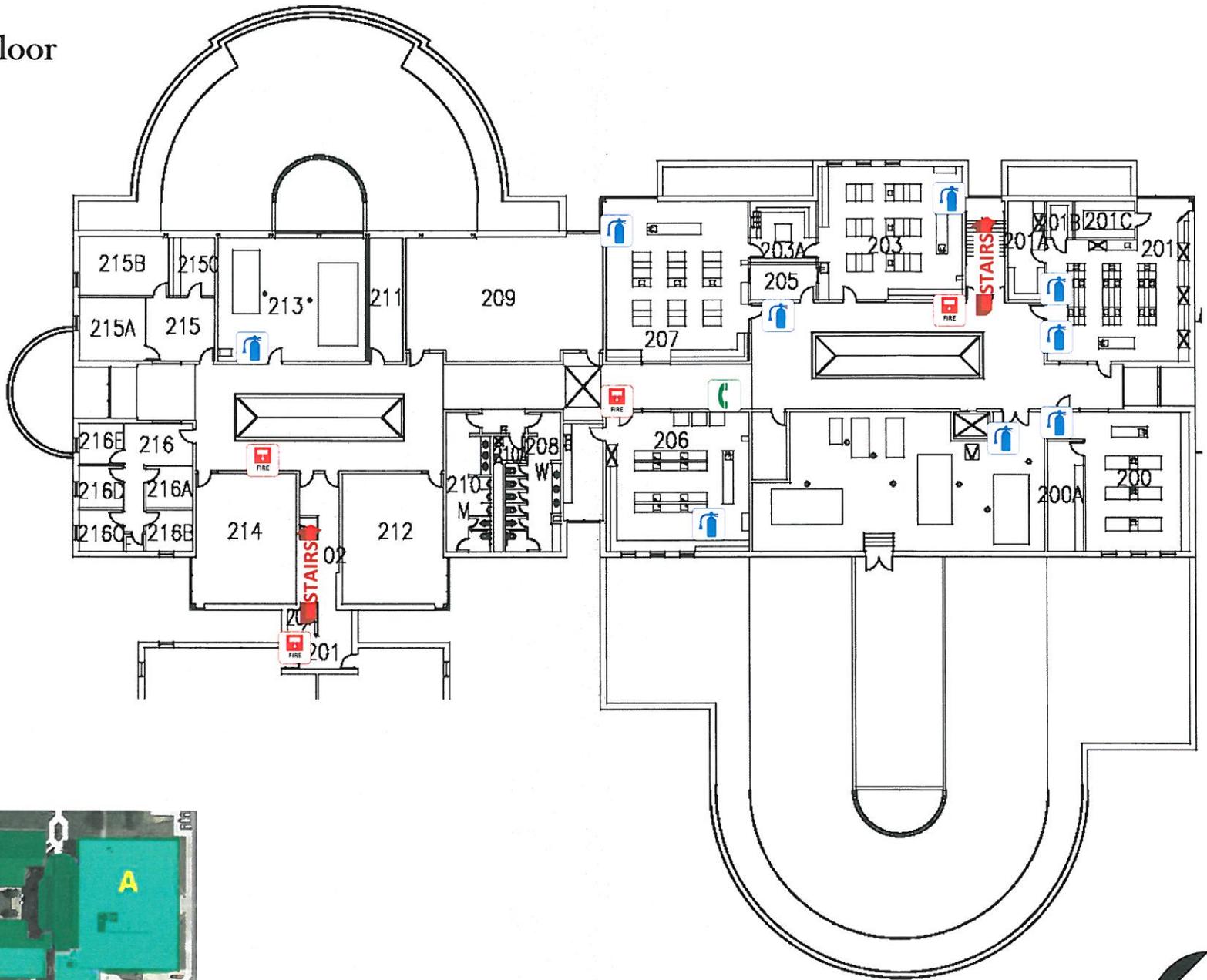
# Plastics Building

-  Fire Alarm Pull Station
-  Fire Extinguisher
-  Emergency Phone

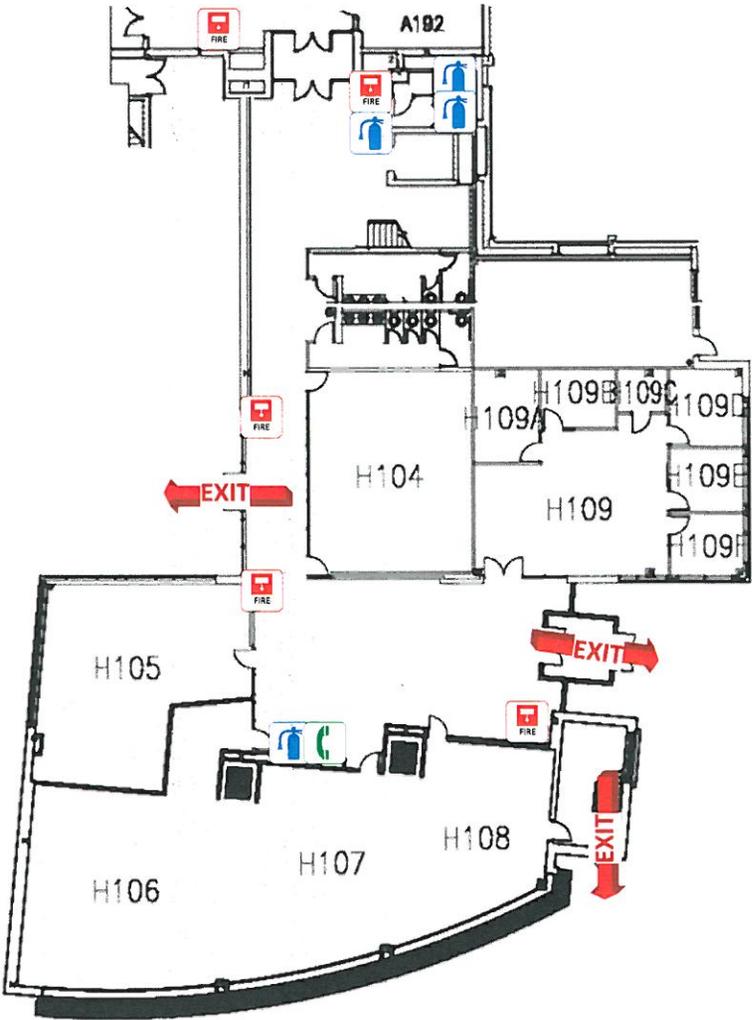


# E Building 2<sup>nd</sup> Floor

-  Fire Alarm Pull Station
-  Fire Extinguisher
-  Emergency Phone



# H Building 1<sup>st</sup> Floor



-  Fire Alarm Pull Station
-  Fire Extinguisher
-  Emergency Phone



# H Building 2<sup>nd</sup> Floor

-  Fire Alarm Pull Station
-  Fire Extinguisher
-  Emergency Phone

