

TO: University Community

FROM: Dan Endicott, Director
Environmental Health, Safety,
Insurance & Risk Management

SUBJECT: Revised Severe Weather Policy

The following information is provided to update the procedures regarding safe shelter of the campus community during severe weather conditions.

The National Weather Service issues public weather advisories when conditions are favorable for tornado development. The University Police Department (UPD) and Environmental Health & Safety (EH&S) monitor these advisories and initiate appropriate response measures. When a tornado warning is issued:

- 1) The UPD will issue an advisory over the fire alarm speakers in those buildings equipped with addressable systems.
- 2) EH&S will contact building supervisors in buildings without an addressable fire alarm system.
- 3) The UPD will dispatch patrol officers to warn pedestrians and occupants of portable buildings during a tornado warning. Occupants of temporary or portable structures and pedestrians should go to the nearest brick building and seek shelter away from doors and windows (i.e. internal corridors or classrooms).
- 4) The Registrar's office will attempt to reschedule classes impacted by the evacuation so that instruction can continue with minimal interruption.
- 5) The UPD and EH&S will notify occupants when the warning has been lifted and it is safe to return to work or class.

Thank you for your cooperation and do not hesitate to contact us for further information.