Tornado Information Frequently Asked Questions for Building Supervisors:

Q: What’s the most important thing to remember when a tornado warning occurs?
A: Remain calm and follow instructions provided by the University Crisis Management Team, Building Supervisors and UNFPD via the emergency alert systems.

Q: What is the difference between a Tornado Watch and a Tornado Warning?
A: A Tornado Watch means weather conditions are favorable for tornado development. A Tornado Warning means an actual tornado has been sighted. UNF will issue emergency alerts ONLY when there is a Tornado Warning for our area (i.e. Duval County).

Q: Will the administration support the efforts of faculty and Building Supervisors as classes are interrupted and students are advised to remain where they are during a tornado warning even though the students may fear being penalized for being late to class or missing a test?
A: Yes. The administration is supportive of this tornado warning plan and what measures must be taken to ensure the safety of everyone.

Q: Should we use elevators during a tornado warning?
A: As a general rule, no. If it is necessary to assist an injured or disabled individual to a place of safety, evacuation chairs have been installed in buildings with more than 3 stories and those not connected to covered walkways. As a last resort, use the elevator. Avoid crowding into an elevator when stairs are available—in case of a power outage.

Q: As a Building Supervisor, what items should I have in my office that would be helpful?
A: Besides the UNF issued orange vest, you may consider acquiring a flashlight, batteries and weather alert radio. Electronic devices will help you gain access to timely severe weather reports. (When you head to the safest area in your building, make sure to take your flashlight and cell phone with you—and your weather radio, if you have one.)

Q: Should I wait to make my Building Supervisor rounds until I get a campus emergency alert?
A: Only if you have no other means of knowing there is a tornado warning. If you hear the emergency alert or hear that a tornado warning has been issued for our area on a weather radio, you should start making your rounds.

Q: As a Building Supervisor, should I notify all offices in my designated area, whether it’s a vendor, food service, or another auxiliary operation?
A: Yes, everyone.

Q: Who should issue an “All Clear” in my building?
A: Only the emergency alert systems and Building Supervisors have been entrusted with that responsibility. Professors and other staff should not be issuing an All Clear—even though they may be anxious to get back to their office or classroom.

Q: Are we allowed to go home during a tornado warning?
A: First, you need to check with your supervisor. (And Building Supervisors should tell anyone who asks to check with their supervisor.) If you leave campus without supervisory permission, you do so with the understanding that you are taking personal leave—and are responsible for your own safety.

Q: Does this plan pertain to night classes?
A: Yes.

Q: What should we do when we have visitors and groups from off campus?
A: Once again, follow all instructions issued by the emergency alert systems, the UPD or Building Supervisors.

Q: What are the safest places to go during a tornado warning?
A: Go to the interior area of the nearest building and stay away for doors, windows and glass. Typically interior hallways and restrooms are good candidates, but interior classrooms without windows may also be appropriate.

Q: If there is a tornado warning ANYWHERE in Duval County, is that also a tornado warning for UNF?
A: Yes.

Q: What should we do if the safe areas in our buildings are not large enough to accommodate all the people who happen to be in that building at a given time?
A: Use your best judgment and look for the next best shelter area away from windows and potential flying objects. Always look for interior walls and areas surrounded by steel infrastructure, such as a bathroom. (It would be wise to scout out these areas right now!)

Q: Should I ever call 911?
A: Yes, if someone in your area is injured. You should call 911 on a campus phone or cell phone and you will reach the UNFPD. You can also reach the UNFPD by dialing 620-2800 on any phone.

Q: Would it be OK to lock our office door during a tornado warning?
A: Yes, just don’t forget your keys!