

WARNER SOUTHERN COLLEGE HURRICANE PROCEDURES

MISSION STATEMENT

The procedures set forth are guidelines for actions to be taken if a Tropical Storm, Hurricane, or Tornado threatens this College Campus. The purpose of the guidelines is to establish the preferred course of action for the College Staff to engage in, when the safety of any person on campus may be threatened by the storm systems. The life and welfare of our Students, Staff, and Faculty are of the utmost concern, followed by College property and buildings.

DEFINITIONS OF TERMS

TORNADO: A violent highly destructive whirling wind up to 200 mph accompanied by a funnel shaped cloud that progresses in a narrow path over land. They occur with little or no notice.

TORNADO WATCH: A warning issued by the National Weather Service that weather conditions are favorable for possible formation of Tornados.

TORNADO WARNING: A warning issued by the National Weather Service that a Tornado had been sighted.

TROPICAL DEPRESSION: A cyclonic system generating winds up 38 mph.

TROPICAL STORM: A cyclonic system elevated from a Tropical Depression, generating winds from 39 mph to 73 mph.

HURRICANE: A cyclonic storm system, elevated from a Tropical Storm, generating constant wind speeds of at least 74 mph, the winds may gust up to and over 200 mph. The Hurricane can produce heavy rain in spiral bands that may cover an area of several hundred miles. The Hurricane can also generate Tornados along with the torrential rain, and winds.

HURRICANE SEASON: June 1st to November 30th.

TROPICAL STORM WATCH: A warning issued by the National Weather Service for a specific area that a Tropical Storm, or a developing Tropical Storm condition poses a possible threat within approximately 36 hours.

TROPICAL STORM WARNING: A warning issued by the National Weather Service for a specific area that a Tropical Storm poses a threat within approximately 24 hours.

HURRICANE WATCH: A warning issued by the National Weather Service for a specific area that a Hurricane condition poses a possible threat within approximately 36 hours.

HURRICANE WARNING: A warning issued by the National Weather Service for a specific area that a Hurricane poses a threat within approximately 24 hours.

WARNER SOUTHERN COLLEGE HURRICAN PROCEDURES

ACTION TO BE TAKEN

RESPONSIBILITY

1. WHEN A HURRICANE WATCH IS ISSUED (36 hours)

A. Appoint a Hurricane Coordinator

President

- B. Notify Students of possible evacuation Student Life
- C. Monitor Radio, TV, or Weather Radio for Official Bulletins Physical Plant
- D. Check tie-downs on all mobile units Physical Plant
- E. Provide canned goods with manual can opener, disposable eating utensils and candles Food Service
- F. Provide First Aid supplies, Portable Radio, Flashlights, and fresh batteries for both Security
- G. Secure and store all outside furniture Physical Plant
- H. Board and/or tape all windows Physical Plant
- I. Prepare T.A.C. as an Evacuation Center Physical Plant
- J. Secure clean water containers Physical Plant
- K. Take Generator with fuel and oil to T.A.C. Physical Plant
- L. Secure an off Campus Evacuation Center for Students if needed. President/Student Life
- M. Start backup procedures for all computer files and any other files that may need to be protected and prepare them to be transported to T.A.C. Fitness Center. All Departments

2. WHEN A HURRICANE WARNING IS ISSUED (24 hours)

- A. Begin Emergency Calling Tree, notifying everyone to Evacuate to T.A.C., or other off campus site. Students should bring blankets, extra clothing, personal items, and any essential medications. Physical Plant
- B. Transport all supplies, food, medical, communications equipment and any other items that may need to be transported to T.A.C. or other off campus site Physical Plant
- C. Fill all college vehicles with fuel Security
- D. Fill all tubs and sinks Physical Plant
- E. Secure and lock all dorms Security
- F. Take adequate petty cash to T.A.C. Business Office
- G. Appoint Shelter Coordinator President
- H. Turn off all utilities, gas, electric and water Physical Plant
- I. Transport all computer backup files and other items to be protected to T.A.C. Fitness Center Physical Plant
- J. Staff the switchboard as long as possible Security

3. AFTER THE ALL CLEAR IS GIVEN

- A. Inspect all College Property Physical Plant/Security
- B. Check for any gas leaks in all buildings supplied with gas Physical Plant
- C. Check for downed power lines Physical Plant/Security
- D. Begin turning on utilities Physical Plant
- E. Check for any spoilage Food Service
- F. Notify Relatives of Student Status Student Life
- G. Allow Students back into Dorms President
- H. DO NOT PASS ON RUMORS ABOUT DAMAGE All Departments

WARNER SOUTHERN COLLEGE TORNADO PROCEDURES

ACTION TO BE TAKEN

RESPONSIBILITY

1. WHEN A TORNADO WATCH HAS BEEN ISSUED

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| A. Monitor weather statements issued by the National Weather Service or only updates | Physical Plant |
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2. WHEN A TORNADO WARNING IS ISSUED

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| A. Advise the College Campus through the calling tree of the upgrade in status. | Physical Plant/Security |
| B. Make sure that the safe areas are unlocked and ready for people to occupy | Physical Plant/Security |
| C. Monitor the weather in and around the College Campus and the National Weather Service for any sighting reports. | Physical Plant/Security |

3. WHEN A TORNADO HAS BEEN SIGHTED IN THE AREA

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| A. Follow the listed evacuation instructions | All Departments |
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Building:

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| Library | Disperse to center office area |
| Raines | Disperse to hallways |
| Faculty | Disperse to hallways |
| All House Dorms | Disperse to hallways |
| Williams Hall Dorm | Disperse to hallways |
| Spencer Dorm | Disperse to 1 st Floor hallway |
| Smashey | Disperse into TAC |
| Science Lab Classrooms | Disperse into TAC |
| Butler House | Disperse to area between bathrooms |
| Commons/Chapel | Take cover on floor away from glass |
| Turner Athletic Center | Disperse to hallways or lobby restroom |
| Calossa House | Disperse to stairwell area |
| Cleary Center | Disperse into TAC |
| Rigel Center | Disperse into Cafeteria, or Center of Building Offices, not the hallways or lobby |
| ComArts/Bible Ministry | Disperse to hallway |
| Computer Services | Disperse to hallway |
| Music/Fine Arts | Disperse to hallway |
| Physical Plant/Security | |
| Housekeeping | Disperse to hallways away from doors |
| Pontious L.R.C. | Disperse to hallways away from doors and windows |

Non-Permanent Structures:

If the weather permits and you can safely evacuate to the Commons/Chapel Building then do so. If the conditions do not allow, or there is not enough time to do so safely follow the procedures listed below.

Print Shop	Disperse to center Commons
Maintenance Barn	Disperse to center Commons

4. TORNADO SAFETY MEASURES

- A. Avoid any windows or glass
- B. Seek shelter on the ground floor
- C. Protect your head
- D. If outside, lie in a gully, ditch, or low spot
- E. Do not remain in a vehicle
- F. Remain calm and stay in the protected areas until the all clear is given

5. AFTER THE ALL CLEAR IS GIVEN

- A. The Physical Plant will inspect all property for damage, and building safety
- B. The Physical Plant and Security will check for any gas leaks and downed power lines
- C. Student Life will notify relatives of Students
- D. DO NOT PASS ANY RUMOR OF INJURY OR DAMAGE