

	Texas Chiropractic College Policies and Procedures	Author: Eddie Crabb Approved by: President's Cabinet	Reviewed: 11/06/07 Revised:
	Title: TORNADO / SEVERE THUNDERSTORMS POLICY	Page: 1 of 2	
			Policy No. ESS.12

1.0 PURPOSE

- 1.1 To protect the well-being of the TCC campus community in the event of tornados / severe thunderstorms during operating hours.

2.0 SCOPE

- 2.1 The TCC campus community.

3.0 POLICY

- 3.1 Some inclement weather events like strong winds, rainstorms or tornados will require employees and students to go to sheltered areas within their respective college buildings. In these cases, employees and students should not evacuate the building, since this may cause injury. When strong winds, rain or a tornado are imminent, you have only a short amount of time to make life-or-death decisions. Advance planning and a quick response are the keys to surviving this type of inclement weather. The college values the safety of each individual and expects that people will take responsibility for safeguarding their own welfare.

4.0 RESPONSIBILITIES

Vice President of Student Services (Incident Commander)
 Building Emergency Coordinators
 Maintenance

5.0 PROCEDURES

- 5.1 The Vice President of Student Services (Incident Commander) will monitor inclement weather in the area and will respond to all levels of notifications from the National Weather Service. The procedure will be to notify the College President, other administrators, Building Emergency Coordinators and Maintenance.
- 5.2 Maintenance will follow departmental procedures for securing the campus.
- 5.3 Building Emergency Coordinators will notify building occupants of a severe weather warning. If a "take cover warning" is issued by the National Weather Service, building occupants will immediately be notified and should move to sheltered areas (listed below). Building Emergency Coordinators will assist building occupants to get to inner rooms or hallways without windows and to take cover.

SAFE AREAS FOR TORNADOS	
Harris	Restrooms, Mailroom
Learning Resource Center	Computer Lab, Main Restrooms 2 nd Floor: L203, L204, L205, L206
Ligon	Restrooms
Moody Health Center	Breakroom, X-ray Rooms, Darkroom, 5 treatment areas, patient rooms
Russell	Gym
Smith Building	Restrooms
Turley	Prep Room
Auditorium Building	Restrooms, Auditorium
Information Technology (IT) and Purchasing	Breakroom
Maintenance Building	Supervisor's Office

5.4 The weather notification the National Weather Service uses are the following:

A Tornado or Severe Weather Watch

- Conditions are right for the formation of severe storms.
- Continue activities, but be alert for changes in the weather.
- Outside activities must be monitored carefully due to lightning and high winds.

A Tornado or Severe Weather Warning

- Prepare to move to a designated shelter area / place of safety.
- A tornado warning will be a verbal warning passed on by Vice President of Student Services to Building Emergency Coordinators to employees and students.
- This warning means that a tornado has been sighted or a tornado has been detected by radar.

A Take Cover Warning

- The weather service will issue a “take cover” warning for persons in the path of the storm.
- Once this warning is given, building occupants seek the nearest severe weather shelter in your area.
- Go to an **inner hallway** or a smaller **inner room** without windows, such as a bathroom or closet.
- Vacate any exterior rooms and close the doors to those rooms.
- Get away from windows.
- Go to the center of the room. Stay away from corners because they tend to attract debris.
- Sit down.
- Cover your head or take shelter under stairwells and tables, if possible.
- Make every effort to remain calm and encourage those around you to do likewise.