

## ***SECTION II***

### **SEVERE/INCLEMENT WEATHER**

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## **I. TORNADO WATCH, WARNING**

## **II. PURPOSE**

The purpose of this section is to establish college procedures to be followed in the event of a tornado watch or a tornado warning, lightning, high winds, and winter storm conditions, including mechanical failure.

## **III. POLICY**

It shall be the Gustavus Adolphus College policy to provide rapid dissemination of emergency information to alleviate loss of life, personal injury, and property damage due to inclement weather.

## **IV. DEFINITION OF A TORNADO WATCH AND WARNING**

### **A. Tornado Watch**

Issued by the National Weather Service designating a specific area in which, for a specific period of time, the probability for tornado development is dangerously high.

### **B. Tornado Warning**

Exists when a funnel cloud or tornado has actually been sighted and has been reported by either the National Weather Service, police radio or E.S.D.A.

## **V. DEPARTMENT ACKNOWLEDGEMENT OF A TORNADO WATCH OR WARNING**

A tornado watch or warning is officially acknowledged by any of the following sources:

- A. By Campus Safety radio (a confirmed sighting).
- B. By the National Weather Service radio.
- C. By an actual funnel cloud or tornado sighting by either a member of Campus Safety or other personnel.
- D. By civil defense siren.

## **VI. CAMPUS SAFETY DUTIES FOR A TORNADO WATCH**

When a tornado watch is in effect for the Gustavus Adolphus College area, the Campus Safety Department may extend the tornado watch message. An example message may be "Our county is under a

tornado watch. Refer to the Emergency Plan and watch for changing weather conditions."

## **VII. CAMPUS SAFETY DUTIES FOR A TORNADO WARNING**

- A. When a tornado warning is in effect for the College area, the Campus Safety Department shall extend the tornado warning message (see VIII below).
- B. Approved administrative staff will activate the RAVE communication system.

## **VIII. "TORNADO WARNING" MESSAGE**

EXAMPLE TORNADO WARNING MESSAGE "A TORNADO HAS BEEN SIGHTED IN OUR VICINITY, TAKE SHELTER IMMEDIATELY."

- A. Campus Safety personnel should be aware that a tornado warning may be issued without a prior tornado watch warning.
- B. An "All Clear" message will not be issued by local authorities. Listen for updates from on-campus emergency notification systems.

## **IX. TORNADO HITS AND PASSES CAMPUS**

In the event that a tornado hits and passes campus, the Campus Safety Department shall make the following notifications:

1. Have all Campus Safety personnel report to the Emergency Operations Center for direction.
2. Notify all Physical Plant personnel to report to the Emergency Operations Center for direction.
3. Assign squads and Physical Plant teams to check parking areas for downed wires, trees, or injured persons.
4. Notify Nicollet County Emergency Operations Center that additional help may be required.

## **X. TORNADO HITS/CAMPUS IS CLOSED**

In the event that a tornado hits the Gustavus Adolphus College campus and the campus is closed the following procedure will be in effect:

1. Have all Campus Safety personnel report to the Emergency Operations Center for direction.
2. Notify all Physical Plant personnel to report to the Emergency Operations

Center for direction.

3. Assign squads and Physical Plant teams to check parking areas for downed wires, trees, or injured persons.
4. Notify Nicollet County Emergency Operations Center that additional help may be required.

## **XI. LIGHTNING STORM PROCEDURE**

Upon receiving notification of an approaching lightning storm from the Campus Safety officer on duty or by the National Weather Service radio, the security officer shall monitor the National Weather Service radio closely for information and shall notify the following of approaching storms:

- A. All Campus Safety personnel (on duty).
- B. Physical Plant personnel (on duty).
- C. If serious, the RAVE communication system will be activated.
- D. Campus Safety will evacuate all exterior playing fields and gathering areas when lightning is present within a 15 mile radius of campus. The Brown Tennis Center will be evacuated when lightning is present within a 9 mile radius of campus.

## **XII. LIGHTNING STORM MESSAGE**

"OUR VICINITY IS EXPERIENCING A LIGHTNING STORM. STAY AWAY FROM METAL OBJECTS, ELECTRICAL APPLIANCES, DO NOT USE TELEPHONES, TURN OFF COMPUTERS AND REMAIN IN THE BUILDING UNTIL THE STORM PASSES.

## **XIII. EMERGENCY CLOSING PROCEDURES PRIOR TO CLASS OPENING**

Icing, heavy snow, blizzard or mechanical failure (prior to class opening).

- A. Campus Safety shall notify the Vice President for Finance of the conditions present. The Vice President for Finance will evaluate the conditions and notify the President. The President will be notified if there is:
  1. Heavy snow, blizzard or icing.
  2. Buildings not available for use due to mechanical failure or snow conditions.
- B. The President (or appointee) shall make the decision to close the college or building(s) upon consulting with members of the President's Cabinet.

The Vice President of Marketing and Communications will make the following notifications:

1. Campus-wide voicemail.
2. Campus-wide e-mail.
3. Gustavus website

#### **XIV. EMERGENCY CLOSING PROCEDURES CLASS IN SESSION**

Icing, heavy snow, blizzard, mechanical failure or other emergencies (class in session).

The Vice President for Student Affairs, the Vice President for Academic Affairs and the Vice President for Finance will assess the situation. If conditions warrant, the President will be contacted and given the recommendation to close the college.

1. The President (or appointee) shall make the final decision to close the college.

#### **XV. REOPENING COLLEGE**

When the college reopens, the Vice President for Marketing and Communications will make the following notifications using:

- A. SMS, Email, or voice call via the RAVE communication system.