

TORNADO/NATURAL DISASTERS

After being alerted by the weather alert, civil defense and/or the telephone relay system, do the following:

Prepare for emergency action in conjunction with Vernon College Police, local police department, local fire department and Vernon College administration.

Initiate retention or evacuation plan, depending on emergency.

- Instructors should take classroom roll and accompany class to designated shelter area if tornado.
- Assist special needs students.
- Once at the shelter area, everyone should sit facing the interior wall with knees and head down, hands covering face and head.
- Group should remain calm, stay together, and listen for instructions.
- Stay at shelter until instructed to move.
- Vernon College Police/facility/site coordinator should check restrooms and vacant classrooms.
- Use battery powered radio for weather information.
- Keep faculty informed
- Assign staff to answer phone inquiries.
- Debrief with crisis team and plan student and staff follow-up.

TORNADO/NATURAL DISASTERS

<p><i>Century City Center</i> Tornado Warning</p> <ul style="list-style-type: none"> • Weather scanner announces tornado warning for Wichita Falls, TX <p><u>SWITCHBOARD OPERATOR</u> <u>WILL:</u></p> <ul style="list-style-type: none"> • Activate tornado alarm siren • <u>Notify:</u> Vernon College Police Facility Manager Dean of Student Services VP of Instructional Services Office of the President <p><u>ADMINISTRATIVE STAFF OR VERNON COLLEGE POLICE</u> <u>WILL:</u></p> <ul style="list-style-type: none"> • Activate the EMERGENCY NOTIFICATION SYSTEM <p><u>ALL BUILDING OCCUPANTS</u> <u>WILL MOVE TO THE DESIGNATED TORNADO SHELTER</u></p>	<p><i>Skills Training Center</i> Tornado Warning</p> <ul style="list-style-type: none"> • Weather scanner announces tornado warning for Wichita Falls, TX • Site Manager alerts building occupants <p><u>SWITCHBOARD OPERATOR</u> <u>WILL:</u></p> <ul style="list-style-type: none"> • <u>Notify:</u> Vernon College Police Facility Manager Dean of Student Services VP of Instructional Services Office of the President <p><u>ADMINISTRATIVE STAFF OR VERNON COLLEGE POLICE</u> <u>WILL:</u></p> <ul style="list-style-type: none"> • Activate the EMERGENCY NOTIFICATION SYSTEM <p><u>ALL BUILDING OCCUPANTS</u> <u>WILL MOVE TO THE DESIGNATED TORNADO SHELTER</u></p>	<p><i>Vernon Campus</i> Tornado Warning</p> <ul style="list-style-type: none"> • Vernon Civil Defense Office reports tornado warning for Vernon, TX <p><u>SWITCHBOARD OPERATOR</u> <u>WILL:</u></p> <ul style="list-style-type: none"> • Activate tornado alarm siren • <u>Notify:</u> Vernon College Police Housing Director Director of Physical Plant Dean of Student Services VP of Instructional Services Office of the President <p><u>ADMINISTRATIVE STAFF OR VERNON COLLEGE POLICE</u> <u>WILL:</u></p> <ul style="list-style-type: none"> • Activate the EMERGENCY NOTIFICATION SYSTEM <p><u>VERNON COLLEGE POLICE & HOUSING DIRECTOR WILL:</u></p> <ul style="list-style-type: none"> • Open tornado shelters <p><u>ALL BUILDING OCCUPANTS</u> <u>WILL MOVE TO A DESIGNATED TORNADO SHELTER</u></p>
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