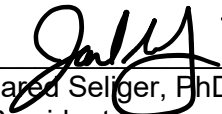


**ALLEN COLLEGE – UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE**

Supersedes: 4/96 (old #2.01.01.01), 1/99,
8/01, 3/11, 1/16, 3/16, 8/16, 3/17,
2/18, 4/19

No: 2-T-100-02
Last Date: January 2022
Required Review Date: March 2026
Administrative Unit: Administration
Approved By:



Jared Seliger, PhD, CNMT
President

- SUBJECT:** Allen College Campus Tornado Watch/Warning Procedure
- PURPOSE:** To establish a procedure in the event a tornado watch or warning has been issued by the National Weather Service
- EFFECTIVE FOR:** Faculty, Associates, Staff, Students, and Guests on the Allen College campus
- POLICY:** To alert individuals at Allen College that the National Weather Service has issued a tornado watch or warning and to train associates and students to differentiate the multiple procedures activated for a tornado watch and a tornado warning.
- A. Weather radios are located in the following areas:
 - Gerard Hall Canteen area
 - Gerard Hall Auditorium
 - Barrett Forum Library
 - Barrett Forum Computer Lab
 - Barrett Forum Student Center
 - Winter Hall Auxiliary Loft area
 - Alumni Hall classroom and Pods
 - McElroy Hall classrooms and lobby
 - All classrooms have weather radios, except for UnityPoint Health – Allen Hospital fifth floor Doctor of Physical Therapy (DPT) space which receives hospital paging overhead notifications of weather watches and warnings
 - B. Environmental services staff have cellular phones that will be notified of pending adverse weather by Allen College administration staff when possible.
 - C. Blackboard Connect is set up to automatically send Tornado Warning messages issued by the National Weather Service via National Oceanic and Atmospheric Administration (NOAA) for Black Hawk County. These communications will be issued via email, text and phone to all campus faculty, staff and students.

PROCEDURE:

Tornado Watch is issued by the National Weather Service for a specified area when conditions are favorable for a tornado or severe thunderstorm capable of producing a tornado. Once a tornado watch has been issued for Black Hawk County, follow the procedure below:

Library Personnel:

- Send an AllenCollegeAll indicating the watch and attach a copy of the Tornado Policy (2-T-100-02) as follows:

“Subject: Tornado Watch in Effect”

Allen College Campus:

The National Weather Services has issued a tornado watch for the Allen College area until XX (time). If you are on campus, please review the attached policy and make sure weather radios in your area are on and working. Additional information will be provided in the case of a warning. You can follow the weather for Waterloo at <http://forecast.weather.gov/MapClick.php?CityName=Waterloo&state=IA&site=DMX&lat=42.4916&lon=-92.3511#.V2xHJfkrLIU>.”

- When the library is closed, notifications will not be sent via email and notifications will be available via weather radios and other notification methods.

Clerical Staff notified above:

- Ensure the nearest weather radio is on and working in their area.
- Make sure someone is in the area to listen to the weather radio.
- Close shades/blinds in their area.

Campus Scheduler and Custodial Staff:

- Take note of any class or other function locations in case further action is required. Notify these groups of the tornado watch.

Faculty and/or Staff:

- Stay alert for any additional information. If a faculty/staff member leaves the area, they need to assign someone to stay alert to the impending adverse weather and monitor the weather radio.
- Take note of class or other function locations in case further action is required.
- Close shades/blinds in their area.

Blackboard Administrators:

- Activate Blackboard Connect system.

Tornado Warning is issued by the National Weather Service when a tornado or severe thunderstorm capable of producing a tornado is occurring.

Barrett Forum (during normal business hours)

Once a **tornado warning** has been issued for Black Hawk County, personnel shall invoke the emergency procedures and begin notifying occupants to take shelter in the designated areas:

- Public restrooms
- File and work rooms
- Faculty lounge
- Commercial kitchen
- Musgrave (BF 107) and Louviere (BF 106) rooms (adjacent to student center)
- Shelters in other buildings may be used for overflow

Gerard Hall (during normal business hours)

Once a **tornado warning** has been issued for Black Hawk County, personnel shall invoke the emergency procedures and begin notifying occupants to take shelter in the designated areas:

- Public restrooms on first floor
- Main hallway on first floor
- Hallway between McBride auditorium and Rotunda if needed
- Shelters in other buildings may be used for overflow

Winter Hall (during normal business hours)

Once a **tornado warning** has been issued for Black Hawk County, personnel shall invoke the emergency procedures and begin notifying occupants to take shelter in the designated areas:

- Public restrooms on first floor
- Warming kitchen and custodial and maintenance areas behind the warming kitchen
- Shelters in other buildings may be used for overflow

Alumni Hall (during normal business hours)

Once a **tornado warning** has been issued for Black Hawk County, personnel shall invoke the emergency procedures and begin notifying occupants to take shelter in the designated areas:

- Bathrooms and laundry room of each suite
- Public restroom in common area

McElroy Hall (during normal business hours)

Once a **tornado warning** has been issued for Black Hawk County, personnel shall invoke the emergency procedures and begin notifying occupants to take shelter in the designated areas:

- Break room
- Restrooms
- Conference room
- Internal hallways

UnityPoint Health – Allen Hospital – DPT 5th Floor Space

Once a **tornado warning** has been issued for Black Hawk County, personnel shall invoke the emergency procedures followed by UnityPoint Health – Allen Hospital and begin notifying occupants to take shelter in the designated areas:

- Evacuate via stairwell C to the main floor of the hospital to meeting rooms 4-6 away from windows

Barrett Forum Computer Lab (weekends and after business hours)

If the weather radio alert should activate in the computer lab, vacate the building and seek shelter. The computer lab is not a designated emergency shelter. Every attempt should be made to vacate the computer lab and seek emergency shelter.

PLEASE NOTE: It is everyone's responsibility to assist others in getting to safety. Please evacuate classrooms and other areas on your way to safety.

Library Personnel:

- Evacuate all individuals from the library and computer lab to the designated shelter areas.
- Evacuate individuals from the board room to the designated shelter areas.
- The weather radios may be transported to the emergency area for further information.

Enrollment Management Personnel:

- Evacuate the enrollment management offices.
- Evacuate student center.
- Evacuate classrooms, including imaging lab and skills lab.
- Assist administration in notifying individuals in other locations of the building and moving individuals to the emergency shelter areas.

Environmental Services Personnel:

- Assist in the evacuation of classrooms in all buildings.

Faculty & Staff:

- Assist in evacuation of offices.
- Assist in the evacuation of classrooms.

Blackboard Administrator Personnel:

- The Blackboard Connect emergency message system will be activated once NOAA issues a Tornado Warning for Black Hawk County.
- Use a fire alarm system panel located at the entrances of each building to make a general announcement asking individuals to move to the designated emergency areas. The key and general announcement information is located at the bottom of the panel in a magnetic key box. Ask individuals to close all doors to these rooms and to get as low as possible, get under a sturdy structure and away from all glass.
- Assist in evacuation of offices and classrooms.
- If more than one associate is available, the additional staff shall begin notifying individuals in other locations of the building and moving individuals to the emergency shelter areas.
- Once the tornado warning has expired, use Blackboard Connect to send an "all clear" message as follows: "The tornado warning for our area has expired. You may return to your classrooms and offices."

UnityPoint Health – Allen Hospital DPT 5th Floor:

- Evacuate all individuals to the designated shelter areas.

If possible, in case of tornado damage, contact one of the following:

- Security ext. 3869 or cell phone (319) 240-7189
- Executive Director of Business & Finance: Denise Hanson at ext. 2012 or cell phone (319) 610-4405
- Allen College President: Dr. Jared Seliger at ext. 2015 or email Jared.Seliger@allencollege.edu.