

# TORNADO

Every office with an AM/FM radio will monitor the weather conditions on radio station(s) KINI radio 96.1 FM, KOYA radio 88.1 FM, and or KWYR radio 93.7 FM. Television station KELOLAND, and or WEATHER CHANNEL. Office personnel shall use the internet, radio and T.V. to monitor any and all weather that is a potential threat to the Sinte Gleska University.

The individual who first hear of the warning shall first contact:

\*\* University President or his/her designee and or the University Provost

\*\* The President or his/her designee or the university Provost shall contact the other university buildings, the President or his/her designee or the university Provost shall contact Operation and Maintenance department, then the transportation department.

**NOTE**—If module occupants or other buildings that do not have a basement, cannot make it to an identified safe zone, they shall shelter in place.

**EXTERIOR ROOMS:** If NO shelter below ground (basement)

1. Stay Calm!!!
2. Account for all individuals in your room
3. Move everyone into the hallway or smallest room nearest you
4. Stay away from windows and doors
5. If in a hallway, Kneel down facing the wall (in direction of approaching storm)
6. Place arms over your head (protecting your head)
7. Wait for a ALL CLEAR announcement.

**INTERIOR ROOMS:** If NO shelter below ground (basement)

1. Stay Calm!!!
2. Account for all individuals in your room
3. If there is a room inside of the interior room, go to that room
4. Stay away from all windows,
5. Kneel down with heads facing the wall (in direction of approaching storm)
6. Place arms over your head (protecting your head)
7. Wait for a ALL CLEAR announcement.

**DO NOT** try to outrun a tornado. **DO NOT** leave your building if a tornado is eminent. **If you are going to leave the building, let someone know.**