

## **TORNADO PROCEDURES**

There is no such thing as guaranteed safety in the path of a tornado, especially outside of a shelter which provides better protection. When a severe storm threatens and you hear the tornado warning siren or are warned through other methods such as the Rave alert, remember three basic guidelines:

GET IN- get as far inside your building as you can, away from doors and windows.

GET DOWN- get to the lowest floor.

COVER UP- use whatever you can to protect yourself from flying or falling debris.

If possible, go to the storm shelter in the Dan & Andrea Boren Center (next to the Walkingstick Building). Handheld radios will be assigned to key personnel in each building to provide information such as being unsafe to get to the Dan & Andrea Boren Center shelter. Some campus buildings have a designated storm or severe weather refuge area. These areas are noted below.

Stay away from windows and doors. Do not stand in front of the doors, or in the 3' area of the swinging doors. This will prevent injury in the event of the building becoming pressurized and doors potentially swinging open into the refuge areas.

If you are notified to get to the Dan and Andrea Boren Center basement shelter, look for a building Captain\* wearing a brightly colored vest to direct you to the basement. Once in the basement, another Captain wearing a vest will have the TV tuned to the weather. It is imperative for everyone to be in the shelter with the door closed. If you choose to come to the shelter, you will be required to remain inside the shelter until an "all clear" notice is given. Supervisors be aware of where your employees are in your area and direct them to the Building Captain for further instructions.

If you are on campus after 4:00pm and on weekends, campus police will direct you to the basement once inside the Dan and Andrea Boren Center. Enter the Dan and Andrea Boren Center utilizing the north or south doors. Do not enter through the Walkingstick Student Services building which will be locked.

In the **Raymond Harber Field House (Gym)** and **Student Union**, do not remain in the basketball court area of the gym or in the main dining area of the Student Union. Wide span room structures are vulnerable to being torn off during a tornado. Go to another building if notified. If caught in the gym, go to the locker rooms and hallways leading to them if you must stay in the gym building. In the Student Union, go to an inner room in the kitchen area. If notified, go to the storm shelter in the Dan & Andrea Boren Center (next to the Walkingstick Building).

During times of severe weather, designated refuge areas around campus can be used to gather if you cannot get to the storm shelter in the Dan & Andrea Boren Center. These refuge areas are:

**Boren Library-**

Men's and women's restrooms  
Staff restroom in breakroom area

**Tanner Hall-**

Men's and women's North restrooms  
Men's and women's South restrooms  
North interior instructor offices (no refuge sign)  
Classrooms 700 and 701(no refuge sign)

**Scott Building-**

Men's and women's restrooms

**Colclazier Building-**

Men's and women's restrooms

**Raymond Harbor Field House-**

Men's visitor locker room  
Men's home locker room  
Women's home locker room  
Women's visitor/Volleyball locker room

**The following buildings do not have a refuge area. Proceed to the Dan and Andrea Boren Center when notified to do so. If it is not safe to move to that campus location, follow the instructions for each of the non-refuge area buildings. Be aware that these buildings do not have refuge areas but may be the safest place at that moment.**

**Walkingstick Student Services-** proceed to the basement shelter of the Dan and Andrea Boren Center. You will enter through the business office entrance.

**Jeff Johnston Auditorium-** if notified it is safe to leave, move to the basement shelter of the Dan and Andrea Boren Center. If notified to move to the closest refuge area, please move to the Boren Library Refuge Areas. If notified it is not safe to leave your building, take shelter in the restrooms. These are not refuge areas, nor are they in the lowest area of the building, but they may be the safest place at that moment.

**Milt Phillips Social Science Building-** if notified it is safe to leave, move to the basement shelter of the Dan and Andrea Boren Center. If notified to move to the closest refuge area, please move to the Raymond Harbor Field House (Gym) Refuge Areas. If notified it is not safe to leave your building, take shelter in the offices in the lowest level hallway of the building. These are not refuge areas but may be the safest place at that moment.

**\*\*Enoch Kelly Haney Center-** if notified it is safe to leave between 8:00 AM and 4:00 PM, move to the basement shelter of the Dan and Andrea Boren Center. If notified it is not safe to leave your building, take shelter in or near the bathrooms. These are not refuge areas but may be the safest place at that moment. **DO NOT USE THE ELEVATOR!** If you need assistance getting down the stairs, someone will assist.

After 4:00 PM and on weekends, please be aware of local tornado warnings through your personal cell phone devices or upon hearing the local tornado warning siren. If the event coordinator deems it safe to move to the basement shelter of the Dan and Andrea Boren Center, please do so. If it is not safe to leave the building, take shelter in or near the bathrooms on the

first floor. These are not refuge areas but may be the safest place at that moment. **DO NOT USE THE ELEVATOR!** The event coordinator may need to direct help if assistance getting someone down the stairs is needed.

**Student Union-** if notified it is safe to leave, move to the basement shelter of the Dan and Andrea Boren Center. If notified it is not safe to leave your building, take shelter in an interior room in the kitchen area. These are not refuge areas but may be the safest place at that moment.

**Lloyd Simmons Baseball Complex-** if notified it is safe to leave, move to the basement shelter of the Dan and Andrea Boren Center. If notified it is not safe to leave your building, move to an interior room. These are not refuge areas but may be the safest place at that moment.

**Softball Complex-** if notified it is safe to leave, move to the basement shelter of the Dan and Andrea Boren Center. If notified it is not safe to leave your building, move to an interior room. These are not refuge areas but may be the safest place at that moment.

**Information Technology Building-** if notified it is safe to leave, move to the basement shelter of the Dan and Andrea Boren Center. If notified it is not safe to leave your building, go to server room 111. This is not a refuge area but may be the safest place at that moment.

**Maintenance Building-** if notified it is safe to leave, move to the basement shelter of the Dan and Andrea Boren Center. If notified it is not safe to leave your building, move to an interior room. These are not refuge areas but may be the safest place at that moment.

**Seminole Nation Residential Learning Center-** if notified it is safe to leave, move to the basement shelter of the Dan and Andrea Boren Center. If notified it is not safe to leave your building, seek shelter on the bottom floor in a restroom. **DO NOT USE THE ELEVATOR!** If you need assistance getting down the stairs, someone will assist.

**Roesler Residential Learning Center-** if notified it is safe to leave, move to the basement shelter of the Dan and Andrea Boren Center. If notified it is not safe to leave your building, seek shelter on the bottom floor in a restroom. **DO NOT USE THE ELEVATOR!** If you need assistance getting down the stairs, someone will assist.

If caught outside and you do not have time to get into a building, lie flat in the nearest ditch, ravine, or culvert and shield your head with your hands. If you are in your car on campus, do not try to outrun a tornado. Get out of your car and seek shelter, preferably inside a building.

#### \* Building Captains

Dan & Andrea Boren Center Captains will put on their Building Captain Vests and direct you to the basement shelter, as well as assist you while in the basement. The Captain(s) in the basement will collect names of individuals in the basement. All other Building Captains across campus will put on their vests and yell tornado warning to get the attention of people in that building and either direct people to the Dan & Andrea Boren Center, if safe, or to the refuge areas in that building. If you are in a building without a refuge area, and cannot get to the Dan & Andrea Boren Center, the Building Captain will either direct you to the closest building that has a refuge

area or tell everyone to seek shelter in the building where you are. Each Building Captain will be issued handheld radios to communicate and to receive information on the safety to move to areas of campus. If a Building Captain comes to the Dan & Andrea Boren Center shelter, your building duties are finished unless Boren Center Captains need assistance.

It is imperative that EVERYONE adds Rave Alert to receive text messages, email, and a phone call. You can sign up for Rave at <https://www.sscok.edu/life-at-ssc/police-campus-safety/rave-alert-system/index.html>