

UNIVERSITY OF TULSA

TORNADO RESPONSE GUIDE

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1.0 QUICK SUMMARY (where time is too critical to read entire plan)

- when weather siren is heard or tornado warning is given by media (radio, TV) you should move to the building's shelter area (see Appendix A)
- if a designated shelter area is not available attempt to move to ground floor or basement away from windows, preferably a hallway or inside room away from rooms with large open areas such as gyms
- if available take a battery operated radio, cell phones and flashlights into shelter area
- listen to local media for area of danger or call security at 631-5555 or someone who has access to a radio or TV coverage to determine more details about area of danger
- stay in shelter area until danger has passed or the tornado warning has been lifted as indicated by listening to local media
- if damage has occurred to building that you are in and you are in immediate danger (structural, smell of gas) attempt to move to safer area, do not use cell phones or other electrical equipment including radios if you smell gas, otherwise call 911 or wait for emergency response to your area
- if you are not in immediate danger it may be best to stay where you are, call 911 and follow instructions; if you do not have access to a phone, emergency services will come to area of damage in time (reasoning is that there may be danger in leaving, such as downed power lines or critical structural damage in exit areas of building)

Note: The University "Building Emergency Plan" and "Emergency and Disaster Plan" contain more detailed information on actions and those assigned to take action during an emergency situation. These can be found at <http://www.utulsa.edu/generalcounsel/ehs>.

2.0 INTRODUCTION

Tornados and other severe weather may be life threatening or injury producing events. The university will provide steps to decrease the risk to employees and students where possible. Steps that people may take include being prepared for severe weather, awareness that severe weather could soon occur in the area, monitoring current weather conditions, making decisions regarding continuation or cancellation of classes or events, and responding to weather watches and warnings.

The Building Emergency Plan (BEP) contains general information for responding to severe weather conditions. This plan should be posted in each building in obvious areas where everyone should have access and be familiar with the contents. The information is also contained in the University Emergency and Disaster Plan. Both plans can be found on the Environment, Health and Safety Department's website at <http://www.utulsa.edu/generalcounsel/ehs>. The BEP in each building lists those in the building who have been assigned responsibilities as Building Contact, Building or Area Monitors, and Staging Area Supervisors. These people would direct people during a move to shelter situation such as a tornado warning.

Early each spring the campus community is reminded of general procedures and a list of shelter areas for the buildings by way of a campus wide mailing. This University "Tornado Response" guide will be placed on the Environment, Health and Safety Department website and referred to in the spring mailings.

3.0 DEFINITIONS

Tornado Watch: tornadoes, severe thunderstorms, or both, are possible in watch area. Stay tuned to radio and television reports in your area and prepare for further developments

Tornado Warning: a tornado has been sighted or indicated by weather radar in warned area. You should take shelter immediately in safe area. You may hear a siren, if you are within range

After Hours: 5:00pm to 8:00am

Storm Shelter Area: most buildings have a posted area (see appendix A); if not, move to ground floor or basement away from windows, preferably a hallway or inside room such as a restroom or the bottom area of a stairwell. You may need to move to another building if your building does not appear to be safe and you have time

4.0 GETTING PREPARED

Weather Radios:

Each building should have at least one NOAA (National Oceanic and Atmospheric Administration) weather radio that can run by batteries. Persons in the building can check with the "Building Contact" person listed in the Building Emergency Plan (posted in an obvious place in the building) for the location of the radio(s) and accessibility if there is a possible need after hours. Extra batteries should be readily available. Weather radios may be purchased in many common stores in local area.

Storm Shelter Areas:

A storm shelter area has been designated for each building. Find the area in your building (see appendix A.) Be familiar with those in other buildings that you may frequent.

Other Helpful Supplies:

There are other optional supplies that management entities may consider purchasing depending on the situation in each building. They need to ensure that there are adequate people who know where to find the supplies and have access to the supplies during regular hours or after hours, as applicable to the buildings use. Supplies suggested for sheltering include flashlight (electricity may go out in building), walkie/talkie radios and extra batteries. Supplies which may be considered by each person to have on hand include cell phones, water, and medications.

5.0 ACTION

Prior to severe weather:

- Know where the tornado shelter area is, access to public media (radio, TV) and other helpful supplies are located before necessary to use in an emergency situation; those who are in charge of scheduling events need to consider optional sheltering area if the number of people expected may exceed room in designated sheltering area for building
- Be aware of weather forecasts, especially if you plan or are in charge of events for others, including classes
- Where possible cancel outdoor events if severe weather is forecast
- Consider canceling any optional event during a time period when tornadic weather is forecast

During severe weather:

- Monitor public media, weather radios and computer weather websites
- When a tornado **watch** is given, by public media or email and/or audix message:
 - o let others in your area know (building or area monitors should go through their assigned area and let everyone there know)
 - o find out where your storm shelter area is in the building you are in if not known
 - o gather together any supplies you would want to take to a storm shelter area if there were to be a tornado **warning**
 - o if you work in an area where you would not be aware of a tornado warning let someone, such as your supervisor, know to make you aware
- When siren sounds a tornado **warning**, immediately move to storm shelter area in building
- Those who have portable media devices should take these to the shelter area
- When siren stops sounding listen to public media to determine where the tornadic activity is located
- A determination to leave the storm shelter area can be made when the media indicates that the tornadic activity is not near the campus area or has passed the area

If damage has occurred:

- Attempt to leave the building if there is immediate danger of structural collapse or an injury has occurred that requires immediate attention
- If you are trapped and the area appears safe stay where you are, rescue efforts will be made; use cell phones if available, shout, tap on pipes to help searchers find your location
- If you are not trapped and the building appears to be safe it is recommended to stay where you are until emergency help arrives (reasoning is that there may be danger in leaving, such as downed power lines or critical structural damage in exit areas of building)
- If you have left the building do not return until off-site emergency response in authority such as the Fire Marshall or TU authorities indicate that it is safe to do so

6.0 AFTER HOURS EVENTS - 5 pm to 8 am (events could include classes)

The person planning the event or those conducting classes should be aware of the weather forecast at least the day prior to the event. Each college/department may develop specific procedures for notification of weather forecast for those within their college/department who commonly have after hour activities such as scheduled classes. It would be advisable to keep track of developing weather patterns during the week prior to the event. If the weather forecast includes probable tornadic activity for the time period including the event, if possible, attempts should be made to cancel and reschedule the event. If the event cannot be cancelled and tornado watches and tornado warnings are issued, follow instructions in section 4.0 "Getting Prepared" and 5.0 "Action." Use the checklist below to prepare and respond to tornadic weather conditions for events that occur after hours.

TORNADIC ACTIVITY – AFTER HOUR EVENT CHECKLIST

- Is there a probability of tornadic activity based on weather forecast or a tornado watch for the area
- Know where the storm shelter area is or alternate if it is not large enough or inaccessible (rule of thumb ~ 3 sq. ft. per person)
- A portable radio is immediately available or contact is available with someone who has access to public media
- Other useful supplies are available, such as possibly flashlight, cell phone
- Take shelter immediately when tornado siren sounds or if it can't be heard from location of event when public media or persons in building who are responsible for emergency actions indicate that there is a tornado warning for the university area
- Class is continued in shelter area (not advisable to dismiss as students may misunderstand that it is safe to leave the shelter area) or event is delayed
- Persons are asked to remain in shelter area until persons in building who are responsible for emergency actions indicate that it is safe to leave or in the event that emergency personnel are not in the building an informed decision is made by the person in charge of event using public media or National Weather Service announcements that the danger is not in or headed towards the University area or that it has passed the area
- Continue event or class or other option: _____

Information:

National Weather Service Forecast Office Weather Information
(sponsored by Med-X, Drugmart, KFAQ)
Tulsa Emergency Management Agency

838-7838
(743-3311)
596-9899

<http://www.weather.com>

<http://www.srh.noaa.gov/tsa/>

<http://www.wunderground.com/US/OK/Tulsa.html>

<http://www.ktul.com/weather/stormtracker.html>

<http://www.kotv.com/main/weather/weathermain.asp>

<http://www.teamtulsa.com/>

Appendix A

TORNADO SHELTER AREAS: In general most lower level interior restrooms are adequate storm shelter areas - seek protection from glass mirrors; all areas refer to lowest level with doors closed

Administrative Annex: Twin Towers South or Whitney/Shaw

Alexander Health Center: central hall south side

Allen Chapman Activity Center: rooms 115, 165, 1st floor rest rooms, kitchen servery and pantry, catering closet, dishwashing room, mail room, 1st floor interior offices, if needed all lower stairwell areas

Boesche Legal Clinic: faculty work room 1101, Interview room, rest rooms

Business Administration Hall: storage rm 126, under stairs rm 112A, archive storage rm 111, Finance/MIS suite and conference rm 118-M , 1st floor hallway between suite 118 and rm 122; Kendall Hall if there is time

Central Plant: interior offices in administrative area and rest rooms

Chapman Hall: basement interior hall, rest rooms, interior stairwell, seminar room

Donald W. Reynolds Center: lowest level outer hallways and rooms

Fulton & Susie Collins Fitness Center: men's and women's locker rooms first floor, equipment rooms

Harwell Hall: Information Services north to south hall, rest rooms

Holmes Student Center: Career Services rooms C, D, E; conference rooms H, I, J; rooms 50, 52

Hurricane Athletic Building: first floor interior hall with doors closed

John Rogers Hall: MLIC lower level away from glass in rotunda area, overflow into library stacks

Kendall Hall: green room, other basement rooms and halls

Keplinger Hall: lower level interior halls away from glass partitions (lab/hall doors shut), rest rooms

Legal Information Center: lower level away from glass in rotunda area, overflow into library stacks

Lorton Hall: main hallway lower level with the east and west doors closed, interior hallway in suite 102

Mabee Gymnasium/Athletics/Band & Orchestra: interior east hallway, music hallway and library

Mary K. Chapman Center: basement class rooms, rest rooms

McClure Hall: room 105 and 106 with office doors closed, rest rooms

McFarlin Library: basement area between Reserve and Media Services in the 1926 section, corner stairwells and any interior rooms in lowest level of 1979 portion of building, restrooms

Michael D. Case Tennis Center: locker rooms, central core area lower level building area

New Student Orientation Center/The Storm Shelter: basement

Oliphant Hall: first floor east to west hall with doors on each end closed

Phillips Hall: lower level interior hall, student lounge, interior rooms on lower level

Sharp Chapel: rest rooms, kitchen, pantry, south lower stairwell, Kendall Hall (preferred)

Skelly Stadium: locker rooms or Donald Reynolds Center lowest level outer hallways and rooms

Tyrrell Hall: west end basement interior hall with room doors closed

University School for the Gifted: downstairs class work rooms and storage areas that do not have windows; downstairs interior bathrooms and other interior areas, administrative area, the bottom half of the two stair wells

Wesby Hall: lower level fax machine area, south interior area with doors shut, kitchen, rm 108,109, rest rooms

Whitney/Shaw: main interior kitchen, interior hallway with office doors closed, rest rooms

Zink Hall: basement elevator lobby, offices, rest rooms

North Campus Buildings

Drill Building: interior rooms on lower level, lower level rest rooms

Machine Shop, TUFFP Shop, Paraffin Building: move to electronics shop, Model Lab Building or Drill Building

Model Laboratory and associated rooms: interior offices and rooms without chemicals

Special Projects Building: move to safer building if time permits, otherwise use restrooms

Residential Buildings

Fraternity Houses: lower level interior rooms

Honors House: lower level computer room, kitchen

John Mabee Hall: basement game room, interior hall away from windows

Lafortune Hall: lower level interior halls, stairwell

Lottie Jane Mabee Hall: basement kitchen, meeting room, interior hall away from windows

Sorority Houses: bedroom side - first floor interior halls and hall suites, with room doors shut

Twin South: first floor interior halls with room doors closed

Twin Towers: lower level suites and interior hall-room doors closed, away from lobby area

Univ. Square and Traditional Apartments: lower floor: walkin closets, bathrooms, laundry room; John Mabee

Residence Hall; Twin Towers Residence Hall; Reynolds Center; New Student Orientation Center/The Storm Shelter