

SUMMARY OF RESPONSIBILITIES DURING A SEVERE WEATHER DRILL

Look for the Emergency Shelter Severe Weather signs outside designated classrooms, labs, and office areas. Use these areas for drills and any severe weather/tornado warnings.



Safety Coordinators:

- If you are in a designated Severe Weather Shelter area, assist others to your area and stay calm. If you are not in a shelter area, make sure your area is clear and then close the door.
- Assist any disabled individuals needing help. Disabled individuals confined to a wheelchair should be able to utilize elevators to access lower levels. (See “Shared Responsibilities” section below.)
- Have visitors and members of your department proceed in an orderly manner to the nearest Severe Weather Shelter area, which are located on all levels of each building inside the interior windowless rooms. Refer to the red, black and white Emergency Shelter Severe Weather signs posted outside of designated classrooms, labs and office areas. In general, take shelter in an inner room or inner hallway away from glass, **using enclosed hallways and stairways only**. Stay away from windows and objects that may fall.
- Assist your department supervisor in taking a headcount or roll call to ensure that all personnel are accounted for.
- Assist in preventing individuals from leaving the tornado safe area until the “All Clear” announcement is made.
- Do not take it upon yourself to turn off an alarm, make an “All Clear” announcement or instruct others to re-enter. This will be done by designated emergency personnel only.
- Do not re-enter the affected area(s) until instructed to do so by CLC Police, Facilities or emergency responders.
- Do not dismiss CLC employees unless told to do so by college administrators.

Faculty:

- Refer to the red, black and white Emergency Shelter Severe Weather signs posted outside of designated classrooms, labs and office areas. If you are in a safe area, stay there. If not:
- Clear your classroom and close the door.

- Have students proceed in an orderly manner to the nearest Severe Weather Shelter area, which are located on all levels of each building inside the interior windowless rooms, using enclosed hallways and stairways only. In general, take shelter in an inner room or inner hallway away from glass. Stay away from windows and objects that may fall. There are some designated shelter hallways in lower levels.
- Assist any disabled persons needing help. Disabled individuals should be able to utilize elevators to access lower levels. (See “Shared Responsibilities” section below.)
- Take a head count to ensure that all students are accounted for.
- Assist in preventing individuals from leaving the tornado safe area until the “All Clear” announcement is made.
- Do not re-enter the affected area(s) until instructed to do so by CLC Police, Facilities or other emergency responders.
- Do not dismiss students unless told to do so by college administrators.

Administrators:

- If you are in a designated Severe Weather Shelter area, assist others to your area and stay calm. If you are not in a shelter area, make sure your area is clear and then close the door.
- In general, take shelter in an inner room or inner hallway away from glass. Stay away from windows and objects that may fall.
- Assist disabled persons needing help. Disabled persons confined to a wheelchair should be able to utilize elevators to access lower levels. (See “Shared Responsibilities” section below.)

Shared Responsibilities:

- Assist disabled persons needing help. Disabled persons confined to a wheelchair should be able to utilize elevators to access lower levels.

If the campus sustains damage where occupants are no longer safe, evacuation procedures are enacted and followed.

Additional guidance can be found in the Emergency Preparedness Guides for each campus location and the CLC Emergency Operations Plan. All of these are available on the internet/intranet.