

Weather emergencies

Weather radios have been provided to each college site to alert employees and students that severe weather (thunderstorms, high winds, and tornadoes) may be approaching. This system is designed for early evacuation of portable buildings and similar vulnerable areas before the approach of high winds, tornadoes or other severe weather. The radios receive weather warnings and emergency broadcasts from the National Weather Service.

Thunderstorm

During lightning:

1. Power down computers and turn off other electrical equipment.
2. Do not touch or unplug electrical cords.
3. Avoid water fixtures, telephone lines and any electric-conducting materials.
4. Stay inside.

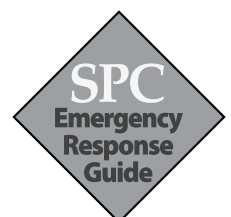
Tornado safety

Tornado watch – Conditions are favorable for tornadoes to form. If you are in a portable building or trailer, prepare to relocate to a permanent building.

Tornado warning – A tornado has been spotted in your area. Tornado warnings will be announced by e-mail and verbal communications.

When a tornado warning is issued, all attention should be directed toward protecting life, not property.

1. If you are in a portable building or trailer, move to a permanent building.
2. Do not seek shelter in a gymnasium, auditorium or similar type of building with a free-span roof.
3. If you are on an upper level of a multi-story building, move to a lower level.
4. Stay away from exterior walls, doors, windows and items that might fall from above.
5. Move to an interior area of the building and take cover under a sturdy object or next to an interior wall. Cover your head and face with your hands and arms.



Weather emergencies (Thunderstorms, tornado)

Weather emergencies

Tropical storm/flood threat/hurricane threat

When the college closes because of a tropical storm, rain or flooding, or hurricane threat, the following activities must be completed by each department before releasing faculty and staff:

1. Back-up computer hard drives. Secure disks, CDs and DVDs in zip-lock bags and take duplicate copies off site. Place portable hard drives/flash drives in zip-lock bags or move off site.
2. Unplug computers, printers and other electrical appliances.
3. Move contents from bottom drawers of desks and file cabinets in case of flooding.
4. Move all equipment, books, papers and other valuables off the floor in case of flooding.
5. If necessary, relocate equipment and other valuables to a higher floor. **Be sure that equipment and other valuables that are moved outside your office are tagged for easy identification and retrieval.**
6. If relocation to a higher floor is difficult or impossible, cover and/or seal equipment and other valuables with plastic.
7. In lab areas subject to flooding, store sensitive apparatus and glassware.
8. Attend to critical utility-dependent processes and make arrangements for back-up supply.
9. Ensure all hazardous chemicals and biohazard materials and wastes are properly protected.
10. Check contents of refrigerators and set to coldest setting.
11. Empty trash receptacles of items likely to rot.
12. Take home all personal items of value.
13. Close and latch all windows. Close and lock all doors.
14. Monitor the radio/television for additional information or call the college information number at 341-4772.

In addition, in case of a hurricane threat:

15. Move all equipment, books, papers and other valuables away from windows, off the floor and to interior areas of the building. **Be sure that equipment and other valuables that are moved outside your office are tagged for easy identification and retrieval.**
16. Clear desktops, tables and exposed horizontal surfaces of materials subject to damage.
17. Close and latch all filing cabinets.

