

Lincoln Memorial University Tornado Response Procedure

Policy

Lincoln Memorial University is dedicated to the safety of our faculty, staff, students, and visitors. The following plan has been developed to enhance personal safety and awareness in the event of a tornado emergency, or other inclement weather situation.

Scope

The Lincoln Memorial University is a large institution and during tornado emergencies it is important for word to spread quickly and efficiently. This procedure is intended to establish the procedure for notifying the University community in the event of tornado warnings and response actions during and after a tornado.

Authority and Responsibility

Once notified of a tornado warning via E-2 Campus Alert and/or the Siren Notification System, the implementation of the Tornado Emergency Plan is the responsibility of all members of the University community. The Lincoln Memorial University Police and Security Department and Environmental Health and Safety have the following additional roles and responsibilities.

University Police Department is responsible for:

Obtaining information in the event the National Weather Service issues a tornado warning for the campus community;

Notifying high risk facilities of the tornado warning;

Receiving information about confirmation of the tornado;

Warning pedestrians of dangers while monitoring and reporting any indications of a confirmed tornado; and

Notifying the appropriate University contact to issue a E-2 Campus Alert to the campus community.

Environmental Health and Safety is responsible for:

Providing an "On-Call" Safety Officer twenty-four hours a day, seven days a week;

Responding with appropriate action;

Maintaining liaison with the local authorities;

Notifying Administration of an incident and providing periodic status reports;

Notifying Risk Management and any departments affected by a flood or potential flood;

Reviewing and amending the Tornado Emergency Plan on an annual basis;

Issuing and providing guidance for public alert radios; and

Inspecting the public alert radios annually to ensure they are in working condition.

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Departments with National Oceanic and Atmospheric Administration (NOAA) public alert radios are responsible for:

Programming the public alert radio;

Leaving the radios on at all times;

Ensuring the public alert radios are in working condition;

Changing the backup battery of the public alert radio as needed;

Contacting Environmental Health and Safety with any questions or problems with the public alert radio; and protecting the alert radios from damage and theft.

Notification

The National Weather Service issues tornado watches and tornado warnings. These are broadcasted via NOAA public alert radio, television stations, radio stations, E-2 Campus Alert, Siren Alert System or other appropriate modality.

NOAA public alert radios are located in the following University divisions/departments:

Student Center;

Sigmund;

Note: The NOAA public alert radios are the property of the United States Government.

High Risk Facilities

A high risk area is a structure that is considered at risk during a tornado event because of the occupants (e.g., children) or the building materials (e.g., glazing of exterior greater than 40 percent).

The following facilities are considered high risk:

DeBusk College of Osteopathic Medicine;

J. Frank White Academy;

Math and Science Building;

Business/Education Building;

Tex Turner Arena;

Student Center;

All dormitories.

Procedure

If a tornado watch is issued for the campus area, an alert will be broadcasted over the NOAA public alert radio, local TV and radio stations, via E-2 Campus Alert and/or the Siren Notification System. The community should be on alert for any indications that a tornado is developing or that conditions are worsening.

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If a tornado warning is issued for the campus area, the NOAA public alert radios and the E-2 Campus Alert and/or the Siren Notification System will alert those so equipped, and the University Police and Security Department will notify the remainder of the University community. The University community will be notified via E-2 Campus Alert and/or the Siren Notification System. The University Police and Security Department will make a special point to notify representatives at each high risk facility by contacting the designated contact person for high risk facilities. The information given shall pertain to the type of warning, a time of when the warning will expire, and any further directions.

The University Police and Security Department will also dispatch squad cars that are equipped with public address systems to drive throughout the campus to warn pedestrians of the tornado warning with instructions to seek shelter inside the closest building.

The Lincoln Memorial University emergency sirens will also sound in the event of a tornado warning. The siren will be activated emitting a long blast. When the "all clear" is given, the LMU Community will be notified by the E-2 Campus Alert System. Since the siren may not be heard throughout all of campus and inside buildings it will work in conjunction with the E-2 System.

Radio and TV stations, the NOAA public alert radios, and E-2 will also be used to signal that an all clear has been given.

Response Actions

During a tornado warning, follow the procedure listed below.

Inside buildings:

Stay away from all windows and doors;

Move to an interior corridor away from windows;

Stay away from lobbies, walkways, atriums and other large glassed-in areas, and large open areas with a long roof span;

If available, take cell phone, NOAA public alert radio and flashlight;

Crouch down along the wall and protect your head with your hands from possible debris; and

Remain in sheltered area until given the all clear by the E-2 Campus Alert System. Radio and TV stations, NOAA Public Alert Radios will also be used to signal that an all clear has been given.

Once an all-clear has been given, follow the procedure below:

If the building was not affected by incident, return to your previous location; and

If your building was affected by the incident, attempt to safely exit the building. If unable to do so, seek help by calling the University Police and Security Department at 6911 from a University telephone or 423-869-6911 from an outside telephone. If no telephone is available, try to get the attention of outside personnel by making noise, such as yelling.

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Outside of buildings:

When instructed or conditions warrant, seek shelter in the nearest building;

Stay away from all windows and doors;

Move to an interior corridor away from windows;

Stay away from lobbies, walkways, atriums and other large glassed-in areas, and large open areas with a long roof span;

If there is no shelter available:

Lie in a ditch or other earthen depression; and

Never attempt to outrun a tornado.

Once an all-clear has been given, follow the procedure below:

If you are not severely injured, find the nearest unaffected building and seek shelter there. Seek any medical assistance that may be required by contacting the University Police and Security Department at 6911 from a University telephone or 423-869-6911 from an outside telephone. If no telephone is available, try to get the attention of outside personnel by making noise, such as yelling.