

**College Procedure: 304.3 – Severe Weather  
(Tornado/Thunderstorm)**

Policy Reference: 304 – Campus Safety and Security  
Responsible Department: Facilities and Public Safety  
Approval Authority: Cabinet  
Procedure Owner: Vice President, Facilities and Public Safety  
Effective Date: 09/21/2012

Version Number: 3  
Legal Counsel Reviewed (yes/no): No  
Scope: College-wide

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### **Reason for Procedure**

This procedure provides for the safety of students, faculty, staff, visitors, business partners and other members of the community during severe weather.

### **The Procedure**

Individuals should be instructed to seek shelter in building interiors, preferably lower levels such as hallways or in rooms without windows and with doors that close. Avoid windows and large open areas such as gymnasiums, lobbies and theaters. In most buildings, tornado signage designates shelter areas.

In the event that weather conditions deteriorate and time permits, a "take shelter" warning will be issued. Notification will be as follows:

- Facilities and/or Public Safety will monitor weather conditions and report watches or warnings to the Vice President of Facilities & Public Safety, or his/her designee.
- Locations other than main campus are responsible to monitor weather conditions and in severe weather take shelter as outlined in the severe weather procedures.
- In the event weather conditions deteriorate, the Vice President of Facilities & Public Safety or his/her designee, will determine the need for a "take shelter" warning.
- Outdoor warning sirens/speakers are activated by the county or city.
- Students, faculty and staff will be notified via the Kirkwood Alert systems. In some instances, emergency alerts may not be sent at night or on weekends.
- Facilities and/or Public Safety will notify those located in frame structures if the situation is considered dangerous for occupants.
- Administrative offices shall ensure that all personnel in their areas have been notified. Every room on each floor of every building should be notified of threatening weather conditions.

- Students, staff and faculty should move into designated shelter areas during both a tornado and severe thunderstorm warning.
  - 1) Seek shelter in building interiors, preferable hallways.
  - 2) Avoid windows and large open areas.
- If the outdoor warning sirens activate, take shelter immediately.
- Faculty who teach in the evening should be aware of emergency information and are responsible to know where their students should take emergency shelter. Faculty should also be aware of potentially severe weather, especially those involved in outdoor programs.

## References

[What to Do When Severe Weather Threatens](#)

## Revision Log

*Table 1 Revision Log*

Version Number	Date Approved	Approved by	Description of Change
1	09/21/2012	Tom Kaldenberg, Vice President, Facilities and Security	New procedure
2	06/05/2018	Cabinet	New template
3	09/09/2019	Cabinet	Procedure template