

**GENERAL ORDERS MANUAL
WESTERN MICHIGAN UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY**

I. PURPOSE

This General Order describes the procedures to follow when the department receives notification of a tornado warning.

II. TERMINOLOGY

Tornado Warning – means a tornado has been sighted or is indicated by weather radar – TAKE SHELTER NOW! Civil defense sirens should sound, and shelter should be taken immediately in designated areas.

III. PROCEDURES

- A. **Call for Service**: Upon receiving notification of a tornado warning via LEIN, WMU Alert system, KCCDA, the civil defense monitor, or the NOAA Alert Radio, the shift supervisor/OIC will confirm the KCCDA dispatcher has initiated a call for service.
- B. **Tornado Warning Procedures**
1. **Worksheet**: The shift supervisor/OIC shall use and complete the Tornado Warning Worksheet (Appendix 1) while assigned officers complete the tasks required.
 2. **Simplex Monitor**: Appendix 2 describes the procedure for announcing tornado warnings over the Simplex monitor (bypassing step 5). The simplex monitor computer can be found in room 0402 on the lower level of the WMU Police Department. The hallway side-access door can be opened using a University maintenance key.
 3. **All Clear**: When an all-clear notification is received for the tornado warning, the supervisor/OIC shall follow the All Clear Actions listed on the Tornado Warning Worksheet (step 5 included).
- C. **Report**: The supervisor/OIC shall complete a CFS report detailing the actions taken for each tornado warning. Following tornado warnings, the completed Tornado Warning Worksheet (Appendix 1) shall be submitted to records, with copies provided to the Lieutenant/Emergency Manager.

Issued Date: 04/02/97

Revised Date(s): 10/27/16, 05/15/00, 04/07/03, 04/27/04, 06/20/08, 07/23/10, 07/31/10, 08/16/10, 11/09/10, 08/05/11, 05/14/13, 12/18/13, 09/17/2020, 03/14/24

Issued by:



**Scott Merlo
Director of Public Safety**

TORNADO WARNING WORKSHEET

SYSTEM NOTIFICATION

- Simplex Monitor (Appendix 2) – bypass step 5 when activating this warning

TORNADO SHELTERS

- Unlock Shelter:
South Kohrman

ALERT NOTIFICATIONS

- Confirm the Tornado Warning alert was sent via WMU Alert

ALL CLEAR ACTIONS

- Assign Police Officer to Clear and Lock Shelter:
South Kohrman
- Activate “All Clear” through Simplex Monitor (Appendix 2), use step 5
- Send the End Weather Announcement through WMU Alert, stating the
“Tornado Warning issued in Kalamazoo County has ended”

Supervisor: _____

Date: _____

Simplex Monitor – Tornado Warning Alert Activation

The following steps will activate the tornado warning on fire alarm system for the campus buildings that have that feature.

1. On the Simplex Monitor, click/press the **Graphics** button in the tab area.
2. Now click/press the **Mass Notification** button – the orange box on the right-hand side of the screen.
3. Under **Campus Wide All Buildings**, click/press the **Choose A Message** button. The WMU Mass Notification Campus Wide Messages screen appears.
4. Click/press the orange **Tornado Warning** button. The “Are You Sure?” screen appears.
 - a. To cancel the tornado warning, click/press the **CANCEL** button.
 - b. To activate the tornado warning, click/press the **RED SIREN** button.
5. When the tornado warning has ended, click/press the green **ALL CLEAR TORNADO WARNING** button.
6. Now click/press the **CAMPUS MAP** button and return to the campus map screen.