

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 76.15, **Severe Weather Warning and Alert Systems**

PURPOSE: The purpose of this Operating Policy/Procedure is to publicize the function and use of TTUHSC's warning and alert system.

REVIEW: This Operating Policy/Procedure will be reviewed by February 1 of every fourth year (E4Y) by the Chief of Police, the Vice President for Information Technology, and the TTUHSC Emergency Management Coordinator, with recommendations for revisions submitted to the Vice President for Facilities and Safety Services.

personnel will be assigned to assist.

In the event an Immediate Danger is announced, the following departments will send all available personnel to the TTHSC Emergency Operations Center (EOC) for assignment to needed areas: Plant Operations, General Services, Copy and Mail, and Safety Services. Once an assignment has been completed, the individual will return to the EOC for additional assignments.

d. Termination of "Immediate Danger"

When the "Immediate Danger" has been terminated by the TTUHSC EOC, the announcement will be made via the Stat!Alert system.

7. **Amarillo, Permian Basin, Abilene, and Dallas Campuses.** Severe weather policies for the Amarillo, Permian Basin, Abilene, and Dallas campuses are attached as Attachments A, B, C, and D.

8. **Departmental Responsibilities During "Severe Weather Watch."**

a. Spot check to determine if patients or visitors are frightened or alarmed during a "**Severe Weather Watch**" and take actions deemed necessary to comfort and reassure them.

b. Determine what assistance you will need and contact the TTUHSC EOC, so they can be prepared in the event the weather becomes more severe.

c. Check your posted Emergency Evacuation Plan, to determine the route to an area of safety in case the need to evacuate arises.

d. Employees not at their normal work stations should go closest safe area and contact their supervisor.

e. Discuss and review safety measures within your department.

9. **Departmental Responsibi**

- b. Evacuate upper floors of all buildings;
- c. Seek shelter in an interior hallway and stay away from windows;
- i d. Lie flat on the floor.