

Severe Weather Alert System TTUHSC at Amarillo

PURPOSE:

The purpose of this attachment is to identify the procedures to alert all TTUHSC Amarillo employees, students, patients, visitors, and tenants [other than at the William P. Clements unit] of severe weather conditions. The procedures identified in this attachment are intended to provide as much advance notice as possible.

REVIEW:

This attachment will be reviewed by February 1 of every four years (E4Y) by the Campus Business Operations Officer (CBOO) - Amarillo, with recommendations for revisions forwarded to the Vice President for Facilities and Safety Services by February 15.

POLICY/PROCEDURE:

the department. The EEP shall be kept current at all times.
ment Coordinator will have written copies of each departmental EEP.
ollowing:

- 1) **A route to follow from a specific area in the department to the nearest primary and secondary identified Severe Weather Shelter Areas.**

For assistance in preparation of the EEP, please contact the TTUHSC Amarillo Safety Services office

Notification - When a weather statement in the form of an advisory, watch or warning is issued by the National Weather Service which includes the geographic area of the TTUHSC Amarillo facilities, the TTPD-Amarillo will monitor the weather conditions. If severe weather is projected to impact the TTUHSC facilities, the TTPD will notify the CBOO. The CBOO will contact each department's primary or backup SWC. The SWC will initiate an intra-departmental call schedule to alert departmental employees, students, patients, visitors and tenants of the weather conditions. If the TTUHSC Amarillo facilities are in immediate danger of being struck by severe weather, the CBOO will work with campus leadership to make recommendation for closure / delay. CBOO communicates recommendation to the Vice President of External Relations (VP ER). VP ER communicates request to OOP. VP ER shares approval with CBOO. Communications and Marketing (C&M) Digital Team sends STAT Alert notification.

- B. *Departmental Responsibilities* - Upon notification of a weather statement, each department shall be responsible for immediately ensuring all employees, patients, students and visitors are made aware of the situation. Departmental employees will keep all individuals in their departmental area aware of what actions or procedures will be followed should weather conditions warrant further protective efforts. The backup SWC should verify all passageways are clear and unobstructed should evacuation become necessary.

In the event of a severe weather event notification proceed with instructions as outlined. If required, employees shall assist and guide all students, patients, visitors to Severe Weather Shelter Areas. 1. In the event an employee, student, patient, visitor cannot get to a primary shelter area, they shall move to an identified secondary severe weather shelter area. 2. If a patient ABSOLUTELY cannot mobilize or be moved to an identified shelter area, the patient shall

