

Safety Manual Chapter 10

Weather Advisory - Issue Date 8/77

10-01 The Board of Trustees requires that the University establish an Emergency Preparedness Disaster Program.

EIU will cover (3) phases of such a program. Area of coverage is Severe Weather, Explosion, and Fire. These programs are in cooperation with the local Emergency Preparedness Office and other agencies. Severe Weather information is provided to the campus by the National Weather Service, Springfield, Illinois, by telephone.

Severe Weather Watch

10-1.1 The National Weather Service is responsible for issuing Weather Warnings to the public.

10-1.2 These warnings are classified and defined as follows:

- **Severe Thunderstorm Watch**--Issued when atmospheric conditions are such that severe thunderstorms with locally damaging winds could develop.
Winds of either sustained speeds or gust of 50 knots (58 MPH) or greater and/or hail of 3/4 inch or more in diameter.
- **Tornado Watch**--Issued when atmospheric conditions are such that a tornado could develop.
- **Tornado Warning**--When a funnel cloud has actually been sighted in the area or when radar indicates that there is a great possibility of a tornado forming.
When the tornado warning siren is activated all persons shall take shelter in designated areas and assume a seated position on the floor, with the head down and hands locked over the head. If wearing a heavy jacket or there is access to other heavy cloth material, use these items to cover the upper body and head. This will provide protection from any flying glass or debris. Always try to stay close to the floor.
Leave a passageway through the center of each shelter area.
Keep away from outside walls, doors, and windows. Closed blinds and drapes will help reduce the amount of flying glass.
If outside during a tornado warning, move inside if possible. Find shelter in a ditch or other low spot below grade level if time does not permit you to move inside.
If on flat ground and in the path of a tornado, move at right angles to its path.

Operation Procedures

10-2 Severe Weather Warning

CCOM- Coles County E911 will call EIU's "After Hours" calling center to notify the Campus community of pending Severe Weather.

"After Hours" calling center shall notify the following personnel:

- The EIU's After Hours at 258-4755 to start the phone tree.
- The Student Housing Office - Building Coordinator
- The President's Office
- The Campus Scheduling (Arrangements) Office
- The University Relations Office
- The EIU Radio and TV Center
- The Physical Plant Office

10-2.2 Tornado Watch

UPD shall, if available, dispatch an officer on duty to the weather observation posts.

10-2.3 Tornado Warning

Tornado Warning will be issued by the Coles County Emergency Preparedness Office. The tornado sirens shall be activated by the Coles County Emergency Office. The UPD and weather observation personnel shall notify by phone or other available means of communication different strategic areas of the campus

Residence Halls

10-3.1 Severe Weather Watch

Residence Halls shall be alerted that a Severe Weather Watch is in effect when circumstances indicate such a warning is necessary.

It shall be the responsibility of each Residence Hall Staff to post such an alert.

Alert sign "**Severe Thunderstorm Watch**" shall be posted at the main desk indicating this condition does exist.

Alert sign shall be removed at the end of the watch period.

Residence Hall Staff can monitor the following for up-date information:

- WEIC--AM 1270
- WEIC--FM 92.1

10-3.2 Tornado Watch

Residence Halls shall be alerted that a tornado watch is in effect until hours.

It shall be the responsibility of the Resident Hall Staff to post such an alert.

Alert sign "**Tornado Watch**" shall be posted at the main desk indicating this condition does exist.

Alert sign shall be removed at the end of the watch period.

Residence Hall Staff shall monitor the means of communication as listed in section.

10-3.3 Tornado Warning

10-3.31 Residence Halls shall be alerted that a tornado warning is in effect by the UPD and/or the sounding of the tornado sirens.

10-3.32 Residence Hall Staff shall notify the residents that such a condition does exist, according to instructions established for each individual Hall.

General Campus

10-4.1 Public Assembly Areas

10-4.11 Public Assembly Areas as defined in Chapter 4 Section 4-3 shall be notified under the following conditions and procedures.

10-4.12 When those areas of Public Assembly are scheduled for occupancy other than academic function a prepared announcement shall be issued.

10-4.13 Notification that such public announcements shall be read will be issued by the Authority of the UPD and the Weather Observation Personnel.

10-4.4 Tornado Warning

"All persons are requested to move down to a lower area and away from windows and out of corridors."
Classrooms and Other Campus Facilities

No Severe Thunderstorm Watch or Tornado Watch shall be issued. Upon receiving a Tornado Warning, the Campus Tornado Sirens will sound. People should seek proper shelter within their buildings in accordance with the Building Emergency Preparedness Plan. Look for the designated areas marked by the sign "Severe Weather Shelter"

Tornado Alert Sirens

10-5 The tornado alert siren shall be activated for a period of 3 minutes. The siren will not an all clear at the end of the storm.

A test shall be conducted each month simultaneously with the City of Charleston. Test shall be held at 10:00 a.m. on the first Tuesday of each month. Test period shall be for (1) minute.