PURPOSE:
The purpose of this attachment is to identify the procedures to be followed by TTUHSC at the Permian Basin to alert its employees of severe weather. The procedures identified in this attachment are intended to provide as much advance notice as possible to all individuals in the facilities.

REVIEW:
The Executive Associate Dean / Assistant Vice President for Finance and Administration (AVPFA), TTUHSC-Permian Basin, will review this attachment by February 1 of every fourth year (E4Y), with recommendations for revisions forwarded to the Office of the Executive Vice President for Finance and Administration by February 15.

POLICY/PROCEDURE:

A. Monitoring – The National Weather Service NOAA Weather Radio is monitored by TTP Security department. Departments are encouraged to have their own weather service radio and monitor these broadcasts if there is any indication of severe weather.

B. Severe Weather Contact - For TTUHSC-Permian Basin, the Executive Associate Dean/AVPFA will make all decisions as to the response to developing weather conditions. STAT!Alert will be used in all weather-related instances for staff notification.

C. Emergency Evacuation Plan - TTUHSC-Permian Basin has a Life/Safety Management Plan that describes all conditions of emergency evacuation that would involve staying in the building or exiting the building. Additionally MIHS and WIC have an Emergency/Disaster Plan that describes the emergency evacuation procedures for the rural clinics.

Each department shall design, publish and post an internal Emergency Evacuation Plan(s) in all physical areas controlled by the department. These plans will identify the route to be followed from a specific area in the department to both an exit from the building and to the nearest identified Severe Weather Shelter Area. If any department, to include rural clinics, wishes assistance in the preparation of their Plans, contact the TTUHSC-Permian Basin Safety Services Office at 703-5146.

D. Notification – STAT!Alert will be used as notification system on campus. TTUHSC-PB Marketing will coordinate all necessary announcements on the alert system.

E. Weather Statements - The most prominent weather statement categories are severe weather watch, severe weather warning, and tornado emergency. Employee responses to each of these categories are given in detail in the TTUHSC Life/Safety Management Plan, Section 3-A and the MIHS and WIC Emergency/Disaster Plan, Section 3-A.

F. Weather Statement Codes - For TTUHSC-Permian Basin, the following codes are used:

- Code White - Severe Weather Watch
- Code Yellow - Severe Weather Warning
- Code Red - Severe Weather/Tornado Emergency

G. Departmental Responsibilities - Upon notification of a severe weather condition each department shall be responsible for immediately ensuring all patients, employees, students, and visitors are made aware of the situation. Departmental employees will keep all individuals in their department area calm and aware of what actions or procedures will be followed should weather conditions warrant further protective efforts. The Unit Safety Officer should check to be sure that all passageways are clear and unobstructed, should evacuation become necessary.
In the event a “Code Red” (indicating a tornado or severe weather has been sighted in our area) is announced, all employees should IMMEDIATELY PROCEED TO THE NEAREST IDENTIFIED SEVERE WEATHER SHELTER AREA. Employees shall assist and guide all patients and visitors to the Severe Weather Shelter Areas should a Code Red be declared and announced. In the event a patient cannot be moved to a shelter, the patient will be moved to the smallest and most central room on that floor. There the patient will be covered with extra blankets, pillows, etc. to maximize the protection of the patient.

H. **Severe Weather Assistance Team (SWAT)** - Personnel from the following departments shall be available to assist, should the need arise, during severe weather alerts: Facilities, Operations and Maintenance, Safety Services, Computer Services, Human Resources, Communications and Marketing, and the Executive Associate Dean/AVPFA.

I. **Change in or Cancellation of Codes** - TTUHSC Security will contact all Unit Safety Officers and notify them of any change in the previously announced code. In the event a “Code Red” was declared, TTUHSC Security, Unit Safety Officers, and members of the Severe Weather Assistance Team (SWAT) will come by the Severe Weather Shelter Areas to announce the cancellation of the “Code Red.”

J. **Assistance** - Any department needing assistance during incidents of severe weather should contact TTUHSC Security at 703-5155.

K. **Non-TTUHSC Facilities** - Health care professionals working in off-site facilities will adhere to those facilities’ emergency procedures.