Severe Weather Alert System
TTUHSC at Dallas

PURPOSE:
The purpose of this attachment is to identify the procedures to alert all TTUHSC Dallas employees, students, visitors, and tenants 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 fourth year (E4Y) by the Assistant Vice President for Fiscal Affairs – Abilene (AVPFA), with recommendations for revisions forwarded to 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 the TTUHSC Abilene Administration and Facilities Offices and/or the TTUHSC SOP Dallas Campus Regional Dean. Departments are encouraged to have their own weather service radio and monitor these broadcasts if there is any indication of severe weather.

B. **Emergency Evacuation Plan** – Each department shall post an Emergency Evacuation Plan [EEP] in all physical areas controlled by the department. The EEP shall be provided by the AVPFA and must be kept current at all times. The AVPFA will maintain written copies of each departmental EEP. The EEP shall consist of the following:

1. A route to follow from a specific area in the department to the nearest primary and secondary identified Severe Weather Shelter Areas.
2. Designate an employee to serve as a Severe Weather Contact (SWC) and a backup SWC.

For assistance concerning the EEP, please contact the AVPFA office at 325-696-0407.

C. **Notification** – When a weather statement in the form of an advisory, watch, or warning issued by the National Weather Service includes the geographic area of the TTUHSC Dallas facilities, the AVPFA and the Dallas Campus Regional Dean will monitor the weather conditions. If severe weather is projected to impact the TTUHSC facilities, the AVPFA will notify, by telephone, the Sr. Safety Officer. The Sr. Safety Officer will initiate the STAT!Alert Emergency Notification System to alert employees and students of the weather conditions. The SWC or backup SWC will alert visitors and other tenants of the weather conditions.

D. **Departmental Responsibilities** – Upon notification of severe weather, each department shall be responsible for immediately ensuring all employees, students, tenants, 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.

E. **Inclement Weather** – In the event conditions warrant the closing or delayed opening of a TTUHSC facility, the AVPA will contact the Dallas Campus Regional Dean to advise of the need to close or delay opening of the facilities no later than 6:40 a.m.. The AVPFA will also contact the President and Executive Vice President for Finance and Administration by 8:15 a.m.. The AVPFA will be responsible for informing the Sr. Safety Officer of the status of the campus. The Sr. Safety Officer will be responsible for initiating the STAT!Alert Emergency Notification System to notify the campus employees and students of the decision to close or delay opening of the facility. The Dallas Campus Regional Dean will be responsible for informing the TTUHSC Dallas Campus SOP Assistant Managing Director of the status of the campus. The Assistant Managing Director will be responsible for notifying the local news stations to post the decision to close or delay opening of the facility.