Severe Weather Alert System
TTUHSC at Abilene

PURPOSE:
The purpose of this attachment is to identify the procedures to alert all TTUHSC Abilene 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 four years (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 AVPFA and/or the Facilities Lead Tradesman. 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.
3) Inter-departmental call schedules for all departmental employees.

For assistance concerning the EEP, please contact the AVPFA office at 676-7948 X232.

C. 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 Abilene facilities, the AVPFA will monitor the weather conditions. If severe weather is projected to impact the TTUHSC facilities, the AVPFA will notify, by telephone, each department’s primary or backup SWC. The SWC will initiate an intra-departmental call schedule to alert departmental employees, students, visitors, and 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 AVPFA will contact the School of Pharmacy (SOP) Regional Dean to advise of the situation no later than 6:40 a.m. of the need to close or delay opening of facilities. The AVPFA will also contact the President and Executive Vice President for Finance and Administration by 8:15 a.m.. The Regional Dean will be responsible for notifying their respective staff and to engage the call tree for their departments.