

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:

- A. *Monitoring* - The National Weather Service NOAA Weather Radio is monitored by the Texas Tech Police Department (TTPD) – Amarillo campus. Departments are encouraged to have their own weather service radio and monitor these broadcasts if there is any indication of severe weather.

Emergency Evacuation Plan - Each department shall design, publish and post an Emergency Evacuation Plan [EEP] within the department. Each department shall keep an Emergency Evacuation Plan [EEP] within the department. The EEP shall be kept current at all times. The TTUHSC Emergency Management Coordinator will have 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.

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

be moved away from windows and be covered with extra blankets, pillows, etc. to maximize the protection of the individual.

- C. *Inclement Weather* - If inclement weather is projected to impact the TTUHSC facilities, Campus Business Operations Officer (CBOO) works 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.
- D. *Severe Weather Assistance Team [SWAT]* - Personnel from Facilities Operations, Maintenance, and Safety Services shall be available to assist the TTPD-Amarillo, should the need arise, during severe weather condition. The TTPD will instruct all available personnel from these departments to report to the TTPD command center in B010, 1400 Coulter, SHP & SOM building, to provide assistance.
- E. *Change In or Cancellation of Codes* - The TTPD-Amarillo will contact the CBOO and notify them of any change in the previously announced weather statement. In the event an "Immediate Danger" was declared, the TTPD and members of the Severe Weather Assistance Team [SWAT] will mobilize to the Severe Weather Shelter Areas to announce the cancellation of the "Immediate Danger".
- F. *Assistance* - Any department needing assistance during incidents of severe weather should contact the TTPD-Amarillo. The TTPD will coordinate the responses to all requests.
- G. *Non-TTUHSC Facilities* - TTUHSC operations housed at non-TTUHSC facilities will be notified of any severe weather conditions through the CBOO. Employees located at facilities not under control of TTUHSC Amarillo will need to familiarize themselves with the evacuation routes and shelter locations of their workplace.