

Severe Weather Alert System TTUHSC at the Permian Basin

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 Campus Business Operations Officer (CBOO) - Permian Basin, will review this attachment by February 1 of every fourth year (E4Y), with recommendations for revisions forwarded to the Office of 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 TTPD – Permian Basin 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 CBOO 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** - 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. The EEP shall be kept current at all times. 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** –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 Permian Basin facilities, the TTPD-Permian Basin 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 Permian Basin 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
- E. **Weather Statements** - The most prominent weather statement categories are severe weather watch, severe weather warning, and tornado emergency.
- F. **Weather Statement Codes** - For TTUHSC-Permian Basin, the following alerts are used:
Severe Weather Watch
Severe Weather Warning
Immediate Danger (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. 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.

In the event an "Immediate Danger" (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 an Immediate Danger 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. **Assistance** - Any department needing assistance during incidents of severe weather should contact TTUHSC Security.
- I. **Non-TTUHSC Facilities** - Health care professionals working in off-site facilities will adhere to those facilities' emergency procedures.