

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 fourth year (E4Y) by the Campus Business Operations Officer (CBOO) – Abilene, 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) – Abilene campus. 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 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.
 - 2. For assistance in preparation of the EEP, please contact the TTUHSC Abilene Safety Services office.
- 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 Abilene facilities, the TTPD-Abilene will monitor the weather conditions. If severe weather is projected to impact the TTUHSC facilities, TTPD-Abilene will notify the CBOO, who will work with campus leadership to make recommendation for closure / delay. The 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.
- D. Departmental Responsibilities – Upon notification of severe weather, each department shall be responsible for immediately ensuring all employees, 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.
- E. 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.
- F. Assistance – Any department needing assistance during incidents of inclement weather should contact the TTPD – Abilene. The TTPD will coordinate the responses to all requests.