

TORNADO WARNING SAFETY PROCEDURE

The following building by building tornado safety procedure has been developed for your safety. Please familiarize yourself with the procedure for your building by conducting a "dry run" on your own. Once you reach the designated area, do the following:

1. Kneel down
2. Bend head toward wall
3. Cover any exposed area with coat or covering

In an actual tornado warning or drill, stay in the above position until an "all clear" signal has been given by a police officer, hall director or person in charge of the building.

**WARNING - DO NOT USE ELEVATORS!
IF YOU ARE INDOORS, DO NOT LEAVE THE BUILDING**

**IF YOU ARE OUTSIDE, MOVE IMMEDIATELY TO NEAREST DESIGNATED SHELTER
LOCATION**

Following are procedures for all buildings:

<u>Building</u>	<u>Route</u>	<u>Building Coordinator(s)</u>
Marian Hall	All Science Wing - Go to 1st floor Science Wing via south stairwell Other 2nd & 3rd floor areas - Go to basement 1st floor offices - Go to hallway, 1st floor	Jeff Castner (X6363) Dale Selbe (X6014) Alice Shelton (X6022)
Clare Hall	Go down to main wing of basement	Ashley Van Gundy (X6339)
Doyle Hall	Go down to rec room area in basement	Annette Manson (X6382)
St. Francis Hall	Go down to basement hallway	Jeff Malloy (X6183)
Fisher Hall	Go to main hallway in basement near restrooms; <u>or</u> hallway off art room in basement <u>or</u> room no. 5, adjacent to the photo lab in the basement	Marj Batic (X6150) Mary Anne Matelic (X6150)
Physical Education Center	Go to basement hallway, stay close to wall	Scott Fleming (X6106) Lynn Morrell (X6124)
Library	Go to basement main hallway break room	Librarian on duty (X6090)
Kavanaugh Hall	Go to L-shaped hallway, first floor	Diane Prenatt (X6395)
Padua Hall	Kneel down against the inside wall running the length of the building, (either side) under a table if possible	Mike Clark (X6114)

Tornado Warning Safety Procedure (Cont'd)

<u>Building</u>	<u>Location</u>	<u>Building Coordinator(s)</u>
Grounds Garage	Go to P. E. Center basement hallway	Mike Miller (X6394)
Art Annex	If time permits, go to basement of Fisher Hall; otherwise seek shelter in the passage leading to kiln room	Megan Wright (X6391)
Civic Theatre Office Building	Go to basement furnace room at bottom of stairs and kneel against wall; cover your head	
Music Building	Go to basement break area, under tables if possible	Phil Kern (X6108)
Sisters' Residence	Go to inner hallway on first floor or handicapped bathroom	W. - Sister Norma Rocklage (X6102, 955-6378) E. - Sister Joel Franks (X6405, 955-6160)
Apartments	Go to lower level hallway	Police Officer on duty (X6789)
Ruth Lilly Student Center	Go to 1st floor restrooms and adjacent hallways	Staci McFall (X6319)
Stokely Mansion	Go to basement – stay away from windows	Luann Brames (X6306)
Stokely Mansion Caretaker's Cottage (Health Services)	Go to first floor bathroom	Cathy Carpenter (X6154)
Allison Mansion	Go to basement hallway near elevator and restrooms	Kathi Ashmore (X6324)
Allen W. Clowes Amphitheater	Go to basement of Library	Police Officer on duty (X6789)