

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 Assistant Vice President for Fiscal Affairs - Amarillo, 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 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.
- B. Emergency Evacuation Plan - Each department shall design, publish and post an Emergency Evacuation Plan [EEP] in all physical areas controlled by the department. The EEP shall be provided to the TTPD-Amarillo and must be kept current at all times. The TTPD 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) A designation of two (2) employees to serve as a Severe Weather Contact (SWC) and a backup SWC.
 - 3) Inter-departmental call schedules for all departmental employees.
- For assistance in preparation of the EEP, please contact the TTUHSC Amarillo Safety Services office at 354-5441.
- 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 Amarillo facilities, the TTPD-Amarillo will monitor the weather conditions. If severe weather is projected to impact the TTUHSC facilities, the TTPD 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, patients, visitors and tenants of the weather conditions. If the TTUHSC Amarillo facilities are in immediate danger of being struck by severe weather, the TTPD will issue a Code Brown, notifying every TTUHSC Amarillo employee by telephone, public announcement system, and the STAT!Alert System.
- D. Weather Statements - Refer to #2 in the main body of this OP for explanations of the various weather statements that may be issued by the National Weather Service.
- E. Weather Statement Codes - When the TTPD-Amarillo notifies the SWC of severe weather situations, the codes listed in #5 of the main body of this OP will be used.
- F. 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 a "CODE BROWN" is announced, all employees, students, patients, visitors and tenants shall PROCEED IMMEDIATELY TO THE NEAREST IDENTIFIED PRIMARY SEVERE WEATHER SHELTER AREA [indicated on the location's posted Emergency Evacuation Plan (EEP)]. Employees shall assist and guide all students, patients, visitors and tenants to Severe Weather Shelter Areas. In the event an employee, student, patient, visitor or tenant cannot get to a primary shelter area, they shall move to an identified secondary severe weather shelter area. 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.

- G. Severe Weather Assistance Team [SWAT] - Personnel from Facilities Operations and 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, SOAHS & SOM building, to provide assistance.
- H. Change In or Cancellation of Codes - The TTPD-Amarillo will contact all SWC and notify them of any change in the previously announced weather statement. In the event a "Code Brown" 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 "Code Brown."
- I. Assistance - Any department needing assistance during incidents of severe weather should contact the TTPD-Amarillo at 354-5568 [Cell 679-4392]. The TTPD will coordinate the responses to all requests.
- J. Non-TTUHSC Facilities - TTUHSC operations housed at non-TTUHSC facilities will be notified of any severe weather conditions through their SWC. 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.