



Tornado Safety Guidelines

Tornado Watch means tornadoes are expected to develop.

Tornado Warning means a tornado has been sighted or is indicated by weather radar.
TAKE SHELTER NOW!

Communicating a WATCH or WARNING

1. The City of Kalamazoo siren system and the main campus outdoor notification speakers sound for a WARNING. (In those campus buildings that have a tornado warning feature as part of their fire alarm system, the interior speakers also sound for a WARNING.)
2. The Department of Public Safety radio broadcasts both a WATCH and a WARNING to maintenance/custodial employees.
 - A. Supervisors shall attempt to inform subordinates of both a WATCH and a WARNING.
 - B. During **University non-business hours**, each supervisor shall attempt to immediately notify one custodian in each building who in turn attempts to notify any co-workers or occupants in that building.
3. WMU apartments receive notification via the Police PA system.
4. The emergency notification system calls and/or text messages building coordinators, main department offices, residence life contacts, WMUK, and WIDR for both a WATCH and a WARNING. Upon receiving the emergency notification, the Residence Life Office implements their notification protocol.
5. NOAA alert radios activate for both a WATCH and a WARNING.
6. For a WARNING, the emergency notification system calls and/or texts those that have registered for WMU Alert.

Responding to a Watch or a Warning

- A. Residence Halls
 1. DON'T call police or the telephone operator.
 2. Immediately disseminate information internally according to the policy of Residence Hall Office or Conference Coordinator.
 3. Listen to the NOAA alert radio or tune a radio AM 590 - WKZO and keep informed of weather developments. Stay tuned for cancellation notices. Have the NOAA alert radio or a battery-operated radio available to take to the tornado shelter.

4. Upon notification of a **WARNING**, take the NOAA alert radio or a battery-operated radio and go to the designated shelter area at the lowest level internal corridor possible. Stay away from upper levels and windows. To reduce potential injury from flying debris, kneel facing down and cover your head with your hands. If available, use a blanket or other covering for protection. Listen for weather updates or for the “all clear.”
- B. WMU Apartments
1. DON'T call the police or the telephone operator.
 2. Tune a radio to AM 590 - WKZO for weather developments. Stay tuned for cancellation notices. Have a battery-operated radio available.
 3. Upon notification of a **WARNING**, if time permits, go to the posted designated shelter area; otherwise, go to the designated interior area that affords the best maximum protection and stay away from windows. Take the battery-operated radio with you. To reduce potential injury from flying debris, kneel facing down and cover your head with your hands. If available, use a blanket or other covering for protection. Listen to the radio for weather updates or for the “all clear.”
- C. Academic Building/Administrative Building
1. DON'T call the police or the telephone operator.
 2. Listen to the NOAA alert radio or tune a radio to AM 590 - WKZO for weather developments. Stay tuned for cancellation notices. Have either the NOAA alert radio or a battery-operated radio available to take to the tornado shelter.
 3. Upon receipt of a **WARNING**, take the NOAA alert radio or a battery-operated radio and proceed to the designated building shelter areas. Seek shelter in the lowest interior corridor possible, away from windows. To reduce potential injury from flying debris, kneel facing down and cover your head with your hands. If available, use a blanket or other covering for protection. Listen to the NOAA alert radio or a battery-operated radio for weather updates or for the “all clear.”
- C. Public Assembly Area with a Tornado Shelter
1. The program director or other person in charge shall announce the **WATCH** at the earliest possible time or interrupt the program if necessary.
 2. Upon notification of a **WARNING**, immediately stop the program and read the pre-written announcement which should contain the following information:
ushers will direct patrons choosing to stay to the building's tornado shelter.
 3. Once in the shelter, listen to the NOAA alert radio or a battery-operated radio for weather updates or for the “all clear.”
- D. Public Assembly Area without a Public Tornado Shelter
1. The program director or other person in charge shall announce the **WATCH** at the earliest possible time or interrupt the program if necessary. Include in the announcement that the seating area is unsafe if a tornado develops and that the building does not have a public tornado shelter.
 2. Upon notification of a **WARNING**, immediately stop the program and read the pre-written announcement which should contain the following information:
 - The seating area is unsafe in case of a tornado or severe weather, and the building does not have a public tornado shelter.
 - Those choosing to stay should move to interior corridors, crouch down, and cover their heads with their hands and arms.

Announcing the Warning has Ended

1. Upon notification that the tornado warning has ended, the emergency notification system calls and/or text messages that information to those that have registered for WMU Alert.
2. The main campus outdoor notification speakers announce that the tornado warning has ended. (In those campus buildings that have a tornado warning feature as part of their fire alarm system, the interior speakers also make the same announcement.)
3. The NOAA alert radio indicates when the tornado warning has ended.

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