

General Guidelines During Tornado or Severe Weather

1. Tornado Watch - weather conditions are considered favorable for creating a tornado. Weather announcements are made by campus email.
2. Tornado Warning – a tornado funnel has been sighted or identified by radar.
TAKE SHELTER IMMEDIATELY.
3. Close all exterior and interior doors, including classroom doors,
4. Avoid taking shelter in areas with windows or doors with glass panels
5. If possible take flashlight, cell phone, and portable radio, tune to AM 1450 and FM 100.9
6. The Assistant Dean for Administrative Services and Maintenance Personnel will monitor all threatening weather conditions.

FACULTY AND STAFF ARE RESPONSIBLE FOR OPENING ROOMS TORNADO SHELTERS AT UW-RICHLAND

BUILDINGS:	NEAREST SHELTER AREA
CLASSROOM BUILDING (Building Supervisor Jessica Laeseke, <i>Back Up Supervisor Derek Kalish</i>)	1. Women’s or Men’s Lavatories. 2. Custodian Closet (Flashlights, megaphones, and radios in closet) 3. Engineering Room (Room 202)
GYMNASIUM/MAINTENANCE (Building Supervisor Tom Waalkens, <i>Back Up Supervisor Tracy Krueger</i>)	1. Faculty Offices 2. Locker and Shower Rooms 3. Equipment Room 4. Weight Room 5. Custodian Closet (Flashlights, megaphones, and radios in closet) 6. Maintenance Restroom and Shop
LIBRARY (Building Supervisor Todd Roll, <i>Back Up Supervisor Le Suong Cina</i>)	1. Women’s or Men’s Lavatories 2. Listening Room 3. Custodian Closet (Flashlights, megaphones, and radios in closet)
MELVILL HALL (Building Supervisor Dundee McNair, <i>Back Up Supervisor Annette Hackbarth-Onson</i>)	1. Women’s or Men’s Lavatories 2. Walk-in Vault 3. Pippin Conference Center 4. Faculty Multimedia Lab 5. Custodial Closet (Flashlights, megaphones, and radios in closet)
SCIENCE BUILDING (Building Supervisor Norlene Emerson, <i>Back Up Supervisor, Brandon Fetterly</i>)	1. Women’s, Men’s, or Family Lavatories 2. DE Room 3. Custodial Closet (Flashlights, megaphones, and radios in closet)
WALLACE STUDENT CENTER (Building Supervisor Angie Arneson, <i>Back up Supervisor Cyndi Deitelhoff</i>)	1. Women’s, Men’s or Family Lavatories 2. Music Room 3. Lounge 4. Custodial Closet (Flashlights, megaphones, and radios in closet)
EAST HALL (Building Supervisor Sandy Campbell, <i>Back Up Supervisor Adam Hady</i>)	1. Women’s or Men’s Lavatories 2. Custodial Closet (Flashlights, megaphones, and radios in closet)

Emergency numbers:	<u>Maintenance:</u>	647-6186 Ext. 255 (Cell: 608-574-2806)
	<u>Business Services:</u>	647-6186 Ext. 234 (Cell: 608-604-2356)
	<u>Dean’s Office:</u>	647-6186 Ext. 225 (Cell: 608-383-3020)
<u>Richland County Emergency Operation Center:</u>		647-8187