GUIDELINES FOR DEVELOPING INTERNAL NOTIFICATION AND PREPARATION PROCEDURES - Attachment II

1. Describe the means by which personnel and students are to be notified in the event of a Tornado Watch and Warning using the campus-wide warning procedures and specialized procedures required to meet peculiar internal situations.

2. Instruct all departmental personnel regarding internal preparedness procedures prior to each tornado season. Instructors should be made aware of the "take cover" locations in the buildings in which they teach so they may direct the students in case of a Tornado Warning.

3. Designate departmental personnel to monitor local radio or television stations if a watch notification is initiated for announcements pertaining to warnings. Battery-operated radios should be available to take to "take cover" areas and for those individuals in buildings who may not be able to hear the siren warnings.

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