GUIDELINES FOR DEVELOPING DEPARTMENTAL
"TAKE COVER" PLANS - Attachment III

Some buildings have space that meets all or most of the requirements for tornado shelters. Other buildings have space that is marginally acceptable as a shelter area and should be used only if time does not permit movement to a designated tornado shelter. Additionally, there are buildings that should be totally evacuated because there is no acceptable shelter area and occupancy during the tornado would be hazardous.

If departmental personnel occupy buildings in which there the space is appropriate for a tornado shelter, the departmental plan should specify movement to that shelter.

The Campus Risk Manager, 333-4660, will advise departments on departmental "take cover" plans. This is particularly important for personnel who occupy buildings in which there is no designated tornado shelter.

The departmental take cover plan should include the following:

1. Identification of the designated shelter area.
2. Designation of the routes for movement to the designated shelter area.
3. Assistance to disabled personnel in movement to designated shelter areas.
4. Means of checking buildings to make certain that all personnel have been warned.
5. Instruction to all personnel to do the following once they have reached the designated shelter area:
   a. Assume a seated position on the floor, with the head down and hands locked over the head during a disaster period. If you are wearing a heavy jacket or have access to other heavy cloth material, use these items to cover your upper body and head. This will help protect you from any flying glass or debris. Always try to stay close to the floor.
   b. Leave a passageway through the center of each shelter area.
   c. Keep away from outside walls, doors and windows. Closed blinds and drapes will help reduce the amount of flying glass.
6. For those outside during a tornado warning with insufficient time to move inside for shelter, find shelter in a ditch or other low spot below grade level if possible. If on flat ground and in the path of a tornado, move at right angles to its path.

PRIOR TO THE BEGINNING OF EACH TORNADO SEASON, THESE DEPARTMENTAL PLANS SHOULD BE UPDATED AND PERSONNEL REMINDED OF THE PLAN TO BE FOLLOWED.