

**YOUNGSTOWN STATE UNIVERSITY
TORNADO RESPONSE PLAN
March 2009**

PURPOSE

The purpose of this Standard Operating Procedure is to provide designated Tornado Emergency Response Personnel with a written document that will guide them in their responsibilities for notifying and instructing the University community how to respond to a tornado alert.

TORNADO EMERGENCY RESPONSE PERSONNEL

The departments that participate in tornado alert communication are:

1. YSU Police
2. University Facilities
3. President's Office
4. Environmental and Occupational Health and Safety

CLASSIFICATION OF TORNADO ALERTS

Tornado **Watch** - a tornado may develop; atmospheric conditions are favorable

Tornado **Warning** - a tornado has been sighted in the area

OBJECTIVES

The objective of the Tornado Watch is to verbally notify as many people as possible that a tornado may develop. This is accomplished by the use of the following:

1. Emergency telephone network
2. Hand-held radios and pagers

The objective of the Tornado Warning is to signal a message of imminent danger so that maximum lead time is provided for taking shelter. This is accomplished by use of the following:

1. Building alarms
2. Outdoor sirens
3. Hand-held radios and pagers

COVERAGE

Varying levels of campus activity occur 24 hours a day, seven days a week. This affects the number of Emergency Response Personnel who will be on campus to assist the YSU Police Department during a tornado alert. A two-part Tornado Response Plan covers all situations.

Tornado Response Plan (based on the time of day the alert occurs)

Part I: 8:00 am - 5:00 pm (Monday-Friday)

- A. Tornado Watch Procedures
- B. Tornado Warning Procedures

Part II: After 5:00 pm weekdays, on weekends and when the University is closed

- A. Tornado Watch Procedures
- B. Tornado Warning Procedures

TORNADO WARNING ALARMS

A manually activated alarm system is sounded in all major buildings and outdoors when a Tornado Warning is issued for Mahoning County. It is activated by the YSU Police Dispatcher. Each building has a designated Tornado Shelter. It is depicted by yellow and black “Tornado Shelter” signs that are posted on the walls of the shelter area in each building. In most cases, the shelter area is located on the lowest level of the building away from outside walls, windows and large roof spans.

When the tornado warning signals (building alarms/outdoor sirens) are sounded, all building occupants shall quickly proceed to the Tornado Shelter Area and stay there until an “All Clear” is given by the YSU Police or their designees.

The following is part of a statement by the National Weather Service:

IN OHIO...THE PEAK TORNADO SEASON RUNS FROM APRIL THROUGH EARLY JULY. MOST TORNADOES OCCUR BETWEEN 1PM AND 9PM...BUT TORNADOES CAN STRIKE AT ANY HOUR. JUNE HAS HISTORICALLY BEEN THE MONTH WITH THE MOST TORNADOES. HOWEVER...MANY OF THE STATE’S MOST DEVASTATING TORNADOES HAVE OCCURRED IN APRIL AND MAY.

IT IS VERY IMPORTANT THAT DISSEMINATION SYSTEMS WORK SMOOTHLY IN ORDER TO PASS ALONG VITAL WARNING INFORMATION. THOSE OF YOU WHO DISSEMINATE WARNING PERFORM A VITAL SERVICE AND IT IS GREATLY APPRECIATED BY THE NWS AND CITIZENS OF OHIO. IF YOU ARE IN A PATH OF A TORNADO...THE SAFEST PLACE TO BE IS IN A BASEMENT. PROTECT YOUR HEAD...CHEST AND EXPOSED SKIN. IF NO BASEMENT IS AVAILABLE...SEEK SHELTER ON THE LOWEST FLOOR AND PUT AS MANY WALLS AS POSSIBLE BETWEEN YOURSELF AND THE STORM. MOBILE HOMES AND AUTOMOBILES SHOULD BE ABANDONED IN FAVOR OF A SUBSTANTIAL BUILDING. IF YOU CANNOT REACH A BUILDING...LIE DOWN IN A DITCH AND PROTECT YOUR HEAD.

TORNADO RESPONSE PLAN FOR 8:00 AM - 5:00 PM MONDAY-FRIDAY

THE TORNADO “WATCH”

YSU POLICE DEPARTMENT

A. Dispatcher receives notification that a Tornado Watch has been issued for Mahoning County

B. Dispatcher notifies the following individuals:

	Extension
1. Chief - YSU Police and the Lieutenant on Duty	3525
2. Executive Director of University Facilities	3235
or Director of University Facilities	3234
3. President’s Secretary	3101
4. Director EOHS.....	3700

Indicate: “A Tornado Watch has been issued for (counties) until (time).”

C. All inquiries concerning the nature of the emergency should be addressed ad follows:

“A Tornado Watch has been issued for (counties) until (time). Continue your normal activities. Keep tuned to a local radio station for weather updates. If the Watch advances to a Warning, proceed quickly to the designated Tornado Shelter Area in your building.”

D. Dispatcher radios all police units to advise them of the Tornado Watch.

PRESIDENT’S OFFICE

A. The President’s secretary is notified by the YSU Police Department that a Tornado Watch has been issued. The secretary calls the following individuals and instructs them to implement the Emergency Telephone Network:

	Extension
1. VP for Finance and Administration	1331
2. Provost.....	3103
3. VP for Student Affairs	3532
4. Executive Director of Athletics	2385
5. Staff Units of the President.....	3101

Indicate: “A Tornado Watch has been issued for (counties) until (time). Implement your emergency telephone network to notify all staff”

All other inquires concerning the nature of the emergency should be addressed as follows:

“A Tornado Watch has been issued for (counties) until (time). Continue your regular activities. Keep tuned to a local radio station for weather updates. If the Watch advances to a Warning, quickly go to the designated Tornado Shelter Area in your building.”

UNIVERSITY FACILITIES DEPARTMENT

- A. Executive Director/Director receives notification from the YSU Police Department that a Tornado Watch has been issued for (counties) until (time).

- B. Executive Director/Director uses radio and stack paging to notify all departmental staff that a Tornado Watch has been issued.

TORNADO RESPONSE PLAN FOR 8:00 AM - 5:00 PM MONDAY - FRIDAY

THE TORNADO “WARNING”

YSU POLICE DEPARTMENT

- A. Dispatcher receives notification from the Youngstown Fire department or the 911 dispatcher over the dedicated phone line or NOAA Weather Radio that a Tornado Warning has been issued for Mahoning County.
- B. Dispatcher will direct all radio traffic to cease among University Facilities, Central Utility Plant, Campus Grounds and Parking Services. YSU Police will provide direction to all units until the warning period expires.
- C. Dispatcher uses the Tornado Warning Alarm Key to IMMEDIATELY ACTIVATE THE WARNING SIGNAL.

D. Dispatcher notifies by phone employees in:

	Extension/Phone
Newman Center	330-747-9202
Melnick Hall.....	4661
University Courtyard Apartments.....	330-941-1999

to go to their designated building shelter until “All Clear” is given.

- E. Reactivation of alarms should only occur if and when the Youngstown Fire Department gives notification that they are reactivating the city’s alarm.
- F. All inquires concerning the nature of the emergency shall be address as follows:

“Tornado Warning is in effect for (counties) until (time). Quickly go to the designated Tornado Shelter in your building. Do not leave the shelter area until you receive word that the Tornado Warning period has expired.”
- G. When the tornado Warning expires, the Dispatcher radios Police units to go to each building to give a verbal “All Clear” message to the campus.
 - 1. Dispatcher may request staff from Maintenance and Environmental and Occupational Health and Safety to assist in relaying the “all Clear” message to the campus.

UNIVERSITY FACILITIES DEPARTMENT

- A. When a Tornado Warning is issued, dispatcher will instruct all radio traffic to cease and continue to direct all units until the warning period expires.
- B. Staff may be requested to assist in relaying the “All Clear” message to the campus.

ENVIRONMENTAL and OCCUATIONAL HEALTH and SAFETY

- A. Staff may be requested to assist in relaying the “All Clear” message to the campus.

TORNADO RESPONSE PLAN

AFTER 5:00 PM MONDAY - FRIDAY, ON WEEKENDS AND WHEN THE UNIVERSITY IS CLOSED

THE TORNADO “WATCH”

YSU POLICE DEPARTMENT

A. Dispatcher receives notification that a Tornado Watch has been issued for Mahoning County.

B. Notify the following individuals:

Chief YSU Police (J. Gocala)
The Duty Lieutenant
Executive Director of Facilities (J. Hyden) or
Facilities Director (V. Sacco)
Director of EOHS (D. Sahli)

Indicate: “A Tornado Watch has been issued for (counties) until (time).”

C. All inquires concerning the nature of the emergency shall be addresses as follows:

“A Tornado Watch has been issued for (counties) until (time). Continue your normal activities. Keep tuned to a local radio station for weather updates. If the Watch advances to a Warning, proceed to the designated Tornado Shelter Area in your building.”

D. Dispatcher radios all Police units to advise them of the Tornado Watch.

TORNADO RESONSE PLAN

AFTER 5:00 PM MONDAY - FRIDAY, ON WEEKENDS AND WHEN THE UNIVERSITY IS CLOSED

THE TORNADO “WARNING”

YSU POLICE DEPARTMENT

- A. Dispatcher receives notification from the Youngstown Fire Department of the 911 dispatcher over the dedicated phone line or the NOAA weather radio that a Tornado Warning has been issued for Mahoning County.
- B. Dispatcher directs all radio traffic to cease among University Facilities, Central Utility Plant, Campus Grounds and Parking Services. Dispatcher continues to direct all radio traffic until the warning period expires.
- C. Dispatcher activates the tornado warning systems.
- D. Reactivation of alarms should only occur if and when the Youngstown Fire Department gives notification that they are reactivating the city’s alarm.
- E. All inquiries concerning the nature of the emergency shall be addresses ad follows:

“Tornado Warning is in effect for (counties) until (time). Quickly go to the designated Tornado Shelter Area in your building. Do not leave the shelter area until you receive word that the tornado Warning period has expired.”
- F. When the Tornado Warning expires, the Dispatcher radios Police units to go to occupied buildings to give a verbal “All Clear’ message to the campus.
 - 1. Maintenance staff may be requested to assist in relaying the “All Clear” message.
- G. In the event of building or property damage or personal injury call:

Chief YSU Police (J. Gocala)
Executive Director of Facilities (J. Hyden) or
Facilities Director (V. Sacco)
Director of EOHS (D. Sahli)

UNIVERSITY FACILITIES DEPARTMENT

- A. When a Tornado Warning is issued, dispatcher will instruct all radio traffic to cease and continue to direct all units until the warning period expires.
- B. Staff may be requested to assist in relaying the “All Clear” message to the campus.