



WESTERN MICHIGAN UNIVERSITY

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

A. Total University - 24 Hour Notification

1. The City of Kalamazoo siren system will sound for a WARNING.
2. Maintenance/custodial employees will hear the broadcast for both a WATCH and a WARNING from the Department of Public Safety service dispatcher. Supervisors shall attempt to inform subordinates of both a WATCH and a WARNING.
3. WMU Apartments will receive notification via the Police PA system.
4. An audio message will be broadcast over all channels on EduCABLE.

B. Normal University Business Hours

1. Department of Public Safety will notify the Information Center of a WATCH or a WARNING.
2. The Information Center will call WIDR and WMUK and request that they immediately announce a WATCH or a WARNING and continue to announce it during the time specified for the WATCH or WARNING.
3. Department of Public Safety will contact the Residence Life Office for subsequent notification of all residence halls.
4. The Information Center will call each building coordinator's office and announce the WATCH or WARNING.
5. Each building coordinator's office receiving the announcement of a WATCH or WARNING shall inform each major department or office located within the building. This may be done by phone or in person.
6. The Information Center will call the facilities listed below and announce the WATCH or WARNING:
 - Children's Place
 - WMU Unified Clinics
 - Office of Information Technology
7. The Office of Information Technology will, upon notice, send the WARNING to the WMU employee e-mail distribution list. The message will also be shown on closed circuit television.

C. University Non-Business Hours

1. Department of Public Safety will notify the Information Center, if it is open.
2. Any time the Information Center is closed, phone notification shall be made to the following areas:
 - WIDR
 - WMUK
 - Zimmerman Hall - Zimmerman to call other residence halls
 - Waldo Library - Main Library to call branches
 - Office of Information Technology
 - WMU Airport Facilities
 - Garage (until 11:30 p.m.)
 - Children's Place
 - Bernhard Center
 - Student Recreation Center
 - Power Plant
 - WMU Unified Clinics (Mon -Thu until 7:00 p.m.; Fri until 5 p.m.)
 - Educational Technology Lab
 - West Hills
3. Department of Public Safety will notify by radio the custodial supervisors and receive acknowledgements. During either a tornado WATCH or a WARNING, each supervisor shall attempt to immediately notify one custodian in each building who will in turn attempt to notify any co-workers or occupants in that building.
4. Department of Public Safety will call the office of public assembly areas that are scheduled for shows, games, or performances:
 - Waldo Stadium
 - Read Fieldhouse
 - Student Recreation Center
 - Lawson Ice Arena
 - Miller Auditorium
 - Fetzer Center
 - Dalton Center
 - Irving S. Gilmore Theatre Complex

Responding to a Watch or a Warning

- A. Residence Halls
 1. DON'T call police or 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 (the official area weather station) 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, seek shelter 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. Take the NOAA alert

radio or a battery-operated radio to the shelter. Listen for weather updates or for the “all clear.”

B. WMU Apartments

1. DON'T call the police or telephone operator.
2. If time permits, go to the designated shelter area posted for each WMU Apartments area.
3. Tune a radio to AM 590 - WKZO for weather developments. Stay tuned for cancellation notices. Have a battery-operated radio available.
4. Upon notification of a WARNING, apartment occupants should go to the designated interior area that affords the best maximum protection and stay 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 battery-operated radio for weather updates or for the “all clear.”

C. Academic Building/Office Building

1. DON'T call the police or telephone operator.
2. Building coordinators should follow their internal notification procedure.
3. 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.
4. Upon receipt of a WARNING, 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.”

D. Public Assembly Area with a Tornado Shelter

1. 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.

E. Public Assembly Area without a Public Tornado Shelter

1. 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.

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