

## Weather Warning and Fire Notification Plan for Curtiss Hall

1. The weather radio is located in 132 Curtiss Hall.
2. In the case of a “tornado watch” an email will be sent to all people housed in Curtiss Hall advising them of the “watch” and reminding them to be aware of what they should do in the case of a “warning”.
3. In the case of a “warning”,
  - **The city of Ames tornado warning will go off outside, however you may not always hear it if you are in the building. The fire alarms inside the building will not go off for tornado warnings – only for fires!**
  - An email will be sent to everyone housed in Curtiss Hall **and**
  - Pat Dobelis and Linda Schultz will call one designated person (with backup if that person does not answer) on each wing of each floor of Curtiss Hall. Those people will cruise their portion of the building to make sure everyone, including those in classrooms and the auditorium, is aware of the warning and directed to go to the tornado shelter area of Curtiss Hall (interior hallways of the ground floor, or in the case of those in the basement, to the center conference room).

### Curtiss Hall Evacuation Notifiers: *In case of Tornado Warning*

| Curtiss Wing                       | Notifier                  | Phone  | 2 <sup>nd</sup> Notifier | Phone  |
|------------------------------------|---------------------------|--|--------------------------|--|
| <b>Basement</b>                    | <b>Econ grad students</b> | <b>4-4827<br/>4-4864<br/>4-6638<br/>4-8107<br/>4-8121<br/>4-8190</b> | Econ grad students       | <b>4-4827<br/>4-4864<br/>4-6638<br/>4-8107<br/>4-8121<br/>4-8190</b> |
| <b>Ground North</b>                | <b>Ann Bugler</b>         | <b>4-9732</b>  | Gaylan Scofield          | 4-0045   |
| <b>Ground South</b>                | <b>Jan Osterman</b>       | <b>4-2766</b>  | Sorrel Brown             | 4-8802   |
| <b>First North</b>                 | <b>Julie Honeick/</b>     | <b>4-7801</b>  | Pam Cooper               | 4-8321   |
| <b>First South/<br/>Auditorium</b> | <b>Carla/Joyce</b>        | <b>4-1823/4-2518</b>   | Lois Benning             | 4-4725   |
| <b>Second North</b>                | <b>Sherry Johnson</b>     | <b>4-3711</b>  | Laura Miller             | 4-5272   |
| <b>Second South</b>                | <b>Cheryl Abrams</b>      | <b>4-5872</b>  | Pam Owenson              | 4-1106   |
| <b>Third North</b>                 | <b>Pat Olsson</b>         | <b>4-5616</b>  | Barb McBreen             | 4-0707   |
| <b>Third South</b>                 | <b>Linda Haglund</b>      | <b>4-7139</b>  | Jill Pruetz              | 4-5150   |

Pat Dobelis will call red numbers -- if the 1<sup>st</sup> notifier is not there, the second notifier will be called; Linda Schultz will call green numbers after sending an email to all Curtiss users.

4. Signs and maps will be posted in the building and classrooms indicating where the tornado or severe weather shelter is located. Please look at one and read the information on the map so that you will know what to do in case of a tornado warning.
  
5. In the case of a **FIRE ALARM, all people in Curtiss Hall are required to leave the building within 5 minutes**, whether it is a real fire or a false alarm. Other buildings on campus are very good about evacuating in the case of a fire alarm. Curtiss Hall occupants will ***from this day forward*** follow their example – please grab your purse, keys, and cell phone when you leave the building just in case you cannot get back in for a while!