EAST HALL NOTIFICATION PLANS

1. Post signs inside the main entrances of the building.

2. Post signs in hallways and stairways on each floor at the entrances to the shelter area.

3. Email “Whole Department” of a weather related emergency and proceed to the nearest shelter ..... Interior hallways on all floors EXCEPT the 4<sup>th</sup> floor. (Make sure people shut their office doors as most offices have windows.)

4. As extra precaution: Call a ‘designated person’ on each floor to notify door to door.