

## **Extension 4-H Youth Building Emergency Plan**

### **Tornado Watch/Warning:**

When the National Weather Service issues a tornado watch, it will be received on the Weather Alert Radio system located on the reception desk at the west entrance. A notice will be sent out via email with the following information: that the University is under a TORNADO WATCH and what time the watch is to expire. If the weather radio and/or tornado sirens activate for a TORNADO WARNING, immediately all occupants in the building will proceed to the designated tornado shelter for that building until an "All Clear" signal is given.

The tornado shelter designation for the Extension 4H Youth Building is located along the main hallway between the break room to the west and the internal glass doors to the WOW Center. Also included are the following rooms: the 4-H Library, Extension work room, Room 1141 (Medium Conference Room), Room 1145 (Video Audio Studio), Room 1147 (Video Edit Suite) and Room 1151 (Radio Suite).

### **Fire Alarm:**

When the fire alarm sounds, please exit the building in an orderly manner going directly to the designated meeting area – Hawthorn Court – until an "All Clear" signal is issued. Please inform any temporary/part time or visiting personnel as to evacuation procedures.