

## **Emergency Notification Plan - Heady Hall.**

In the event of a tornado warning, an e-mail notification addressed to a list that is distributed to everyone in the building would be sent out. Also, the main office staff would divide up and call one person in each suite on all of the six floors. That person notifies the others in their area. The main office would also notify the students and instructors in the two classrooms on second floor. The Ag Business office notifies the students and instructors in the classrooms on 1st floor.

In the case of a severe weather warning, take shelter in the inner hallway of the ground floor of Heady Hall.

Heady Hall Weather Coordinator:

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