

# Hoover Hall Emergency Procedures

The severe weather coordinator is Michelle Grawe (4-3304, 515-441-3437, [mgrawe@iastate.edu](mailto:mgrawe@iastate.edu)). The weather radio is located in the main MSE office in 2240E Hoover on the second floor.

## **Severe Thunderstorm Watch or Warning:**

No action will be taken in the MSE department for a severe thunderstorm watch or warning.

## **Tornado Watch:**

In the case of a tornado watch the weather coordinator will send an email to all people housed in Hoover Hall advising them of the watch and reminding them to be aware of what they should do in the case of a warning. If the weather coordinator is out of the office, Ryan Braga will serve as backup.

## **Tornado Warning:**

A tornado warning means that a tornado has been sighted by the public or local law enforcement, or that Doppler radar has indicated an area of rotation that could develop, or has developed, into a tornado. You should seek shelter immediately. Follow procedures below.

### **Action Plan**

The city of Ames tornado warning siren 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. When the weather warning radio announces a tornado warning, the tornado emergency plan should be started.

1. An email will be sent by the weather coordinator (or backup) to everyone housed in Hoover Hall.
2. To alert people on the first floor, Ryan Braga will check each room for occupants and direct people where to go for safety. To alert people on the second floor, Andrea Klocke will check each room for occupants and direct people where to go for safety. To alert people on the third floor, Michelle Grawe will check each room for occupants and direct people where to go for safety. If any of these people are out of the office that day, Richard Lesar or Karen Knight will act in their place.
3. **People should not leave the building but proceed to these locations:**

#### **Hoover Hall First Floor Occupants**

Proceed to a first floor restroom, interior classroom (1213, 1227, or 1233), or eastern portion of the south hallway. Keep doors closed and stay away from doors and windows.

#### **Hoover Hall Second Floor Occupants**

Vacate the second floor using an interior stairwell and proceed to a first floor restroom, interior classroom (1213, 1227, or 1233), or eastern portion of the south hallway. Keep doors closed and stay away from doors and windows.

#### **Hoover Hall Third Floor Occupants**

Vacate the third floor using an interior stairwell and proceed to a first floor restroom, interior classroom (1213, 1227, or 1233), or eastern portion of the south hallway. Keep doors closed and stay away from doors and windows.

4. When the weather coordinator hears on the weather radio that the immediate tornado danger is over, an announcement will be made that the immediate danger is over and people can

return to their rooms. **Everyone should remain on high alert because more severe weather could redevelop within the storm system.**

5. 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.

**Fire Alarm:**

In the case of a fire alarm, **all people in Hoover Hall are required to leave the building within 5 minutes**, whether it is a real fire or a false alarm. Please use the nearest exit and go to the designated gathering point at the east side of Marston.

Who are responsible for checking for occupants?

1<sup>st</sup> floor: Ryan Braga

2<sup>nd</sup> floor: Andrea Klocke

3<sup>rd</sup> floor: Michelle Grawe