Severe Weather Notification Plan–Department of Horticulture

- As part of new employee training, we will instruct our staff to pay attention to weather conditions when working outside and to take shelter when the tornado siren is activated.
- We will share our severe weather notification plan with all staff, including general tornado emergency procedure information as provided by EH&S on a regular basis, especially each spring when severe thunderstorms are a particular threat.
- We will post evacuation guidelines and identify designated shelter areas.
- Individuals in all classrooms, labs, student computer lab, conference room, and student reading room should go to the areas designated on the evacuation guidelines.

The following email will be sent out for a TORNADO WATCH:
The University is under a TORNADO WATCH until __________ AM/PM. Normal routine will not be interrupted unless a TORNADO WARNING is issued. If the weather radio or outside sirens are activated indicating a TORNADO WARNING for Story County, proceed immediately to that designated tornado shelter in the building.

Announcement for a TORNADO WARNING:
The university is under a TORNADO WARNING. Proceed immediately to the designated tornado shelter area. Remain in the shelter until the TORNADO WARNING is over.

In the event of a tornado, proceed to the interior hallway on the first floor (greenhouse level) of Horticulture Hall. Keep away from doors and windows.

Remember that tornadoes can form and move quickly; and there may not be adequate time to issue a warning. If severe thunderstorms occur, be alert to the fact that a thunderstorm could result in a tornado, and be prepared to take appropriate action.