

Paris Junior College
Emergency Preparedness Operation Plan
for Severe Weather

revised 2/2000

I. Purpose

The Purpose of this plan is to provide for emergency preparedness for Paris Junior College, to warn the faculty, staff, students, and visitors on campus of the threat of tornado, severe weather conditions or other potential dangers.

II. Code Definitions

For the purpose of the warning system the following definitions include:

1. **"Severe Weather Watch/Warning"**: Probable chance of severe conditions.
2. **"Code Green"**: Threatening weather conditions are present and of such severity as to suggest tornadic activity.
3. **"Code Red"**: An actual tornado has been sighted and is either inside the city limits or is moving in the general direction of the City of Paris.
4. **"All Clear"**: "Code Green" and /or "Code Red" conditions no longer exist. The immediate threat of severe weather and/or tornadic conditions have passed.

III Procedure "Code Green" Alert

When "Code Green" conditions come into existence the following persons or agencies shall immediately be notified by the campus police department. After the initial notification it will be the responsibility of the instructor to contact the department office for additional updates on weather conditions.

As soon as "Code Red" has been activated, the officer on duty will notify as many areas as time will permit.

Campus police shall notify the following department heads who shall notify their instructors:

- | | | |
|----|------------------------|--------------------|
| 1. | Innovative Enterprises | 737-4330 |
| 2. | President | 330 |
| 3. | Vice President | 316 |
| 4. | All Deans | 232, 338, 436, 388 |
| 5. | Dir. Physical Plant | 484 |
| 6. | Dir. Student Life | 433 |

At the issuance of a "CODE GREEN" alert, all available radios should be turned to a local radio station for additional weather information.

The officer on duty shall proceed to the area of the Gabbert Building and remain there until a "CODE RED" or "ALL CLEAR" is given.

IV. Procedure "Code Red" Alert

In the event that a "CODE RED" alert is issued, the officer on duty will proceed around the campus sounding the siren and using the Public Address System to warn those on campus to take shelter. At the same time the campus operator shall notify the first available person to sound the bell alarm. The alarm shall be given by sounding three (3) short rings of the bells, a ten second pause and three (3) more rings. This should continue for at least one minute or until conditions exist that the person should take cover. At the issuance of a "CODE RED" alert, all of the persons on campus shall move to one of the following designated areas, ***IF TIME PERMITS.***

Campus personnel should also listen for the city weather siren.

SAFE LOCATION FOR EACH BUILDING

1. Administration Building:
Center hall of building.
2. Old Gym:
Under bleachers, east classroom
3. Music:
Restrooms, practice rooms
4. Lifelong Learning Center:
Restrooms, east office area
5. College Store:
Rest room, office area
6. Learning Center:
Restrooms, circulation area, northwest class/office area
7. Applied Science:
Restrooms, small interior offices
8. Annex I, II, III:
Restrooms, small interior offices
9. Annex IV:
Will be the first to be notified of severe weather.
Will move to basement of administration building if time permits.
Restrooms, small interior offices
10. Bob Berry Office Complex:
Restrooms

11. Maintenance:
Noyes stadium bleachers
12. Applied Technology:
Center hall (east or west), restrooms
13. Dormitories (ALL)
First floor restrooms.

NOTE: Because of different building construction materials, it is difficult to designate the safest place in each building. Look at your area and use common sense to find the best locations. The above are only suggestions.

Call the office at 782-0399 or Ext.399 for information. (If no one is in the office let the phone ring and it will switch over to the cell phone.)