

Appendix O

**TORNADOS**

**To report a Campus Emergency, contact:**

	<u>Calling from on campus</u>	<u>Calling from off-campus/cell</u>
CCU Public Safety (PS)	Ext. 2911	843-349-2911
When PS cannot be reached	Ext. 9-911	911

**Also, know the locations of the Emergency Call Boxes and use them in the event of an emergency.**

- Step 1: Once you have been notified of a serious weather situation with expected dangerous winds, take immediate shelter on the ground floor of buildings in corridors or hallways and alert others to do the same. Assist the Disabled in moving to shelter.
- Step 2: Avoid shelter locations with glass windows, shelves and heavy equipment.
- Step 3: Sit close to corridor walls and cover your head and face with your arms.
- Step 4: If outdoors, move quickly to ground floor of a building or seek refuge in a ditch. Caution: Always avoid power or utility lines and trees as they can be energized. Know your assembly location.
- Step 5: If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, exit the vehicle for appropriate shelter.
- Step 6: After the storm passes, evaluate the situation and, if emergency help is necessary, call Public Safety.
- Step 7: Report damaged facilities to Public Safety or Facilities Management. Note: Gas leaks and power failures create special hazards. Please refer to the section on Utility Failures.
- Step 8: If the building evacuation (Fire) alarm is sounded, or when told to leave by University officials, walk quickly to the nearest "SAFE EXIT" and ask others to do the same. Assist the Disabled in exiting the building.
- Step 9: Once outside move to the assembly area away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. Know your area assembly location.

## **Appendix O (Continued)**

- Step 10: An Emergency Operations Center may be set up near the disaster site. Keep clear of the area unless you have official business.
- Step 11: Do not return to an evacuated building unless told to do so by Public Safety.