

RICHLAND COMMUNITY COLLEGE

Tornado/Storm/Catastrophe Alert During a Normal School Day

Checklist - Page 1

___ Maintenance/Security alerts VP of Finance and Administration (FA) (or highest level College staff member that is available) of alert and starts the use of this check list.
Date: ___ / ___ / ___ Event Time: ___:___ a.m./p.m.
Reason: _____

___ Announcement is made over College Paging System ASAP.
___:___ a.m./p.m.

___ VP of FA (or Security) alerts other VPs, the Executive Director of Public Information / Chief of Staff, Heartland Technical Academy and the Director of Human Resources.
___ x264/214(Bus. Off.) ___ x292/250(SAS) ___ x740/745(EDIWS)
___ x218/242/204 (HR) ___ x206/221/480(Pres.) ___ x6100/6105(HTA)

___ Each VP notifies his/her staff as required.

___ Each division office is called and asked to clear its area.
___ x386(CEHFA) ___ x344(Math/SC) ___ x475/473(Bus/OT)
___ x450/750(Health) ___ x296/302(LRC) ___ x224/282(TLSS)
___ x240/239(Shilling) ___ x252/253 (ES)

___ A sweep of building is made by available personnel informing of the need to move to designated safe areas.

___ Security notifies:

- ___ Child Care x319/316 ___ Early Childhood Education x387
- ___ Fitness Center x324 ___ Clinton Center 935-6791
- ___ Horticulture/AG x562/207 ___ Fairview Center 462-0480
- ___ Switchboard Operator x325
- ___ Bookstore x233/231 ___ CSI Second Floor x400
- ___ Food Service x275 ___ U of I Extension 877-6042

___ Staff of Continuing and Professional Education (or Security) notifies anyone at the Shilling Center ___ x240/239

___ VP of FA or EDWIS notifies Progress City users of Alert

___ All clear is sounded over PA system and offices contacted above are informed. End time: ___:___ a.m./p.m.

Signature: _____ Date: ___ / ___ / ___
Submit copy of completed form to VP of Finance and Administration.