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.