

RICHLAND COMMUNITY COLLEGE

Tornado/Storm/Catastrophe Alert During a Normal School Day

Checklist - Page 1

\_\_\_ **Maintenance/Security** alerts **VP of Finance and Administration** (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 Finance and Administration (or Security)** alerts other **VP**, the **Executive Director of Public Information / Chief of Staff**, and the **Director of Human Resources**.  
\_\_\_ x264/214(**Bus. Off.**)    \_\_\_ x292/250(**SAS**)  
\_\_\_ x218/222/204/272 (**HR**)    \_\_\_ x206/221/480(**Pres.**)

\_\_\_ Each **VP** notifies his/her staff as required.

\_\_\_ Each division office is called and asked to clear its area.  
\_\_\_ x386 (**Comm.**)    \_\_\_ x344 (**Math/SC**)    \_\_\_ x475/436 (**Bus/OT**)  
\_\_\_ x450/750 (**Health**)    \_\_\_ x296/302 (**LRC**)    \_\_\_ x224/282 (**AS**)  
\_\_\_ 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.

\_\_\_ **Maintenance/Security** notifies:

- \_\_\_ Child Care x319/316
- \_\_\_ Fitness Center x324
- \_\_\_ Horticulture/AG x562/207
- \_\_\_ Switchboard Operator x325
- \_\_\_ Bookstore x233/231
- \_\_\_ Food Service x275

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

\_\_\_ 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.**