

**Tarleton State  
University  
Tornado  
Response  
Guidelines**

**Tarleton State  
University  
Safety Manual  
Attachment  
Tornado Response  
Guidelines  
(Revised 03/28/17)**

- 
- I. **TORNADO WATCH** - (Tornadoes are possible in your area).
- A. Be sure all persons know actions to take if the situation changes to a tornado warning or a tornado funnel is sighted.
  - B. Be sure that no physical restrictions exist that would prevent movement to the nearest safe area. (Locked doors, blocked aisles, etc.) If in a frame or sheet metal building and conditions permit, move to a brick or stone building for added protection.
  - C. Department personnel should monitor the radio or watch the sky/weather for deteriorating conditions.
- II. **TORNADO WARNING** - (Tornado has been sighted or indicated by weather radar).

The following campus locations have different warning systems based upon the city in which they reside. The information and resource links below provide necessary guidance to prepare for severe weather at each campus location.

Stephenville Campus:

The City of Stephenville Emergency Siren will be activated if a tornado is verified, on the ground within 10 miles of the Stephenville Campus by one of the following sources: Stephenville PD or UPD, Erath County SO, Texas Highway Patrol Personnel, Authorized Storm Spotter. Seek shelter immediately. Move to basement or first floor of multi-story buildings or to the shelter areas in the buildings listed below. Because of possible power failures, avoid using elevators. Avoid glassed-in areas. Inner hallways are normally safe. If unable to move to a building shelter, move to the lowest or most depressed ground area available. Remain sheltered until radio stations announce that severe weather conditions no longer exist or the all clear emergency siren signal sounds.

Fort Worth Campus:

See information on the web at: <http://fortworthtexas.gov/emo/sirens/>.

Weatherford Campus:

See information on the web at: <https://www.wc.edu/campus-administration/campus-police/severe-weather-procedures> and <http://tx-weatherford3.civicplus.com/index.aspx?nid=1168>.

Waco Campus:

See information on the web at: <http://www.mclennan.edu/crisis-management/> (Go to "Emergency Operations Field Guide" pages 14-15) and <http://www.waco-texas.com/emergency-sirens.asp>.

Midlothian Campus:

See information on the web at: <http://www.navarrocollege.edu/campus-safety/emergency-preparedness/> and <http://www.midlothian.tx.us/index.aspx?nid=320>.

- III. **PUBLIC SHELTER DESIGNATIONS** – The Kinesiology Building, Dick Smith Library and the Thompson Student Center is designated as safe areas for the general public during emergencies. Alternative Safe Areas include the Ballrooms and Hallway on the Southside of the Ballrooms.

- IV. **SHELTER AREAS IN BUILDINGS** - (Shelter areas will not be marked).  
Department supervisors will brief each employee in the work place regarding where they should go.

**ADMINISTRATION, BLDG. 534** - First floor hall areas in the east and west wings away from exterior doors and windows. Rooms 114 Vault Area, 132C, 133, 133A, 135B, and 135H.

**ADMINISTRATION ANNEX, BLDG. 510** - Rooms 105 and 105G. If time permits, move to the Math Building, 509. Refer to the Math Bldg Shelter Areas.

**ADMINISTRATION ANNEX II, BLDG. 532** – Women's Restroom & Room 108A, interior hallway away from doors and windows.

**AGRICULTURE, BLDG. 508** - Rooms 102, 104, 106, 107, 108, 111, 111C, 113.

**AG WOOD SHOP, BLDG 982** - Move to the restrooms.

**AG FIELD MACHINERY SHOP, BLDG 984** – Move to interior hallway, if time permits move to Meats Lab.

**PHYSICAL FACILITIES ADMINISTRATION, BLDG. 671** – All interior windowless rooms and restrooms. If time permits, move to the Physical Plant, Building 518.

**BARRY B. THOMPSON STUDENT CENTER, BLDG. 689** - Lower level (basement).

**BENDER HALL, BLDG. 536** - First floor central hall area away from exterior doors and windows.

**BUSINESS, BLDG. 687** - Interior classrooms, restrooms and west hallway.

**CECIL BALLOW BASEBALL COMPLEX** – Ag Mechanics restrooms and interior hallway.

**CENTENNIAL HALL, 960** – Move to lower level hallways away from windows and/or move to restrooms.

**CENTRAL PLANT, BLDG. 690** – Move to rooms 102, 103, 104 and/or 107.

**CENTRAL RECEIVING WAREHOUSE, BLDG. 685** - Central hall area away from exterior doors and windows. Also, rooms 104, 105, 106A, and J-1.

**DAIRY BARN, BLDG. 628** - Central hall area next to room 108. If time permits, move to the Meat Lab, Bldg. 717.

**DAVIS HALL, BLDG. 522** - First floor central hallway areas away from exterior door and windows. If time permits move to the Library First Floor Interior.

**DINING HALL, BLDG. 961** – Move to the interior Stairwell on North side. If time permits, move to Thompson Student Center. Refer to Thompson Student Center Shelter Area Information.

**E. J. HOWELL, BLDG. 513** – Rooms 105, 105F, 105H, 105K, 106, 108, and central hallways. Also Restrooms & Stairwells can be utilized.

**ENGINEERING TECHNOLOGY, BLDG. 501** - First floor hallways away from exterior windows and doors; rooms 100, 100H, 102, 108, 110, and restrooms.

**FARM MACHINE LAB, BLDGS. 673** - Room 102 (Classroom) , Restrooms, hallway outside of Restrooms, or Central Hall area of Horticulture Lab.

**FERGUSON HALL, BLDG. 663** - First floor central hall area away from exterior doors and window areas.

**FINE ARTS COMPLEX, BLDG. 506** - First floor central hallway away from exterior windows and doors between choir room (107), and band room(119), theater (104), and rooms 101, 103, 106, 108, 110, 112, 114, 115, 116, 118, 120, 122, 124. Also use rooms 170, 171, 172, 174, 175, 177, 178, 179, 180, 184.

**HERITAGE HALL, BLDG. 964** – Move to lower level hallways away from windows and/or move to restrooms.

**HONORS HALL, BLDG. 646** – Move to restrooms. If time permits move to 1<sup>st</sup> Floor Hallway doors and/or shut interior hallway doors and/or move to Health & Physical Education Building.

**HORSE LAB, BLDG. 722** – Move to restrooms.

**HORSE MANAGEMENT TRAINING FACILITY, BLDG. 714** - Move to Concession Stand, Restrooms or Tack Room.

**HORTICULTURE LAB, BLDG. 725** - Central hall area in front of restrooms. Also, room 103, classroom and the Janitor closets, and Restrooms.

**HUNEWELL ANNEX, BLDG. 531** - First floor central hallways away from exterior doors and windows.

**HUNEWELL HALL, BLDG. 529** - First floor central hallway areas away from exterior doors.

**HYDROLOGY/ENGINEERING, BLDG. 688** – Rooms 103, 104, 105, 113, 114, and 114A, 115, 124, 124A-B, 128, Elevator Lobby and first floor hallway away from exits and windows.

**INTEGRITY 970** – Move to lower level hallways away from windows and/or move to restrooms.

**KINESIOLOGY, 648** - Basement area, hallway areas away from exterior doors.

**LEGENDS HALL, BLDG. 962** – Move to restrooms.

**LEGACY HALL, BLDG. 963** – Move to restrooms.

**LIBRARY, BLDG. 656** - All the lower elevation (basement) area except the northeast corner glass storefront entry door and window area. All First Floor areas behind the circulation desk away from exterior windows; restrooms and enclosed stairwells

**MATH, BLDG. 509** - Rooms 13A Corridor, 101A Corridor, 101H, 101J, 102 Corridor, 106 Corridor, 111 Corridor, 142A Corridor, 142B, 142C, Restrooms, and first floor hallway away from exterior doors.

**MEAT LAB & ABATTOIR BLDG. 717** –First floor central hallway. Rooms 108, 109, 111, 112, 120 and restrooms.

**MEMORIAL STADIUM** – Move to Health & Physical Education Bldg. Refer to the Health & Physical Education Shelter Areas.

**NURSING, BLDG. 981** – Move to any 1<sup>st</sup> floor interior windowless classrooms and restrooms.

**O. A. GRANT BLDG. 511** - Rooms 103, 114, 117, 118, and first floor hall areas away from exterior doors.

**P.E. FIELD FACILITY, BLDG. 551** - First floor central hall areas away from exterior doors and windows. Also rooms 105, 106, 107, 116A and Public Restrooms.

**PEANUT RESEARCH LAB, BLDG. 679** –Room 103

**PHYSICAL PLANT, BLDG. 518** - First floor central hall area; rooms 109 and 111.

**RESIDENCE, BLDG. 608 (FARM)** - Central bath area. If time permits, move to the Meat Lab, Bldg. 717 (Farm).

**RESIDENCE, BLDG. 640 (FARM)** - First floor central bath area. If time permits, move to the Meat Lab, Bldg. 717 (Farm).

**SCIENCE BLDG. 919** – Interior rooms on first floor, first floor restrooms and first floor hallways away from exterior windows and doors.

**SOUTHWEST DAIRY CENTER, BLDG. 980** – Move to restrooms or other windowless rooms.

**SPORTS RECREATION BUILDING, BLDG. 967** – Lower Level Locker Rooms 118, 119, 111, 110C

**SWINE FARROWING AND GESTATION, BLDGS. 718 AND 719** - Move to the Meat Lab, Building 717. Refer to Meats Lab Shelter Areas

**TARLETON CENTER BLDG. 533** - The basement area of the building away from open stairwell.

**TEACHING PAVILION, BLDG. 716** - Rooms 103A and 103B

**TEXAN VILLAGE APARTMENTS, BLDGS. 952, 953, 954, 955, 959** – Move to the restrooms.

**TRADITIONS NORTH, BLDG. 971** – Move to restrooms. If time permits move to 1<sup>st</sup> Floor Hallway doors, shut interior hallway doors

**TRADITIONS SOUTH, BLDG. 972** - Move to restrooms. If time permits move to 1<sup>st</sup> Floor Hallway, shut interior hallway doors

**TROGDON HOUSE, BLDG. 521** – Move to restrooms.

**WELCOME CENTER, BLDG. 664** – Move to restrooms.

## **FORT WORTH CAMPUS LOCATIONS:**

**MEDICAL LABORATORY SCIENCES (SHAEFFER BLDG)** – Restrooms and interior hallway.

**HICKMAN BLDG.** – Lower level floor restrooms & interior hallways away from glass.

**Questions concerning these emergency procedures should be directed to the Office of Risk Management and Compliance, Extension 9415.**