

## TUSKEGEE UNIVERSITY EMERGENCY NOTIFICATIONS CAMPUS EMERGENCY PROCEDURES

### INTRODUCTION

These emergency procedures are intended for use by the Tuskegee University community. You should become familiar with these contents. In the event of an emergency, it will serve as a quick reference for effective action. It should be kept in an easily accessible location at all times. New employees and students should be made familiar with it as part of the orientation process.

If you would like additional information on crisis communications and public safety, please feel free to contact the Tuskegee University Police Department at 334-727-8757. Our commitment is to ensure the safety and security of the Tuskegee University community. Emergency Number – 334-724-4911 (campus ext. 4911).

All Tuskegee University students, faculty, staff and campus personnel are urged to SIGN UP FOR EMERGENCY NOTIFICATIONS by e-mail (campus e-mail acct. only), voice message or text messaging by going to the following link:  
<https://www.myschoolcast.com/go/tu>. *Please contact Campus Technology at 334-727-8040 if you are unable to log in.*

### INCLEMENT WEATHER/CAMPUS CLOSING

*The communications office assists senior officials in the distribution of information regarding a University closure in the event of a storm. The communications procedure includes:*

- Tiger Alert mass email message sent to all students, faculty and staff as soon as possible
- Tiger Alert mass text message to all students, faculty and staff as soon as possible
- Tiger Alert message posted on the Tuskegee University home page
- Macon County warning sirens (long constant beep)

UPDATES available at 334-727-8757, [www.tuskegee.edu/alerts](http://www.tuskegee.edu/alerts) or [www.tuskegee.edu/TigerAlert](http://www.tuskegee.edu/TigerAlert)

### TORNADOES/ HURRICANES/ SEVERE WEATHER

- A tornado/ hurricane/ severe thunderstorm WATCH means that a tornado, hurricane or a severe thunderstorm is possible.
- A tornado/ hurricane/ severe thunderstorm WARNING means that a tornado, hurricane or a severe thunderstorm has actually been sighted somewhere in the

warning area.

*If a tornado/ hurricane or severe weather is sighted approaching the campus:*

- Go to the basement or interior hallway on the lowest floor if time permits. Otherwise, go to an inside wall of your classroom or office, as far away from doors and windows as possible.
- Avoid auditoriums, gymnasiums, or other structures with wide, free-span roofs.
- Take shelter underneath your desk or any heavy furniture available.
- Assume a curled position to protect your head and eyes.

## **EVACUATION SHELTERS AND SAFE LOCATIONS**

*In the event of a disaster, an evacuation order will be disseminated by police officials.*

*Students, faculty and staff are encouraged to follow those directions and proceed to one of the shelters listed below that is closest to your current location.*

- John A. Kenny Hall
- Andrew F. Brimmer College of Business and Information Science
- Kellogg Hotel and Conference Center ballroom and auditorium
- Chambliss (hallways)
- Physical Plant