TORNADO WARNING PROCEDURE

STAFF: Please vacate floors at once using the stairwells to come to the Lower Level of Hesburgh Library. People on the tower floors, move to the center of the floor/elevator lobby, avoid windows. **DO NOT** use the elevators!

MONITORS:
During a “Tornado WATCH”, conditions are right for tornados to form; the monitors should stay in frequent radio contact and watch the weather/skies closely. When conditions become severe the rounds monitor should remain close to the first floor lobby so they can respond quickly to a “Tornado WARNING”.

(PUBLIC SERVICES OPEN)
When a “TORNADO WARNING” alert is received, either via Notre Dame Security, emergency sirens, weather radio.

Exit Monitor will:

1. **Alert** the Rounds Security Monitor by communication radio. “Tornado Warning! Come to Exit Control immediately”

2. **Get** the key to the Fire Alarm Communication Panel PA system (key is on each of the Monitors master set / extra key also in Monitor key cabinet). Take a flashlight in case of power failure as well as communication radio. Make announcement (instructions are near the PA system).

   **Note: On the way to PA system, alert Circulation Staff to begin “Tornado Warning” procedures.**

3. After making announcement, return to 1st floor lobby to assist in directing patrons. Be ready with the bullhorn as well as paying close attention to the communication radio.
(PUBLIC SERVICES OPEN)

The Rounds Monitor will:

1. **Get** Circulation Staff to begin “Tornado Warning” procedures (if not already in assigned position).

2. **Direct** people from Concourse/Faculty Lounge/Auditorium to Lower Level.

3. **Strongly recommend** to patrons to proceed to the Lower Level and not leave the building. We cannot stop them from leaving the building if they insist, let them go.

4. **Assist & Direct** patrons on first floor, including concourse, to the Lower Level, staying in communication with Exit Security Monitor.

Circulation Staff will:

1. **Man** the Monitor exit desk until conditions indicate “go to Lower Level”.

2. **Alert** patron/staff on first floor of the “TORNADO WARNING” and to proceed to the Lower Level (Cataloging/Reference/ ILL/Reserve/ Periodicals/etc.)

3. **Strongly recommend** to patrons to proceed to the Lower Level and not leave the building. We cannot stop them from leaving the building if they insist, let them go.

When the “ALL CLEAR is received: www.weather.com, local television/radio, weather radio, visual outside conditions (ND will not give an all clear)

1. **Exit Security Monitor will go** to Fire Alarm Communication Panel PA system to make “ALL CLEAR” announcement. (Follow script and directions hanging next to PA system.)

2. **Rounds Monitor starts to make** “ALL CLEAR” announcement, using bullhorn, throughout the library which includes the stairways after asking circ staff to man exit control.
(PUBLIC SERVICES CLOSED)

Exit Monitor will:

1. Alert the Rounds Security Monitor by communication radio. “Tornado Warning! Come to Exit Control immediately”
2. Get the key to the Fire Alarm Communication Panel PA system (key is on each of the Monitors master set / extra key also in Monitor key cabinet). Take a flashlight in case of power failure as well as communication radio.
3. Make announcement (instructions are near the PA system).

   Note: On the way to PA system, alert Circulation Staff to begin “Tornado Warning” procedures

4. After making announcement, return to 1st floor lobby to assist in directing patrons. Be ready with the bullhorn as well as paying close attention to the communication radio.

Rounds Monitor will:

1. Ask any staff/patron to assist in alerting others on the first floor.
2. Along with volunteer, Direct people from Concourse/Faculty Lounge/Auditorium to Lower Level.
3. Strongly recommend to patrons to proceed to the Lower Level and not leave the building. We cannot stop them from leaving. If they insist, let them go.
4. Assist & Direct patrons on first floor, including concourse, to the Lower Level, staying in communication with Exit Security Monitor who by now should have returned from the PA announcement.

When a “TORNADO WARNING” alert is received, either via Notre Dame Security or emergency sirens
When the “ALL CLEAR is received: www.weather.com, local television/radio, weather radio, visual outside conditions (ND will not give an all clear)

1. **Exit Security Monitor will go** to Fire Alarm Communication Panel PA system to make “ALL CLEAR” announcement. (Follow script and directions hanging next to PA system.)
2. **Rounds Monitor** starts to make “ALL CLEAR” announcement, using bullhorn, throughout the library which includes the stairways after asking circ staff to man exit control.

**Additional Assistance as needed to support the Library Security Monitors during a Tornado Warning:**

*Circulation Staff (16318)*

*Current Periodicals/Microtext Staff (1-6450)*

*Ross Fergerson (1-6361)*

- *Home (271-9464)*
- *Cell (850-6208)*

*Denise Shorey (1-7313)*

*Kelly Koski (1-6429)*

- *Home (288-1261)*
- *Cell (514-5290)*

**BRANCH LIBRARIES**

When a “TORNADO WARNING” alert is received, either via Notre Dame Security, emergency sirens, weather radio.

- Determine in advance of emergency where safety area in building is.
- Clear library of all patrons and lock library doors.
- Lead patrons to designated safety area in the building.
ACTIVATION OF THE FIRE ALARM COMMUNICATION PANEL, Hesburgh Library, and Announcing a Tornado Warning and/or All Clear (PA system)

EXIT CONTROL MONITOR

1. The Fire Alarm Communication Panel, PA system is located in Rm 127 within the Mail Room dock area. The control panel is the 2nd box on the wall as you turn left upon entering the room.

2. To open door of Fire Alarm Communication Panel, put key in lock on left side of unit and turn lock.

3. Outlined in BLUE tape are the switch buttons which need to be pushed to activate the system.

4. Push each switch button; within a few seconds yellow lights come on and stay on.

5. Firmly detach “mike” from holder by sliding to top left corner. Verify all switch buttons are lit before making announcement.

6. The Button on the Side of the “Mike” must be pushed IN when talking.

7. Make the following announcement holding the “mike about one foot from your mouth, using a slow, clear, normal tone of voice:

   “MAY I PLEASE HAVE YOUR ATTENTION!”
   “MAY I PLEASE HAVE YOUR ATTENTION!”
   “THERE IS A TORNADO WARNING IN EFFECT.”

   PLEASE, USING THE STAIRS, COME TO THE LOWER LEVEL OF THE LIBRARY. THOSE REMAINING ON THE TOWER FLOORS SHOULD MOVE TO THE CENTER OF THE FLOOR OR ELEVATOR LOBBY, AVOID ANY WINDOWS.

   “DO NOT USE THE ELEVATORS!”
   (REPEAT 3 TIMES IN 5 SECOND INTERVALS)

8. Leave the PA system on. Go to the Lower Level to assist (take bullhorn and Monitor communication radio).
9. When “ALL CLEAR” is determined the exit control monitor, after asking circ staff to monitor exit control, should make the following announcement in a slow, clear, normal tone of voice holding the “mike about one foot from your mouth.

“MAY I HAVE YOUR ATTENTION!”
“MAY I HAVE YOUR ATTENTION!”

“AN ALL CLEAR HAS BEEN GIVEN,
YOU MAY RETURN TO ALL LIBRARY FLOORS.”
(REPEAT 3 TIMES IN 5 SECOND INTERVALS)

10. Shut off the PA system by pushing all the buttons so that the lights turn off.

11. Close and lock the door to the Fire Alarm Communication Panel (PA system).

12. Return to your normal duties.