

## Interoffice Communication

### Severe Weather Notification Procedures for the Gerdin Business Building Effective: 1 January 2024

Undergraduate Student Services will activate the tornado warning alarm at the front desk in 1200 Gerdin in the event of a Tornado Warning. Official notification will consist of an Ames Siren, ISU-Alert, National Weather Service notification, local weather channel notification, or an actual tornado sighting.

Once activated, the alarm will direct faculty, staff, students, and visitors to take shelter until the tornado warning has expired or been canceled. Although any room without windows located in the basement or first floor would be acceptable, our primary **Severe Weather Shelter Areas** are listed below.

Ground Floor:                      Classrooms:                      0115, 0119, 0129, 0145, and 0310

First Floor:                        Classrooms                      1117 and 1127  
Other:                                    1148 (Stark Lecture Hall)

#### NOTES:

- When severe weather is likely, faculty and staff should stay aware of the current weather conditions and listen for weather updates or text messages.
- Faculty and staff should ensure students and visitors in their area are complying with shelter instructions.
- Door signs for the **Severe Weather Shelter Areas** will include the icon below.



- The Emergency Prevention and Preparedness Team will help direct individuals to shelters and monitor weather conditions until the tornado warning has expired or been canceled.