

# TORNADO SHELTERING PROCEDURE

When weather conditions are such that it is possible for a tornado to occur, the National Weather Bureau and local news media will issue one of the following alerts:

Tornado Watch – weather conditions are favorable for a tornado to occur.

Tornado Warning – an actual tornado has been sighted.

Faculty, staff, and students should prepare for sheltering as explained below. If a tornado warning is issued, seek shelter immediately. The following guidelines should be observed.

- **Go to the designated area OR an interior hallway or restroom on the lowest floor of the building. Following are designated areas for each building:**
  - Carroll Hall: Ground floor hallway, restrooms, classrooms/interior offices without windows.
  - Bland Hall: Middle section of the Academic Resource Center, hallway outside of Academic Resource Center, ground floor bathrooms, classrooms/interior offices without windows.
  - Grayson Hall: Ground floor hallway or restrooms, classrooms/offices without windows.
  - Fincastle Hall: Ground floor hallway or restrooms, classrooms 8 and 9, interior offices without windows.
  - Galax Hall: Ground floor hallway or classrooms/interior offices without windows.
  - Smyth Hall: Classrooms, 122, 130, restrooms and interior offices without windows.
  - Maintenance Building – Lower floor.
  - Crossroads: Inner ground floor hallways, interior rooms
  - Smyth Ed: Main hallway
- If there is a tornado, stay away from anything that uses electricity. Also, stay away from anything metal, such as faucets, sinks. Stay away from windows, doors and outside walls because of flying glass and debris.
- Be sure to use stairs to reach the ground floor, not an elevator.
- The proper positions to take in shelter areas:
  - Rest on knees against wall, lean forward, cover face by crossing arms above face. Wraps and coats can be used as a covering.
  - Sit on floor, cross legs, cover face with folded arms. Wraps and coats can be used as a covering.
- Sit against wall and protect your body from flying debris.
- If outdoors and time does not permit getting to a building, lie on your stomach in a ditch, culvert or low spot and cover head. Stay out of vehicles.
- Stay where you are until an “all clear” signal is given by police, building wardens, or emergency services.