**Tornado Safety Procedures**

The North Campus and South Campus locations have been equipped with weather radios in each kitchen close to the wall phones. If the main building is open, you will be contacted by a facilities person in the event of threatening weather.

**Tornado Watch**. (Weather conditions are favorable for a tornado.)

If you hear the weather radio or receive information for a local tornado watch, please alert those occupying the Annex Building and alert the staff in the main building by contacting the receptionist, dial “0” from the hall phone or by calling 614 488-0681.

**Tornado Warning**. (A tornado has been sighted.)

In the event of a tornado warning, the sirens will sound. Please move quickly as possible to a safe spot away from windows and doors.

**Annex Building**. The Tornado Safe Spot is in the basement away from windows against the center wall. In the event the Trading Post is closed, please move into the restrooms on the main floor away from glass/mirror. Stay low and cover your head/face. Wait until the warning has been lifted.

The facilities staff, supervisor or manager should make sure all occupants are aware of a tornado watch and the closest safe location to move to in case of a tornado warning. The same staff will notify you when the warning has been expired.