Office of Safety & Security

1810 Lutheran Synod Drive Salisbury, NC 28144

704-798-0978

To: Faculty & Staff

 Dean of Students

 All Students

From: James E. Milton II

 Chief of Security

Re: Tornado/Hurricane – Inclement Weather Policy

The National Weather Service is currently monitoring a major weather event that will affect our area.

In the event the tornado/hurricane affects the HTS community, it is imperative that we review our current tornado/hurricane policy and procedures.

**The Policy should only be activated in the event of a Tornado/Hurricane Warning (ONLY).** This means a tornado has been sighted in the area or indicated on radar. In the case of a hurricane the national weather service has issued a widespread warning. A Tornado/Hurricane Watch is issued when thunderstorms in and near the watch box area may produce a Tornado/Hurricane. Making a distinction between a watch and a warning can be most beneficial in keeping people calm and apprised of the situation if the need arises to move to a place of safety.

In the event of a tornado/hurricane **building 600 The Aymer Center inside the kitchen and storage area** has been designated as the place of safety on the HTS Campus. **The wall between the dining area and kitchen will provide cover from flying objects and debris such as glass, metal, and wood.** Other areas will be used in buildings 200 & 300, such as closet space, restrooms & hallways without glass; storage rooms that are deemed safe to take cover.

It is our duty and responsibility to assure the safety of all members of the Seminary community. If you have any questions concerning this policy contact the Chief of Security 704-202-1447

**Tornado/Hurricane- Inclement Weather Policy**

When a tornado/hurricane warning is issued by the National Weather Service it means that a tornado/hurricane has been sighted in the area or indicated on radar. The following procedures will assist in getting to the safest shelter.

* The designated safe shelter is building **600 The Aymer Center.**
* Respond immediately to the directive to seek shelter. This directive will be communicated via campus-wide telephone system to all offices, classrooms, and residence buildings.
* When a warning has been issued HTS Campus Security will further assist in going from building to building with directives and instructions concerning the tornado warning.
* Follow the HTS Campus Security Directives to the shelter room (s) designated for your classroom or work area and residence building. When the area is secure take roll to account for the people in your area.
* HTS Campus Security along with the Physical Plant Department personnel will stay apprised of the weather situation, and communicate via campus-wide telephone system or in person when the warning has been cancelled.
* Students in residence buildings residing on upper level floors will need to move to ground level as quickly as possible and follow the directives of HTS Campus Security or Resident Directors as to where to seek shelter.
* Once inside shelter stay away from windows and doors by remaining low to the floor with your head covered to avoid flying objects and debris that can cause serious injury or death.