

SECTION I

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WARNING

I. PURPOSE

To provide procedures to accomplish the responsibilities assigned in this emergency plan and to provide for the timely receipt and rapid dissemination of warning messages.

II. CONCEPT OF OPERATIONS

The Gustavus Adolphus College warning system consists of telephone, radio, email, text message, and voice communication systems and has the ability to receive and disseminate warning messages to all campus locations and designated off-campus locations via radio, television, internet, etc.

The warning center is the Telecommunications office. The Campus Safety office is responsible for extending warning messages received from local and state officials with regard to disasters or potential disaster situations. After receiving emergency or potential disaster information, the Campus Safety office will call the telephone numbers/extensions listed in the Emergency Call List section of this warning plan.

III. EMERGENCY OPERATIONS CENTER (E.O.C.)

Gustavus Adolphus College will establish an **Emergency Operations Center (E. O. C.)** during emergency situations. The E.O.C. will be located in the **Campus Safety Office in the basement of Norelius Hall with the 49er Conference Room in the Campus Center Building and Olin Room 030 as an alternate sites.**

IV. EMERGENCY MESSAGES

The following are sample messages that may be used during emergency situations:

A. **Tornado Watch Extend "Tornado Watch" Message**

"Our county is under a tornado watch, refer to the Emergency Plan and watch for changing weather conditions."

B. **Tornado Warning Extend "Tornado Warning" Message Immediately**

"A tornado has been sighted in our vicinity, take shelter immediately."

C. **Lightning Storm** – Director of Campus Safety should determine the severity of lightning storms on campus. If severe, extend the "Lightning Storm" message.

"Our vicinity is experiencing a lightning storm. Stay away from metal objects, electrical appliances. Do not use telephones and remain in the building until the storm passes."

D. **Hazardous Materials Accident Extend Message**

"Our area has experienced a hazardous materials incident that requires evacuation. Please evacuate."

E. **Fire Extend Message**

"Area or building on fire, (floor, type of fire, size of fire). Please evacuate."

F. **Gas Leak Extend Message**

"A gas leak has been reported at (area or building, floor). Please evacuate."

G. **Electric Power Loss Extend Message**

"An electric power loss has been reported at (area or building, floor). Further information will be provided when it becomes available. Supervisors will determine whether to continue working or to cease operations."

H. **Disturbances Extend Message**

"A campus disturbance is in progress at (location, size of protesting group). Please avoid the area"

NOTE: Campus Safety Officers should respond only if requested and keep a safe distance away to monitor the situation.

I. **Bomb Threat Extend Message**

"A bomb threat has been received by (name of person, location of building, floor, time)"

J. **Bomb/Dangerous Device Found Extend Message**

"A potential explosive device has been located at (location of building, floor, time). Please evacuate immediately."

K. Severe Injury/Illness Extend Message

"A person(s) requiring immediate medical assistance is/are located at (location of area, building, floor)."

L. Suspicious Persons Extend Message

"A suspicious person has been reported at (location of person, area, building, floor)."

Notify: Campus Safety Director for Campus Safety will make determination for further notification.

M. Earthquake Extend Message

"Our campus has experienced an earthquake, refer to your earthquake guidelines."

N. Water System Failure Extend Message

"The (area or building location, floor, time) has experienced water line failure."

O. Major Vehicle Accident Extend Message

"An accident involving (describe vehicles, trains, aircraft) has occurred at (location and time). Information will be provided when it becomes available. Avoid this area."