



# Campus Wide Voluntary Tornado Drill Exercise Plan (ExPlan)

As part of the National Weather Service's (NWS) Severe Weather  
Preparedness Week in Indiana



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# INTRODUCTION

## Purpose

The purpose of this drill is to enhance Purdue University's preparedness and safety by testing the Purdue Community's ability to respond to a tornado warning.

## Scope

The drill will focus on Purdue students, staff and faculty in responding to a simulated tornado warning. Although everyone is encouraged to participate, the drill is voluntary.

## Exercise objectives

The design team has identified the following objectives to be accomplished **in accordance with current plans, policies and procedures**:

### Objective:

1. Demonstrate the ability of the PurdueALERT system to notify the Purdue community of a tornado warning.
2. Demonstrate the ability of participating Purdue University students, staff and faculty to shelter in place for a tornado warning.

# EXERCISE SCHEDULE

- The drill will begin at approximately 10:15 AM, with the National Weather Service sending a simulated tornado warning to emergency management directors throughout the state.
- At approximately 10:20 AM, Tippecanoe County Emergency Management Agency (EMA) Director activates the county outdoor all-hazards siren system.
- At approximately 10:22 AM, Purdue Public Safety Dispatch Center sends out a PurdueALERT text message simulating the tornado warning. The text activation will also activate:
  - X / Twitter Alert (@purdueALERT)
  - Desktop Popup Alerts
  - Electronic Signs that are part of Purdue ALERT
  - BTV EAS
- Departments that are participating in the drill will immediately implement their shelter in place procedures.
- At approximately 10:42 AM, Purdue Public Safety Dispatch Center sends out a PurdueALERT text message simulating "all clear" for the tornado warning. The text activation will also activate:
  - X / Twitter Alert (@purdueALERT)
  - Desktop Popup Alerts
  - Electronic Signs that are part of Purdue ALERT
  - BTV EAS

- Building Deputies conduct a short post exercise review; gather lessons learned.
- At approximately 10:45 AM, the exercise ends

## EXERCISE PARTICIPATION

The primary drill participants are the building occupants.

### Roles and Responsibilities

**Safety Officials**—Building Deputies (BD) or department designated individual. Building deputies or designated safety officials should manage the flow of the drill and may prompt actions to ensure exercise objectives are met.

**Players**—Building Occupants. Building occupants will have an active role in responding to the emergency by performing their regular roles and responsibilities during the drill. All players should be prepared to make decisions regarding their respective organizational responsibilities, procedures and current plans.

### Exercise Rules

**Safety is paramount!** If you see a questionable situation or if an injury occurs, notify your supervisor or the Building Deputy, as appropriate.

The exercise will be terminated if an actual emergency occurs.

All participants should act in a professional manner at all times.

## LOGISTICS

**Registration:** No registration will be conducted for the drill.

**Media Participation:** Local media may be provided an exercise press release by Marketing & Media personnel.

## OPERATIONS

### Exercise Structure

This will be a drill using Purdue building occupant personnel.

Exercise play is scheduled to begin at approximately 10:15 AM and end thirty minutes later.

A post-exercise survey will be conducted electronically.

# Milestones

## Drill Date/Time:

- Tuesday
  - State designates a state-wide all hazards warning siren test during the Severe Weather Preparedness Week.
- Time: 10:15 a.m.

## Drill Date Operational Response:

- Initial Notification
  - Drill will be activated by a simulated NWS tornado warning.
  - Public Safety will follow established procedures for a tornado warning.
  - Tippecanoe County Emergency Management Agency personnel will activate the All Hazards Outdoor Emergency Warning Sirens.
  - Purdue Public Safety Dispatch Center (PPSDC) personnel will:
    - Send a text message directing everyone to shelter for the exercise. The text activation will also activate:
      - X / Twitter (@purdueALERT)
      - Desktop Popup Alerts
      - Electronic Signs that are part of PurdueALERT
      - BTV EAS
    - Broadcast the exercise tornado warning information over additional radio channels.
- Individual or Departmental Response to the drill
  - Upon receiving notification that Purdue University is under a simulated tornado warning, everyone should immediately proceed to their shelter location.
    - Shelter locations are designated in the Building Emergency Plan (BEP).
    - Normally, the shelter location is the lowest level of the facility, away from windows and doors.
  - Department personnel should implement any internal warning notification procedures.
    - **NOTE: The All Hazards Outdoor Emergency Warning Sirens are not designed to notify people inside a building. Individuals indoors would normally find out about the warning by a text message, local TV/radio, NWS weather radio, word of mouth or other internal departmental procedures.**
  - Building personnel should seek additional information by all possible means, e.g., TV, radio, weather internet sites, etc.
    - For the exercise we will allow about 20 minutes for people to get to their shelter location and then we will send a “Drill complete” PurdueALERT emergency notification.

- Normally, the expiration of the tornado warning signifies it is safe to leave the shelter location. Purdue Public Safety Dispatch Center personnel will also send a text message that the tornado warning has expired.
  - We will craft the initial exercise tornado warning with a short expiration time.
- We would like Building Deputies (BD) or designated representative to do the following:
  - Ensure everyone has been informed to review the Building Emergency Plan.
  - Evaluate location for occupancy loads.
  - Provide guidance to shelter occupants, as needed.
  - Provide any lessons learned to the Emergency Preparedness Office.
- **Departments that are unable to participate in the drill but agree to discuss preparedness actions in class.**
  - If departments are unable to take part in the drill, we ask faculty and teaching assistants to take the following steps to ensure students and classes are prepared.
    - Take a few minutes of class time to review the meaning of the outdoor all-hazards warning sirens (shelter in place) at Purdue. Remind your students and colleagues that the sirens on Purdue's campus mean dangerous circumstances are occurring outside, not only tornado warnings.
      - These situations could include severe weather, an active threat (such as a shooting), or a major hazardous chemical release.
    - Let students know that wherever they may be when the warning sirens are sounded that they should remain indoors, and seek shelter:
      - On the lowest floor of the building away from glass (Tornado Warning).
      - In a room that can be locked, barricaded, or secured in some way (active threat incident.)
      - In an interior room above ground with the fewest windows or vents (Major Hazardous Materials incident.)
    - Point students to sources of emergency information. Urge them to sign up for PurdueALERT: <https://www.purdue.edu/securepurdue/>
      - Additional information and text message sign-up procedures can be found on the Emergency Preparedness website: <http://www.purdue.edu/operations/emergency-preparedness/purdue-alert/>

## Recovery

- Building Deputies or departmental designated individuals should provide the Emergency Preparedness Office feedback on shelter locations, BEP issues, capacity problems, etc. Send responses to [jfhowells@purdue.edu](mailto:jfhowells@purdue.edu)
  - If you have questions, call 494-0446.

# MODULE 1—National Weather Service Tornado Warning

The current plan is to conduct the Purdue Tornado Warning drill during the state’s Severe Weather Preparedness Week. Indiana has designated the third Tuesday in the month of March at approximately 10:15 AM for this drill.

Tornado Warning Procedure:

1. Notification from National Weather Service (NWS) to Tippecanoe County Agency (TEMA).
2. TEMA activates the county siren system...includes Purdue’s seven sirens.
3. Purdue Public Safety Dispatch Center (PPSDC) receives the simulated tornado warning from NWS and TEMA.
4. PPSDC sends a Purdue ALERT simulated tornado warning text message.
5. The text activation will also activate:
  - a. X / Twitter (@purdueALERT)
  - b. Desktop Popup Alerts
  - c. Electronic Signs that are part of PurdueALERT
  - d. BTV EAS
6. PPSDC makes additional notifications simulating the tornado warning.
7. Drill participants immediately implement their shelter in place procedures.

## MODULE 2—Response

1. Building occupants should comply with their Building Emergency Plan procedures.
2. Building deputies assist with movement of building occupants to shelter location at lowest level of the building.
3. Departments are unable to take part in the drill but agree to discuss preparedness actions. Reference recommendations on page 6.

## MODULE 3—Tornado Warning All Clear

1. Upon expiration of the simulated Tornado Expiration Time (specified in the initial message), building occupants should return to their initial locations...drill is complete.
2. PPSDC will also send a PurdueALERT test message stating it is “All Clear” and the simulated tornado has moved out of the area. Again, building occupants should return to their initial locations...drill is complete.
3. The text activation will also activate:
  - a. X / Twitter (@purdueALERT)
  - b. Desktop Popup Alerts
  - c. Electronic Signs that are part of PurdueALERT
  - d. BTV EAS

4. Building deputies should assist with movement of building occupants from the shelter location.

## Post Exercise Review and Wrap-Up

Questions to consider:

- What went well?
- What could be improved?
- Overall general comments/observations.

# Tornado Warning Shelter in Place Drill Survey

1. Building Name:
2. Does your building have a Building Emergency Plan and has it been reviewed and/or revised with the last year?
  - a. If not, contact the Office of Emergency Preparedness for assistance.
3. Did your Building Emergency Plan shelter location(s) hold the number of people requiring shelter?
  - a. According to FEMA, the recommended minimum square footage requirements for a tornado shelter are five square feet per person.
4. Other comments:

Please send this page to [jfhowells@purdue.edu](mailto:jfhowells@purdue.edu)

Thank you for participating in the all campus tornado drill!