Appendix C

Tornado Disaster Plan for Taylor University
and
Snow Emergency and Snow Removal Procedures
I. Statistics indicate that the State of Indiana is fifth nationally in the number of tornados experienced each year, based on land area percentages. Statistically the State of Indiana is second in the number of casualties per square mile. The highest frequency of tornados in Indiana occurs in April with June a close second. Due to these facts plus our own concern for the general welfare of the Taylor community, the following tornado disaster procedures have been developed. It should be noted that public schools and parochial schools that are commissioned have been required to prepare such a plan pursuant to Rule G-3, Section 18, as revised and adopted by the commission on General Education, July 16, 1974. (NOTE: THE NATIONAL WEATHER SERVICE PROVIDES SEVERE WEATHER ANNOUNCEMENTS AND UPDATES.)

II. Definitions
   A. Tornado Watch
      A tornado watch indicates that weather conditions are such that a tornado could form. Normal activities may be continued, but you should “watch” for tornados.
   B. Tornado Warning
      A tornado warning indicates that a tornado has actually been sighted and that all persons should seek appropriate shelter. Tornado warnings are typically 45 minutes in length.

III. Procedures
   1. On-Campus Procedures
      a. The Taylor University Police Department becomes the central control point (should the Taylor University Police Department be damaged, The Center for Student Development will become the central control point).
      b. Central control staff includes: the President of the University, the Provost/Dean of the University, Vice President for Student Development, Dean of Student Engagement, Dean of Students, Special Assistant to the President, Chief of Police for Taylor University, Director of Facilities Services, and Vice President for Business & Finance/Chief Financial Officer. (At least one staff member will constantly remain at the central control point.)
      c. The faculty and staff previously designated (Chart III D) become responsible for the following:
         (1) To make sure all persons stay in the area (unless unsafe) until steps (2), (3), and (4a) can be accomplished.
         (2) To provide first aid until the central control point can be contacted for professional medical treatment (use appointed courier).
         (3) To provide a two-fold report to the central control point as soon as possible after first aid needs are met (use appointed courier).
            (a) Report to the central control point with an account of all persons in the building.
            (b) Report to the central control point with an account of all damage to their respective building which needs immediate attention.
         (4) Based on reports, the central control point staff will:
            (a) Send procedures and instructions back to the persons responsible.
            (b) Deploy appropriate personnel.
            (c) Notify parents of the safety or condition of their son or daughter.
      d. All Maintenance and Taylor University Police personnel should be strategically stationed for security of campus property and facilities.
      e. Develop alternate feeding procedure (area school or Red Cross).
   2. Off-Campus Procedures
      a. Central control point staff contacts emergency services as needed:
(1) Fire department  
(2) Ambulance/rescue unit  
(3) State police  
(4) County police  
(5) Local police  
(6) Red Cross  
(7) Civil Defense  
(8) Hospitals  
   (a) IU Health Blackford Community  
   (b) Marion General  
   (c) IU Health Ball Memorial  
(9) National Guard  

b. A staging area will be set up at or near the Taylor University Police building to dispatch emergency vehicles to appropriate locations.  
c. Advancement Office contacts appropriate persons or groups.  
   (1) Trustees  
   (2) News media  
d. Central control point staff facilitates informing all parents and families of the safety and condition of students (suggest using alumni, trustees, Taylor Clubs).  

IV. Shelter Areas – Please remember to avoid areas where glass is present.  
   A. Academic Buildings  
      1. Ayres Building - basement center hallway (close all doors)  
      2. Field House - Nautilus room  
      3. Smith-Hermanson Music Center - lower level of Rupp Center  
      4. Nussbaum Science Center - the entire basement areas (with the exception of Computer Science Library).  
      5. Odle Gymnasium - men’s and women’s restrooms (respectively on the east end of the bldg.  
      6. Reade Center - rooms 113, 114, 118, 119, 122, 128, 129, & 135 - The east end corridor up to room 143 and the Digital Studio room.  
      7. Zondervan Library - lower restrooms, hallway preceding room 014 and room 014 (if unlocked).  
      8. Randall Environmental Center - men’s and women’ restrooms, interior rooms.  
      9. Rupp Center - lower level, interior hallways, catacombs.  
     10. Metcalf Visual Arts Center - lower level, interior hallways  
     11. Kesler Center – interior restrooms, dressing rooms, and locker rooms. Stay away from glass!  
     12. Euler Science Complex – lower level, interior office spaces/hallways, basement storage facilities/restrooms/or interior classrooms/conference rooms  
   B. Service Buildings  
      1. Campus Store/Post Office/Printing – restrooms in retail store and storage closet.  
      2. Hodson Dining commons - kitchen area and equipment room.  
      4. LaRita Boren Campus Center – TWO, TSO office area and restrooms.  
   C. Residential Buildings  
      1. Bergwall Hall – lower level interior hallway.  
      2. Breuninger Hall – lower level  
      3. Campbell Hall – lower level interior hallway  
      4. English Hall - all enclosed rooms and/or hallway on the southwest end of the ground floor.  
      5. Gerig Hall - first floor hallway, first floor stairwells, restrooms, mail room, laundry.  
      6. Olson Hall - the east and west interior hallways of the first floor.  
      7. Sammy Morris Hall - lower level.  
      8. Swallow Robin Hall - lower level hallways from stairwell west to the apartment.
9. **Wengatz Hall** - the east and west interior hallway of the first floor.
10. **Wolgemuth** – lower level/basement interior hallway

**D. Office Buildings**
1. Promising Ventures Building – Restroom and interview room.
2. Freimuth Administration Building - business office, and/or interior hallway.
3. Haakonsen Hall – interior hallway.
4. Helena Building - basement center hallway, room 102 and restrooms.
5. Sickler Hall - lower level.

**E. Miscellaneous Areas**
1. Campus Grounds - nearest shelter area.
2. Dome - restrooms
3. Taylor Lake - nearest shelter area.

**V. Method of Contact**

**Attention:** The Reade Center siren will be used to alert the campus of a tornado warning. All personal contact will be initiated by the Taylor University Police by telephone or if telephone service is unavailable, in person.

**A. Academic Buildings**
1. Ayres Building - personal contact
2. Rupp Center - personal contact
3. Field House - personal contact
4. Smith-Hermanson Music Center - personal contact
5. Nussbaum Science Center - personal contact
6. Odle Gymnasium - personal contact
7. Reade Center - personal contact
8. Zondervan Library - personal contact
9. Randall Environmental Center - personal contact
10. Metcalf Visual Arts Center - personal contact
11. Euler Science Complex

**B. Service Buildings**
1. Campus Store/Post Office/Printing - personal contact.
2. Hodson Dining Commons - public address system
3. Boyd Physical Plant Service Center - personal contact
4. Switchboard - personal contact
5. LaRita Boren CC – personal contact

**C. Residential Buildings**
1. Bergwall Hall - personal contact
2. Breuninger Hall – personal contact
3. Campbell Hall – personal contact
4. English Hall - personal contact
5. Gerig Hall - personal contact
6. Olson Hall - personal contact
7. Sammy Morris Hall - personal contact
8. Swallow Robin Hall - personal contact
9. Wengatz Hall - personal contact
10. Wolgemuth Hall – personal contact

**D. Office Buildings**
1. Taylor University Police - personal contact
2. Freimuth Administration Building - personal contact
3. Haakonsen Hall – personal contact
4. Helena Building - personal contact
5. Sickler Hall - personal contact

E. Miscellaneous Areas
   1. Campus Grounds - personal contact
   2. Dome – personal contact
   2. Taylor Lake - personal contact

VI. Equipment
   1. One siren (on top of the Reade Center)
   2. TUAlert NOAA Weather Service (WENS - Wireless Electronic Notification System)
   3. One mobile public address system (Taylor University Police)
   4. Emergency lighting installed in the Science Center and the Dining Commons kitchen area and residence halls where none exist
   5. Tornado shelter signs
**TORNADO WATCH**

8 a.m. - 5 p.m. Systems (Monday through Friday)

In the event of a tornado WATCH the following calling order will be implemented. The purpose will be to advise the University community that a WATCH exists.

**Taylor University Police**

Taylor Lake (85190) Buildings & Grounds (85307 or 85295)

Special Assistant to the President (85118)

President’ Office and President’s House (85202)

**Human Resources**

Gregg Holloway 765-669-2483 (cell)

<table>
<thead>
<tr>
<th><strong>Student Development Office</strong> (85379/85368)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bergwall Hall (84100 or 84108)</td>
</tr>
<tr>
<td>Natalie Jorde (Cell- 608-433-4444)</td>
</tr>
<tr>
<td>Breuninger Hall (84178) (84190)</td>
</tr>
<tr>
<td>Peter Yeung (Cell- 720-209-8827)</td>
</tr>
<tr>
<td>Campbell Hall (84153)</td>
</tr>
<tr>
<td>Jana Roste (Cell- 320-766-7732)</td>
</tr>
<tr>
<td>English Hall (85981) or (85725)</td>
</tr>
<tr>
<td>Jessica Torres (Cell- 954-655-0798)</td>
</tr>
<tr>
<td>Gerig Hall (85651) or (85650)</td>
</tr>
<tr>
<td>Peter Yeung (Cell- 720-209-8827)</td>
</tr>
<tr>
<td>Morris Hall (85705) or (85726)</td>
</tr>
<tr>
<td>Tyler Witzig (Cell-314-971-4228)</td>
</tr>
<tr>
<td>Olson Hall (85500) or (85042)</td>
</tr>
<tr>
<td>Jessie Woodring (Cell- 978-844-1659)</td>
</tr>
<tr>
<td>Swallow Robin (84231) or (84232)</td>
</tr>
<tr>
<td>Josiah Peterson (Cell- 240-691-3026)</td>
</tr>
<tr>
<td>Wengatz Hall (85800) or (85840)</td>
</tr>
<tr>
<td>Joshua Kilgo (Cell-828-460-1932)</td>
</tr>
<tr>
<td>Wolgemuth Hall (84161)</td>
</tr>
<tr>
<td>Ryan Kristofek (Cell- 810-247-1454)</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th><strong>Academic Affairs Office</strong> (85200)</th>
</tr>
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<tbody>
<tr>
<td>Contact:</td>
</tr>
<tr>
<td>Ayres Building (Office) (84571 or 84570)</td>
</tr>
<tr>
<td>Eichling Aquatics Ctr (85182)</td>
</tr>
<tr>
<td>Euler Science Complex (85354 or 4734)</td>
</tr>
<tr>
<td>Freimuth Bldg. (Records Office) (84315)</td>
</tr>
<tr>
<td>Metcalf Visual Arts Center (85322)</td>
</tr>
<tr>
<td>Nusbaum Science (84905 or 85160)</td>
</tr>
<tr>
<td>Nusbaum Science Center (Computing Center) (85162)</td>
</tr>
<tr>
<td>Odle Gym &amp; Field House (Athletic Dir. Office) (84635/85372/85309)</td>
</tr>
<tr>
<td>Randall Environmental Center (85354 or 85332)</td>
</tr>
<tr>
<td>Reade Center (85135), (85141), (85148), and (85275)</td>
</tr>
<tr>
<td>Rupp Center (Faculty Office) (85255 or 84686)</td>
</tr>
<tr>
<td>Smith-Hermanson Music Center (Office) (85256)</td>
</tr>
<tr>
<td>The Well (84330 or 84331)</td>
</tr>
<tr>
<td>Zondervan Library (Desk) (85522)</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th><strong>Human Resources</strong> (85237)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact:</td>
</tr>
<tr>
<td>Buildings &amp; Grounds (85307)</td>
</tr>
<tr>
<td>Business Office (85121)</td>
</tr>
<tr>
<td>Campus Store/Post Office/Print Shop (85219)</td>
</tr>
<tr>
<td>Chick-fil-A (84678)</td>
</tr>
<tr>
<td>Financial Aid (85358)</td>
</tr>
<tr>
<td>Garage (85308)</td>
</tr>
<tr>
<td>Haakonsen Hall (85301)</td>
</tr>
<tr>
<td>Hodson Dining Commons (84908/85296)</td>
</tr>
<tr>
<td>LaRita Boren CC (85368)</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th><strong>Development</strong> (85116)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact:</td>
</tr>
<tr>
<td>Office of Alumni &amp; Parent Relations (85170)</td>
</tr>
<tr>
<td>Office of Campaigns (85397)</td>
</tr>
<tr>
<td>Office of Development (84956)</td>
</tr>
<tr>
<td>Office of Major and Planned Gifts (85144)</td>
</tr>
<tr>
<td>Helena Memorial Hall (85202, 85276)</td>
</tr>
</tbody>
</table>
TORNOADO WATCH

5 p.m. - 8 a.m. System (includes all day Saturday and Sunday)

In the event of a tornado WATCH the following telephone calling order will be implemented. The purpose will be to advise the University community that a WATCH exists.

<table>
<thead>
<tr>
<th>Vice President for Student Development (Trudeau 765-667-0190)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deans</td>
</tr>
<tr>
<td>1) Dean of Students - (Brown 260-224-1408)</td>
</tr>
<tr>
<td>2) Dean of Student Engagement – (Moser 765-618-7408)</td>
</tr>
<tr>
<td>Deans call Residence Hall Directors</td>
</tr>
<tr>
<td>Interim President (Cunningham 630-664-6437)</td>
</tr>
<tr>
<td>Provost/EVP (Hammond 260-438-0879)</td>
</tr>
<tr>
<td>Special Assistant to the President (Sutherland 765-661-6842)</td>
</tr>
<tr>
<td>Facilities Services Director (Holloway 765-669-2483)</td>
</tr>
<tr>
<td>Payroll Manager (Newlin 765-730-8000)</td>
</tr>
<tr>
<td>Vice President for Advancement (Bennett 317-691-5800)</td>
</tr>
<tr>
<td>Taylor Lake (ext. 85190)</td>
</tr>
<tr>
<td>Conference Staff (84102)</td>
</tr>
<tr>
<td>The Well – KSAC Front Desk (84330/84331)</td>
</tr>
</tbody>
</table>
TORNADO WARNING
8 a.m. - 5 p.m. System (Monday through Friday)

In the event of a tornado WARNING the following calling order will be implemented and the siren will be activated. The purpose will be to advise the University community to take shelter.

Taylor University Police
Taylor Lake (85190) Facilities Services (85307 or 85295)
Special Assistant to the President (85118)
President’s Office and President’s House (85202)

Student Development Office
(85379/85368)

Bergwall Hall (84100 or 84108)
Natalie Jorde (Cell- 608-433-4444)

Breuninger Hall (84178) (84190)
Peter Yeung (Cell- 720-209-8827)

Campbell Hall (84153)
Jana Roste (Cell- 320-766-7732)

English Hall (85981) or (85725)
Jessica Torres (Cell- 954-655-0798)

Gerig Hall (85651) or (85650)
Peter Yeung (Cell- 720-209-8827)

Morris Hall (85705) or (85726)
Tyler Witzig (Cell-314-971-4228)

Olson Hall (85500) or (85042)
Jessie Woodring (Cell- 978-844-1659)

Swallow Robin (84231) or (84232)
Josiah Peterson (Cell- 240-691-3026)

Wengatz Hall (85800) or (85840)
Joshua Kilgo (Cell-828-460-1932)

Wolgemuth Hall (84161)
Ryan Kristofek (Cell- 810-247-1454)

HR Assistant
(85237)
Contact:

Buildings & Grounds (85307)
Business Office (85121)
Campus Store/Post
Office/Printing (85219)
Chick-fil-A (84678)
Financial Aid (85358)
Garage (85308)
Haakonsen Hall (85301)
Hodson Dining Commons
(84908/85296)
LaRita Boren CC (85368)

Academic Affairs Office
(85200)
Contact:

Ayres Building (Office) (84571 or 84570)
Eichling Aquatic Ctr (85182)
Euler Science Complex (85354 or 84734)
Freimuth Bldg. (Records Office) (84315)
Metcalf Visual Arts Center (85322)
Nussbaum Science Center (Computing Center) (85162)
Nussbaum Science Office (85160 or 84905)
Odle Gym, Kesler Center & Field House (Athletic Dir Office) (84635/85372/85309)
Randall Environmental Center (85354 or 85332)
Reade Center (85135), (85141), (85148), and (85275)
Rupp Center (85255 or 84696)
Smith-Hermanson Music Center (Office) (85256)
The Well (84330 or 84331)
Zondervan Library (Desk) (85522)

Development
(85116)
Contact:

Office of Alumni & Parent Relations (85170)
Office of Campaigns (85397)
Office of Development (84956)
Office of Major and Planned Gifts (85144)
Helena Memorial Hall (85202, 85276)
TORNADO WARNING
5 p.m. - 8 a.m. System (includes all day Saturday and Sunday)

In the event of a tornado WARNING the following call order will be implemented and the siren will be activated. The purpose will be to advise the University community to take shelter.


Dean
1) Brown, 260-224-1408

Contact:
Bergwall Hall (84100 or 84108)
Natalie Jorde (Cell-608-433-4444)

Breuninger Hall (84178) (84190)
Peter Yeung (Cell-720-209-8827)

Campbell Hall (84153)
Jana Roste (Cell-320-766-7732)

English Hall (85981) or (85725)
Jessica Torres (Cell-954-655-0798)

Geric Hall (85651) or (85650)
Peter Yeung (Cell-720-209-8827)

Morris Hall (85705) or (85726)
Tyler Witzig (Cell-314-971-4228)

Olson Hall (85500) or (85042)
Jessie Woodring (Cell-978-844-1659)

Swallow Robin (84231) or (84232)
Josiah Peterson (Cell-240-691-3026)

Wengatz Hall (85800) or (85840)
Joshua Kilgo (Cell-828-460-1932)

Wolgemuth Hall (84161)
Ryan Kristofek (Cell-810-247-1454)

Coordinator of Office Services
1) Newlin, 2) Holloway
765-730-8000  765-669-2483

Contact:
Campus Store/Post Office/Printing (85219)

Chick-fil-A (84678)

Haakonsen Hall (85301)

Hodson Dining Commons (84908/85296)

Campus Police
Contact:

Ayres Building (84571 or 84570)
Eichling Aquatic Ctr (85182)
Euler Science Complex (85354 or 84734)
Field House (85309 or 84635)
Metcalf Visual Arts Center (85322)
Nusbaum Science Office (85160 or 84905)
Nusbaum Science Center (Computing Center) (85162)
(Sat. or Sun. call 85187)
Odle Gym (85372) or (84635)
Randall Environmental Center (85354 or 85332)
GIS Lab (84947)
Reade Center (85135), (85141), (85148), and (85275)
Rupp Center (85255 or 84696)
Student Ambassador's Rm (87986)
Smith-Hermanson Music Center (85256)
Zondervan Library (Desk) (85522)

VP for Student Development
1) Trudeau, 765-667-0190

Contact:
President Cunningham (630-664-6437)
Provost/EVP (Hammond 260-438-0879)
V.P. for Advancement (Bennett 317-691-5800)
Special Assistant to the President (Sutherland 765-661-6842)
V.P. for Finance/Chief Financial Officer (Olson 260-494-9856)
ACTUAL CAMPUS TORNADO EMERGENCY
(Campus Hit by a Tornado)
CONTACT AND RESPONSIBLE PERSON LIST

**Personnel**

**ACADEMIC**

Ayes
Barb Bird 84571 (765-506-4558)
Debbie Snyder 84570 (765-998-2065)
(M) Dwayne Kelly 85307 (765-603-6704)

Euler
Grace Miller 84734
(M) Nathan Ellis 85307 (765-618-3350)

Field House/Eichling Aquatic Ctr.
Kyle Gould 85311 (765-729-1118)
(M) Don Boatwright 85307 (765-667-7981)

Metcalf Visual Arts Center
Kim Hapner 85322 (765-284-9579)
(M) Jerry Stair 85307 (765-661-3319)

Nussbaum Science Center
Rob Linehan 84905 (765-251-3371)
(M) Tim Earnest 85307 (765-620-0755)

Odle Gym/Field House
Kyle Gould 84635 (765-729-1118)
(M) Don Boatwright 85307 (765-667-7981)

Randall Environmental Center
Mike Guebert 85332 (765-998-7754)
(M) Tim Mannix 85307 (765-667-1565)

Reade Center
Nancy Dayton (85543) (765-674-0715)
(M) Val Black (765-748-2558)

Rupp Center
Donna Downs 84927 (765-661-3367)
(M) Jerry Stair 85307 (765-661-3319)

Smith-Hermanson Music Center
Patricia Robertson 85256 (765-278-1864)
(M) Jerry Stair 85307 (765-661-3319)

Zondervan Library
Dan Bowell 85241 (998-0571)
(M) Brett Furnish 85307 (765-506-7669)

**Facilities Service Personnel**

**SERVICE**

Campus Store/Post Office/Printing
Caitlin Bragg 85219 (765-618-9557)
(M) Don Boatwright 85307 (765-667-7981)

Garage
(M) Kerry Shanebrook 85308 (260-632-5210)

Haakonsen Hall
Jon Ochs 85301 (765-618-6105)
(M) Dwayne Kelly 85307 (765-603-6704)

Hodson Dining Commons
Nate Haugh 84908 (765-606-2301)
(M) Dwayne Kelley 85307 (765-603-6704)

Campus Center Food Service
(84678)
Andrew Fisher 84678 (765-808-7348)
(M) Josh Hyde 85307 (765-517-0279)

Maintenance
(M) Gregg Holloway 85295 (765-669-2483)
(M) Val Black (85307) (765-748-2558)
(M) Pat Moore 85342 (765-667-3427)

LaRita Boren Campus Center
Skip Trudeau (85368) (765-667-0190)
(M) Josh Hyde 85307 (765-517-0279)

Taylor University Police
Jeff Wallace 85396 (765-618-1643)
(M) Josh Hyde 85307 (765-517-0279)

**Facilities Service Personnel**

**OFFICE BUILDINGS**

Freimuth Administration
Steve Olson 85119 (260-494-9856)
(M) Nathan Ellis 85307 (765-618-3350)

Helena Building
Nathan Baker 85563 (765-365-4205)
(M) Dwayne Kelley 85307 (765-603-6704)

Sickler Hall
Toni Newlin 85211 (765-730-8000)
(M) Val Black (765-748-2558)

**RESIDENTIAL BUILDINGS**

**Bergwall Hall**
Natalie Jorde 84100/84104
(Cell: 608-433-4444)
(M) Dwayne Kelley 85307 (765-603-6704)

**Brenninger Hall**
Peter Yeung 84190/84654
(Cell: 720-209-8827)
(M) Brett Furnish 85307 (765-506-7669)

**Campbell Hall**
Jana Roste 84153/84165
(Cell: 320-766-7732)
(M) Tim Mannix 85307 (765-667-1565)

**English Hall**
Jessica Torres 85981/85725
(Cell: 954-655-0798)
(M) Nathan Ellis 85307 (765-618-3350)

**Facilities Service Personnel**

**RESIDENTIAL BUILDINGS**

con’t

Gerig Hall
Peter Yeung 85651/85799
(Cell: 720-209-8827)
(M) Don Boatwright 85307 (765-667-7981)

Olson Hall
Jessie Woodring 85500/85494
(Cell: 978-844-1659)
(M) Jerry Stair 85307 (765-661-3319)

Samuel Morris Hall
Tyler Witzig 85705/85488
(Cell: 314-971-4228)
(M) Val Black 85307 (765-748-2558)

Swallow Robin
Josiah Peterson 84230/84231
(Cell: 240-691-3026)
(M) Josh Hyde 85307 (765-517-0279)

Wengatz Hall
Joshua Kilgo 85800/85841
(Cell: 828-460-1932)
(M) Josh Hyde 85307 (765-517-0279)

Wolgemuth Hall
Ryan Kristofek 85800/84154
(Cell: 810-247-1454)
(M) Tim Mannix 85307 (765-667-1565)
Snow Emergency and Snow Removal Procedures

SNOW EMERGENCY

The Taylor University Police has the responsibility of monitoring and communicating inclement weather conditions to the Provost on an intermittent and timely basis.

The decision to dismiss classes and/or close the university due to inclement weather will be made by the Provost in consultation with the Chief of Taylor University Police Department, Director of Facilities Services, and the appropriate vice presidents deemed necessary for the situation.

When a decision is made, the Provost will communicate to the President, the vice presidents, Athletic Director, and Media Services. Each will be responsible for communicating such information to all appropriate subordinate personnel.

The Provost, in cooperation with University Media Services, will be responsible for all external communication regarding the decision to dismiss classes and/or close the university due to inclement weather.

The Taylor University Police Department will be the key department responsible for input concerning weather conditions. They will make their determination on the basis of visual observations and radio information, and will implement the following procedures upon determination of severe storm conditions. The primary considerations in the determination of whether the university should be closed are: 1) Snow removal crews are unable to keep up with the snow and, 2) Forecasts of continuing snow or a severe blowing and drifting conditions.

SNOW REMOVAL

1. Normal snow removal procedures call for the Grounds Department to be notified (by the Chief of Police TUPD or the Director of Facilities Services any time one inch of snow covers the sidewalks. They are to be notified in ample time for the snow to be removed by 8 a.m. The Grounds department will, when they arrive on campus, concentrate on removing snow from the sidewalks and campus roads. An approximate time for clearing of student parking lots will be determined; the information will be communicated to Residence Hall Directors who will in turn notify the students to be available to move their cars out of the lots.

2. If a vehicle is preventing snow plows from clearing any university parking lot, Reade Avenue, or the campus loop during periods of normal snowfall, the Campus Police staff will make every attempt to contact the owner regarding its removal. If the Taylor University Police Department staff is unable to contact the owner, a wrecker service will be employed to remove the vehicle at the OWNER’S EXPENSE. Towed vehicles will be transported to the game soccer parking area and will remain there until all expenses have been paid by the owner. A Taylor University Police Department officer will remain at the scene until the towing process is complete. Taylor University will not be responsible for accidental damages that might occur during this procedure.

3. There will be NO OVERNIGHT PARKING (12 midnight until 7 a.m.) allowed during the months of December, January, February, and March in the following parking lots: Freimuth Administration Building, Student Union, Reade Memorial Liberal Arts Center, Helena Memorial Hall, Euler, Nussbaum Science Center, Zondervan Library, Boren Campus Center, Modell Metcalf Visual Arts Center, Randall Environmental Studies Center, the west half of the Hodson Dining Commons lot and the west half of the Odle Gymnasium lot.

4. If you plan to be off campus for extended periods of time (3 days or longer) during the winter months, please park your vehicle in the back of Olson parking lot.

5. Unless absolutely necessary, please do not drive around campus during snow and ice conditions so that snow removal can proceed safely and efficiently.