



Veterinary Health Center

MANHATTAN, KANSAS

OFFICIAL PROTOCOL

TORNADO WARNING EVACUATION PLAN

- I. When an official **Tornado Warning** has been issued for the Manhattan area, outdoor sirens will sound a steady three-minute blast when the need to take cover is necessary.
- II. Small Animal Discharge/Emergency Desk personnel will immediately make the following announcement on the overhead paging system for the first and second floors of Mosier Hall.

May I have your attention please. A **Tornado Warning** has been issued for the Manhattan area. For safety reasons, please proceed to the basement of Trotter Hall and remain there until the **Tornado Warning** expires.

- III. Small Animal Discharge/Emergency Desk personnel will send a mass text page "A Tornado Warning has been issued, proceed to the basement of Trotter Hall". Emergency Desk personnel will forward phones to a cell phone.
- IV. Hospital personnel will direct clients to follow them to the basement of Trotter Hall via the underground tunnel between Mosier Hall and Trotter Hall. Please avoid use of elevators. Desk personnel are responsible to lock the cash boxes in the Cash Drawer and take the Cash Drawer key with them during the evacuation.
- V. Leaving critical patients in ICU or patients in surgery is a decision that is made by the clinician on duty.
- VI. Other faculty, house officers, students and staff in the VHC should:
 - A. Secure patients in cages or stalls.
 - B. Transfer Small Animal patients to roll cages as time and circumstances permit.
 - C. Transport Small Animal patients in roll cages to shelter
 - D. Direct clients or guests to follow them to shelter.
 - E. Proceed directly to one of the underground tunnels between the Veterinary Complex Buildings or to the basement of Trotter Hall.
 - F. Stay in the shelter until expiration of the **Tornado Warning**, at that time the Emergency Desk personnel will make an announcement "Tornado Warning has expired".

<https://www.k-state.edu/police/emergency/>