Introductions and Assumptions
During a situation where severe weather or other emergencies arise and a determination is made to close HSC, some students, faculty, staff and campus visitors may not feel safe leaving the HSC Campus. This procedure outlines the short – term sheltering option for those individuals that would like to stay on the HSC campus. The Kornhauser (HSC) Auditorium has been designated a short - term shelter in the event HSC Campus is closed due to severe weather or other emergencies.

Potential Support Groups
Communications and Marketing
Public Safety
Physical Plant
HSC Emergency Coordinators
Environmental Health and Safety

Emergency Notification
If severe weather is forecast for the campus and a determination has been made to close the campus, the U of L Alert system (RAVE) and INFORMACAST is used. Members of the Emergency Operation Center (EOC) Activation Group have been authorized to activate the shelter in times of emergency.

Information Distribution
Communications and Marketing will disseminate information regarding a non-emergency (i.e. a weather situation that is not an emergency) campus closure to the university community using U of L Alert. The information regarding the campus shelter being activated will be part of that communication.
Building/Unit/Department Actions

Public Safety

If the Auditorium door is locked a police officer or security officer from Public Safety will be dispatched to the Kornhauser (HSC) Auditorium to make sure that it is open. If the HSC Emergency Coordinator is not on hand, the officer will remain at the Auditorium until relieved by other staff.

Physical Plant

In the event that the Kornhauser Auditorium is closed and no Public Safety staff is available, Physical Plant will be used to fill the roles of Public Safety in opening the Auditorium.

HSC Emergency Coordinator

An HSC Emergency Coordinator will provide assistance in the activation, management and closing of the Auditorium as required.

Environmental Health and Safety

While the Department of Environmental Health and Safety would have no actual roles in the shelter operations, they will supply support to the HSC Emergency Coordinator.

General Information regarding the use of the Auditorium as a Shelter

For accountability; students, staff and faculty that elect to use the shelter will be required to sign in at the facility. The sign in sheet will include columns for name, UofL department/outside employer, and telephone number.

People in the shelter may take advantage of the common area of the building. Personal offices will not be opened. People may take advantage of wireless internet during the time the shelter is open.

If a tornado warning is issued, people in the shelter will be directed into the Auditorium.
Shelter occupants will remain in the Auditorium until the tornado warning has expired.

People utilizing the shelter will be allowed to bring food and or non-alcoholic drinks into the shelter. All University policies will be followed by people using the shelter.

Deactivation

Once the severe weather or other emergency potential has diminished, the Auditorium will be closed. This determination will be made by the Emergency Coordinator. Guests or occupants will then be instructed to leave the facility. Once people have left the shelter, the coordinator, or his/her designee will walk through the center and ensure that everyone has left and then secure the outer doors.