

# Wayne College Closing and Building Evacuation

## I. Weather-related closing

- A. **Prior to operational hours.** If severe weather conditions begin before College operating hours, the Dean (or his designate), in conjunction with the College police officers and maintenance team, will determine if the College will close. This decision is normally made prior to 6:00 a.m. A message will be posted on the College's SNOW line (330-684-8775) and on the College's Web site ([www.wayne.uakron.edu](http://www.wayne.uakron.edu)). Notification of closing will also be sent to media outlets via Institutional Marketing. The most reliable local media source is WQKT in Wooster, 104.5 FM.
- B. **During operational hours.** If weather conditions become severe during operational hours, the decision may be made to cancel classes and close the College for the remainder of the day. Faculty, staff, and students will be notified of the closing and signs will be posted at all entrance/exit points of the building. The information will be posted on the SNOW line, on the Web site, and local media will be contacted.

## II. Non-weather-related closing

In the event of a non-weather circumstance that requires the closing of the College (no heat, no power, etc.), we will activate the College's "calling chain" to inform faculty and staff. Signs will be posted at the doors of the College, information will be posted on the Web site, and local media will be contacted.

## III. Severe Weather Emergency

In the event of a tornado or similar weather-related emergency, you should immediately seek shelter within the building. Members of the administrative team, campus police, or other identified individuals will notify faculty, staff, and students within the building by use of personal contact to each room, or with the use of a voice amplifying device (like a bullhorn) to broadcast the message to multiple rooms at once. The College does not have a building-wide public address (PA) system.

*Rooms to be used in the event of a wind-related emergency include:*

- 1) **Lower A-wing** interior rooms **without** windows
- 2) **Lower C-wing** interior rooms **without** windows
- 3) Vending area in lower D-wing (overhead door must be closed)
- 4) Locker rooms and bathrooms in lower E-wing

As a last resort, the tunnel under the main hallway may be used. Access can be gained from lower C or lower A wings.

## IV. Fire

**If the fire alarm is activated, you should assume there is a fire and leave the building. Exit the building at the nearest exit and proceed to the rear of the large parking lot west of the main entrance. Please remain in the lot until you receive further direction from the administrative team, campus police, or the Orrville Fire Department.**

## V. Evacuations for other circumstances

There may be other reasons to evacuate the College such as a gas leak or a bomb threat. In these situations, the fire alarm **will not** be activated because of the potential incendiary hazard. Members of the administrative team, campus police, or other identified individuals will notify faculty, staff, and students within the building by use of personal contact to each room, or with the use of a voice amplifying device (like a bullhorn) to broadcast the message to multiple rooms at once. The College does not have a building-wide public address (PA) system, and the use of a PA system during a gas leak or bomb threat is also discouraged because of the potential incendiary hazard.

Once you have been notified, you should exit the building as you would for a fire. Go to the nearest exit and proceed to the rear of the large parking lot west of the main entrance. Please remain in the lot until you receive further direction from the administrative team, campus police, or the Orrville Fire Department.