



Category

POLICY: 7-21 Emergency Shelter Areas During a Natural Disaster

Approval

LT Approved: 8/24/12
Effective Date: 08/27/12
Revised: 5/1/12
Responsible Party: Manager, Safety & Security

Policy Statement

The Deans and Program Directors of the building being used as a shelter are responsible for the management of the building and WSU Tech equipment during the period of such use.

Implemental Procedures:

1. If the College is asked to provide shelters for natural disasters, the Director of Operations/Facilities will inform Leadership Team Members, of the request. The College's Security Team will notify Program Administrators and prepare the buildings for shelter purposes.
2. Roles for staff members will be assigned as laid-out by the Emergency Operations Plan.
3. Other administrative officials will be directed to assist Administrators with necessary arrangements to prepare shelter accommodations.
4. In times of disaster, college personnel will cooperate with the local Law Enforcement, American Red Cross and/or Sedgwick County Emergency Management in operating shelters.