

**Severe Weather Alert System  
TTUHSC El Paso**

**PURPOSE:**

The purpose of this attachment is to identify the procedures to be followed in El Paso to alert all TTUHSC EP employees regarding severe weather situations. The procedures identified in this attachment are intended to provide as much advance notice as possible to all TTUHSC EP employees, students, patients and visitors.

**REVIEW:**

This attachment will be reviewed by February 1 of every four years (E4Y) by the Chief Financial Officer at TTUHSC EP, or designee by February 15.

**POLICY/PROCEDURE:**

- A. Monitoring - Severe weather may occur at any time. The National Weather Service Advisory Radio is monitored by the TTUHSC EP Dean and/or the CFO or their designee. Departments are encouraged to have their own weather service radio and to monitor these broadcasts should there be any indication of severe weather.
  
- B. Notification - When an advisory, watch or warning is issued by the National Weather Service which includes the geographic area of the TTUHSC EP Paso facilities, the Dean/CFO or their designee will monitor the weather alert. If severe weather is projected to come through the El Paso area near the main campus and/or the outreach clinics, employees of the Police department and Maintenance department will be asked to direct all employees and patients to the basement of the Administration building and/or the basement of the Clinical building until the severe weather alert has been cancelled.
  
- C. Cancellation - Once the determination has been made that the severe weather has passed, employees and patients will be notified and business will be resumed.
  
- D. Outreach Clinics - The same procedures will be followed for outreach clinics, etc.