Severe weather includes tornados, severe thunderstorms, hurricanes and violent snowstorms.

**Tornados, Severe Thunderstorms and Hurricane WATCH**

**Severe Weather WATCH Definition:**
The National Weather Service issues a severe weather WATCH when the weather conditions are such that a severe weather occurrence (e.g. tornado, severe thunderstorm or Hurricane) are likely to develop.

If a tornado, severe thunderstorm or hurricane WATCH has been issued in the area that includes the University of Virginia:

- Monitor the National Weather Service website [http://www.weather.gov/](http://www.weather.gov/) for up to date weather information

Supervisors and student employees should evaluate potential risk of activities taking place in outdoor spaces and consider instructing individual to move indoors and to safe locations.

Supervisors with employees working indoors MAY instruct staff members to close windows and blinds, and be ready to move to safe areas.

**Tornados, Severe Thunderstorms and Hurricane WARNING**

**Severe Weather WARNING Definition:**
The National Weather Service issues a severe weather WARNING when a severe weather occurrence (e.g. tornado, severe thunderstorm or Hurricane) has been sighted or indicated by weather radar. At this point the danger is very serious and the following recommendations should be followed.

If a tornado, severe thunderstorm or hurricane WARNING has been issued in the area that includes the University of Virginia:

Move all employees (professional and student), participants and customers to a safe area. If time and circumstances permit, ALL individuals should attempt to make their way to the **Theater Lobby**, as this is the safest point within Newcomb Hall.

- Strongly recommend that NO ONE leave the building
- AVOID use of the Elevator at all times
- If you are assigned a handheld radio, be sure to have this with you

- If time and circumstances permit, professional and student staff members on their respective floors should sweep each office, activity space or meeting room to notify individuals of the proper routes to safe locations.
Severe Weather

- The safest route to the Theater Lobby is the North Stairwell, which is accessible from all floors. Be sure to know the most direct route to this location from your position within the facility. AVOID using the main stairwell leading from the first floor to the basement, as the windows and open exposure of this location may be dangerous.
- Professional and student staff members will gather at the concession stand to ensure all employees are present (with consultation of the ‘Out List’).
- All individuals will remain in this location until the warning expires or until the all-clear signal has been issued.
- The Operations team will then perform an assessment of the facility to evaluate any damage and locations that may potentially be inhabitable.
- The Operations team will then communicate via radio to staff members located in the Theater Lobby that it is clear to allow participants and customers to leave or resume activity.

**The AV Technician or designee will activate the Newcomb Hall Theater audio-visual system as to monitor weather related information.**

If travel to the Theater Lobby is not safe, staff members and participants should find the closest, SAFE, location to their position within the facility. SAFE locations are interior rooms, without windows and exposure to outside elements. Examples of SAFE locations include:

- First Floor: Interior Bathrooms, Student Activities Center, Programs Office or 168
- Second Floor: Game Room Bathrooms
- Third Floor: South Bathrooms
- Forth Floor: South Bathrooms

If this type of emergency should occur outside of normal business hours, when professional staff members are not present, Newcomb student managers and employees should follow the same guidelines for moving individuals to safe locations and assessing damage.

Student managers, at the first possible opportunity, should activate EMS and notify Newcomb professional staff members of an incident.

**Satellite Facilities**

If a severe weather incident occurs while events are taking place in Newcomb supported satellite facilities, an Operations staff member or Newcomb student manager should make contact with student employees in those facilities to notify them of the situation.

- Instruct employees to move individuals to safe areas within the respective facility (usually bathrooms).
- Communicate with staff members in these locations once a WATCH or WARNING notification has expired or the all clear signal has been given.
- Have staff members assess damage and safety of the facility and report back to the student manager.