Memorandum

To: Wofford College Campus Community  
From: Randy Hall Director of Campus Safety  
Date: 11 March 2013  
Subject: Severe Weather Awareness Week/Tornado Drill

Overview: Wofford College participated in the SC Severe Weather Awareness Week from 4-8 March 2013. Actions included an email campaign to educate the campus community on evacuation procedures and locations as well as a system-wide test of the college’s mass notification system. The results of this activity are included below. The drill was initiated by the National Weather Service through the NOAA tone-alert weather radio system and the Emergency Alert System using the TOR (Tornado) header code. The drill was conducted in coordination with the South Carolina Broadcasters Association and the South Carolina Department of Education.

Actions: Monday 4 March - Communications sent a campus-wide email notifying students, faculty and staff of the impending state drill to be conducted on 5 March. Included with the email was reference material that included tornado procedures and safe areas to be used in the event of a weather event. Communications advised all to be familiar with the safe areas in administrative, educational and residential areas in the event of a weather event.

Tuesday 5 March - At the release of the NOAA tone-alert, Sergeant Wayne McDaniel keyed the campus siren system utilizing the monthly alert mode. IT representative, Brian Rawlinson, stood by to monitor the functioning of the siren system from the console. Officer Kozlowski and SGT McDaniel went to siren sites on campus and monitored the operation of the sirens. When the tone-alert sounded and other weather alert signals were received in Communications, Laura Corbin, Director of External Communications and Rave Alert administrator, initiated the campus mass communication email and text alerts. The campus community received most email and text alerts right at 0900. The tone-alert and resulting campus siren signals were received and initiated several minutes prior to 0900 by campus clocks.

Results: All three campus sirens functioned appropriately. System logs revealed normal operating conditions for each siren and equipment. No issues were reported with the text and email system. The preparatory email that went out on 4 March, sufficiently notified the campus that the text and email alerts would be initiated. This notification ensured that, in the event that anyone did not receive the test alert, he or she would have the opportunity to renew their subscription or seek assistance with registration. The entire system (sirens/electronic warning messages) worked well and as expected.

Randy Hall  
Director of Campus Safety