

*A tradition of excellence and opportunity*

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DATE: April 10, 2007  
 TO: General Maintenance Worker Staff  
 Operating Engineers  
 FROM: Karla Stavos, Building Services Manager  
 RE: **NIGHT ALERT SYSTEM FOR TORNADOS**

In order to alert the campus about a tornado warning, we have established the following *procedures to use Monday through Friday, 4:30 p.m.-11:00 p.m.*

1. A weather alert radio is located in the Heating Plant. This radio is activated automatically when the National Weather Service issues severe weather watches or warnings.
2. When the engineer on duty becomes aware of a weather warning on the weather alert radio, he will notify you so that you can alert people to move to shelter areas.
3. The following alert schedule should be used:

Building	GMW	Cell Phone
Stewart Hall Business Building	Gary Kerfeld (Monday) Kathleen Witschen (Tues.-Sat.)	293-3529 293-6853
Riverview Math-Science Building Eastman Hall	Ron Mueller (Tues.-Sat.) - or - Pat Barrett (Monday)	293-6844 293-6855
Halenbeck Hall Education Building	Robert Coats (Monday) Tim Diederichs (Tues.-Sat.)	293-6857 293-6860
Garvey Commons Kiehle Visual Arts Center Whitney House Administrative Services	Bruce Goenner (Mon.-Tues.) - or - Chuck Kalscheuer (Wed.-Sun.)	293-6892 293-6850
Headley Hall Brown Hall Performing Arts Center Health Services	Maja Babic (Mon.-Fri.)	293-6859

**RON MUELLER (293-6844) OR FLOATS (Brian Kuhn 293-6849 or Pat Barrett 293-6855)  
 WILL FILL IN WHERE NEEDED.**

**(Continued on reverse side)**

4. Centennial Hall, Atwood Memorial Center, Academic Computer Services (ECC), Halenbeck Hall (North and South), the National Hockey Center, and the Residence Halls will receive their warnings over their own public radio or weather alert radio.

**From 10:30 p.m. until 7:00 a.m., the night Building Services Foreman:**

**Sunday through Thursday nights** – Ken Carlson (293-6843) or Mark Ness (293-6902).

**Friday & Saturday nights** – Lee Mitchell (293-6878) or Mark Ness (293-6902).

**During regular office hours**, we shall use another alert system, which notifies Building Coordinators rather than general maintenance worker staff.

On **weekends** one of the people listed below will notify occupants of occupied buildings, depending on which individual is on duty:

**Al Fiereck** (293-6842)

**Ron Mueller** (293-6844)

**Chuck Kalscheuer** (293-6850)

**Pat Barrett** (293-6855)

**Bruce Goenner** (293-6892)

**Brian Kuhn** (293-6849)

Cc: Administrative Affairs