

BUILDING EMERGENCY PLAN TEMPLATE

The Building Emergency Plan (BEP) template was created by the Campus Safety Advisory Committee. The BEP identifies specific emergency protocols to the occupants and first responders. If you need assistance with completion of the BEP templates contact Mario Rangel at 765-677-2497 or by email, mario.rangel@indwes.edu

INSTRUCTIONS

Enter your building's specific information into the corresponding text form fields (i.e.) by using the mouse pointer (double click on the text form field) or use the **"Tab"** key to navigate to the next field. The entire field will then become highlighted and you can start typing requested information as normal text. Do not worry about any default instructional text that may already be in the form fields, it will disappear when you start typing in new information. Some of the information requested may not be available or necessary for your building. Similarly, you may know of additional information in your building that would be of assistance to your occupants in an emergency.

Please adapt this document and any additional information that makes your BEP more effective!

After you have completed your Building Emergency Plan (BEP), and it has been reviewed by your safety committee and department head, please send a copy to: Campus Police Coordinator, **Mario Rangel**, mario.rangel@indwes.edu
The next step is to put the program into action. Distribute the BEP to appropriate members of your department.

Please Note: You need to review the BEP at least annually and revise it when there are changes. All updates need to be submitted no later than January 1st. Please forward a copy of the revised plan or annual review documentation to: Campus Police Coordinator, **Mario Rangel**, mario.rangel@indwes.edu

Insert Your Building Name Here:

Date Adopted: January 2012

Date Revised: January 2012

Prepared By:

PLAN DEVELOPMENT AND VALIDATION

Each University building must have a Building Emergency Plan (BEP) that plans for possible emergency incidents. The Building Coordinator will develop the BEP and submit it to the Campus Police Coordinator, **Mario Rangel**, for review, distribution to the campus police office, and posting to the Emergency Operations Center building binder.

Once the plan is developed, review and/or revise it annually. Please keep in mind the annual submission date is January 1st. If there are no significant changes that warrant a BEP revision, document your annual review below and send a copy of this page to the Campus Police Coordinator, **Mario Rangel** at mario.rangel@indwes.edu.

If you have any questions about this plan, contact your Building Coordinator, designated BEP developer or the Campus Police Coordinator, **Mario Rangel** at mario.rangel@indwes.edu.

This BEP has been developed, revised or reviewed by the following individuals:

Prepared or revised by: Building Coordinator or Designated Individual
Reviewed by Mario Rangel

Annual Review:
Annual Review:
Annual Review:

YOUR BUILDING EMERGENCY PLAN

INTRODUCTION

The BEP is designed to provide students, faculty, staff and visitors basic emergency information to include shelter-in-place and building evacuation procedures for natural and human-made events.

All building occupants need to review and understand their Building Emergency Plan (BEP) information and procedures. The BEP provides critical information that each individual needs to be familiar with when there is an emergency in the building. Emergency warning notification, evacuation, and shelter-in-place procedures need to be understood by all building occupants. Specifically, questions like...How will I receive emergency warning notifications? Where do I go when I evacuate? Who do I call for in an emergency? These are just a few of the questions the BEP should answer.

As a member of the Indiana Wesleyan Community, you should also be familiar with the Indiana Wesleyan Emergency Procedures Manual. This manual describes the procedures to follow in a variety of emergencies. A copy of the Handbook is attached (attachment 1) to the BEP or you can view it electronically at www.indwes.edu/safety/

RESPONSIBILITIES

Building Coordinator

- Prepare, coordinate, and distribute the BEP to building occupants. Include in the BEP any additional information as directed by the department head or the individual responsible for the building.
- Ensure the BEP is readily available and used during emergency incidents.
- Review the BEP annually to ensure information and procedures are current prior to submission on January 1st to the Campus Police Office.
- List all Critical Operations in the BEP for first responder reference and use.
- Attach a copy of the Indiana Wesleyan Emergency Procedures Manual to the BEP.
- In the event of an emergency, contact Campus Police by dialing x4911 from a campus phone, or (765) 677-4911 from a cell phone or a public phone.
- Assist in building evacuation.
- Report to emergency assembly area (EAA) and account for evacuated personnel.
- Collect and provide essential information to emergency personnel (e.g. location of incident, persons in building, special hazards, etc.).
- Develop additional building specific information that makes the BEP more effective (e.g. specific procedures for any assigned disabled people, evacuation maps, emergency assembly area, etc.).

Note: Annual revision of the BEP is mandatory and due by January 1st each year.

Building Occupants

- Know the evacuation routes and EAA location(s).
- Participate in annual exercises/drills.
- Attend department training sessions.
- All building occupants must be familiar with the BEP. Read it carefully. If you have any questions, consult your building coordinator, department safety coordinator or safety committee representative.
- Be familiar with the Indiana Wesleyan Emergency Warning Notification System – “IWU ALERT”
- Know the locations of emergency materials that may be needed in an emergency such as emergency telephones and fire pull alarms.
- Understand the proper procedures for notifying emergency responders about an emergency in the building or work area ([dial 4911](#))
- Be familiar with additional building specific procedures and requirements.

(BEP) Requirements

- The BEP is reviewed annually, submission is due by January 1, to ensure information and procedures are current. The Campus Police Coordinator will also review the BEP, maintain a copy for use by Emergency Operations Center personnel and forward a copy to the Grant County Sherriff’s Department, as well as, the City of Marion Police, Fire Departments and Grant County Emergency Management Agency and Department of Home Security.
- Annually exercise the BEP to validate procedures and to ensure building occupants understanding. The exercise should be based on a simulated emergency event that highlights building shelter-in-place or evacuation procedures. Any lessons learned that require changes to the BEP should be incorporated into the BEP and a copy forwarded to the Campus Police Coordinator. If needed the Campus Police office will assist in exercise development if needed.
- Training is an integral part of the safety and preparedness program for your building. It is the responsibility of each department head and supervisor to ensure all building occupants are trained or made aware of the Building Emergency Plan for the building(s) they occupy.

Training Slide Presentation Template

A Power Point Training Presentation template is located at attachment 2 and on the Emergency Management website www.indwes.edu/safety to assist the building coordinator or designated representative develops a training presentation for building occupants. The template is a guide and should be adjusted to fit the needs of each building. Feel free to add or delete information based on your building set up and training objectives. Please contact the Campus Police Office should you have questions .

BUILDING INFORMATION

Building Coordinator/Alternate Building Coordinator

Please fill in the following areas. Tailor the form to the needs of your building

BC:	Email:
BC Campus Address:	
BC Telephone No.:	Fax No.:
Alternate BC or Bldg Contact Person:	Email:
Alternate BC Campus Address:	
Alternate BC Telephone No.:	Fax no.:

Building Description

Describe the building (e.g., number of floors and major uses of building) here.

Building Departments

List all departments in your building.

Department	Safety Coordinator	Phone	Building	Room

Building Safety Committee

All departments with employees in your building should be represented on your committee. List Committee members and positions (chair, vice-chair, other officers, members, etc.).

Name & Position	Department	Phone	Building	Room

Building Critical Operations

In this section, include information about critical operations that require special care during an emergency. Be sure to check with each department before completing this section.

Operation	Room	Department	Responsible Person	Phone

Building Alarm(s)

Indicate all of the alarms that occupants should be able to identify. There may be several alarms in or near your building such as elevator alarms, evacuation alarms, bio-safety hood or fume hood alarms. Describe the different sounds, the significance of each alarm, and the appropriate occupant response to each alarm. Add other steps, actions, or precautions specific to your building or work area.

Insert your building alarm information here. Enter as much information as needed.

Building Services and Maintenance

Indicate here who provides custodial services to your building along with contact information. A schedule of custodial services in this building may be obtained by contacting Facilities Services.

NOTIFICATION PROCEDURES

Emergency Notification Procedure

Any building occupant who needs emergency assistance should immediately dial **4-911 from any campus telephone.**

Non-Emergency Notification Procedure

Building Coordinator: Insert your Building Coordinator's phone number here.

Campus Police: 677-4911

Facilities Services: 677-2313

IWU Emergency Warning Notification System

Indiana Wesleyan is a large and complex institution, and people freely move about our campus. Despite advances in communication, there is no way to reach everyone instantly with a single message. However, the multi-layered approaches we have in place will help spread the word quickly. The following communication methods make up the University's Emergency Communication Plan:

- All-Hazards Emergency Warning Sirens (**Shelter-In-Place**).
- Fire alarms (**Evacuate** the building).
- An e-mail will be sent to all people with an **Indiana Wesleyan.edu** address.
- Building Coordinators will receive the Mass Email notification and begin their internal notification procedures. However, if specific information needs to be "pushed out" to the BCs then a Building Coordinator Email/Text Notification will be made. When BCs receive an emergency notification they will forward an e-mail to others in the building or go to offices and classroom in person. They also may post signs on doors or in hallways.

Indiana Wesleyan University faculty, staff and students may sign up to receive an emergency notification text message. "IWU ALERT." Sign-up for this service at www.indwes.edu/safety/

The Indiana Wesleyan Emergency home page www.indwes.edu/safety/ is the focal point of the most complete information in all campus-related emergencies. Personnel in University Residences will be notified. They, in turn, will activate their procedures to alert residents in their residential halls via resident assistants, telephones, and signage. University TV and Radio stations will help spread the notification information.

EMERGENCY PROCEDURES

Indiana Wesleyan's Emergency Procedures Manual will be referenced for all emergencies. A copy of the Manual must be attached to the BEP. The BEP focuses on two basic and immediate warning notifications:

Emergency Assembly Area

Fire Alarms indicate that immediate evacuation is necessary and that all building occupants must exit and proceed to the assigned Emergency Assembly Area (EAA).

Shelter-in-Place

All Hazards Emergency Warning Sirens indicate that occupants must immediately seek shelter (Shelter in Place) in a safe location within closest facility/building.

"Shelter in place" means seeking immediate shelter inside a building or University residence. This course of action may need to be taken during a tornado, earthquake, and release of hazardous materials in the outside air, or a civil disturbance. When you hear the sirens immediately go inside a building to a safe location and use all communication means available to find out more details about the emergency. Remain in place until police, fire, or other emergency response personnel provide additional guidance or tell you it is safe to leave.

Additional warning notifications will follow using IWU ALERT SYSTEM.

EVACUATION

Evacuation Policy

Indiana Wesleyan policy requires immediate evacuation when any fire alarm sounds. All faculty, staff, students and any other individuals within the building must promptly depart the building using designated exit routes.

Departments are responsible to ensure all people in their building are aware of exit routes and location of their building Emergency Assembly Area (EAA).

Personnel may briefly delay evacuating if they need time to shut down electrical and other equipment, especially any that involves flame, explosive vapors, or hazardous materials.

All building occupants will follow instructions relevant to public safety issued by the building coordinator, or fire and police personnel.

After exiting building, occupants are to go directly to their designated EAA and follow instructions provided by the building coordinator (or designated safety representative) and emergency responders. No one may re-enter building until authorized to do so by fire or police department officials.

General Evacuation Procedures

- If you hear the fire alarm or are instructed to leave the building:
- Immediately obey evacuation alarms and orders. Tell others to evacuate.
- No one may remain inside a building when an evacuation is in progress.
- Classes in session must evacuate.
- If involved with hazardous research or doing a dangerous procedure, immediately shut down operations that could create additional hazards if left unattended. Evacuate as soon as possible.
- When you evacuate, take keys, coat, purse and any other critical personal items with you to the EAA.
- Close doors as rooms are vacated.

- Assist those who need help, but do not put yourself at risk attempting to rescue trapped or injured victims.
- Note location of trapped and injured victims and notify emergency responders.
- Walk calmly but quickly to the nearest emergency exit.
- Use stairways only. Do not use elevators.
- Keep to the right side of corridors and stairwells as you exit.
- Proceed directly to your designated EAA. Stay away from the immediate area near the building you evacuated.
- Remain in EAA until roll is taken and instructions are given.
- Do not reenter the building until authorized fire or police department personnel give the “All Clear” instruction.

Building Specific Evacuation Procedures

Evacuation procedures must take into account any specific building and occupant needs. Add maps, exit routes, other steps, actions, or precautions specific to your building or work area. **Insert your building specific evacuation procedures here. You can enter as much information as needed.**

Emergency Assembly Area Location

Determine an Emergency Assembly Area (EAA—roll call/head count area) away from the building and in a location that will not interfere with emergency personnel. Do your best to implement personnel accounting procedures. However, it is understood that many facilities (especially academic buildings) have incoming and outgoing students, faculty, staff, and visitors which makes a “headcount” very difficult to conduct. Do your best and be prepared to provide first responder personnel as much information as you know.

Describe the EAA location(s) and your head count verification process here.

Evacuation Guidelines for People with Disabilities

- General Policy (reference, Emergency Procedures Guidelines for specific information that may be useful in developing your specific policy/procedures for your building):

Expand on any specific occupant disability procedures here.

- Check on people with special needs during an evacuation. A “buddy system,” where people with disabilities arrange for volunteers (co-workers) to alert and assist them in an emergency is recommended.
- Only attempt an emergency evacuation if you have had emergency assistance training or the person is in immediate danger and cannot wait for emergency services personnel.
- Always ask someone with a disability how you can help before attempting any emergency evacuation assistance. Ask how they can best be assisted or moved, and whether there are any special considerations or items that they will need during the evacuation.
- Faculty and staff who are mobility impaired should let the Building Coordinator or designated building representative know the location of their usual work area and special needs. Document the information in the below table.

Names & Locations of Building Occupants with Special Emergency Needs

Name	Room	Phone

SHELTER-IN-PLACE

Types

- Tornado warning.
- Severe weather events.
- Active shooter, building intruder, or civil disturbance.
- Hazardous materials release.
- As directed by police personnel for any other situation that requires you to find protection within a building.

When to Take Shelter

You must immediately seek shelter in the nearest facility or building (preferably in a room with no windows) when:

- You hear the All Hazards Emergency Warning Sirens.
- When directed by police or fire department personnel.
- Upon the direction of the Building Coordinator.

Procedures

“IWU ALERT” will be used to notify the Indiana Wesleyan community of a “shelter in place” situation. If you are “sheltering” due to a tornado warning, immediately go to a safe location in your building.

- Proceed to the basement of any building that has a basement or sub-walk. Position yourself in the safest portion of the area away from glass. Be prepared to kneel facing a wall and cover your head.
- In 2 story or more buildings, vacate the top floor and move to the lowest floor or to the basement. Position yourself in an interior corridor away from glass. Be prepared to kneel facing the wall and cover your head.
- Any occupant who encounters a student or visitor should direct them to take appropriate actions.
- Any occupant that encounters a physically disabled individual should assist them if possible.
- Try and obtain additional clarifying information by all possible means (e.g. Indiana Wesleyan Emergency web page, TV, radio, email, etc.)

If you are “sheltering” due to a hazardous materials (HAZMAT) accidental release of toxic chemicals the air quality may be threatened and sheltering in place keeps you inside an area offering more protection. For a HAZMAT situation you should, if possible, take the following actions:

- Close all windows and doors.
- Turn heating/cooling systems (HVAC) off.
- Move to the shelter in place location.
- Do not go outside or attempt to drive unless you are specifically instructed to evacuate.
- Do not use elevators as they may pump air into or out of the building.
- Any occupant who encounters a student or visitor should direct them to take appropriate actions.

- Any occupant that encounters a physically disabled individual should assist them if possible.
- Try and obtain additional clarifying information by all possible means (e.g. Indiana Wesleyan Homepage, TV, radio, email, etc.)

If you are “sheltering” due to an **active shooter, building intruder or a civil disturbance** on campus, immediately go to a safe location in your building (**normally the “IWU Alert” will be the means of notification**).

- If possible, take refuge in a room that can be locked.
- If possible, close and lock the building’s or room’s door (s). If unable to lock the door secure it by any means possible.
- The room should also provide limited visibility to anyone that is outside of it.
- Hide under a desk, in a closet, or in the corner.
- After getting to a safe location and without jeopardizing your safety, try and obtain additional clarifying information by all possible means (e.g. Indiana Wesleyan Emergency page, TV, radio, email, etc.)
- Report any suspicious activity if you can do so without jeopardizing your safety...Call 4911.

Building Specific Shelter-in-Place Procedures and Locations

Shelter-in-place procedures must take into account any specific building and occupant needs. Add maps, routes, other steps, actions, or precautions specific to your building or work area. Specify your shelter in place locations and procedures. Insert your building specific shelter-in-place procedures here. Recommend you list/describe your shelter in place locations/procedures for weather-related, HAZMAT, or civil disturbance incidents. Be concise and methodical when listing your specific procedure.

APPENDICES

Acronyms

BEP - Building Emergency Plan

BC - Building Coordinator

BEP - Building Emergency Plan

EAA - Emergency/Evacuation Assembly Area

Definitions

All Hazards Warning Sirens: Marion City Dispatch controls activation of the siren system. The sirens will be activated when:

- The National Weather Service (NWS) issues a severe thunderstorm warning for any portion of Grant County.
- A trained spotter reports a tornado or funnel cloud with or without NWS warning.
- A local jurisdiction deems it necessary due to severe weather warnings from an adjacent county or sub-jurisdiction. Should the Grant County Sheriff’s Department activate the county’s Emergency Weather Siren the City of Marion will also activate the sirens under their control.

Building Coordinator: The Building Coordinator is a University employee who has a defined role in each campus building. In an emergency, the building commander should report to the Incident Command location to provide building information to emergency responders. The “all clear” information will typically be communicated to the building coordinator when it is safe to return to the building so that the occupants can be notified.

Building Emergency Plan: The plan is a document that consists of emergency procedures, activities for preparing for emergencies, and roles and responsibilities of building occupants.

Building Safety Committee: A group composed of members from each department in the building generally chaired by the building deputy or other employee, charged with coordinating building safety concerns.

Critical Operations: Any potentially hazardous operations located in your facility that requires preplanning for evacuation and/or shelter-in-place events. Additionally, this information must be readily available to first responders to assist them in their emergency response efforts.

Department Safety Committee: A group composed of department representatives from each major unit of the department. If a department occupies different buildings, ideally, representatives from each building serve on the committee. Primary functions include:

- Serves as a forum for department employees to report and discuss safety or environmental improvement needs.
- Identify employee needs for safety training and request training sessions accordingly.
- Coordinates safety audits on a regular basis; assisting department management in prioritizing actions to address safety concerns.
- Disseminates information about requirements concerning workplace health, safety, and environmental protection.

Emergency/Evacuation Assembly Area(EAA): A pre-designated safe location near a building where building occupants assemble and report to the Roll Taker(s) after evacuating their building.

Emergency Responder(s): Person(s) who provide assistance in an emergency (or potential emergency) situation in a building. They are not building occupants and may be from the Campus Police department, Facilities Services, IWU Administrators, etc. In critical situations, they may take charge of the building and have full authority over activities in and around the building.

Roll Taker: A building occupant assigned to take roll at the emergency assembly area (EAA) after a building evacuation.

Building Coordinator Check-off List

	Identify your Building Coordinator Alternate. Submit his/her cell phone # and provider to the Campus Police Coordinator at mario.rangel@indwes.edu for emergency communication situations. Also, include the alternate's information in the Building Safety Committee section of your (BEP).
	Designate an Emergency Preparedness Training Facilitator. (Include in the Safety Committee section of your BEP)
	Schedule an annual overall Emergency Preparedness Training date to educate all building occupants (Include date in the "Critical Information" section in your BEP). Results of the training must be submitted to the Campus Police Coordinator mario.rangel@indwes.edu (i.e. attendees, date, and times).
	Designate an office/space to house the IWU Emergency Procedures Manual and make all building occupants aware of its location.
	Provide IWU Alert sign up information available to ALL occupants. Record both the number of IWU alert enrolled personnel and the total number of occupants in the building in your (BEP).
	Verify your building doors are numbered, if not contact the Campus Police Office to assist in doing so. Record building door numbers in your (BEP).
	Designate an Emergency Assembly Area (EAA). Record this area in your (BEP).
	Designate a Shelter in Place. Record this area in your (BEP).
	Develop a building specific Evacuation Plan (routes, exit plans, etc.). Record this plan in your (BEP).
	Locate and be familiar with all Emergency Assisting Equipment (fire extinguishers, fire pull arms, etc.)
	Prepare an Emergency Preparedness Kit. (optional)
	Ensure that each office/work station has an IWU Emergency Procedures Flip Chart.
	Be familiar with and list all critical operations in your (BEP).
	Schedule two annual tornado/severe weather drills. (Utilize the fire/tornado log attached in your BEP; this log must be submitted to the Campus Police Coordinator at mario.rangel@indwes.edu) by January 1 st of each year).
	Schedule two annual fire drills. (Utilize the fire/tornado log attached in your BEP; this log must be submitted to the Campus Police Coordinator at mario.rangel@indwes.edu) by January 1 st annually
	Schedule an overall emergency preparedness training session for all building occupants. (Report results to the Campus Police Coordinator at mario.rangel@indwes.edu (dates, times, attendees and topics covered).
	Set an annual date to review and update your (BEP). All updates are due annually by August 15 th .
	Attach a copy of the IWU Emergency Procedures Manual to the (BEP).
	Disperse a copy of your (BEP) plans to all occupants with your building.
	Review your (BEP) plan in totality prior to submission to the Campus Police Office.

IWU Record of Fire/Tornado Drills

Building Name: _____ Building Address: _____

Date of Fire Drill	Time of Fire Drill	Evacuation Time (min/sec)	# of Occupants	Fire Dept. (Y/N)	Overall Standard of Drill	Comments:
Date of Tornado Drill	Time of Tornado Drill	Shelter in Place Time (min/sec)	# of Occupants	Fire Dept. (Y/N)	Overall Standard of Drill	Comments:

On this form, or as an attachment please note any deficiencies concerning: (1) the performance of alarm equipment; (2) staff functions; (3) student/employee performance; (4) obstruction; or (5) other factors which may pose a safety hazard or affect the efficient, orderly exiting from the building. The building Coordinator is responsible for ensuring corrections of deficiencies and submitting this form to the Campus Police Office annually by January 1st.

Building Coordinator's Signature: _____

Date: _____

Critical Information

Emergency Preparedness annual training date _____

Emergency Procedures Manual Location (office/space) _____

BEP annual update date: _____

Fire Drill Step-by-Step Procedures

Prior to the fire drill:

- Set a date and time for your fire drill when most occupants will be in your building. The time and date should not be shared with occupants other than with the Building Safety Committee.
- Contact the Director of Campus Police (x2497) to request a specific date and time of the planned fire drill. A campus police officer must be on hand to monitor the drill and communicate with the fire department.

During the fire drill:

- The conductor of the fire drill should instruct occupants to leave the building and report to the designated Emergency Assembly Area referenced in your Building Emergency Plan.
- The conductor must check all spaces/rooms and verify they have been vacated and report to the Building Coordinator after the building is all clear. (Note: In the event of an actual fire, all staff is to leave the building at once.)
- The conductor is required to record the time elapsed between the alarm sounding and building evacuation.
- When the building has been cleared, the conductor authorizes the silencing of the alarm and occupants are then able to return to the building.

After the fire drill:

- The conductor must obtain a signature from the Campus Police officer on the fire drill report form.
- Incident forms are filed on any uncooperative occupants for follow-up.
- Improperly functioning fire safety equipment is reported to Facilities Services.
- The fire drill report is filed for future submission to the Campus Police office by Jan. 1.

Requirements

Two fire drills are required per calendar year. Building Coordinators are expected to initiate, plan, direct, and report these fire drills with the assistance of their Building Safety Committees. A false alarm in the building may take the place of a second planned drill if the building is evacuated, a fire drill report completed, and a Campus Police officer came to the scene.

Tornado Step-by-Step Procedures

Prior to the tornado drill:

- Set a date and time for your tornado drill when most occupants will be in your building. The time and date should not be shared with occupants other than with the Building Safety Committee.
- Contact the Director of Campus Police (x2497) to request a specific date and time of the planned tornado drill. (Note: A Campus Police officer does NOT have to be present)

During the tornado drill:

- The conductor of the tornado drill should instruct occupants to seek shelter at their designated shelter in place (SNP) area referenced in your Building Emergency Plan.
- The conductor must check all spaces/rooms and verify they have been vacated and report to the Building Coordinator after the building is all clear.
- The conductor is required to record the time elapsed between the start of the drill and when all building occupants have reported to the designated shelter in place area.
- Once all occupants are accounted for and the information is recorded, occupants may return to their normal responsibilities.

After the tornado drill:

- Incident forms are filed on any uncooperative occupants for follow-up.
- Improperly functioning safety equipment is reported to Facilities Services.
- The tornado drill report is filed for future submission to the Campus Police office by January 1 of each year.

Requirements

Two tornado drills are required per calendar year. Building Coordinators are expected to initiate, plan, direct, and report these tornado drills with the assistance of their Building Safety Committees. A false alarm in the building may take the place of a second planned drill if the occupants gathered in their specific shelter in place area and the correct information was recorded in the Tornado drill report sheet.