

From: WoffordNews WoffordNews@Wofford.Edu
Subject: IMPORTANT MESSAGE FROM DINING SERVICES: Summer Hours
Date: June 5, 2013 at 4:35 PM
To: Wofford Staff WoffordStaff@Wofford.Edu, Wofford Students WoffordStudents@Wofford.Edu



The following are the summer hours for Java City Acorn Café and Burwell Dining Hall:

Java City Acorn Café
Monday thru Thursday 8:00am-7:00pm
Friday 8:00am-Noon

Burwell Dining Hall
Monday thru Friday
Breakfast 7:30am-9:00am
Lunch 11:30am-1:00pm
Dinner 5:00pm-6:30pm

Saturday and Sunday
Brunch 11:30-1:00
Dinner 5:00-6:30

Sam Walker
Food Service Director
ARAMARK @ Wofford College
(864)597-4252

From: **WoffordNews** WoffordNews@Wofford.Edu
 Subject: **IMPORTANT MESSAGE: Tornado Warning Issued**
 Date: June 10, 2013 at 1:34 PM
 To: Wofford Staff WoffordStaff@Wofford.Edu, Wofford Students WoffordStudents@Wofford.Edu



The National Weather Service has issued a tornado warning for central Spartanburg County until 2:15. Take precautions. See www.wofford.edu/campusSafety/tornadowarning/.

Precautionary/preparedness actions:

Take shelter inside a building, away from windows and doors; make sure there are as many walls and floors between you and the outside as possible. Note that vehicles and mobile homes should be abandoned for sturdier shelter.

If you are on Wofford's campus, and can safely do so, proceed to the designated emergency location in the building you're in or the closets building, if you are outside.

Wofford Emergency locations:

(Dial Ext. 4911 for assistance)

BUILDING	SAFE LOCATION
Andrews Field House	Hallway in the women's center by the carpet tapestry
Black Admissions	Interior offices on 1st floor
Black Science Annex	Bottom floor/Classroom away from windows
Burwell Building	Upstairs: Stairwells down to lower level Downstairs: Restrooms, interior rooms/hallway w/out windows, pantry/prep areas and stairwells
Campus Life Building	Interior hallways near dressing rooms under East stands in Ben Johnson Arena
Carlisle Residence Hall	1st floor interior hallway
Carlisle House	Basement
Cumming Street Physical Plant	Break room hall by conference room
Daniel Building	Interior hallways near ROTC on the 1st floor
Dean Wood's House	Bottom floor interior of house away from windows and doors
DuPre Administration Building	1st floor interior hallway
DuPre Residence Hall	Ground floor hallway near laundry room

Fraternity Houses	1st Floor of Greene Residence Hall
Gibbs Stadium	Ground floor restrooms
Goodall Environmental Studies Center (Glendale)	Kitchenette
Greene Residence Hall	1st floor interior hallway near laundry room
Health Services	1st floor interior of house away from windows and doors
Lesesne Residence Hall	1st floor interior hallway
Main Building	Mickel Chapel
Marsh Residence Hall	1st floor interior hallways
Milliken Science Center	1st floor of east wing or amphitheater
Montgomery Music Building	Interior hall w/out windows; restrooms
Olin Building	Olin Theater
Papadopoulos Building	Interior room off of main floor without windows
The Pavilion	1st floor main hallway of Wightman Residence Hall
President's House	Basement
Reeves Tennis Center	Locker rooms/restrooms
Richardson Building	Football dressing room on 1st floor
Sandor Teszler Library	Conference Room on 1st floor
Shipp Residence Hall	Basement laundry room area
Snyder House	1st floor interior hallway, near restrooms
Joe E. Taylor Center	Basement Storage Area (Taylor Master key)
Village Apartment Units	Downstairs: Ante room of bathroom; upstairs: go to downstairs apartment if possible; if not, use ante room of bathroom
Village Apartment 120	Interior hallway
Village Phase V Apartments	Bathrooms of each unit - Close doors
Village Phase V Administration & classrooms	Bottom floor bathrooms and 103 C/G classrooms/Elevator alcove
Wightman Residence Hall	1st floor interior hallway
Level 2/3 Evacuation sites (follow directions from emergency alert)	Ben Johnson Arena; Andrews Field House; Leonard Auditorium, any other area designated by an incident commander or Director of Campus Safety

IN CASE OF EVACUATION:

In the event of an incident requiring the evacuation of part or all of campus, follow the directions provided by the Wofford Emergency Alert System (text, email and or siren). You will be instructed to shelter in place, evacuate to another location on campus or go to a pick

up location.

Shelter in place instructions: Go directly to your residence hall room. Close all windows and doors in your room. Place a towel behind the crack at the door threshold. RA/RDs will ensure that residents are inside rooms and not in hallways and that all hall windows are shut and exterior/stairwell doors are shut. Physical Plant personnel will turn off all air handling devices for the building.

In the event of an emergency, the college's official spokespersons are Laura Corbin and Doyle Boggs. They can be reached at ext. 4180 or 809-8963.

GENERAL EMERGENCY GUIDELINES DURING TORNADO WARNINGS:

(From NOAA.GOV)

In a house with a basement: Avoid windows. Get in the basement and under some kind of sturdy protection (heavy table or work bench), or cover yourself with a mattress or sleeping bag. Know where very heavy objects rest on the floor above (pianos, refrigerators, waterbeds, etc.) and do not go under them. They may fall down through a weakened floor and crush you.

In a house with no basement, a dorm, or an apartment: Avoid windows. Go to the lowest floor, small center room (like a bathroom or closet), under a stairwell, or in an interior hallway with no windows. Crouch as low as possible to the floor, facing down; and cover your head with your hands. A bath tub may offer a shell of partial protection. Even in an interior room, you should cover yourself with some sort of thick padding (mattress, blankets, etc.), to protect against falling debris in case the roof and ceiling fail.

In an office building, hospital, nursing home or skyscraper: Go directly to an enclosed, windowless area in the center of the building -- away from glass and on the lowest floor possible. Then, crouch down and cover your head. Interior stairwells are usually good places to take shelter, and if not crowded, allow you to get to a lower level quickly. Stay off the elevators; you could be trapped in them if the power is lost.

In a mobile home: Get out! Even if your home is tied down, you are probably safer outside, even if the only alternative is to seek shelter out in the open. Most tornadoes can destroy even tied-down mobile homes; and it is best not to play the low odds that yours will make it. If your community has a tornado shelter, go there fast. If there is a sturdy permanent building within easy running distance, seek shelter there. Otherwise, lie flat on low ground away from your home, protecting your head. If possible, use open ground away from trees and cars, which can be blown onto you.

At school: Follow the drill! Go to the interior hall or room in an orderly way as you are told. Crouch low, head down, and protect the back of your head with your arms. Stay away from windows and large open rooms like gyms and auditoriums.

In a car or truck: Vehicles are extremely dangerous in a tornado. If the tornado is visible, far away, and the traffic is light, you may be able to drive out of its path by moving at right

angles to the tornado. Otherwise, park the car as quickly and safely as possible -- out of the traffic lanes. [It is safer to get the car out of mud later if necessary than to cause a crash.] Get out and seek shelter in a sturdy building. If in the open country, run to low ground away from any cars (which may roll over on you). Lie flat and face-down, protecting the back of your head with your arms. Avoid seeking shelter under bridges, which can create deadly traffic hazards while offering little protection against flying debris.

In the open outdoors: If possible, seek shelter in a sturdy building. If not, lie flat and face-down on low ground, protecting the back of your head with your arms. Get as far away from trees and cars as you can; they may be blown onto you in a tornado.

In a shopping mall or large store: Do not panic. Watch for others. Move as quickly as possible to an interior bathroom, storage room or other small enclosed area, away from windows.

In a church or theater: Do not panic. If possible, move quickly but orderly to an interior bathroom or hallway, away from windows. Crouch face-down and protect your head with your arms. If there is no time to do that, get under the seats or pews, protecting your head with your arms or hands.

Laura H. Corbin
Director of News Services

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From: WoffordNews WoffordNews@Wofford.Edu
Subject: IMPORTANT ANNOUNCEMENT: Burwell, Acorn Cafe to be closed July 4
Date: June 26, 2013 at 10:25 AM
To: Wofford Staff WoffordStaff@Wofford.Edu, Wofford Students WoffordStudents@Wofford.Edu



To the Campus Community:

The Burwell Dining Hall and the Acorn Café will be CLOSED on **Thursday, July 4**. They will reopen on Friday, July 5.

Laura H. Corbin
Director of News Services

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From: WoffordNews WoffordNews@Wofford.Edu
Subject: UPDATED ANNOUNCEMENT: July 4 hours for Burwell Dining Hall
Date: June 26, 2013 at 4:48 PM
To: Wofford Staff WoffordStaff@Wofford.Edu, Wofford Students WoffordStudents@Wofford.Edu



To: Wofford Campus Community
Re: Updated food service hours for July 4

Burwell Dining Hall will observe the following hours of operation on **Thursday, July 4**, and will offer a limited service menu.

Brunch from 11:30 am to 12:30 pm
Dinner from 5 pm to 6 pm

Additionally, Acorn Café will be closed July 4.

Laura H. Corbin
Director of News Services

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From: WoffordNews WoffordNews@Wofford.Edu
Subject: Special Reminder - Summer Orientation
Date: June 27, 2013 at 12:51 PM
To: Wofford Staff WoffordStaff@Wofford.Edu, Wofford Students WoffordStudents@Wofford.Edu



Students, Staff and Faculty:

Tomorrow, Friday, June 28th is the first of our two Summer Orientation Program for new students and their parents from 8:30 a.m. - 4:15 p.m. We have encouraged the newest members of our community to park in the Campus Life Building/DuPre Hall parking lot. They may, however, park anywhere so please know this as you come to work in the morning

If you have time, join us tonight at the Marriott for a dessert reception for our incoming students from 7 - 9 p.m. in the Sparks Dining Room.

Thank you

Roberta Hurley Bigger
Vice President of Student Affairs
WOFFORD
429 North Church Street
Spartanburg, South Carolina 29303-3663

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