

# Tornado Procedure



## Tornado Procedure:

**Tornado Watch:** Conditions are right for a tornado to develop in the area, and one should be on the alert for further weather developments.

1. Familiarize yourself with the primary and secondary safe area locations and the emergency routes as indicated on the floor maps.
2. Tornado Watch will be announced to each department through telephone, intercom, or voice.
3. Depending on the severity of the weather, the watch period should be used to prepare for an easy transition into designated shelter areas. Review Tornado Warning Procedures.
4. An announcement will be made to advise when the tornado watch is discontinued.

**Tornado Warning:** A tornado has been sighted or indicated by radar, usually within a ten mile radius of our location, and the following emergency procedures will be carried out to ensure safety.

1. When a Tornado Warning has been announced to each department through telephone, intercom, or voice remain calm but take immediate action.
2. Personnel should walk, not run, to the designated area. Close the doors of each room as they are evacuated.
3. Close the doors of each room as they are evacuated.
4. Do not open windows in the building.
5. Do not attempt to leave the building.
6. Avoid all glass areas, doors, and entrances.
7. As severe weather clears and the "All Clear" announcement is made by the National Weather Service a verbal announcement will be made throughout the building.
8. Notify your supervisor in the event of injury to individuals or damage to the building.
9. After the disaster or emergency:
  - a. Use extreme caution in entering or working in buildings that may have been damaged or weakened, as they may collapse without warning.
  - b. Be aware of the possibility of gas leaks or electrical short circuits. If detected notify gas company, electrical company, the police, or fire department. Don't go back into the building until you have been ensured it is safe by these officials.
  - c. Stay away from fallen or damaged electrical wires.
  - d. Stay away from disaster areas. Sightseeing will interfere with emergency operations, and may be dangerous.