



SECTION: RM
TOPIC: EMERG PROC 08
TORNADO
FEBRUARY, 2002

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: EMERGENCY PROCEDURES – TORNADO/SEVERE WEATHER

A Tornado Watch/Severe Weather Watch means a tornado or severe weather is likely to develop. Be alert to changing weather situations and be prepared to take action. A **Severe Weather Warning** means severe weather has been reported in your area. A **Tornado Warning** means a tornado has been spotted in your area. Immediate action may be the difference between life and death. When a tornado warning has been issued, the **911 Center** will issue a voice warning over the public address system and signs are placed at main entrances.

ACTION TO TAKE:

1. Leave your outside office – “CLOSE DOOR.”
2. Go to the nearest interior hallway away from outside doors and windows with glass or follow the specific evacuation procedure established as to location of shelter for your working area.
3. DO NOT USE ELEVATORS.
4. Await further instructions over the public address system or other emergency authorities.
5. MAKE EVERY EFFORT TO REMAIN CALM AND ENCOURAGE THOSE AROUND YOU TO DO LIKEWISE. ASSIST OTHERS AS NECESSARY.
6. If persons with disabilities need assistance, help them to an interior hallway away from windows and doors with glass.
7. Protect your head and face.
8. Return to your office only after “All Clear” signal is given over the public address system, or through the appropriate system.
9. IF YOU ARE CAUGHT IN AN OFFICE WITH EXTERIOR WINDOWS: Seek protection under a desk as far away from glass as possible.

END OF PROCEDURE