

TORNADO EMERGENCY PLAN 701

I. PURPOSE

To protect personnel and property through an established procedure in the event of a tornado emergency the following guidelines shall be implemented as part of the Emergency Action Plans.

II. PROCEDURE

TORNADO WATCH: Weather conditions are such that a tornado is possible. The regional weather service has communicated a public service announcement that a tornado watch is in effect for the area.

This communication is relayed to Management.

A. First Line of Communication

1. During regular business hours Management will notify the:
Supervisor / Foreman
Field Employees
2. During off business hours or weekends, Management will notify the:
Supervisor / Foreman
On-Duty Call List and/or Field Employees

B. Management will continue to monitor the regional weather service to determine severity of the weather conditions.

C. It is the responsibility of all on-duty personnel to maintain open lines of communication in order to execute an orderly shutdown of activities if it becomes necessary to do so.

TORNADO WARNING: A tornado has been spotted in the area. In the event that a tornado is sighted; or a warning is communicated through regional weather service or local officials and a tornado appears to be imminent, the following procedures will be followed:

A. If a warning is received but a tornado is not sighted, Management will monitor the regional weather service.

1. Notify the Supervisor / Foreman of the upgraded status from tornado watch to tornado warning.
 2. Management will maintain open communication lines with the regional weather service and update the Supervisor / Foreman with available information.
- B. If a tornado has been sighted and appears to be on a path that will affect the work area, Management will notify the Supervisor / Foreman to suspend work operations.
- C. Work Operations shall be shutdown, vacate work areas and seek shelter.
- D. The Supervisor / Foreman will advise Management of the order to shut work operations down has been complete.

Employees shall be in a sitting position with hands clasped around knees and head lowered. Do not leave shelter area until an all-clear signal is given to return to your work area.

IV GENERAL GUIDELINES

If ever caught in a position where you are not near a pre-designated tornado shelter area, keep a few guidelines in mind to protect yourself:

- A. Stay away from windows and other openings. Flying debris causes many injuries in a tornado.
- B. Look for interior reinforced steel structures. What is over your head is important.
- C. The lowest level in the building usually provides the best shelter.
- D. If you are outside, seek a low lying area (ditch), lie down and protect overhead as much as possible.
- E. If you are driving, do not try to outrun the tornado, stop and seek adequate shelter.