

Severe Weather/Tornado Action Plan

Read & familiarize yourself with the procedures below

(Version date 3/28/17)

When a tornado is spotted or when the emergency warning sirens sound:

1. Ensure your own safety.
2. If safely possible, alert others in the facility - including co-workers, clients, and visitors. This is the responsibility of every employee and management team member.
 - Dialing “1000” (ALL CALL) on our office phone system will activate all office speakerphones and announcements will be heard over the WATERLOO speakerphones that are on the system. This can be used to alert staff of any danger.
 - Outreach offices can send the ALL CALL but only the Waterloo Office speaker phones will announce the message. So additional communication is needed to notify any personnel in the Outreach offices.
 - Anyone can give a warning...it is better to repeat the announcement than not have one.
3. Seek and help others seek shelter under a substantial object in the lowest level of the building, away from windows, dangerous equipment or hazardous materials. This applies to any building in which you are working.
 - *For the Waterloo office*, take shelter on the ground floor of the northern most hallway of the Early Learning Family Services (ELFS) department. It is the hallway nearest the employee restroom and straight along the wall that is shared with the warehouse in the ELFS department. This area has been designated as the most structurally sound by the building contractors.
 - *For the Grundy office*, if safely possible and if available, take shelter in the adjacent Post Office “Safe Room” otherwise follow the shelter guidelines listed above (number 3).
 - *For the Buchanan offices*, if safely possible and if available, take shelter in the building community hallway or follow the shelter guidelines listed above (number 3).
4. Do not leave shelter until the warning is no longer in effect and the danger has passed.
Special note: If in a vehicle, do not try to outrun a tornado. If you can not avoid the tornado, get out of the vehicle and seek shelter in the nearest building. If you are unable to get to shelter, lie flat in the nearest depression (e.g. ditch, culvert or ravine) protect your head and stay low to the ground.

After the danger has passed:

1. Assess the situation and account for all personnel (and visitors, clients, etc...). Everyone should report to their direct supervisor for a roll call. Outreach offices/and staff at clinics should call/text their Department Director, Executive Director, or other Director/Supervisor in order to inform the main office and report occurrences as soon as safely possible.
2. Evacuate if the building has suffered structural damage (broken gas lines, collapsed areas, etc...)
3. In case of injuries, gas leaks, etc.... call 911 for help.
4. After ensuring everyone’s safety and well being, take appropriate actions to safeguard vital information, secure equipment and maintain operations.