

## TORNADO DRILL PROCEDURES

1. Tornado Watch: An alert or forecast issued whenever atmospheric conditions are favorable for development of severe weather or tornadoes, giving an estimate of the condition. Actual conditions in the area at that time of the “watch” announcement may not be threatening.

Procedures:

- A. Principal and teachers notified by courier or intercom of “watch” alert.
  - B. Adult spotters posted to watch for tornado or threatening clouds.
  - C. Office personnel assigned to radio and television monitoring of weather information.
  - D. If tornado or threatening cloud is spotted or T.V. or radio announcement of same, notify principal and/or office personnel immediately. Tornado Warning Procedures Go Into Effect!
2. Tornado Warning: A warning of danger is issued when a tornado has been sighted and there may be danger to life and property if protective measures are not taken by people who are in its path.

Procedures:

- A. The tornado alarm system will be activated and/or an announcement of the “Tornado Warning” will be made to all rooms over intercom public address system. If no electric, announcement by courier and/or referee’s whistle being blown in long continuous blasts. A new tornado alarm system (nonelectric) has been installed and explained.
- B. The teacher or assigned students will open all classroom windows and doors. Windows need be opened only slightly.
- C. Teachers will escort students by assigned routes to 1<sup>st</sup> floor and basement shelter areas; take register books to account for all students; caution all students to remain calm and quiet going to and while in shelter areas so as to hear any instructions, or give a vocal command of “Take Safety Position.” All persons will take a squatting or kneeling position, head between knees and lowered toward floor with hands locked at back of neck and head.
- D. Main outside exit doors on 1<sup>st</sup> floor are opened except at the southwest end of building; classroom doors to hallways are opened except the classrooms used as shelter areas.
- E. Maintenance or custodial personnel will shut off all gas utilities both in the basement and outside immediately upon announcement of a tornado warning (and other utilities considered dangerous).
- F. If injury occurs, students should pass word calmly to the teacher with them; the teacher will summon help and/or render first aid and assistance.
- G. After the tornado or danger passes the “All Clear” word will be passed vocally by the principal and/or adult courier; roll call will be checked; injuries and damages assessed; medical and first aid treatment made if necessary; students remain under teacher supervision by groups in shelter areas if safe, or are escorted elsewhere upon instruction by principal or other qualified and knowledgeable adult until final distribution of students is made.

SEE ASSIGNED SHELTER AREAS AND ROUTES OF ACCESS

The tornado shelter areas are thought to be the safest shelter areas as recommended by the Director of Gallia County Civil Defense and others.

CAUTION: Go to the assigned tornado shelter areas if time permits; but, always have alternative plans and actions in mind if circumstances make such changes necessary remembering the following: previous tornado damages have proven certain first floor areas are usually safer than the top two floors; smaller, inside walled areas with no glass are safer than larger areas such as the gym, auditorium or cafeteria; areas away from the southwest are usually safer as are classrooms at northeast end of the building; hallways opening to the southwest can act as a dangerous wind tunnel. Keep these facts in mind as you choose alternative areas, etc., if necessary.

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