Tornado Preparedness Plan

- Evaluation For Tornado/Severe Weather Compliance Training Form
- Tornado/Severe Weather Plan

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EVALUATION FOR TORNADO/SEVERE WEATHER COMPLIANCE TRAINING

Date of drill:_____

Person conducting the drill: _____

Site: _____

Time Started:_____ am/pm Time Ended:_____ am/pm

Time it took to evacuate to designated area: _____

Weather conditions outside during the drill: _____

Items of concern: _____

- Are there adequate safe areas? ☐ Yes ☐ No
- Are the rooms clutter free? ☐ Yes ☐ No
- Are employees taking the quickest routes? ☐ Yes ☐ No
- Did the communication system function as needed? ☐ Yes ☐ No
- Were there adequate flashlights? ☐ Yes ☐ No

Corrective actions:_____

_____

_____

_____

Staff suggestions:_____

_____

_____

_____

_____

_____ _____

Name of person completing form Date

Submit to The Safety & Compliance Manager upon completion

Tornado/Severe Weather Plan

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TORNADO/SEVERE WEATHER PLAN

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301 MAIN STREET

This bulletin identifies the safety considerations that should be addressed when working in areas where there is a potential for thunderstorms, lightning, extreme winds, large hail and tornados.

Training

- Practice drills will occur twice per year and gauge effectiveness, lessons learned and modify as needed (see evaluation form).
- The Safety & Compliance Manager will be responsible for monitoring the weather in times of a tornado watch and in the event of a tornado warning.
- Weather updates will be communicated in real-time through email to the employees who regularly work in the corporate office.
- An email and an alarm or announcement coming through the phone system in the event of a tornado warning will occur, prompting you to seek immediate shelter.
- Best practices include seeking shelter under a sturdy object or against a wall while assuming the protective position by sitting on your feet, back arched with hands protecting the back of your head.

Shelter

- Seek shelter in one of the lower level interior offices within 3 minutes of a tornado notification (copies of the Tornado/Severe Weather Preparedness Plan will be in all interior offices for reference)
- Do not use candles or lighters at this time.
- Offices will be equipped with a First Aid Kit, flashlights and batteries, employee's cell phones which can double as weather radios, water and snacks from the Treat Trolley
- **If a tornado appears so quickly that the preferred practices cannot be followed, all occupants should seek cover at once under heavy furniture.**

Accounting for Employees

- A member of Human Resources will have access to the employee roster and will account for employees who routinely work in the warehouse. For guests in the building, their names, addresses and phone numbers will be recorded.
- Alternatively, a loud warning system and practice drills will prepare employees for an actual emergency.

Recovery

- Once the tornado has passed, the Human Resources Director and the Safety & Compliance Manager will carefully inspect the building for downed power lines, other hazards and injuries (applying First Aid as needed and completing required Incident Form documentation). One member will stay with the remainder of the employees and guests at all times until 'All Clear' is given.
- If no emergency is detected, the Human Resources Director and the Safety & Compliance Manager may give the 'All Clear' and employees may resume regular duties.
- If necessary, emergency personnel will be called either to address downed power lines, a natural gas leak, a chemical spill, fire or injuries beyond First Aid treatment.
    - **Wisconsin Public Service – 1-800-450-7240/Power Outage**
    - **Wisconsin Public Service – 1-800-450-7280/Gas Emergency**
    - **REI Engineering – 1-877-734-7745/Chemical Spill**
    - **Fire Department/Emergency Services - 911**
- If necessary, the Human Resources Director will contact the employees' emergency contacts to provide a status update.
- If necessary, the Chief Executive Officer will respond to the media.