

ORC: _____
OAC: _____
CFSR: _____
Board: _____
Other: _____

Next Review Date: 1/2024

Last Reviewed: 1/2021

Review Responsibility: Board and Administrative Policies Committee

FCCS PROCEDURE

NO.: 4E

SUBJECT: TORNADOES

Approved by: Executive Council

Effective Date: 3/1/96

Date(s) of Revision: 10/1/98; 8/1/00; 7/17/06; 10/20/08; Dec 9, 2013; Feb 28, 2017; Jan 26, 2021

Responsible for Implementation: Safety Marshals, Facilities Department and All Staff

FCCS plans for and coordinates preparedness for tornadoes.

Procedures:

- 1) The Facilities Department, assisted by the Safety Marshals, will conduct an annual tornado drill in March in conjunction with Severe Weather Safety Week on the date and time designated by EMA/HS.**
- 2) The tornado plan for each location is for individuals to go to the lowest level of the building with interior halls and stay away from windows.**
- 3) The Facilities Department will provide to every department a weather radio to receive emergency warnings.**
- 4) Every department will keep a weather radio turned on and ready to receive emergency warnings.**
- 5) Each Safety Marshal shall be responsible for checking that each department's weather radio is working and turned on.**

- 6) In case of a tornado move to the designated area in the Tornado Shelter Plan for each building:

Tornado Shelter Plan

OFFICE LOCATION	DESIGNATED AREA
Any building	In general, lowest level, inside hallways, and rest rooms (not boiler rooms). Interior office areas under desks and/or tables.
4071 E. MAIN STREET	First Floor , stairwells, interior visitation rooms, and restrooms away from windows and exterior doors. 2 nd and 3 rd floors must evacuate to the 1 st floor areas.
1919 FRANK ROAD	All inside hallways and restrooms away from windows and exterior doors
855 W. MOUND STREET	First Floor , restrooms and 1 st floor bottom of stairwells, kitchens, inside hallways away from windows and exterior doors, HR lobby and the two conference rooms off the lobby. 2 nd and 3 rd floors must evacuate to the 1 st floor areas.
BRANCH OFFICES	In general, lowest level, inside hallways and restrooms. Interior office areas under desks or tables.

NOTE: All tornado safe rooms have a sign installed over the door.

- 7) If you are out of the office when there is a tornado, take the following action:
- a) Seek inside shelter.**
 - b) If caught in the open, lie flat in a ditch or depression and watch for rising water.**
 - c) In homes with basements, go to the lowest level and take cover.**
 - d) In buildings, go to an interior hallway, at the lowest level.**
 - e) Abandon mobile homes in favor of a pre-selected shelter.**