TORNADO "WARNING" PROCEDURES

Employees and students may continue to work during a "tornado watch;" however, a "tornado warning" will trigger an audible alarm in the community followed by school-wide alerts through message boards, PC alerts, and personal communication devices. Know your designated shelter area ahead of time.

1. Look for students and employees in the restroom.
2. Take students to a designated interior area away from windows and doors near load bearing (strong) walls:
   a.) School fire captains and youth leaders: Take communication devices with you.
   b.) Direct care staff: take student attendance information with you.
   c.) Supervisors: take employee attendance information with you.
   d.) Report attendance to fire captains (supervisors).
3. Have students and employees take the "tornado position" with heads covered and kneeling on the floor.
4. If stuck in an exterior area, take cover under heavy furniture and face away from windows; hold onto furniture.
5. Wait for the "all clear" communication.

My Tornado Safety Location is:

_____

FIRE, EXPLOSION, OR FIRE-RELATED INCIDENT PROCEDURES

If you smell or see smoke or a fire:

1. Pull the nearest fire alarm.
2. Evacuate the building (see below).
3. Contact an administrator with location and other details when outside.
4. Do **NOT** try to put out the fire yourself.

If you hear the fire alarm or see the fire strobe lights:

1. Check the restroom for students or staff.
2. Close doors and windows and turn off lights.
3. Leave the building with students.
   a.) School fire captains: take communication devices with you.
   b.) Teachers and direct care staff: take attendance sheet with you.
   c.) Do not waste time gathering personal belongings, even coats.
   d.) Report to outside designated area (know your area and exits ahead of time).
   e.) Report attendance information to fire captain.
4. Have students wait in line outside in an orderly manner until "all clear" communication or directions from the fire department.
   a.) Be ready for instructions to move farther away from the building than normal.
5. Do **NOT** go back into the building to look for someone; report missing persons to the fire captain.

My Primary Evacuation Site is: _____

My Secondary Evacuation Site is: _____

FIRE OR EXPLOSION

HAZARDOUS MATERIALS EXPOSURE PROCEDURES

If you encounter suspicious materials or someone is exposed to a hazardous material:

1. Notify Security (614 778-0604) or the Nurse (614 598-1429).
   a.) Tell the location, names of exposed persons, and nature of the substance;
   b.) Security or the Nurse will call 9-1-1 and notify staff to avoid the area and/or to evacuate the building;
   c.) Fire department will block off area when Fire Department arrives.
2. Notify the SHS Nurse if not already involved.
3. Notify your supervisor with details.
4. Do **NOT** attempt to clean up the materials or spill yourself.

If you receive instructions from PC alert, message boards, or personal communication devices to evacuate:

1. Check restrooms for students and employees in the area.
2. Leave the building, avoiding the location of the exposed area.
   a.) School fire captains should take communication devices.
   b.) Take attendance sheets for students and employees with you.
   c.) Cover nose and mouth with a cloth, clothing, or paper towel.
   d.) Take shallow breaths.
   e.) Report attendance to fire captain.
3. Stay outside until given the "all clear" communication or move to other locations if directed by fire department.
4. Individuals who have been exposed to a hazardous material need to remain outside and away from other student and staff to avoid further possible contamination.
   a.) Wait for further instruction from Fire Department on decontamination procedures.
   b.) SHS Nurse will respond for medical emergencies.