

SEVERE WEATHER PLAN FOR _____

1. Monitor NOAA All Hazards Radio station/channel _____ for severe weather information.

A. The **NOAA All Hazards Radio(s)** is/are kept at:

B. [Name(s)] monitors and maintain the radio(s).

"Maintain" means to inspect the radio each week to insure the radio is turned on, plugged in, tuned to the local station, the alarm is set and functioning, the backup battery is good, and the external antenna, if used, is plugged in. The Weather Service tests the alarm each _____, if the weather is good, between _____ and _____.

C. Monitor the NOAA All Hazards Radio during all hours of operation. Monitor the Weather Service website plus local TV station W_____ & radio station W_____ as backups.

2. [Name(s)] notifies all employees of severe weather warnings via (method or procedure):

3. The best available protective (refuge) area(s) is/are . . .

Take cover there when a Tornado Warning is issued or if a tornado or damaging winds are sighted.

4. The movement plan is:

A. [Name(s)] checks the best available protective areas when a Tornado Watch is issued, unlocks any door normally kept locked and ensures protective area(s) is/are open, clear and ready for immediate use. Prior to use, remove or make safe potential hazards in the areas.

B. [Name(s)] notifies (calmly so as not to cause panic) everyone by (method or procedure) ***"Tornado Warning (or tornado or damaging winds sighted); TAKE COVER in an orderly manner by . . ."*** Aim to have everyone take cover within 60 seconds.

C. [Name(s)] leads (keeping movement orderly but quick), direct and assist everyone (including visitors and the disabled) to the best available refuge area(s).

5. A practice tornado drill will be held . . .

6. Displays showing this plan, the floor plan of the building(s), the movement plan and the best available protective area(s) are posted . . .