

TORNADO AND SEVERE WEATHER PROCEDURES

EBC

School District of Bonduel

Board Policy

Tornado Watch ----- Weather conditions are such that tornadoes are expected to develop.

Tornado Warning --- A tornado has actually been seen.

1. A Weatheradio Alert which continuously reports weather forecasts and sounds an alarm to warn of approaching severe weather will be in operation in the school district office at all times that school is in session. In the event that severe weather or tornadoes are forecast, district office personnel will immediately contact the principals of grades K-8 and 9-12 and the district administrator. They, in turn, will take whatever action they feel is warranted.
2. Principals of grades K-8 and 9-12 will develop the specific procedures for each building for which they are responsible. The procedures will cover the following points:
  - A. Tornado and severe weather drills two times each year -- one shortly after school begins in the fall and the other shortly before the tornado season begins in the spring.
  - B. Establishment of a warning system to be used for drills or in case of a tornado.
  - C. Designation of areas within the building where the occupants will go for drills or in case of a tornado watch.
  - D. Determination of when the danger from a tornado is past and the building may return to normal operations.
3. If a tornado warning is in effect for the immediate area at the time school is normally dismissed, students will be kept in the buildings until the danger time has passed. The School District Administrator or his designee will make the necessary decisions.
4. School personnel who may be in a vehicle during a tornado warning should watch for funnels and if any are sighted, move at right angles to the funnel.
5. The attached information may be used by principals and other school personnel to help facilitate this policy.

ADOPTED 4/20/81

## DURING LIGHTNING & THUNDERSTORMS AND TORNADOES

- \* Lightning is the thunderstorm's worst killer.
- Keep an eye on the weather. When cumulus clouds begin building up and darkening, you are probably in for a thunderstorm.
- \* Keep your radio or TV turned on. Keep informed. Check forecasts.
- \* Have a battery radio at hand in case of power failure.
- \* Conditions may favor tornado formation.

### DURING A TORNADO WARNING

1. Seek shelter inside - stay away from windows. Open windows about 3" on east side of the building. Stay out of cars.
2. Go to the lowest floor possible and into the smallest room(s).
3. At home, go to the southwest corner of your basement.
4. If no basement, get under a table in an inside hallway.
5. Mobile homes are easily overturned -- seek shelter elsewhere.
6. At school, stay in inside hallways or corridors or small room -- NEVER in a gym or cafeteria or any large room.
7. In shopping centers, go to a designated area -- NOT to your car.
8. If you are caught in the open country, move at right angles to the tornado. (If the funnel seems to stand still but is getting larger, it is coming toward you.)
9. Average ground speed of a tornado is about 30 MPH. If you cannot escape its path, lie flat in the nearest depression, preferably a ditch or ravine, or in a culvert or under a bridge.

### DURING A LIGHTNING STORM

1. Stay inside -- away from open doors and windows, fireplaces, radiators, stoves, metal pipes, sinks, etc.
2. DO NOT use any electrical appliances for the telephone.
3. If you are in an automobile, stay in it.
4. If you are caught outdoors:
  - a. Get out of the water and off small boats.
  - b. DO NOT use metal objects like fishing rods or golf clubs.
  - c. Seek shelter in a building. If none available, a cave, ditch or ravine -- as low as you can get.
  - d. If only isolated trees are nearby, the best protection is to lie flat on the ground at least twice as far from the tree as its height -- NEVER under a tree.
  - e. Avoid hilltops, open spaces, metal clotheslines, wire fences, overhead telephone or power lines, or small exposed sheds. Stop tractor work and dismount.
  - f. Keep in mind that if you are in the open by yourself -- whether on a lake or in an open field -- YOU are an excellently grounded lightning rod to which lightning can be attracted, especially if wearing cleated shoes.
  - g. Lightning seeks the easiest -- not necessarily the shortest -- path to the ground.
  - h. If you feel an electrical charge -- your hair stands on end, your skin tingles -- lightning is about to STRIKE. DROP FLAT TO THE GROUND IMMEDIATELY !!!!!

## EMERGENCY RESPONSE PLANS

Advance planning and training are essential to successful management of an emergency or crisis which threatens the health and safety of students, staff and others at school or school activities. Since it is not feasible to either prevent or plan for every possible emergency, it is necessary to provide structure and organization to enable school personnel to address such situations.

Emergencies are ambiguous, unpredictable situations. An Emergency Response Plan must be conceptual and situation specific rather than personnel specific.

Crisis or emergency response plans are needed to react promptly and responsibly to fires, civil disasters, tornadoes and other weather-related emergencies, and violent or threatening conduct by individuals at school buildings or activities. An emergency response plan should include directions for staff roles and responsibilities, communications, staff training, interagency cooperation and evaluation.

Potential problem situations should be considered and appropriate safety procedures established. No matter what emergency occurs, the emergency response plan's primary consideration will be the protection of students and staff.

### Emergency Plan Procedures

A school safety response plan will be developed and a school safety response team organized for each school building. The emergency response plan will be communicated to all school staff to insure maximum safety, efficiency, stability, calmness and communication in the event of an actual emergency.

The emergency response plan for each school building will include:

1. The names and positions of the emergency response team members.
2. The location and telephone numbers of a control center, alternative control center, and evacuation site.
3. General guidelines to be followed for the emergency response plan, major responsibilities during an emergency and the staff designated to carry out those responsibilities will include:
  - a. The principal or designee will verify the authenticity and accuracy of the information concerning the emergency situation.

- b. The principal or designee will meet with the building emergency response team.
  - c. All school staff will be notified of the emergency situation by crisis calling tree, written announcement, emergency faculty meeting, verbal announcement or designated code word.
  - d. The emergency response team will meet to share facts of the emergency, assess the impact on the student body, review the building emergency response plan and make necessary modifications to the plan.
  - e. The principal or designee will contact the district administrator who will notify the district emergency planning team.
  - f. If time permits the district and building emergency planning teams will meet to discuss the emergency response plan.
  - g. The principal or designee will communicate specifics of the emergency response plan to faculty, staff, and students.
  - h. The principal or designee will notify parents, if necessary.
  - i. The emergency response team will monitor the situation, evaluate actions taken, and revise emergency plan procedures as necessary.
4. Emergency Response Plan drills will be conducted throughout the school year.
- a. Fire drills will be conducted periodically in each school building. A log will be kept listing the date and time of the fire drill and the number of seconds required to evacuate the building.
  - b. Tornado drills will be conducted annually in April coinciding with National Tornado Awareness Week.
  - c. Bus evacuation drills will be conducted within the first two weeks of the school year by each bus driver.
  - d. Crisis Calling Tree will be used periodically when school is cancelled due to inclement weather as a means of notifying staff and practicing the use of the calling tree.

The emergency response plan will be reviewed by each building principal during the first building staff meeting of each school year. Copies of each building plan will be sent to the district office, the district safety coordinator, and the appropriate community agencies including law enforcement agencies, fire departments, and rescue personnel. The building principal will also be responsible for explaining the emergency response plan to the students and their parents.

Approved: February 1, 1995