

## Metcalfe County Severe Storm/Tornado Shelter Guide

### **Before severe weather issued:**

- Listen for the NOAA weather radio.
- Tune into a local radio or TV station for further updates
- Be alert to changing weather conditions. Blowing debris or the sound of an approaching tornado (may sound like a freight train) may alert you

### **When a Severe Storm/Tornado Watch has been issued:**

- Listen for the NOAA weather radio to alert to current conditions
- Tune into a local radio channel for local updates
- Listen for the outdoor warning systems that usually can be heard inside the building.

### **When a Tornado Warning has been issued:**

- The employee that hears either the NOAA weather radio warning or the local outdoor warning sirens issued for the area has the responsibility for alerting other staff and clients that severe weather is approaching. The NOAA radio should be disconnected and taken to the designated shelter area.
- The best shelter area in the Metcalfe Co. Health Department is the long hallway in the clinic area. (The lobby can be used if an overflow area is necessary.)
- It is the staff's responsibility to direct patients and visitors to the designated area. Staff should check all rooms to make sure everyone in the building is in the proper area. After checking rooms, the door to that room should be closed.
- All staff and patients should take cover by lying low to the ground with their hands covering the back of their heads.
- Everyone should stay in the designated area until the tornado warning has expired and local sirens are discontinued.

## **Metcalfe County Health Department Building Evacuation Guide**

The overhead page will be the signal for fire evacuation.

You should not attempt to fight a fire unless the fire is minimal. Fire extinguishers are located throughout the facility

Each employee is responsible to evacuate yourself and patients in your area. The fire evacuation routes are posted throughout the building.

Supervisory staff should secure the building. All offices/patient rooms should be cleared of staff and patients and the door to each room should be closed, signaling that room has been cleared.

Staff and patients should gather in the patient health dept. parking lot.

**DO NOT BLOCK AREAS THAT EMERGENCY VEHICLES MAY USE.**

Supervisors should determine if anyone is missing or could possibly still be in the building. Staff and patients should be asked to remain in the parking until the “all-clear” verbal signal has been given. Staff will not be responsible for patients who choose to leave the premises.

**THE ALL-CLEAR SIGNAL MUST BE GIVEN BEFORE STAFF/PATIENTS RE-ENTER THE BUILDING.**

The following people can give the all-clear signal:

- Preferred/Primary: Fire Department Personnel
- Secondary: Center Coordinator
- Tertiary: Office Manager

These instructions are for fire or other evacuations in which the building is to be evacuated and does not apply to tornadoes, severe storms, or earthquakes.




**Responsibilities:**

Supervisory staff should go from door-to-door to assure all patients and staff has evacuated the building. Once outside, supervisors should:

- Assure patients/staff have congregated at the patient health dept. parking lot and determine if anyone is missing.
- Assure people are not blocking areas that may be utilized by emergency vehicles.
- Assure no one re-enters the building until the all-clear signal has been given.

# Metcalfe Co. Fire Exits / Tornado Shelter Map

**KEY**

- Fire Exits 
- Tornado Shelter 
- You Are Here 

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