

# Logan County Severe Storm / Tornado Shelter Guide

*Updated December 2013*

Tornado Watch is issued by the National Weather Service when a tornado is possible.

A Tornado Warning is issued from the National Weather Service when a funnel cloud has been sighted or indicated by weather radar. Tornado warning signs may include the following:

## **Tornado Warning Signs:**

- Look out for dark, greenish sky
- Large hail
- Loud roar, similar to a freight train
- Some tornadoes are clearly visible, while rain or nearby low hanging clouds obscure others
- An approaching cloud of debris can mark the location of a tornado even if a funnel is not visible
- Before a tornado hits, the wind may die down and the air may become very still
- Tornadoes generally occur near the edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado

## **During a Tornado, Employees Should:**

- Shut office doors, if possible
- Listen to a NOAA radio for additional instructions or move to the nearest tornado shelter area. NOAA radios (2) are located in break room of clinic and in Health Educators room.
- All building occupants are to seek shelter in pre-designated area upon notification or instructions. The best shelter from a tornado is a steel framed or reinforced concrete structure, along interior hallways or in small interior rooms
- Go to the center of the room. Stay away from corners because they tend to attract debris
- Get beneath a sturdy table or desk if possible
- Lie low with hands covering the back of the head to reduce neck and head injury
- Be aware of flying debris-it causes most fatalities and injuries

## **During a Tornado, Employees Should Not:**

- Open windows, use time to seek shelter
- Go near windows or rooms with wide, free span roof

## **Before severe weather issued:**

- Listen for the NOAA weather radio which is located in clinic break room
- 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

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

- The employee that hears the warning 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 Logan County Health Department is the basement.
- 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 weather radio, TV, or local radio station has given the all clear signal.

**After the Tornado Passes:**

- Call for help
- Watch out for fallen power lines, shattered glass, splintered wood, or other sharp objects.
- Monitor situation by continually listening to the radio or a NOAA weather alert radio.
- Use flashlights if power is off. Do not use candles at any time.
- Stay out of damaged buildings.
- Do not try to move seriously injured persons unless they are in immediate danger of further injury.
- Give first aid when necessary.
- Be alert to other potentially hazards.

**Inspecting a Damaged Building after a Tornado:**

- Look for electrical system damage – If you see sparks, broken or frayed wires, or if you smell hot insulation, turn off the electricity at the main fuse box or circuit breaker. If you have to step in water to get to the fuse box or circuit breaker, call an electrician for advice.
- Check for sewage and water line damage – If you suspect sewage lines are damaged, avoid using toilets and call a plumber. If water pipes are damaged, contact the water company and avoid using water from the tap. You can often obtain safe water by melting ice cubes, or from water heaters, or from a toilet tank (not the bowl).

# Logan County Health Department Building Evacuation Guide

*Updated 12/13*

Fire alarm, whistle and over head page will be the signal to initiate fire evacuation. Whistles (5) are located in the clinic break room, clerical area, kitchen, in environmental office, and health educator's office.

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 large rear 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** and other evacuations in which the building is to be evacuated and does not apply to tornadoes, severe storms, or earthquakes.

Supervisory staff should go from door to door to assure all patients and staff has evacuated the building. Outside supervisors should:

- Assure patients/staff have congregated in the large rear 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.

Supervisors should work with fire personnel to assure the all clear signal is given.

**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 in the large rear 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.
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# Logan County Fire Exits / Tornado Shelter Map



