

Severe Weather/Tornado

Tornado Watch – Issued by the National Weather Service when severe weather conditions and tornadoes could occur in the area.

Tornado Warning – Issued when a tornado has been sighted or indicated by weather radar. If a tornado warning is issued move to your designated sheltering area. Consider holding students at dismissal time if warranted.

Other Dangerous Storms including thunderstorms, high wind advisories or weather conditions capable of producing hail, lightning or other dangerous conditions (e.g. downed electrical lines or downed trees) should follow these protocols.

Pre-Incident Teacher/Staff Responsibilities:

- Secure items that could be affected by high winds
- Shut down equipment, as necessary
- Shelter-in-Place if necessary and ensure that all occupants reach the sheltering areas
- Advise faculty and staff to take roll to ensure that everyone is accounted for, including visitors

Post-Incident:

- Contact Board of Education Office/Superintendent for emergency assistance
- Cordon off damaged areas with tape or barricades
- Board up exposed areas
- Be aware that other facilities in the area may have also been affected and response agencies may not be able to respond immediately
- Avoid using telephones other than for emergency purposes
- Stay away from all windows, skylights and atriums

Incident Commander	<ul style="list-style-type: none"> • Ensure that the emergency announcement to Shelter-In-Place is made or if an Early or Delayed Dismissal will be announced • Advise all students/staff that are outside to re-enter the building • Alert staff of impending weather • Ensure that all school occupants reach the shelter areas • Coordinate actions of school personnel with internal and external responders • Use available resources to assist responding agencies as required • Announce the “ALL CLEAR” when appropriate
Head Custodian	<ul style="list-style-type: none"> • Secure items that can be affected by high winds • Direct the shutdown of utility lines or systems appropriate for the emergency • Coordinate the efforts of and act as a liaison to public utilities • Prepare to assist first responders with manpower, materials and equipment • Reactivate utilities and systems when appropriate
School Nurse	<ul style="list-style-type: none"> • Report to the IC for further instructions
School Counselor	<ul style="list-style-type: none"> • Follow school protocol to support all students especially those with disabilities and emotionally vulnerable students • Determine if mental health response team is needed to support distressed students
School Resource Officer	<ul style="list-style-type: none"> • Assist with the Sheltering, Early or Delayed Dismissal of school occupants • Meet first responders at emergency access points • Confirm the scene is secured • Ensure that only authorized personnel enter the emergency scene
Evacuation Coordinator	<ul style="list-style-type: none"> • Assist with the Sheltering, Early or Delayed Dismissal of school occupants
Reunification Coordinator	<ul style="list-style-type: none"> • Assist with the Sheltering, Early or Delayed Dismissal of school occupants

SEVERE WEATHER/TORNADO - FLOW CHART

