

TORNADO DRILLS

Information regarding tornados will be communicated either by audible alarm (intermittent sound) or verbal announcement. A verbal announcement will be made when an actual tornado warning exists.

Employees and visitors on the upper floors should evacuate to the first floor, and along with other departments, select areas that will offer them the most protection. These areas will be rooms without windows (i.e., Information Systems, Treasurer, and Clerk/Register Office, Kincheloe Room, or Hallway).

Debris generated by a violent windstorm or tornado is the primary cause of death and injury. The area in a building that is least vulnerable to the effects of wind and debris is any area below ground level. The safest places on the ground floor are in interior rooms and hallways. Avoid rooms with windows or large glass areas. **DO NOT** run outside.

All departments, which have first aid kits, should bring them to the evacuated areas. Remember it is extremely important that each Elected Official, Department Head and Supervisor know the whereabouts of all of their employees and visitors at the time the disaster occurs. Please notify Courthouse Security as soon as possible of any missing employees or visitors.

ADOPTED: 04/16/2002

REVISED: 10/14/2011