

# **TORNADO ALERT PROCEDURE**

## **GENERAL INSTRUCTIONS**

The following procedure is designed to assist City personnel in preparing the department/City staff, visitors and volunteers for tornado watches or warnings.

### **TORNADO WATCH:**

Weather conditions are such that the formation of a tornado is possible. The sky can range from blue and sunny to gray and overcast. Both the local weather bureau and radio/TV stations will announce that a tornado watch is in effect.

### **TORNADO WARNING:**

This type of alert is more than a watch and means that a tornado has been sighted or indicated by weather radar in the vicinity. As with the watch alert, the weather bureau and radio stations will communicate that a tornado warning is in effect.

### **NOTIFICATION AND RESPONSE:**

After receiving notification of a warning, proceed to the lowest level (basement). If no lower level is available, go to your preplan safe area.

- Stay away from windows.
- Turn high-voltage electrical equipment off if possible.
- Have ready access to a flashlight.
- If an evacuation becomes necessary, each department will follow their own evacuation procedure.
- DO NOT use telephones for personal inquiry during a tornado warning.

The announcement of a tornado warning will be through our disaster siren system and internal alert system.