Procedure: Tornado	**Last Update:** June 2013

References: Security and Safety Committee Policy

Purpose: To implement safety practices regarding response to a tornado warning.

Procedure: Tornado

A. Tornado Watch and Warning

1. A Tornado Watch means that weather conditions are favorable for the formation of a tornado.

2. A Tornado Warning is issued when a tornado has actually been sighted in the surrounding area.

B. Response to a Tornado Warning or alarm

1. If you are inside:
   - Stay inside.
   - Stay away from outside walls, windows, glass, overhead fixtures and unsecured objects such as filing cabinets or bookcases.
   - Avoid spaces opposite doorways or openings into rooms that have windows in exterior walls.
   - Avoid corridors that may become wind tunnels. These are corridors with exterior doors allowing direct exit outside.
   - Do not remain on the top level of any building.
   - Avoid large areas or rooms with expansive unsupported roofs.
   - Do not use elevators.
   - If possible, move to a designated tornado shelter within your building, or to a lower or below-ground level, interior corridor, or room without windows. Stairwells in the Administration and Courts Building are safe shelters.
   - Crouch low with your hands covering the back of your head and neck.
   - Assist persons with disabilities to the safest area on the same level.
   - Do not leave the shelter area until authorization to do so is given by the incident commander or other responsible official.

2. If you are outside:
   - If you are in a car, get out of it.
   - Look for a safe structure in which to take shelter.
   - If there is no shelter, lie down flat in a low area, such as a ditch, away from trees and power lines with your hands covering your head and neck.

3. Evacuation specialists may be present to assist you in locating and moving to designated shelter areas.