

INSTRUCTIONTornado Warnings

1. Pre-planning procedures
 - A. Have buildings inspected for determination of the safest place.
 - B. Allocate the space for all occupants to be sheltered.
 - C. Determine best body position for occupants in the shelter place (on elbows and knees, covering back of necks and heads with hands).
 - D. Each building should be equipped with an alert-monitor. This should be checked periodically.
 - E. Conduct a tornado drill a minimum of once per school year.
 - F. Prepare a specific warning communications system within each building with a manual back-up.
 - G. Designate spotters.
 - H. Instruct building custodians, bus drivers, teachers and children. (Emergency Procedures Handbook, pp. 16-22.).
2. Warning: "A tornado has been sighted in your area. Implement plans immediately."
 - A. Sound tornado warning.
 - B. Everyone is to go to shelter immediately. Open windows on north and east sides of building if there is time.
 - C. Teachers are to bring attendance books.
 - D. Children are to be told to assume the protective position.
 - E. If shelter cannot be reached, assume the protective position under desks or other heavy furniture.
 - F. School buses are not to leave the school.
 - G. No one is to leave the shelter until the "All clear" is sounded on the alert-monitor.