



EMERGENCY OPERATIONS PLAN



SEVERE WEATHER

- Upon notification everyone shall move to their identified **SHELTER IN-PLACE** location.
- Stay away from windows and doors.
- Avoid hallways with exterior doors.
- Do not seek shelter in rooms with a large roof span (gymnasium, auditorium, cafeteria).
- Assist anyone that is disabled or with special needs.
- **FOR TORNADO DUCK:**
 - **D** - Go **DOWN** to the lowest level.
 - **U** - Get **UNDER** something.
 - **C** - **COVER** your head.
 - **K** - **KEEP** in shelter until the storm has passed.
- Call 911.
- Take a physical count of everyone in the building.