

TORNADO PREPARATION, RESPONSE, ACCOUNTABILITY AND RECOVERY PROCEDURE

Preparation:

- **All Staff:**
 - Know the emergency evacuation path for your work area.
 - Know the Severe Wind Take Cover Area for your location.
 - Notify your Supervisor/Subcontracting Officer's Technical Representative (SOTR)/Sponsor/Escort if you are unable to evacuate your work area in the event of an emergency (e.g., unable to use stairs, unable to push an emergency door open).
- **Safety Wardens:**
 - Ensure building/area evacuation map(s) is current and displays appropriate take cover location(s).
 - Ensure the take cover area is in good condition.
 - Ensure the Emergency Weather Radio is working, if questionable, replace batteries. (Contact Tina Menefee (x5490) if repair/replacement is necessary.)
- **Line Manager:**
 - Ensure all employees (and visitors) are aware of the evacuation map and the take cover locations.
 - Ensure accommodations for employees with special needs are adequate and understood.
- **Associate Director:**
 - Review with line management responsibilities and procedure activities.
 - Ensure line management understands the steps required to provide accurate accountability.

Response Procedure:

- **All Staff:**
 - Step 1:** A warning alert will be sent via Jefferson Lab's emergency response system (e.g. page, or e-mail), or heard on the Emergency Weather Radio.
 - Step 2:** When alerted, immediately evacuate to the assigned "take cover" location. (If willing and able, assist others that may need help.)
 - Step 3:** Await additional instructions. (An all clear message will be submitted via Jefferson Lab's emergency response system (again, by page or e-mail.)

If Injuries have occurred:

- Step 1:** Ensure your safety first. Do not attempt to assist if you are untrained, or it is unsafe to do so.
- Step 2:** Call 911.

- Step 3:** Await Emergency Services. (Go to, or send someone, to direct responders to the location.)
- Step 4:** Upon arrival of emergency services, direct them to the location.

If Damage has occurred

- Step 1:** Only the Facilities Manager can authorize re-entry into a damaged area/building.
- Step 2:** Ensure your safety first. Do not attempt to assist if you are untrained, or if it is unsafe to do so.
- Step 3:** Document the damage. If safe take pictures.
- Step 4:** Report damage to your line manager as soon as possible.

Feedback Procedure:

- **Line Manager:**
 - Step 1:** Complete the “**MARCH 15, 2011 TORNADO DRILL FEEDBACK SHEET**” see below.
 - Step 2:** Submit the sheet via interoffice envelope or e-mail to: Tina Menefee (Internal MS #35, or menefee@jlab.org), preferably on the same day as the drill, but no later than April 1, 2011.

MARCH 15, 2011 TORNADO DRILL FEEDBACK SHEET

Division:

Date:

Name and Position Title:

How did your working group participate in the tornado drill?

Where was your assigned “Take Cover” location? Did your group go to this location?

Are you able to account for all personnel under your authority?

Did everyone in your area know where to take cover?

Was the assigned take cover location adequate/appropriate?

Did you witness any confusion? If yes, please explain.

Was the “Emergency Weather Radio” adequate to alert personnel?

If your group participated on the actual drill date and time, was the Jefferson Lab emergency response system (e.g. page or email) adequate to alert personnel?

Was this drill helpful? If no, please provide ideas for making this drill better.

Any other helpful comments you would like to share?

Submit completed form to Tina Menefee (Internal MS #35, or menefee@jlab.org) by April 1, 2011.