



## Administrative Policies and Procedures

Policy Title: Tornado Warning Procedures	Policy Number: 306
Effective: 1/10	
Supersedes: APR #306 dated 3/97	
Approval: <i>Loagn W. Frases</i>	Page 1 of 2

### 1. Purpose

To provide guidelines for procedures to follow during a tornado warning.

### 2. Policy

- 2.1 All weather watches and warnings are initiated from Ann Arbor Police Communications. Emergency information is disseminated via the Office of Emergency Management Telephone Fan Out System, Cable Television Local Alert System and the Outdoor Warning Sirens. **The sirens may not be heard by people indoors.**
- 2.2 **Severe Weather or Tornado Watch** Message - Conditions are favorable for severe thunderstorms or for a tornado to develop. Watches are issued to give people time to prepare. Keep tuned to local radio stations for weather updates. Severe weather develops quickly. There may not be time to complete the telephone fan out to warn all Service Areas throughout the City.
- 2.3 **Severe Weather or Tornado Warning** Message - A severe thunderstorm or tornado has actually been indicated on radar by the National Weather Service or spotted by trained weather spotters within Washtenaw County.

### 3. Procedures

- 3.1 **MOVE IMMEDIATELY!** If time allows, go to the lowest level of the building you are in, preferably the basement area. If there is no basement or time does not allow, move to an interior office, conference, restroom or closet that has **NO WINDOWS**. Close the door. Take cover under a sturdy piece of furniture such as a desk or table. If there is no furniture available, assume a crouch position and protect your head from flying debris with your arms.
- 3.2 Remain in your shelter area until the ALL CLEAR message is given through the Office of Emergency Management. This ALL CLEAR message will be received as explained in 2.1.
- 3.3 In the event the building is damaged by a tornado, it will be necessary to account for everyone after the event is over. Once the all clear is given, employees should go to their designated meeting spot, as designated in AP #301.
- 3.4 A good item to keep on hand is a battery-operated radio (and extra batteries) to listen for weather updates and the all clear message in case telephone and power lines go down.