

Lake County Department of Utilities

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Title: Tornado Emergency Plan

PURPOSE:

To protect all employees, visitors and contractors in the event of a tornado emergency.

SCOPE:

All employees and visitors in Departmental facilities, properties and/or work locations.

RESPONSIBILITIES:

It is the responsibility of all Department employees to understand the Tornado Emergency Plan and the Emergency Notification System. It is also the responsibility of all employees to warn others in the event that you should hear, see or witness a tornado or a tornado warning.

DEFINITIONS:

- 1.1 **Tornado** - A violent destructive whirling wind accompanied by a funnel shaped cloud that progresses in a narrow path over land.
- 1.2 **Tornado Watch** - Tornadoes are possible in the watch area. This is a good time to brush up on what you would do if a tornado is spotted.
- 1.3 **Tornado Warning** - A tornado has been observed by either radar or a spotter in the field. **It is time to take action immediately!**
- 1.4 **Signs of a Tornado**
 - A sickly green or green-black color to the sky.
 - A watch or warning is posted, and then the fall of hail, should be considered as a real danger sign. **Note:** Hail can be common; however, hail alone usually has no tornadic activity along with it.
 - A strange quiet that occurs within or shortly after a thunderstorm.

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- Clouds moving by very fast, especially in a rotating pattern or converging toward one area of the sky.
- A sound a little like a waterfall or rushing air at first, but turning into a roar as it comes closer. **Note:** The sound of a tornado has been likened to that of both railroad trains and jets.
- Debris dropping from the sky.
- An obvious “funnel-shaped” cloud that is rotating, or debris such as branches or leaves being pulled upwards, even if no funnel cloud is visible.

PROCEDURE:

- I. Tornado Emergency Plan
 - A. When the Tornado or Tornado Warning is either seen or heard, pick up a radio and warn employees.
 1. A simple statement should be made such as, “This is a Tornado Warning. Take shelter immediately.”
 2. If possible when in the field, use a radio or cell phone to notify personnel where you are taking shelter.
 - B. Once notification has been made of a Tornado Warning, get to the designated shelter. **DO NOT** go outside to try and see the tornado.
 1. Designated shelters are as follows:
 - a) Administration Building – Basement Lounge and Hallways
 - b) Aquarius WTP – Admin Building Restrooms
 - c) Aquarius SC – Bathrooms
 - d) Bacon Road WTP – Filter Gallery Stairwell
 - e) Baler – Basement of Square House
 - f) Billing – Stairwell
 - g) East End SC – Bathroom in Service Area
 - h) GLK – Operator’s Locker Room, Admin Building Bathroom
Maintenance Building Bathroom and Belt Press Basement
 - i) Madison Plant – Operator’s Bathrooms and Filter Building Pipe
Gallery Basement (Building “G”)
 - C. Crouch down and make yourself as small of a “target” as possible by using the “tuck and cover” position.
 1. Try to find something to cover the back of your head.
 - D. If you're in the field when a warning is issued you should attempt the following strategies in the following order:
 1. Seek shelter in a nearby building.
 2. Get into your vehicle and drive away at a right angle from the tornado.
 3. If unable to drive away from the tornado, remain in your vehicle, crouch down as low as possible and cover your head and body with whatever protective materials are available.
 4. If unable to gain access to a vehicle hide in a nearby ditch, culvert or ravine and cover your head.
 - E. Stay in the shelter until the warning is over or the danger has passed.

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1. Be aware that sometimes more than one tornado will develop during a violent storm.
- F. Be alert to fire hazards such as broken electric wires or damaged electrical equipment, possible building collapse or gas or oil leaks. Exit any potentially dangerous areas and report broken utility lines to appropriate authorities.
- G. Check for hazards in your area and respond as needed.
- H. Check for missing or injured employees.
 1. Conduct a search and rescue if employees, visitors or contractors are missing and conditions are safe.
- I. If injured employees are found, call for emergency help immediately.
- J. Care for employees until emergency help arrives.