



SEVERE WEATHER CONDITIONS

The Minneapolis Downtown Emergency Action Committee (DEAC) is providing a series of checklists or best practices for consideration of use at your respective businesses and organizations. When considering the use of these deliverables, it is encouraged that these practices be exercised and drilled.

Tornado or Severe Storm

Tornadoes occur in all 50 states, but the Midwest and southeast portions of the country are most vulnerable. Tornadoes can occur at any time during the year; however, they are most likely to strike from March through August.

The National Weather Service reports the movement of severe weather that presents a threat to the area. Such emergencies are predictable to a degree. Assuming adequate warning is given, emergency procedures can be implemented with time to spare.

The property team must monitor a weather radio and local weather reports to keep abreast of the storm in order to initiate the appropriate procedures in time to prevent injuries. A tornado watch means tornadoes, severe thunderstorms, or both, are possible. A tornado warning means tornadoes have been sighted in the area. Monitor weather reports for updates. If a tornado warning has been issued by the National Weather Service, generally a tornado siren will be sounded, and people should take cover immediately.

General Guidelines

Tornado/Severe Weather Emergency Warning Procedures:

- Tornado Watch: Conditions exist for potential Severe Weather
- Tornado Warning: Confirms a Tornado Sighting

Pre Planning: To provide guidelines for emergency response actions to minimize personal injury and property damage from incidents involving tornadoes.

- Complete outstanding preventive maintenance on any emergency or standby systems and equipment.
- In consideration in any emergency: Identify the management team or the responsible parties who will be "in charge" to manage an event or crisis.
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Severe Weather Watch

Step 1: Manager on Duty (MOD)

- . Advises all staff members of conditions.
- . Monitors weather forecasts for updated conditions.
- . Ensures that all radio systems and battery-charged equipment are connected to circuits supplied by emergency power.
- . Monitor the radio for weather reports
- . If a tornado warning is issued, use the building public address (PA) system, blast fax, blast email, or telephone to direct people to seek shelter.
- . Do not use the elevators.
- . Move away from the perimeter of the building, closing perimeter doors behind you.
- . Take cover in core areas of the building such as the floor corridor and elevator lobby. The immediate danger of high winds is from flying glass and falling objects. Stay away from glass and surround yourself with walls.
- . Continue monitoring the radio for weather reports. Remain in a safe area until the National Weather Service has provided an "All Clear" announcement.
- . Notify occupants of the "All Clear," and direct employees to return to their normal duties.
- . For injured people, see Medical Emergencies program and notify first responders

Engineer on Duty (EOD): Directs engineers to:

- . Check all emergency equipment and fuel levels and to ensure equipment is operational.
- . Check roof and grounds for unsecured objects or other objects that could become airborne.
- . Conduct regular rounds of the facility to monitor systems and equipment.
- . Make temporary repairs as necessary.
- . Discontinues all contractor work outside of the building.

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Tornado Warning

Step 1 Person In Charge

- . Monitors weather forecasts for updated conditions.
- . Briefs property team and other key employees on the status of the tornado warning. Review emergency procedures.
- . Directs an available engineer to initiate pre-tornado equipment and resources review
- . Ensures that all radio systems and battery-charged equipment are connected to circuits supplied by emergency power.
- . Maintains staff Emergency Command Center 24/7 and coordinates activities.

Step 2 Engineer on Duty

- . Directs engineers to:
- . Continue to monitor emergency equipment and fuel levels and to ensure equipment is in working order.
- . Complete any unfinished preventive maintenance on emergency or standby systems and equipment.
- . Check roof and grounds for unsecured objects or other objects that could become airborne.
- . Conduct regular rounds of the facility to monitor systems and equipment.
- . Make temporary repairs as necessary-
- . Discontinues all contractor work on outside of the building.

Tornado Event

Step 1 Person In Charge

- . Instructs all employees and tenants to move away from the perimeter of the building, closing perimeter doors behind them, and to take cover in central core areas of the building such as stairwells, floor corridors, elevator lobbies, and bathrooms.
- . Dispatches an engineer to recall all elevators to the lobby.
- . Continues to monitor the radio, awaiting the "All Clear" announcement from the National Weather Service.
- . Receives "All Clear" from the National Weather Service.
- . If the Building is Severely Damaged:
- . Implements full building evacuation, if necessary.
- . Notifies the appropriate persons from the property, regional, and corporate teams.

Recovery: After the Emergency

Step 1 Person In Charge

- . Notifies the tenants of "All Clear" announcement from the National Weather Service.
- . Directs engineers to:
- . Reset and/or restore all systems and equipment to operational condition.
- . Respond to any emergency conditions as outlined in other sections of this manual.
- . Conduct a full assessment of building and grounds for damage.
- . Initiates salvage and cleanup operations with staff and/or contracted services-

Step 2 Security Officers, Engineers, and Manager on Duty

- . Document the chain of events that occurred. Answer the questions who, what, where, when, why, and how. Includes dates, times, full names of participants, employers, and titles. Take photographs to document the incident and property damage.

Step 3 Person In Charge

- . Meets with property team members who responded to the emergency, and critiques the overall operation. Finds areas to improve and communicates findings so the property team can learn from the event.
- . Prepares a general summary of events, and distributes it to the tenants' primary contacts.