

City of Topeka Policy

Emergency Evacuation Plan Tornado Warning

EMERGENCY EVACUATION PLAN TORNADO WARNING POLICY

Purpose: To establish a policy on the evacuation plan for a tornado warning.

Applicability: To all city employees.

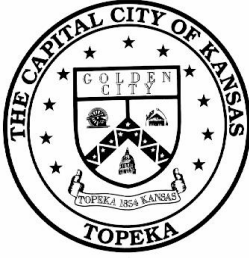
Effective Date: March 1, 2006

1. DEFINITIONS

- A. Safety Captains – employees selected to assist employees and customers with the proper procedures of evacuation.
- B. Senior staff member – the highest-ranking employee on site.

2. PROCEDURE

- A. In the event of a tornado warning the senior staff member on duty will notify all staff that a warning has been issued. *(Examples might be through pulling a tornado alarm system, via an intercom system, bullhorn, paging system, etc. Make sure all alarms and/or notification systems alert all employees.)* If special TTY devices are needed, contact Human Relations or Facility Operations for information.
- B. All personnel will proceed to the specific location identified in the Evacuation Procedural Policy for a particular site or facility.
 - 1. Safety Captains will assist employees and customers who may require special assistance. Do not use elevators! The only exceptions will be made for those with special needs previously identified and given the elevator are in working condition!
 - 2. If time permits, the senior staff member/Safety Captain will make a final walk through of the facility to assure all personnel have moved to the sheltered area.
- C. The senior staff member will perform a head count to ensure all personnel are accounted for. Do not go outside. Under no circumstances will staff be authorized to leave the premises to go home.



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- D. Should a tornado warning occur while a staff member is away from the facility, no effort should be made to return to the work location to take cover. Find shelter at the nearest possible location. If you are out in the open, take cover in a ditch or ravine.
- E. All staff will remain in the shelter area until the *all clear* has been sounded. The senior staff member/Safety Captain will verify all personnel are accounted for, and allow all to return to their respective work areas.
- F. Refer all media inquiries to the Public Information Officer or the City Manager.

THIS POLICY SPECIFICALLY REPEALS AND REPLACES PRIOR CITY POLICIES AND ADMINISTRATIVE MEMORANDA RELATIVE TO TORNADO EVACUATIONS.

Approved:

Neil Dobler, Acting City Manager
February 15, 2006