

In the event of a tornado warning issued by the National Weather Service, an announcement will be made over the public address system advising building occupants of tornado procedures.

Tornado Watch:

The term “tornado watch” simply means that conditions are right for a tornado to develop. It does not mean that a tornado has been sighted. During a tornado watch, employees will continue to work. Listen for information from building management or building security.

Tornado Warning:

A “tornado warning” indicates that a tornado has been sighted. Employees should be prepared to initiate tornado response plans should action be necessary. If a warning is in effect, the local sirens will sound for three minutes followed by seven minutes of silence. The siren pattern will continue in this manner until the warning has been discontinued. Listen for instructions from either building management or building security.

In the event of a tornado warning, take the following action:

1. Close all blinds and drapes to the outside windows and close your door behind you.
2. Follow the directions of your Floor Warden.
3. Move away from the perimeter of the building and exterior.
4. Go to the core of the building – to stairwells, restrooms or interior offices.
5. If you are caught in an exterior office, seek protection under a desk.
6. **Do not** go to the first floor lobby or outside of the building. You are much safer in a steel-framed or reinforced concrete building than you will be on the street or in your automobile.
7. **Do not** get on an elevator. You can be as safe on your own floor as anywhere else – stay in the interior portions of the floor.
8. Remain calm.

If evacuating after the impact of a tornado:

1. Assess emergency evacuation routes – determine if clear, blocked or impassable.
2. If passable, open doors carefully; watch for falling objects.
3. See Procedure A-2.2: Evacuation Procedures - After the Impact.

If trapped inside after a tornado:

1. Evaluate situation and coordinate actions with co-workers and other building tenants.
2. Replace all telephone receivers.
3. Identify working forms of communication – cell phones, office phones, etc.
4. Do not move debris or objects – it may trigger the collapse of a nearby structure.
5. Assess area for gas or liquid leaks or other hazards.
6. If power outage, do not use candles or lighters until determined safe to do so.
7. Check for fires and extinguish fires if at all possible.
8. Clean up or contain spills, excess fluids and materials immediately, if safe to do so.
9. Power down computers and lamps. Do not turn on light switches or appliances.
10. Do not flush toilets until authorized by building management.
11. If trapped, listen for emergency evacuation teams above, below and around you.
12. Remain calm and encourage others to do the same.