

TORNADO DRILL PROCEDURES

ARCHDIOCESE OF ATLANTA

All employees should be aware of weather terminology:

- A *tornado watch* is issued when there is a possibility of the development of a tornado.
- A *tornado warning* is issued when a tornado has been sighted or has been indicated by radar.
- A *tornado drill* is called to practice what we would do in case of a tornado warning.

If a tornado watch is issued, during the day, employees will be alerted by the receptionist via the paging system. Employees should be prepared to move quickly, but no other action is necessary. For watches that occur after hours, the employee responsible for the after-hour activity (or other archdiocesan representative) will be provided instructions to make necessary announcements via the paging system. Visitors should be prepared to move quickly.

If a tornado warning is issued, during the day, employees will be alerted by the receptionist via the paging system. Employees will immediately move to the designated tornado safety area. Department Captains should take emergency contact information with them. Remain in the designated tornado safety area until an all-clear announcement is made. For warnings that occur after hours, the employee responsible for the after-hour activity (or other archdiocesan representative) will be provided instructions to make necessary announcements via the paging system. Visitors must report immediately to the designated safety area and remain there until an all-clear announcement is made.

2401 Procedures for a tornado warning:

1. The terrace level in the mechanical corridor will be used as the primary area shelter from a tornado in the 2401 building. The north central and south stairwells are secondary safe areas.
2. All employees **MUST** move to designated safe areas in the building – **NO EXCEPTIONS**.
3. Move quickly and in an orderly fashion; do not panic. Avoid the use of the elevators.
4. Remain in the designated safe area until an “all clear” has been announced.