

**Tornado Watch has been issued in an area near building:**

- Monitor Emergency Alert Stations (see *Media/ Emergency Alert Stations section*) on battery-operated radio or NOAA Weather Stations (National Weather Service, Weather Channel).
- Bring all persons inside building(s).
- Close windows and blinds.
- Review location of safe areas. Tornado safe areas are in basements, in an inner room on the lowest floor, in hallways, and away from windows and large rooms.

**Tornado Warning has been issued or tornado has been spotted in nearby area:**

- Move employees and guests to safe areas, away from windows and large rooms.
- Supervisors should account for employees and guests.
- Ensure that all persons are under sturdy furniture and use arms to protect head.
- Contact \_\_\_\_\_ in \_\_\_\_\_  
Maintenance Supervisor Office #  
at \_\_\_\_\_ to shut off gas.  
Work/Mobile/Page #
- Remain in safe area until warning expires or until emergency personnel have issued an all-clear signal.
- If building has been damaged, assemble crisis team to assess damage, administer first aid and order evacuation, if necessary.