

TORNADO DRILLS RULES AND PROCEDURES

Definitions:

“Watch” means conditions are favorable for tornado or severe weather

“Monitor” means take action as needed.

“Warning” means tornado may be imminent. Take shelter. Monitor weather reports continuously.

Signals:

1. Severe weather conditions should be monitored in the school office.
2. Warning signal will be:
 - Continuous short rings on the indoor bell system or audible alert.
 - A back-up signal will be announcements in the hallways by designated authority.

Steps of Action:

1. Signal will be continuous short rings or audible alert.
2. Students should proceed to their designated position against the wall and assume a kneeling position, head down. With hands covering their heads.
3. Persons in unsafe locations and prefabs should seek cover in main building (see map posted in each classroom).
4. Teachers are to close classroom doors.
5. Teachers should keep their class rosters with them and kneel behind their classes to be sure students are following the drill procedure and to verify student count.
6. Wait for all clear signal before returning to classroom.
7. Avoid the west side of the building. Avoid large open areas, i. e., gyms, cafeterias, libraries.

School Buses:

1. School buses will not be loaded in the event of threatening weather at dismissal time.
2. Bus should pull over and stop.
3. Notify transportation of the impending danger and give location.
4. Driver should evacuate the bus and escort students to a nearby ditch or ravine.
5. Students should lie down and cover their heads.
6. Students should not be located with the bus between them and the approaching tornado. They should be far enough away to prevent the bus from rolling over on them.

Personnel Roles:

Principal:	Supervise the student body and maintain contact with all staff.
Secretary:	Maintain communication.
Teacher:	Supervise class(es).
Auxiliary Staff:	Assist with evacuation to a safe area. Check bathrooms and other spaces for people.

TORNADO DRILLS, RULES AND PROCEDURES (Cont.)

Police:	326-1700	Utilities:	
		NEOC Vinita REC	1-800-256-6405
Fire:	326-4343	Water	326-4200
Emergency Line:	326-4343		
Ambulance:	Cherokee Nation Emergency	918-868-1166	
		918-458-3275	
	City Hall	918-326-4200	
National Weather Service, Tulsa Forecast		918-743-3311	