

## Storm Shelter Manager

**Job Description:** The Storm Shelter Manager is responsible for opening, oversight, and closing the Dome storm shelter in the event of severe weather.

### Responsibilities:

Stay aware of weather in the Catoosa Public School district.

Open the Dome Storm Shelter in the event of a tornado warning or if the district is in the path of severe weather according to the National Weather Service-Tulsa and local news stations.

Close and lock up the Dome Storm Shelter following use for severe weather.

Notify administration, campus police, city officials, and the public that the Dome is open for severe weather and when it has been closed after the severe weather event has passed.

Maintain check-in system for patrons using the Dome during severe weather.

Oversee the use of the facility, ensuring that all rules are followed.

Report any issues to campus police and/or city police.

Write up incident reports and submit to administration if issues arise during use of the Dome storm shelter.

Prior to closing, check the restrooms for any issues and pick up trash. Make sure trash and items are picked up throughout the Dome.