

ADMINISTRATIVE PROCEDURES

SECTION:	100 – GENERAL ADMINISTRATION	CODE:	AP 169.20
PROCEDURE:	TORNADO		

BACKGROUND

Tornadoes are local storms with whirling winds of tremendous speeds that can exceed 200 km per hour. When conditions dictate, have someone listen to local radio to determine if severe weather conditions are approaching your area. The following two types of alerts may be provided:

Tornado Watch: When conditions are favourable for tornadoes to develop in your area.

Tornado Warning: Means that a tornado has been sighted and protective measures should be taken at once.

PROCEDURES

1. Staff Response

- 1.1 Bring all children indoors.
- 1.2 Be ready to move quickly to safety if the warning signal is given.
- 1.3 Leave auditorium, gymnasium and other free span rooms.
- 1.4 Go to interior rooms or hallways on the lowest floor. Avoid halls that open to the outside.
- 1.5 Stay away from all windows and doors.
- 1.6 At the signal, assume the protective position: crouch down against an interior wall and cover your head. If you have nothing else, use your hands.
- 1.7 Follow further instructions from the Principal.
- 1.8 If outdoors,
 - 1.8.1 if there is not time to go to shelter, lie flat in a ditch or ravine or other low-lying area. Keep alert for possible flash floods.
 - 1.8.2 If travelling in a vehicle, abandon the vehicle and lie flat in a ditch or under a bridge away from the vehicle.

2. Administrators and/or Response Team

- 2.1 The Principal will advise teachers and staff that a tornado watch is in effect.
- 2.2 Bring all children indoors.
- 2.3 Drills:
 - 2.3.1 Familiarize all staff and students with the school shelter areas and evacuation plan.
 - 2.3.2 Transfer staff and students from portable to main buildings.
 - 2.3.3 Select interior rooms without windows in the core area of the building.
 - 2.3.4 Instruct staff to direct students to sit, knees up, head down and hands covering head.

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