

Severe Weather Emergency Situations

When severe weather threatens your building all personnel need to:

- Remain calm.
- Close all windows.
- Close, but do not lock office doors.
- Move quickly to the lowest floor of your building possible and stay away from outside walls, windows, and large rooms such as auditoriums and theaters.
- If available, basement levels offer the best protection from the destructive winds of a major storm, tornado or hurricane.
- In case of flying debris, get under a piece of sturdy furniture such as a workbench or heavy table or desk and hold on to it. If unavailable, use arms to protect head and neck.
- No employees should leave the building during a severe weather emergency unless for dire emergency.
- Use stairways when moving to other areas. Elevators are reserved for persons with special needs.
- Follow instructions. Instructions will be provided through the CENS and PA systems, and through emergency response personnel and agencies.