

**VILLAGE OF BLOOMINGDALE  
IN PLACE SHELTERING  
SEVERE WEATHER/TORNADO PROTOCOL**

- I. **PURPOSE:** To guide employees to safety during a severe weather/tornado event or tornado warning and to establish protocol for conducting severe weather/tornado drills.
- II. **PRE NOTIFICATION:** Weather radios have been installed in village facilities; to help employees self monitor tornado and other severe weather situations. Both the Village Hall and Public Works facilities will be posted and temporarily locked five minutes before a severe weather/tornado drill.

**III. NOTIFICATION**

- A. Both a severe weather/tornado event and drill will commence by verbal announcement from Police Telecommunications transmitted over the Police, Village Hall and Public Works intercom systems, as well as over the Police and Public Works radio channels.
- B. During an actual event, the Weather radio indicates advisory levels, and will sound when a severe weather/tornado warning has been issued.
- C. During an event, employees working in the field are further instructed to follow these procedures in the event that the Village's severe weather/tornado siren is activated, for purposes other than a test. Note: tornado sirens are tested at 10:00 a.m. on the first Tuesday of every month).
- D. Police Telecommunications will remain staffed and fully operational during a drill. However, during an actual event, after transmitting notification, the Village's 911 system would be switched over to Glendale Heights, and the Telecommunicators would proceed to their designated shelter areas.
- E. During either an actual event or a drill, following notification, all employees and their company are to proceed to their designated shelter area, as noted in area evacuation postings.
- F. During an actual event, upon arrival to the designated shelter employees should lay face down, with knees drawn up, and hands folded behind their heads. Employees in the field should vacate their vehicle, and lay face down with hands over their head in a nearby low lying area such as a ditch/ravine away from other parked vehicles.

**IV. POST-EVENT/DRILL**

- A. Direct supervisors will account for their In-house employees, and for their field personnel as follows:
  - 1. Building, Zoning and Engineering employees in the field during the drill shall notify their supervisor, via Public Works radio or by Nextel of their status.

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2. Public Works Maintenance and Utilities personnel in the field shall notify their supervisor, via Public Works radio, Nextel, etc who will in turn notify the Utilities Superintendent and/or Assistant Director of Village Services.
  3. Police Department employees working in the field must notify Police Dispatch, via the 800 MHz band or by MDC of their status.
- B.** All Village supervisors/superintendents are responsible for confirming the status of their personnel and transmitting a final status report to their Department Director, via phone, radio or Nextel as applicable.
- C.** Should there be a concern regarding the status of an employee, said concern should be transmitted to Police Dispatch via Public Works radio or Nextel (111\*656\*23698), and to the appropriate Department Director.
- D.** Should an employee be In need of emergency assistance, please call 911.
- E.** Weather radios should be used by employees in the shelter area to monitor storm conditions, and to identify when the warning has been lifted.